

OCCUPATIONAL SAFETY THE GOLDEN RULES

Occupational Safety – the Fundamentals




HUTNÍ MONTÁŽE
Member of VÍTKOVICE MACHINERY GROUP

since
1953



Occupational Safety

The Golden Rules

Occupational Safety – the Fundamentals

Occupational safety and protection of employees' health are essential priorities of the company. The most important concern of Hutní montáže, a.s. is an execution of all projects with regard to the highest level of provision of health and safe work of employees, serviceability and reliability of all installations and protection of the environment.

The company's policy concerning occupational safety is based upon the principle of "zero tolerance", i.e. the approach to safety which requires continual careful observation of standards and refusal to allow conditions which are not safe.

The company Management imposes its management staff to inform their subordinates on the HSE GOLDEN RULES and to establish the rules and strictly exacts from the subordinates observation of the rules at all levels of management. All employees of the company are obliged to observe the rules unconditionally.

Basic duties included in each of the six following GOLDEN RULES:

- It is necessary to identify danger and to assess risks prior to start of any activity.
- With every change of process, person or natural circumstance the danger and risks must be re-assessed.
- Each person must be trained, prepared and able to carry out his duties.
- Personal protective equipment (PPE) must be used according to the risk assessment results and requirements by the Purchaser.
- Emergency plans of potential emergency situations processed by the Purchaser must be imposed prior to start of works.
- Zero tolerance means that if a work is dangerous, it must not be commenced or it is necessary to suspend it.



Golden Rule No. 1

Confined Spaces

Confined spaces may be defined as spaces with limited number of entries/exits, with insufficient ventilation, which may include or produce hazardous pollutants, and are not established for a permanent stay of persons. It is necessary to prevent from trespassers.

Entry into a confined space is not allowed unless:

- ✓ All other possibilities are excluded.
- ✓ Permission is issued by a certified person.
- ✓ Work permission was announced to all persons concerned and posted up at the workplace.
- ✓ All persons concerned are qualified to perform the work and use the respective PPE.
- ✓ All power sources belonging to the space are disconnected and locked.
- ✓ Pollution test is being carried out and tested according to risk assessment and work permission results.
- ✓ Emergency plan measures are established in accordance with the work permission.
- ✓ Suitable ventilation is ensured throughout the whole time of the work performance.

Are you trained and capable to carry out this work?

Zero tolerance means to suspend any unsafe work!

Don't put safety of others into a risk!

Golden Rule No. 2

Works at Heights

Works at heights or located over openings with a risk of fall from 1.5 m and more must not be carried out unless:

- ✓ Persons performing the works use respective PPE which prevent from a free fall and ensure their safety, i.e. safety harness with accessories.
- ✓ Platforms or scaffoldings are installed, checked and certified by competent person/persons.
- ✓ Platforms are properly fitted with protective fillets and handrails.
- ✓ Mobile platforms are of such structure to avoid a fall in the event of outage or failure of the hydraulics.
- ✓ All equipment is checked on regular basis and all defective or damaged equipment is put out of service without any delay.
- ✓ Persons are trained and authorized to carry out the work.
- ✓ Portable ladders being used are secured.

**Are you trained and capable to carry out this work?
Zero tolerance means to suspend any unsafe work!
Don't put safety of others into a risk!**



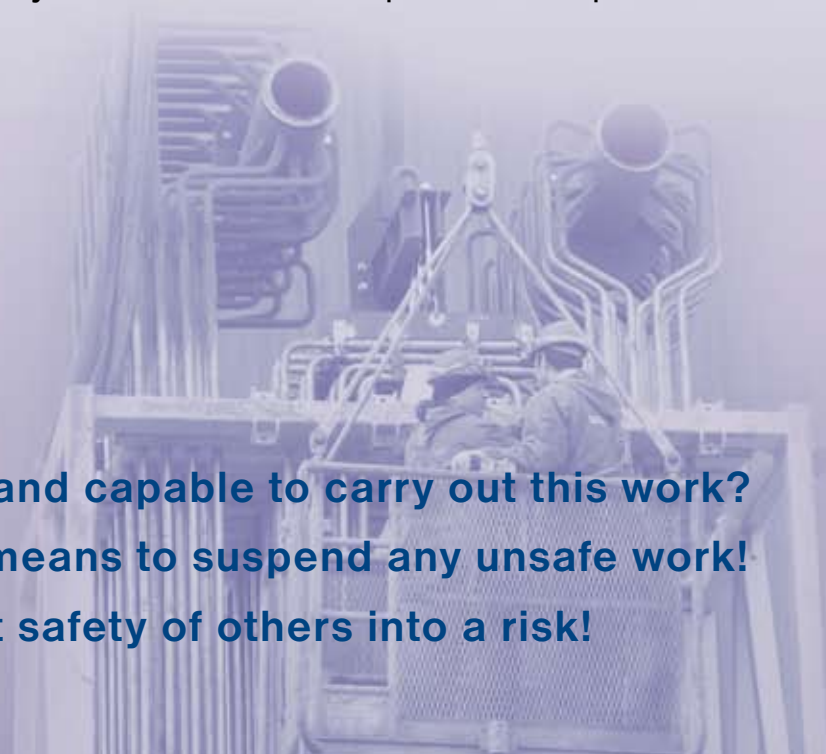
Golden Rule No. 3

Disconnection of Power Supply and Equipment

Disconnection of power supply system and works at the system, particularly concerning mobile appliances, must not be commenced unless:

- ✓ Method of disconnection and discharge of power left is approved and carried out by trained and competent person/persons.
- ✓ Risk assessment is carried out and accordant safety measures are taken where it is necessary for the work at live systems.
- ✓ The process of blocking incl. locks and tags at the disconnection places is used.
- ✓ Check on execution of the power disconnection is carried out by competent person/persons.
- ✓ The efficiency of the disconnection is checked on a regular basis.
- ✓ All protective and safety systems are restored upon the completion of the works.

**Are you trained and capable to carry out this work?
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Don't put safety of others into a risk!**




Golden Rule No. 4

Safety of Vehicles

All vehicles incl. any mobile equipment must not be operated unless:

- ✓ Service and inspection check ups are carried out on a regular basis to ensure that the equipment is in a safe and working order.
- ✓ Control mechanisms are audited on whether the users conform to the regulations.
- ✓ Drivers or operators are trained, competent and ready to operate the respective class of vehicle.
- ✓ The number of passengers does not exceed the number defined in the technical specification for the respective vehicle.
- ✓ The driver uses the “Hands Free” set if talking on a mobile phone during the drive.



**Are you trained and capable to carry out this work?
Zero tolerance means to suspend any unsafe work!
Don't put safety of others into a risk!**



Golden Rule No. 5

Lifting Equipments and Handling with Material

Handling with material by the means of cranes or other mechanical lifting equipments incl. manual handling must not be commenced unless:

- ✓ Appreciation of the job was completed and the equipment was set by a trained and competent person.
- ✓ Crane operators and slingers are trained and competent.
- ✓ The load is fastened by a trained and competent person.
- ✓ The lifting equipment is certified for the respective usage.
- ✓ The load does not exceed dynamic or static maximum allowed load of the lifting equipment.
- ✓ Correct slings are used.
- ✓ All safety elements upon the lifting equipment are functional and tested.
- ✓ Suitable PPE and procedures are used during manual handling with material.
- ✓ Areas jeopardized with the lifting activity are free and dangerous zones are marked and ensured against access of trespassers.

Are you trained and capable to carry out this work?

Zero tolerance means to suspend any unsafe work!

Don't put safety of others into a risk!

Golden Rule No. 6

Safety in General

Nobody is allowed to work with any equipment or in its vicinity unless:

- ✓ Hazards and risks are assessed prior to start of any work.
- ✓ Corresponding protection of persons against contact with moving parts is applied.
- ✓ Personal Protection Equipment accordant with risks at the works being performed are provided and used.
- ✓ Emergency switches, remote control of the emergency switches or other safety equipment are installed and checked on a regular basis.
- ✓ Evacuation procedures are known and each person understands well its task in the event of emergency situation.
- ✓ Safe working procedures taking into account risks associated with usage of the equipment are set up.
- ✓ The workplace is kept in clean and safe condition on a permanent basis.

Are you trained and capable to carry out this work?

Zero tolerance means to suspend any unsafe work!


Don't put safety of others into a risk!



Golden Rules – Epitome

- ✓ **CONFINED SPACES** – Are you aware of the risk and do you own respective authorizations or permissions?
- ✓ **WORKS AT HEIGHTS** – Are you sufficiently protected against a fall?
- ✓ **DISCONNECTION OF POWER SUPPLY AND EQUIPMENT** – Did you disconnect and lock the equipment as necessary and did you take all necessary measures prior to start of the works?
- ✓ **SAFETY OF VEHICLES** – Is your vehicle in a safe condition and is your passenger/load safe?
- ✓ **LIFTING AND HANDLING WITH MATERIAL** – Is it safe to lift/handle the load? Do you use correct equipment and procedures?
- ✓ **SAFETY IN GENERAL** – Does the respective workplace pose any danger to you or other persons?

The Rules are binding to all employees and workplaces of Hutní montáže.



Vladimír Jurošek
Chairman of ZO OS KOVO

Ostrava, 7 / 2008



Miroslav Přecechtěl
Managing Director



HUTNÍ MONTÁŽE

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