



## **Basic conditions and rules of operation in the area of the company TŘINECKÉ ŽELEZÁRNY, a. s., in Třinec**

(hereinafter referred to as "Rules")

### **I. Basic provisions**

- I.1 These Rules are binding, unless otherwise specified hereafter, for every natural and legal person entering the premises of the commercial company TŘINECKÉ ŽELEZÁRNY, a. s. (hereinafter referred to as "TŽ Company"), operating/residing on the premises of TŽ Company or leaving the premises of TŽ Company (hereinafter referred to as "External Person"), unless otherwise specified in their contract concluded with TŽ Company. External Persons are not employees and members of TŽ Company's bodies.
- I.2 For the purposes of these Rules, TŽ Company's premises shall be understood as the buildings, premises, roads, areas and spaces in Třinec owned or used by TŽ Company, both in their totality and individually (hereinafter referred to as "TŽ Company's premises").
- I.3 The External Person shall comply with the following in the TŽ Site
  - a) legal regulations, including regulations
    - aa) on road traffic,
    - ab) in the field of occupational safety and health (hereinafter also referred to as "OHS"),
    - ac) fire protection and prevention of serious accidents, and
    - ad) environmental protection, as well as
    - ae) other areas related to its business activities and/or its stay at the TŽ Site,
  - b) measures pursuant to Act No. 240/2000 Coll., on Crisis Management and on Amendments to Certain Acts (Crisis Act), and pursuant to Act No. 258/2000 Coll., on Public Health Protection and on Amendments to Certain Related Acts (hereinafter referred to as "Measures").
- I.4 The External Person shall be obliged to comply with these Rules also during his/her stay in/on parts of the TŽ Site, which are objects, premises, roads, areas or spaces located outside the area bounded by the fence, gates and/or gatehouses of the TŽ Company or outside other areas to which, based on the decision of the TŽ Company, entry is permitted only on the basis of a permit issued by the TŽ Company; the provisions of Chapter II of these Rules shall apply in these cases mutatis mutandis.
- I.5 The External Person is obliged to comply with the instructions issued by TŽ Company to ensure the safety and protection of persons, property and the environment, including fire protection and prevention of serious accidents, to protect health, i.e. also to prevent the spread of infectious and mass diseases, and/or to implement the Measures. TŽ's representatives (hereinafter referred to as "TŽ Representatives") are authorised to issue these instructions to the Company
  - a) in all matters, its Board of Directors and the members of its Board of Directors, each of them individually, and/or the head of its PK - Control Department;
  - b) in matters of permitting access and entry to the TŽ Premises, transport of goods, security of persons, protection of property and control in these matters, the authorised employees



- of its PK - Control Department and the employees of the security service provider (hereinafter referred to as "TŽ Security");
- c) in matters of fire protection and prevention of major accidents, authorised employees of its department VV - Fire Brigade (hereinafter referred to as 'TŽ Fire Brigade');
  - d) in matters of OHS, authorised by its OHS Representative (hereinafter referred to as the "OHS Representative") and employees of the OHS service provider, i.e. ENVIFORM a.s. (hereinafter referred to as the "OHS Service Provider");
  - e) in matters of environmental protection, including waste management, by authorised employees of its VE - Environmental Protection Department (hereinafter referred to as "Environmental Protection TŽ");
  - f) in matters of ensuring the safety and protection of persons, property and the environment, including fire protection and prevention of major accidents, at individual workplaces of TŽ, authorised by its senior employees responsible for the safety and protection of persons, property and the environment at these workplaces (hereinafter referred to as "Responsible Employee of TŽ").
- I.6 The instructions referred to in Article I.5 of these Rules are also the instructions of TŽ, as set out in
- a) in the "TŽ Licence",
  - b) in the "Safety instructions for drivers - passengers on the premises of the commercial company TŘINECKÉ ŽELEZÁRNY, a. s.", published on the Internet, or
  - c) in the Guidelines of the Board of Directors of TŽ, published in the matters referred to in Article I.5 of these Rules on the Internet,
  - d) in other documents delivered to the External Person in matters referred to in Article I.5. of these Rules.
- I.7 In the case of a conflict between a provision of these Rules and an instruction under Article I.5 and Article I.6 of these Rules, the instruction under Article I.5 and Article I.6 of these Rules shall prevail for the External Person, unless it is contrary to the law or his contract with TŽ.
- I.8 Where these Rules refer to the obligations of the External Person, this shall also mean, mutatis mutandis, the obligations of the members of its bodies, its employees or other persons entering the TŽ Premises, operating/residing on the TŽ Premises or leaving the TŽ Premises by reason of its contractual relationship with the External Person or with the consent of the External Person, all including members of the bodies and employees of such other persons and their subcontractors (all such persons, including members of the bodies and employees of the External Person, hereinafter referred to as "External Person's Subjects"). The Outside Person shall ensure that the obligations under these Rules, that is, including instructions, orders and prohibitions issued under these Rules, are also complied with by the Outside Person Subjects, even if not expressly stated in these Rules.
- I.9 The External Person shall ensure that the obligations under these Rules, that is also the instructions, orders and prohibitions issued under these Rules, are complied with in every place and area used by the External Person in the TŽ Premises, including areas used as site facilities.
- I.10 Where these Rules refer to the External Person's obligation to ensure that the obligations under these Rules, that is also the instructions, orders and prohibitions issued under these Rules, are complied with by the External Person's Entities, it is understood that a breach of these Rules by an External Person's Entity shall be deemed to be a breach of these Rules by the



External Person, and, therefore, that the External Person shall be obligated and liable to TŽ Company for the External Person's Entity's performance and fulfilment of such obligations under the Rules and that the External Person shall, among other things, indemnify and hold TŽ Company harmless for TŽ Company's failure to perform or fulfil such obligation.

- I.11 Where these Rules refer to special obligations of External Persons, such obligations shall be in addition to their other obligations under these Rules; such special obligations shall be without prejudice to the other obligations of External Persons and External Persons shall be obliged to perform their other obligations accordingly.
- I.12 Unless otherwise specified in these Rules, terms used in these Rules shall have the meanings given to them by law.
- I.13 These Rules in their electronic form are published by TŽ on the Internet at [www.trz.cz](http://www.trz.cz) (hereinafter referred to as the "Web address").
- I.14 TŽ is entitled to amend these Rules in all their parts to the extent corresponding to changes in legal regulations or reasonable needs to ensure safety and protection of persons, property and the environment, or reasonable changes in technical, commercial, operational or organizational conditions on the part of TŽ. TŽ shall announce a change to the Rules on the Web at least fifteen (15) calendar days before the change becomes effective, unless the nature of the change requires that it become effective within a shorter period of such announcement or immediately.
- I.15 Unless otherwise specified in these Rules or otherwise agreed in TŽ Company's contract with the External Person, the Head of TŽ Company's PK - Control Department is authorized to act for TŽ Company in matters governed by these Rules.

## **II. Movement of persons and vehicles and transport of goods**

- II.1 Obligations of the External Person when moving in the TŽ Site:
  - a) to enter the TŽ Site and to stay in the TŽ Site only for the necessary period of time and for the reason for which the TŽ Company has issued a permit for entry to the TŽ Site (hereinafter referred to as the "TŽ Permit"),
  - b) to enter the TŽ Premises and leave the TŽ Premises exclusively through the gates and/or gatehouses of the TŽ Company designated for this purpose by the TŽ Company, and to submit to the control and instructions of the TŽ Security staff;
  - c) upon entering to the TŽ Premises, upon leaving the TŽ Premises and at any time upon request of the TŽ Representative, to present the TŽ Permit and, upon request of the TŽ Representative, also a document proving the identity of the person; to protect the TŽ Permit against misuse, damage and loss;
  - d) use only designated and defined roads (hereinafter referred to as "TŽ Communications") when moving within the TŽ Premises, observe the legal regulations on road traffic rules, traffic signs on TŽ Communications, as well as the obligations
    - da) to stop at a signal given by raising an arm or a stop target, or by a red light, or at level crossings by a signal flag or a white light (Attention: there are no traffic signs "Signal board" in front of level crossings);
    - db) not to stand or leave a vehicle or other object in the area of level crossings and tracks up to 3 m from the track axis;
    - dc) handle the load only at designated places;



- dd) after performing a transport operation, unless it is a vehicle with a permit to garage or park it on the TŽ premises, or after completing another activity for which it has been issued a TŽ Permit, leave the TŽ premises immediately by the shortest possible route;
  - de) use exclusively the designated parking areas for parking;
  - df) not to use drones without written permission from TŽ Company;
  - dg) when using single-track vehicles (bicycles and motorcycles) and tricycles (all hereinafter referred to as "Single-track DP"), use reflective warning vests according to EN ISO 20471, or outerwear corresponding in colour to the warning vest (high visibility), equipped with 2 reflective stripes with a width of min. 50 mm or supplemented with a reflective cross with high visibility according to EN 13356; if the warning vest or clothing is covered with an object, e.g. a rucksack, a reflective element with a minimum area of 100 cm<sup>2</sup> must be placed on it, all in proper condition without reducing their safety properties);
  - dh) when riding a bicycle, use a bicycle helmet;
  - di) not to enter the TŽ premises with single-track DPs during the period of prohibition of such entry issued by the TŽ Company;
- e) enter the TŽ Site and stay on the TŽ Site only if he/she meets all the conditions under the Laws and Measures for the entry and performance of work of the External Person on the territory of the Czech Republic and to/in the TŽ Site, and at any time upon the request of the TŽ Representative to prove and/or document the fulfilment of these conditions.

## II.2 Obligations of the External Person when transporting goods:

- a) upon entering to the TŽ premises, to declare to the TŽ Security Guard employees the items brought/imported to the TŽ premises by means of an accompanying document, i.e. to prepare and submit to the TŽ Security Guard employees a list of such items with the particulars as required by the TŽ Security Guard employees; bringing/importing items to the TŽ premises without submitting such an accompanying document is not allowed;
- b) to declare to the TŽ Guard employees the items being taken out/exported from the TŽ Site by means of an export document issued by the TŽ Guard; taking out/exporting items from the TŽ Site without issuing such an export document is not permissible;
- c) at the instruction of the TŽ Representative, to submit to a physical inspection of the items in the possession of External Persons in the TŽ Premises and at the places designated for entering to the TŽ Premises and for leaving the TŽ Premises, including the obligation to submit to a personal and vehicle search;
- d) not to bring/import into the TŽ Site
  - da) waste,
  - db) firearms, ammunition, explosives, pyrotechnics and other military material,
  - dc) nuclear material or radionuclide emitter,
  - dd) other dangerous goods, that is to say, substances or objects, the nature, properties or condition of which may endanger the safety of persons, animals or things or endanger the environment in connection with their transport;
- e) not to enter the TŽ Site and not to drive on TŽ Communications
  - ea) by vehicles, trailers or combinations of vehicles which have not undergone a check weighing despite a call from the Railway Infrastructure Administration,



- eb) vehicles, trailers or combinations of vehicles, trailers or combinations of vehicles with dimensions or weight exceeding the maximum permissible value set by law,
  - ec) vehicles, trailers or combinations of vehicles, trailers or combinations of vehicles the technical condition of which is in breach of the legislation or otherwise threatened by their driving on the TŽ Communication or in connection therewith, damage to the TŽ Communication or other damage to property, personal health or the environment,
  - ed) vehicles, trailers or combinations of vehicles transporting cargo in violation of Section 52 of Act No. 361/2000 Coll., on Road Traffic, or any other legal regulation.
- II.3 TŽ is entitled to refuse to issue a TŽ Permit or to cancel the issued TŽ Permit in case of violation of obligations related to the movement of persons and transport of goods.
- II.4 In the case of a breach of obligations related to the movement of persons and the transport of goods, the TŽ Representative is entitled to detain for the necessary period of time the person who is reasonably suspected of such a breach of obligation, as well as goods that have been unlawfully brought into the TŽ premises or unlawfully taken out of the TŽ premises.

### III. Health and Safety

- III.1 The External Person is obliged to ensure the safety and health protection of himself and other persons, including with regard to the following main risks and dangers to persons on the TŽ Site:
- metallurgical gases  
toxic extremely flammable gases which, if inhaled, cause headaches, dizziness, dullness of thought, vomiting, convulsions, unconsciousness, respiratory disturbance and even death at high exposure. In case of inhalation, transport the victim to fresh air, provide basic life support, if necessary,
  - raw coke oven benzene  
carcinogenic highly flammable substance, with effects on the person manifested by agitation, drunkenness, unsteady gait, unconsciousness to death in high concentration. In case of inhalation, transport the victim to fresh air, if necessary, ensure basic vital functions, in case of skin contact remove contaminated clothing and rinse the affected areas as intensively as possible with a stream of water and treat with a regenerating cream, in case of eye contact rinse with a stream of water,
  - coal tar  
a viscous black liquid with a characteristic aromatic odour, with effects on the person manifested by agitation, drunkenness, unsteady gait; in high concentrations, unconsciousness and even death occur. In case of inhalation, transport the victim to fresh air, if necessary, ensure basic vital functions, in case of contact with the skin remove contaminated clothing and rinse the affected areas as intensively as possible with a stream of water and treat with a regenerating cream, in case of contact with the eyes rinse with a stream of water,
  - washing oil  
a brown liquid with an aromatic odour that causes irritation to the eyes, mucous membranes, respiratory organs and skin. In case of inhalation, transport the affected person to fresh air, if necessary, provide basic vital functions, in case of skin contact with cold product wash with soap and water, in case of contact with hot product (slight burn of 1<sup>st</sup> degree) cool the affected area with water and cover with sterile bandage, in case of eye contact rinse with water,



- spraying of molten substances (iron, steel, slag),
- hot surfaces of materials and technological equipment,
- movement of technological equipment and its components (metallurgical aggregates, material processing machines, drives, operating machines, forming machines and other equipment),
- toxic and explosive gases,
- flammable liquids and gases,
- sulphuric acid, caustic soda and potassium,
- other chemical and physical pollutants including dust, noise, vibration,
- energy media (electricity, industrial gases, steam, pressure equipment),
- transport technologies (road, rail, crane transport, transport equipment and special transport),
- insufficient handling work area, confined spaces or hazards arising from workplace layout,
- elevated/lower temperatures at workplaces,
- humidity.

### III.2 Other OHS responsibilities of the External Person:

- a) immediately report to the TŽ Company's main control room any accident of the External Person and the External Person's Entity on the TŽ Site, including accidents of other persons staying on the TŽ Site resulting from the External Person's or the External Person's Entity's actions or omissions, if such accident occurred on the TŽ Site, and allow TŽ Representatives to participate in the investigation of such accident;
- b) cooperate with the OHS Representative in determining the cause of the accident on the TŽ Premises and in making a record of such accident and in determining measures to prevent recurrence of the accident and to deliver to the OHS Representative one copy of the record of the accident at all times; allow the OHS Representative to state his/her opinion in the record of the accident;
- c) at the request of the OHS Representative, immediately submit to the OHS Representative for inspection valid evidence of the professional and medical competence of the External Person - natural person or External Person Entities;
- d) to complete
  - da) at its own expense, initial OHS training at a designated OHS contractor, including initial training on fire protection and prevention of major accidents, all in the case that the expected or actual duration of the stay of the External Person or any Subject of the External Person at the TŽ Premises exceeds two (2) weeks, and if the TŽ Representative does not comply with Art. 1.5 of these Rules; if it is necessary to conduct initial OHS training in a foreign language, it shall be the responsibility of the External Person to provide an interpreter at his or her expense; and
  - db) an OSH briefing at the workplace;
- e) notify TŽ of the competent person responsible for OSH and risk prevention, including the contact details of this person; this competent person shall be the partner of the OSH Representative in OSH matters and shall be responsible for supervising the OSH compliance of the activities carried out by the External Person;
- f) use protective work equipment and devices at work based on the identified risks of the activity being performed, whereby in the conditions of TŽ Company's production facilities, the minimum equipment is a protective helmet, protective work clothing, sturdy work boots, work gloves and clear safety glasses;



- g) submit to an orientation test at the request of any member of the Board of Directors of the TŽ Company, the Head of the PK - Control Department, TŽ Security, TŽ Firefighters or the OHS Representative to determine the content of alcohol or other addictive substances in the body and, if the person being examined does not agree with the result of the orientation test or if it is an examination for the purpose of determining the content of addictive substances in the body other than alcohol, a professional medical examination for the purpose of determining the content of alcohol or other addictive substances in the body; if the person under examination refuses the professional medical examination, the result of the orientation examination shall prevail; in the case of a positive result of the professional medical examination, the External Person shall bear the cost thereof; ensure that the Entities of the External Persons also undergo such examination for the purpose of determining the content of alcohol or other addictive substances in the body;
- h) visibly mark the work clothing of an External Person's Subject performing work on TŽ Company's sites with the name, title or trade name of the External Person or his/her other employer;
- i) allow the OHS Representative, the OHS Service Provider, the Responsible TŽ Supervisor ("Responsible TŽ Supervisor") or other persons designated by the OHS Representative or Responsible TŽ Supervisor to inspect the OHS performance of the External Person at the TŽ Premises.

III.3 It is forbidden on the TŽ premises:

- a) without the consent of the Responsible TŽ Employee, to enter any workplace or production and service areas of the TŽ Company that are not related to the reason for the External Person's presence on the TŽ Site;
- b) enter the TŽ Premises under the influence of alcoholic beverages or other addictive substances, bring them into the TŽ Premises or consume them on the TŽ Premises;
- c) smoke at work if smoking may result in a threat to life, health or property, and to smoke in places where it is prohibited by their nature, in workplaces and in other premises where the effects of smoking in those workplaces or premises would or might be likely to be experienced by non-smokers, in public places, in work meeting areas, and in rest rooms, changing rooms and personal hygiene areas including washrooms and toilets, in food preparation and consumption areas, in command areas, in crane cabins or other cabins for the control of machinery and equipment, in access corridors, stairways and similar areas including lift cabins;
- d) without the consent of a Responsible Employee of TŽ, to carry out any interference with the energy equipment and technologies of TŽ Company or energy equipment and technologies of other persons on the TŽ Site,
- e) burn any combustible substances in the open air, in open fires or otherwise outside facilities designed for combustion,
- f) burning vegetation,
- g) taking photographs and filming without the permission of the Head of the PK - Control Department of the TŽ Company.

III.4 In the case that an External Person fails to submit to, or cause such External Person's Subject to submit to, an orientation test for the purpose of determining the alcohol or other addictive substance content of his/her body, or such External Person's Subject fails to submit to such orientation test, or the alcohol or other addictive substance content in the body of the person being examined is detected, the TŽ Company shall be entitled to refuse such person or the



person who has not submitted to the examination entry to the TŽ Premises or to expel him/her from the TŽ Premises and, therefore, to remove him/her.

#### **IV. Asset protection**

- IV.1 TŽ shall not be liable for damage to the property of External Persons or other persons on the TŽ premises, unless such damage was caused by a breach of TŽ's duty.
- IV.2 Obligations of the External Person in protecting the belongings on the TŽ Premises:
- a) to ensure that the actions or omissions of the Outside Person or the Outside Person's Entity do not result in damage to property on the TŽ Premises;
  - b) not to use any items owned by TŽ or otherwise belonging to TŽ, including TŽ's computer network, without TŽ's consent or contrary to the terms agreed with TŽ and its instructions;
  - c) protect the items brought/imported to the TŽ Premises by the External Person or brought/imported to the TŽ Premises for the External Person, including items stored by the External Person on the TŽ Premises (hereinafter referred to as "External Person's Items") from damage, destruction or theft or loss;
  - d) to store and use the External Person's Items in such a manner as to avoid causing or threatening damage to health, property or the environment;
  - e) to allow the TŽ Representatives, at their request, to inspect whether the External Person's Items are being used or stored on the TŽ Premises in accordance with these Rules;
  - f) to take such steps as the TŽ Representatives may direct to ensure that the External Person's Items are stored and used on the TŽ Premises in accordance with these Rules;
  - g) immediately report to the TŽ Security control room any damage to the External Person's Items on the TŽ Premises or theft of the External Person's Items, as well as any damage or threatened damage to other items on the TŽ Premises of which the External Person becomes aware.

#### **V. Fire Protection and Prevention of Major Accidents**

- V.1 Obligations of the External Person in the field of fire protection:
- a) to fulfil its fire protection obligations in all places and premises used by it on the TŽ Site or in which it otherwise carries out its activities;
  - b) immediately notify the TŽ Fire Department, VVd - Fire Supervision Department, of its activities on the TŽ premises in the following cases
    - ba) the creation or change in the use of a lease or sublease of immovable property or premises on the TŽ Site; or
    - bb) the establishment, location and/or operation of any, even temporary, building or other similar structures (construction cells, marquees, etc.) on the TŽ Premises; or
    - bc) welding or working with open flames;
  - c) duties, the performance of which may be ensured only by professionally qualified persons under the fire protection legislation or, the performance of which is permissible only through such professionally qualified persons, shall be performed exclusively by professionally qualified persons designated by TŽ Company from among the employees of its VVd - Fire Supervision Department;
  - d) to take their own measures to fulfil the obligations to ensure fire protection in the TŽ premises and to carry out activities with increased fire danger and high fire danger in the





- TŽ premises only after discussion with the TŽ firefighters, employees of the VVd - Fire Supervision Department of TŽ, and according to their instructions;
- e) to enable the TŽ Firefighters, TŽ Responsible Managers or other persons designated by the TŽ Firefighters or TŽ Responsible Managers to verify the fulfilment of the External Person's fire protection obligations on the TŽ Premises, as well as to demonstrate to them the proper implementation of fire protection training in accordance with the legislation and these Rules;
  - f) at the request and as directed by the TŽ Firefighters or the TŽ Responsible Manager, without undue delay, take the necessary measures to ensure fire protection, provided that such measures comply with the law;
  - g) ensure that each External Person's Subject - employee with a place of work on the TŽ Site is trained on fire protection on the TŽ Site when he/she first starts working on the TŽ Site and repeatedly at least once a year;
  - h) ensure that
    - ha) each External Personnel Entity - senior employee with a place of work on the TŽ Site,
    - hb) each Outside Person Entity - a senior employee authorised to organise, direct and/or control the activities of the Outside Person or the activities of the Outside Person Entities on the TŽ Site,
    - hc) any other person authorised to organise, direct and/or control the activities of the External Person or the activities of the External Person Entities on the TŽ Site shall, when first taking up such position and repeatedly at least once every three years, have attended fire protection training on the TŽ Site organised by the TŽ Fire Brigade.

#### V.2 Specific duties of the External Person in the field of fire protection:

- a) welding, burning with flame or electric arc, working with gas burner and working with angle grinder
  - aa) in high fire hazard areas or in high fire hazard activities,
  - ab) in areas with increased fire hazards or activities with increased fire hazards,
  - ac) in areas where there is a risk of explosion followed by fire,
  - ad) in areas where there is a risk of fire,
  - ae) at heights of 2 m above the ground and above,
  - af) in areas where an open flame or other source of ignition is used in the immediate vicinity of flammable substances in solid, gaseous or liquid form, only after taking the precautions specified in the written 'Permit for welding and work with open flames' issued by the Fire Brigade;
- b) when carrying out welding, flame or electric arc burning, work with gas torches and work with angle grinders in cases other than those referred to in (a) above, comply with the 'Basic fire safety conditions for welding and heating of bitumens in fusion vessels, other work with open flames, for work without written permission' (Annex 1);
- c) to carry out fire supervision after the end of welding for at least eight hours after the end of welding, unless the TŽ Fire Brigade decides that fire supervision shall be carried out by a TŽ Fire Brigade unit;
- d) always have acetylene cylinders fitted with a dry billet located immediately downstream of the pressure reducing valve.

#### V.3 Obligations of the External Person in the field of prevention of major accidents:



- a) to prevent the occurrence of major accidents, i.e. emergencies leading to serious danger or serious consequences for human and animal life and health, the environment or property (hereinafter referred to as "Major Accidents"), to proceed in a manner similar to Article V.1. of these Rules;
- b) if the External Person is a natural person, train the External Person's Subjects in the prevention of Serious Accidents in accordance with the "Information on risks in TŘINECKÉ ŽELEZÁRNY, a. s." (Annex 2);
- c) on the basis of the request of the TŽ Firefighters to provide information and documents for the purpose of preparation of the internal emergency plan of the TŽ Company.

#### V.4 Obligations of the External Person in case of fire or Serious Accident:

- a) in the case of a fire or a Serious Accident (all hereinafter referred to as "Emergency") on the TŽ Premises, to proceed in accordance with the "Fire Alarm Directives of TŘINECKÉ ŽELEZÁRNY, a. s." (Annex 3);
- b) immediately notify the TŽ Fire Department dispatching centre and the main dispatching centre of the TŽ Company of any Extraordinary Event arising from the activities carried out by the External Person on the TŽ Premises or arising on the premises owned or used by the External Person on the TŽ Premises, as well as any other Extraordinary Event which the External Person discovers on the TŽ Premises;
- c) immediately notify the TŽ Fire Department dispatcher and the main dispatcher of the TŽ Company of the call for an ambulance vehicle in order to provide an escort vehicle for the called ambulance vehicle;
- d) in the case of an Emergency on the TŽ Premises, to follow the instructions and decisions of the TŽ Representatives, including the instructions broadcast from the electronic sirens of the TŽ Company and the instructions broadcast on the TŽ Company's plant radio or communicated by other means, the instructions of the TŽ Company's Emergency Committee, the TŽ Company's emergency staff, the TŽ Company's main control room, the TŽ Firefighters and the TŽ Guard; this is without prejudice to the obligation to follow the instructions and decisions of the relevant persons and authorities according to the legislation;
- e) at the request of the TŽ Firefighters or other TŽ Representatives, to provide assistance and personal help in dealing with Emergencies on the TŽ Premises, provided that he/she does not expose himself/herself or other persons to serious danger or endangerment and/or is not prevented from doing so by an important circumstance, as well as to provide the necessary material assistance.

## **VI. Environmental protection, waste management**

#### VI.1 Obligations of the External Person in the field of the environment:

- a) to discuss in advance, with a written record, with TŽ Environment the intended use on the TŽ Site of raw materials, materials, chemicals, mixtures and work processes which cause or may cause pollution of any environmental component, unless such use is agreed in the contract concluded by the External Person with TŽ Company;
- b) inform TŽ Environment in writing of all hazardous raw materials, materials, chemicals, mixtures and their components hazardous to the environment that remain on the TŽ Site as part of the equipment or facility after the completion of the work and/or services (protective coatings, insulation, machine fillings, etc.);



- c) not to use asbestos and polychlorinated biphenyls and their mixtures, including products containing these substances (regardless of their content), or silica sand for blasting on the TŽ premises;
- d) to comply with the prohibition on the discharge of waste water into drains and watercourses on the TŽ Site without the prior written consent of TŽ;
- e) when blasting, blowing or otherwise applying pressure to outdoor equipment (crane tracks, cranes, structures, etc.), prevent dust particles from escaping into the surrounding area by covering or flooding the affected area;
- f) immediately report to the TŽ Company's main control room any leakage of pollutants into the ground, into the sewerage system or into a watercourse on the TŽ Site, visible or otherwise obvious air pollution or the development of odours on the TŽ Site;
- g) promptly remedy, at its own expense, the consequences of any accident with an environmental impact caused by the acts or omissions of the External Person, or otherwise reimburse TŽ for the costs of remedying the consequences of such accident;
- h) to maintain order in all premises used in the TŽ Premises, not to pollute any premises in the TŽ Premises beyond the level appropriate for the legitimate activities of the External Person in the TŽ Premises.

VI.2 Obligations of the External Person in the field of waste management:

- a) notify Environment TŽ immediately
  - aa) the occurrence or change in the production of waste in the case of a lease or sublease of immovable property or premises on the TŽ Site; or
  - ab) its activities which may reasonably be expected to generate waste on the TŽ Site;
- b) as a waste generator, keep proper records of waste generated on the TŽ Premises and submit such records to the TŽ Environment at its request and within the time limits set by the TŽ Environment, but always submit such records no later than upon termination of the External Person's activity on the TŽ Premises;
- c) collect waste generated that cannot be immediately used or disposed of, sorted by type, and secure it from degradation, theft, release into the environment or other unwanted release;
- d) ensure the disposal of waste on an ongoing basis;
- e) comply with prohibitions on the open burning of any waste;
- f) to leave scrap steel and cast iron (as defined in CSN 42 00 30) and non-ferrous metal and cable waste arising from items owned by TŽ Company at a place designated by TŽ Company; otherwise, without undue delay, to continuously dispose of its waste by removing it from the TŽ Site or by placing it in containers designated for this purpose by the External Person's contract with TŽ Company or with a person authorised to collect waste at the TŽ Site;
- g) remove all waste (including packaging waste) generated from the TŽ Site at the end of its activity on the TŽ Site.

VI.3 The External Person shall allow the TŽ Environment, the TŽ Responsible Managers or the other persons designated to do so by TŽ Environment or the TŽ Responsible Manager to verify the External Person's compliance with its environmental obligations at the TŽ Site; and waste management.

## VII. Special obligations during activities on the TŽ Site

### VII.1 Obligations of External Persons at workplaces on the TŽ Site:

- a) to carry out in the TŽ Site only the activities for which it is authorised under the contract concluded with TŽ Company;
- b) in cases when the activities performed interfere with the TŽ Communications or when there is a threat of their damage or when there is a threat of other danger to the condition of the TŽ Communications or to the operation of road transport on the TŽ Communications, notify the PBs - Building Management Department of the TŽ Company in writing in advance and proceed in accordance with its instructions;
- c) in cases of, where the activities to be carried out interfere with the track gauge or where the passage or passage through the track is necessary for the activities to be carried out or where there is a restriction or disturbance of the sliding space for shunters on normal gauge track up to a distance of 3000 mm from the track centreline; and a height of 6 m above the top of the rail, and for narrow gauge tracks up to a distance of 2300 mm from the track axis and a height of 4 m above the top of the rail, or where there is a risk of disturbance to the stability or other damage to the track superstructure, or where there is another risk to the condition of the track or to the operation of rail traffic on the track, notify VL - Transport and Dispatch to TŽ in writing in advance and follow its instructions.

### VII.2 Special obligations of the External Person when using the construction cells on the TŽ Site:

- a) to place and use a construction cell, marquee or other similar temporary facility (all hereinafter referred to as "Construction Cell") on the TŽ Site only on the basis of a written consent of the responsible person under the Contract, which may be issued only upon written request of the External Person, containing the reason for the placement of the Building Cell on the TŽ Premises, the location and time of the placement of the Building Cell on the TŽ Premises, its description and serial number and the name, surname, position and telephone number of the person responsible for the condition and use of the Building Cell, and accompanied by the consenting opinion of the TŽ Fire Department;
- b) The Building Cell shall be brought to the TŽ Premises and shall be placed and used on the TŽ Premises only with a clearly visible and legible marking with the trade name or name of the External Person, including the personal identification number (ID number) and the name, surname and telephone number of the person responsible for the condition and use of the Building Cell;
- c) The Construction Cell shall be brought to and removed from the TŽ Site only during working hours from 6:00 a.m. to 2:00 p.m. after inspection by TŽ Security and according to its instructions.

### VII.3 Special obligations of external persons when using scaffolding or other temporary construction structures on the TŽ premises:

- a) erect scaffolding or other temporary building structures only after consultation with the Responsible Employee of TŽ and according to his/her instructions, if any;
- b) prepare technical documentation of the scaffolding or other temporary structures and allow TŽ Representatives to inspect and make photocopies thereof;
- c) regularly and verifiably carry out professional inspections of the scaffolding and remedy any defects found, and suspend work on the scaffolding until the defects have been remedied;



- d) dismantle the scaffolding or other temporary structures immediately after the completion of the activities for which they were erected, unless otherwise agreed with TŽ,
- e) as a rule of thumb, always use one type of scaffolding for each scaffolding construction; in case of a combination of several types of scaffolding (e.g. partial and tubular), verify by calculation and prove to the TŽ Representative at his request their static load-bearing capacity.

**VII.4 Special obligations of the External Person when working on Dedicated Technical Equipment (DTE) and designated technical equipment (DesTE) on the TŽ premises:**

- a) before starting work on Dedicated Technical Equipment (hereinafter referred to as "DTE") and Designated Technical Equipment (hereinafter referred to as "DesTE"), inform the DTE Inspection Technician of the OHS Service Provider (hereinafter referred to as "DTE Inspection Technician") and the TŽ Firefighters' Gas Service (hereinafter referred to as "TŽ Gas Service") about the scope of work and the person responsible for its proper performance, including health and safety, and allow them to inspect the scope of work on DTE and DTE, the manner in which the work is carried out, the qualifications of the persons carrying out the work and the completeness of the documentation for the UST and UTZ;
- b) to follow the instructions of the DTE Inspection Technician and the TŽ Anti-gas Service when further preparing and carrying out work on DTE and DesTE;
- c) give reasonable advance notice to the DTE Revision Technician and the TŽ Gas Protection Service of the place and date of the DTE and DesTE tests and allow them and the TŽ Representatives to participate in these tests.

**VII.5 Specific obligations of the External Person in the management of energy and other media on the TŽ Site:**

- a) not to withdraw any energy and other media from TŽ's operational networks without prior written consent of TŽ and in violation of the terms and conditions agreed with TŽ and its instructions;
- b) use all energy and other media economically, avoiding any waste;
- c) report to the Responsible Employee of TŽ any identified wasteful use of energy or other media, including unjustified wastage, unless it is beyond the capability of the External Person to remedy such defective condition;
- d) ensure that each Subject of the External Person - an employee with a place of work on the TŽ Site is trained on energy and other media management on the TŽ Site when he/she first starts to work on the TŽ Site and repeatedly at least once a year, and demonstrate the proper implementation of such training upon request of the TŽ Representative.

## **VIII. Penalties for breach of obligations**

**VIII.1** If the External Person breaches any obligation under these Rules, it shall pay to TŽ, unless otherwise specified below or agreed otherwise in the contract concluded by the External Person with TŽ, a contractual penalty of CZK 20,000 for each individual breach of obligation, unless TŽ specifies a contractual penalty of a lower amount.

**VIII.2** If the External Person is in default in fulfilling its obligation to remove waste from the TŽ Site, it is obliged to pay a contractual penalty of CZK 500 for each day of delay.



- VIII.3 The agreement of a contractual penalty for the breach of the External Person's obligation arising from these Rules shall not affect the right of TŽ Company to compensation and indemnification for damages arising from the breach of the obligation to which the contractual penalty relates. Circumstances excluding liability within the meaning of Section 2913(2) of Act No. 89/2012 Coll., Civil Code, shall not be taken into account.
- VIII.4 TŽ shall be entitled to withdraw from any contract with an External Person if the External Person breaches any obligation under these Rules in a material manner, otherwise if the External Person fails to fulfil its obligation even within an additional reasonable period of time granted by TŽ.
- VIII.5 TŽ shall be entitled to revoke the TŽ Permit of an External Person who has breached an obligation under these Rules and/or the Entity of an External Person who has breached an obligation under these Rules or to order such person to leave the TŽ Premises; failure to leave the TŽ Premises shall constitute a breach of an obligation under these Rules in a material manner.

### **IX. Contact details**

#### **IX.1 Important telephone numbers on the TŽ Site:**

a) Control Department – Control	558 532 400
b) TŽ Security	
ba) Issuance of TŽ Permits	558 532 046, 558 532 646
bb) TŽ Security control room	558 535 288
bc) authorisation of export of goods	558 537 336
c) TŽ Fire Brigade	
ca) TŽ Fire Brigade control room	150 internal 558 533 333 mobile
cb) Department of Fire Brigade	558 532 333, 558 532 211
cc) Fire Supervision Department	558 535 132
d) OSH representative	558 532 114
e) OHS contractor	558 535 077, 558 533 828
f) Environmental Department of TŽ	558 532 177
g) Main control room	558 532 200, 558 532 208
h) Transport and Shipment of TŽ	558 532 176
i) TŽ Anti-Gas Service	558 532 222
j) Manager of the VTZ Revision Centre	558 532 650
k) Gas dispatching ENERGETIKA TŘINEC, a.s.	558 532 207
l) Communications Technician of TŽ	558 534 880 602 183 302 mobile



## **X. Final provisions**

- X.1 These Rules are effective from 09.12.2020.
- X.2 In the case of a conflict between these Rules and a law or contract, the provisions of the law or contract shall apply and prevail.
- X.3 The following annexes form an integral part of these Rules:
- a) Annex 1  
"Basic fire safety conditions for welding and heating of bitumen in fusion vessels, other work with open flames, for work without written permission"
  - b) Annex 2  
"Information on risks in TŘINECKÉ ŽELEZÁRNY, a. s."
  - c) Annex 3  
"Fire alarm guidelines of the commercial company TŘINECKÉ ŽELEZÁRNY, a. s."

## Basic Conditions of Fire Safety

when welding and heating resins in fusion vessels, other work with open flames,  
for work without written permission.

This document sets out the contractor's obligations for welding work that does not require special fire safety precautions (written permission "Welding Permit"), or work with open flames (hereinafter referred to as 'work') on the premises and facilities of TŽ, a.s.

### **The workplaces are secured in such a way as to prevent in particular:**

- a) the occurrence of fire or explosion with subsequent fire and the spread of fire,
- b) the creation of obstacles which make it difficult or impossible for persons to escape,
- c) endangering the lives and health of persons,
- d) damage to material assets or the environment.

### **Obligations in carrying out the work (contractor):**

- a) implementation of basic fire safety measures at workplaces and adjacent areas, compliance with the provisions of Decree No 87/2000 Coll. laying down fire safety conditions for welding and heating of bitumen in fusible vessels,
- b) the permanent presence of at least two persons, one of whom shall supervise, before, during and at the interruption of welding work or work,
- c) in the event of a fire or other emergency, follow the fire alarm guidelines,
- d) equip the workplace with sufficient portable fire extinguishers (at least one portable fire extinguisher with a suitable cartridge),
- e) provide acetylene cylinders with a dry blank located just downstream of the pressure reducing valve,
- f) report the commencement and completion of the work (e.g. to the site supervisor, control room, etc.),
- g) switching off the electrical fire alarm sensors in the areas where the work is to be carried out,
- h) if fire safety conditions change during the course of the work, the worker must stop work and may resume work only after reassessment and provision of appropriate basic or special fire safety precautions,
- i) the assessment of fire safety conditions shall be carried out by the contractor in cooperation with the client.

### **The basic fire safety measures consist in particular of:**

- a) removal of flammable or combustible or explosive substances,
- b) covering or sealing flammable substances with non-flammable or non-combustible material isolating the flammable substance from the source of ignition so as to prevent ignition. In arc welding, material complying with the requirements of the standard values may be used for curtains, strips or screens in a manner and at a distance which safely protects against hot particles from welding operations as specified by the manufacturer or importer; the overlapping shall be done in such a way as to prevent the flammable substance from soaking into the covering material,
- c) equipment with extinguishing agents according to the nature of the workplace and the technology used,
- d) cooling of the structure,
- e) the positioning of technical equipment against splashing of combustible particles in such a way as to reliably prevent the action of sparks, metal particles and slag.



## INFORMATION ON RISKS IN TŘINECKÉ ŽELEZÁŘNY, a.s.

### ACTIVITIES OF THE OPERATOR:

Třinecké železářny, a.s. is an integrated metallurgical factory, with production of coke, sinter, pig iron, steel and rolled steel products, including processing of by-products generated during iron and steel production and their reuse in the metallurgical process or in other industries. This activity involves the production and use of hazardous substances.

### MAJOR HAZARDOUS SUBSTANCES:

#### BY-PRODUCT GASES

BLAST FURNACE GAS, BOF GAS, COKE OVEN GAS, MIXED GAS



#### Danger

Toxic, extremely flammable, explosive gases and highly toxic to aquatic organisms (containing CO, H<sub>2</sub> and other substances).

#### Effects on humans

If inhaled, causes headache, dizziness, dullness of thought, vomiting, convulsions, suffocation (affected person has pink color in face) at high exposure, rapid unconsciousness to death occurs.

#### First aid

In case of inhalation - transport the victim to fresh air, if necessary, provide basic life support (artificial respiration, cardiac massage).

SEEK/CALL FOR MEDICAL ASSISTANCE!

### CHEMICAL SUBSTANCES/MIXTURES

CRUDE BENZOLE referred as **(B)**



#### Danger:

**B** - Highly flammable liquid and vapour, toxic to aquatic life with long term effects.

**T** - Viscous black liquid with a characteristic aromatic odour.

**O** - Brown liquid with an aromatic odour.

#### Effect on humans

**B, T** - Risk of serious damage to health by prolonged exposure through inhalation, skin contact and ingestion.

Acute poisoning - narcotic effect (excitement, drunkenness, unsteady gait, dizziness, in high concentrations unconsciousness to death occurs rapidly), with long-term exposure, bone marrow damage associated with hematopoietic disorders.

**O** - Causes irritation to eyes, mucous membranes, respiratory organs and skin.

#### First aid

In case of inhalation **B, T, O** - transport the victim to fresh air, keep the victim warm and calm, if necessary, provide basic vital signs (artificial respiration, cardiac massage).

In case of skin contact **B, T** - remove contaminated clothing and immediately rinse the affected area with a stream of clean water, treat with a regenerating cream.

In case of contact with skin **O** - in case of contact with cold product wash with soap and water, in case of contact with hot product (slight burn 1<sup>st</sup> deg.), cool the affected area with water and cover with sterile dressing.

In case of eye contact **B, T, O** - flush with a stream of drinking water, keeping the eyelids wide open (as long as possible, at least 15 min).

SEEK/CALL FOR MEDICAL HELP!

BITUMINOUS COAL TAR referred as **(T)**



DETERGENT OIL I referred as **(O)**



### OCCURRENCE OF HAZARDOUS SUBSTANCES:



1. Raw coke oven benzole, Coal tar, Detergent oil I
2. Coke oven gas
3. Converter gas
4. Blast furnace gas
5. Mixed gas
6. Mixed gas

### POSSIBLE CONSEQUENCES OF ACCIDENTS:

Contamination of soil, water, air, fire of escaped hazardous substances, explosion of escaped hazardous substances, pressure wave resulting from explosion of hazardous substances.

### SAFETY MEASURES:

#### TECHNICAL MEANS

- Technical safety features (EPS, CO detectors, etc.).
- Control centres (control rooms, control rooms).
- Stable and semi-stable fire-fighting equipment, hydrants, portable fire extinguishers and other fire safety equipment.
- Firefighting and rescue equipment JHZSP TŽ, a.s.

#### HUMAN RESOURCES

- United Rescue System of TŽ, a.s., Civil defence equipment for secondary deployment in the event of an accident.
- Preventive fire patrols and Anti-gas squads from among the employees of TŽ, a.s.

### ACCIDENT DETECTION PROCEDURE:

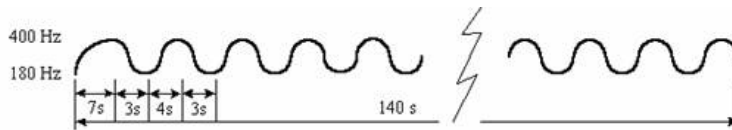
In the event of any accident, report it immediately to

**Dispatching of the FIRE RESCUE CORPS of TŽ  
phone 150, or from mobile to 558 533 333,**

stating your name, the exact location and extent of the accident, and the phone number from which you are calling.

### WARNING OF A CRASH:

**VIA A SIREN** – located on the premises of TŽ by a signal (general warning), i.e. a fluctuating tone sounding for 140 seconds,



### VERBAL INFORMATION

- BY ENTERING THE CORPORATE RADIO
- FROM THE ELECTRONIC SIREN MAESTRO ESP 1500



### DIRECT WARNING BY THE INTERVENING FORCES

### THE DESIRED BEHAVIOUR IN THE EVENT OF AN ACCIDENT:

- Take shelter in the building (on the side away from the wind direction), close doors and windows, turn off ventilation and air conditioning, seal off areas through which hazardous substances can enter the building (spaces under doors and windows, ventilation outlets, etc.),
- if possible, turn on the corporate radio (to get more information on your desired behaviour),
- inform others of the situation,
- remain calm and keep panic at bay,
- do not smoke, do not handle open fires or electrical appliances, do not make unnecessary phone calls,
- do not leave the building,
- obey the orders and instructions of senior staff, emergency services and the instructions broadcast on the factory radio or from the electronic siren,
- Prepare personal protective equipment to protect your respiratory tract (e.g. handkerchiefs, towels, cotton wool cloths, which can be moistened if necessary),
- provide the necessary medical first aid to those affected,
- prepare for evacuation.

### YOU WILL BE INFORMED OF THE REMOVAL OF MEASURES THROUGH CORPORATE RADIO, ELECTRONIC SIREN (verbal information) AND DIRECTLY FROM INTERVENING CORPSES

MORE INFORMATION ABOUT RISKS AT TŘINECKÉ ŽELEZÁŘNY  
CAN BE OBTAINED BY CALLING 558 536 006, 558 535 334



# **FIRE ALARM GUIDELINES**

**In case of fire or other emergency (accident, poisoning, explosion, substance leak), call the following telephone number**



# **150**

**from mobile phone**

**558 533 333**

- **tell who is calling, where and what is burning, number of injured**
- **the telephone number from which you are calling**
- **try to extinguish the fire by available means**
- **sound the fire alarm by calling "FIRE" loudly.**
- **rescue persons at risk, if possible**
- **cooperate with the fire brigade and warn of possible dangers**

Important telephone numbers from the TŽ race telephone:

Main dispatching	32200, 32208
Moravian-Silesian Fire Rescue Service	0-150
Police of the Czech Republic	0-158
Medical Rescue Service	0-155