

A decorative header at the top of the page featuring a series of overlapping, colorful triangles in shades of red, purple, blue, cyan, and green, creating a modern, abstract geometric pattern.

# **INSTRUCTIONS FOR EXTERNAL COMPANIES**

JhP/HSE

# INSTRUCTIONS FOR EXTERNAL COMPANIES

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# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 1) Legislation – Labour code - act no. 262/2006 Coll

### § 101

- (1) The employer shall ensure the safety and health of employees at work, taking into account the risks to their life and health that may be involved in the performance of their work
- (3) Where **employees of two or more employers perform tasks at one workplace, the employers are obliged to inform each other in writing of the risks and the measures taken** to protect against their effects which are relevant to the performance of work and the workplace and to cooperate in ensuring the occupational safety and health of all employees at the workplace. By written agreement between the employers concerned, the employer designated by that agreement shall coordinate the implementation of measures to protect the safety and health of workers and the procedures for ensuring them.
- (4) Each of the employers referred to in the preceding paragraph shall:
  - Ensure that its activities and the work of its employees are **organised, coordinated and carried out** in such a way that the **employees of the other employer are also protected,**
- (5) The employer's obligation to ensure occupational safety and health shall apply to all natural persons who are present at his workplaces with his knowledge.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 1) Legislation – Labour code - act no. 262/2006 Coll

### § 103

- (1) The employer shall:
  - (a) not permit an employee to perform prohibited work or work the difficulty of which would be inconsistent with his ability and medical fitness,
  - (g) ensure that the employees of another employer carrying out work at his workplace receive, before the work commences, suitable and adequate information and instructions on occupational safety and health and on the measures taken, in particular, to fight fires, provide first aid and evacuate individuals in the event of an emergency,
  - (j) ensure that first aid is administered to employees,
  - (l) ensure compliance with the prohibition of smoking in workplaces laid down by special legislation
- (2) ensure that employees are trained in legal and other regulations to ensure occupational safety and health

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 1) Legislation – Labour code - act no. 262/2006 Coll

### § 249

- (1) An employee shall be obliged to act in such a way as to avoid material damage (hereinafter referred to as "damage"), non-material damage or unjust enrichment. If damage or non-pecuniary loss is imminent, he shall bring it to the attention of his superior.
- (2) If action is urgently required to avert the threatened damage to the employer, the employee shall be obliged to take action; he need not do so if an important circumstance prevents him from doing so or if he would thereby place himself or another natural person in serious danger.
- (3) If an employee discovers that he or she does not have the necessary working conditions, he or she shall report this fact to his or her superior.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 2) Directive for external companies

**JhP** = Bosch Powertrain Jihlava.

**HSE** = occupational health and safety, environmental protection department.

**External company (EC)** = a company that works at JhP plants on behalf of JhP. Other companies in the Bosch Group are also considered EF.

**Representative** = an external companies' worker who was authorized by the external company to manage and supervise work in JhP.

**Coordinator** = Authorized JhP worker appointed in writing, who supervises works of EC realized for JhP. In relation to an EC's representative a coordinator has the controlling rights, on behalf of JhP in the areas of work safety, environmental protection, fire protection and property protection.

**Deputy Coordinator** = subject to the same duties, training and qualifications as the Coordinator

**B-JhP coordinator for EC** – performs the same function as JhP coordinator with a difference that he coordinates EC that has a permanent workplace in JhP.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 2) Directive for external companies

### **General obligations and rules for external companies:**

- During work procedures is fully responsible for professional qualifications of their workers and observes if they follow safety measures carefully.
- If a certificate of professional qualifications is required for the given work, is responsible that this document is up to date.
- If necessary, the EF is obliged to appoint a representative. A representative is appointed when EF carries out work on equipment and property on the JhP site.
- External company or the authorized person has to cooperate with the appropriate coordinator.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 2) Directive for external companies

### Duties of the EC:

Prior to commencement of work at JhP, provide a "Guidelines for EF" presentation to your employees and your subcontractors.

- If during the course of the work the conditions of work performance or other changes related to HSE are changed, the commissioner must supplement the risks in cooperation with the coordinator.
- Communicate information about the specific conditions under which the work will be carried out to all his/her co-workers and to all workers of subcontractors who will be carrying out work in JhP. EF staff must not carry out the work without this information being passed on.
- To check compliance with the regulations at work.
- Inform the Coordinator when work is completed whether they are leaving the plant site or continuing to work on a job for another Coordinator.
- For so-called "**Work on Permit**", the necessary permit must be filled out in cooperation with the coordinator.









# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 2) Directive for external companies






### Duties of the EC:

- Before starting to work in JhP, make yourself demonstrably familiar with the "INSTRUCTIONS FOR EXTERNAL COMPANIES" published on the Internet and comply with them. Submit a signed attendance sheet of trained personnel from the "EF Guidelines" with FRM-JhP/HSE-047 to the Outside Firm Coordinator. Update this immediately upon any change.
- Demonstrate familiarity of their subcontractors with the "INSTRUCTIONS FOR EXTERNAL COMPANIES" posted on the internet prior to commencing work in the JhP.
- Ensure that their employees and subcontractors are competent, medically fit and comply with safety regulations.
- To report to the Coordinator any work-related accident or injury witnessed on the JhP premises. EF's own records shall be kept by EF.
- In the event of an MU, prevent further spread if possible and report the MU to the coordinator.
- Submit to a random breathalyzer or substance abuse screening.
- Equip the permanent EF workstation with a first aid kit. The contents shall be determined by the EF's occupational health service provider. The EF shall periodically (monthly) check the contents, including the expiration date of the contents.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

Work requiring a special permit in JhP		Issued by	The form
1. 	Repairs, adjustments and maintenance on equipment and distribution systems with hazardous media and properties (flammable and explosive liquids, liquids, gases, dust, pressure, radiation, ...)	Coordinator	FRM-JhP/HSE-048 – „Permit“
2. 	Work with open flames and heat (welding, flame cutting, spark cutting and grinding, soldering, induction heating, ...)	GR/FSS-Jh	FRM-GR/FCM-Jh-008 – „Příkaz ke sváření“ (CZ)
3. 	Handling hot substances, e.g. tar or asphalt.	GR/FCM-Jh	FRM-JhP/HSE-048 – „Permit“
4. 	Work in confined spaces (tanks, storage tanks, cisterns, sumps, pits, shafts, ...)	Coordinator and HSE	FRM-JhP/HSE-048 – „Permit“
5. 	Work with flammable and volatile substances (adhesives, resins, solvents, ...) when applying these substances to areas $\geq 1\text{m}^2$ or using quantities $\geq 100\text{kg}$ (report to JhP/HSE and provide safety data sheets)	GR/FCM-Jh, GR/FSS-Jh and coordinator	FRM-JhP/HSE-048 – „Permit“
6. 	Work in explosive atmospheres	GR/FSS-Jh	FRM-JhP/HSE-023 „Příkaz V“ (CZ)

# INSTRUCTIONS FOR EXTERNAL COMPANIES

Work requiring a special permit in JhP		Issued by	The form
7. 	Work on steam or hot water supply (at temperatures above $\geq 60^{\circ}\text{C}$ or pressures $\geq 5$ bar)	GR/FCM-Jh	FRM-JhP/HSE-048 – „Permit“
8. 	Work on and near high voltage and very-high voltage electrical equipment	GR/FCM-Jh	„Příkaz B“ – only in paper form (CZ)
9. 	Work at heights $\geq 1.5$ m (danger of falling from height or depth)	Coordinator	FRM-JhP/HSE-048 – „Permit“
10. 	Work on central or supply systems and distribution systems (extraction, ventilation, drinking water network, sewerage, ...)	GR/FCM-Jh	FRM-JhP/HSE-048 – „Povolenka“
11. 	Work requiring the blocking of an escape route.	GR/FCM-Jh and coordinator	FRM-JhP/HSE-048 – „Povolenka“

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 2) Directive for external companies

### **Consequences of non-adherence:**

If an EC employee fails to meet the obligations related to HSE, JhP is entitled to:

- suspend the work until corrective measures are taken,
- to order an EC employee under influence of alcohol or drug out of the plant,
- to withdraw from the contract with the EC for breach of contractual conditions.

In the case of any of the above procedures EC is obliged to compensate the damage arisen as a consequence of delayed completion of works, JhP on the other hand bears no responsibility for possible costs arisen to EC as a consequence of work suspension.

Managers, the coordinator or JhP/HSE worker has the right to act on behalf of JhP in the matters according to the article „Consequences of non-adherence“ except for withdrawal from contract.

All the provisions of this chapter also apply to EC's subcontractor's employees.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 2) Directive for external companies

### **Fining an EC for non adherence to the HSE, fire prevention and environmental protection**

- If the coordinator finds drawbacks or violation of regulations he is authorized to fine the EC CZK 5000,-. The coordinator will fill in FRM-JhP/HSE-077 „Report of a Breach of Obligation“ This possibility is stipulated in the contract and in an external company order.

### **Archive completed forms (FRM) for 2 years after completion of work by EC:**

- FRM-JhP/HSE-020 Order for work at heights and aloft.
- FRM-JhP/HSE-023 Order „V“.
- FRM-JhP/HSE-047 Handover of workplace to external company including mutual exchange of information related to potential hazards
- FRM-JhP/HSE-048 Permit
- FRM-JhP/HSE-066 Checklist for control of EC in JhP.
- FRM-JhP/HSE-077 Report of a Breach of Obligation.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 3) JhP standards

**Standards and forms will be provided by your coordinator**

- Standard No. 01 Electric cabinets.
- Standard No. 03 Emergency paths and exits, identification of fire extinguishers and fire detectors.
- Standard No. 04 Pneumatic lifting devices.
- Standard No. 06 Time switches - appliance connections
- Standard No. 07 Transport and storage of chemicals and waste.
- Standard No. 09 Pressure cylinders for gas transportation.
- Standard No. 10 Wearing identification cards.
- Standard No. 11 Material stacking.
- Standard No. 12 Safeguarding dangerous areas.
- Standard No. 13 MAE (machinery and equipment) handling.
- Standard No. 21 Electrical extension leads

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 4) General information

- Carry out dangerous work after having a written permission only. This refers to work only you are qualified to do!
- Obey JhP coordinator's instructions!
- Use compulsory personal protective equipment!
- Follow safety signs!
- Always mark dangerous areas and maintain order in the workplace!
- When working on JhP machine equipment, inform the operator and place a safety warning „Work on equipment in progress“ on the main switch!
- Before using a ladder, check its stability, technical conditions and required labelling (company name and next inspection date)!
- Sort the waste!
- Check all workstations for loose/stored/misplaced fixtures, forgotten parts, etc. (anything that poses a fall risk)
- Check and tidy up your workplace after work!
- If you are driving a transport vehicle, fasten the seatbelt, do not hold your phone, do not exceed speed limits, park only in designated areas and use the handbrake (chocks)!
- Always keep routes, emergency routes, exits and access to fire extinguishers free.
- When handling chemicals, follow instructions stated on their containers!
- Do not during on bring alcohol or other addictive substances and when asked by the Jhp coordinator, take a test.
- In case of emergency( injury, accident, fire) call **444** or **606 664 086** (LOG point 112: 730 517 038) and proceed in accordance with JhP Traumatologic Plan.
- Work accidents must by reported to the JhP coordinator, do not change anything on the place where the accident has happened without serious reasons!

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 4) General information

- Before entering the plant, inform your coordinator about your arrival.
- Carry the visitor's card so that it is well visible.
- Audiovisual records are not allowed.
- When working on devices indicate them with a safety label.
- Move only at the assign workplace and take the shortest way back.
- Beware of equipment which have been identified by measurement of electromagnetic radiation harmful for people with an electronic medical device.





# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 5) Most frequent risks

### **Risk of collision with a forklift:**

Duty to pay increased attention especially at points with heavy traffic, in places where visibility is limited, where pedestrians move (company canteen, doors from offices into the way, entrances into the hall, etc.).

**Hold on the handrail when walking the stairs.**



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 5) Most frequent risks

### Noise risk:

- Workplaces where the noise is permanently above the health limits are monitored and identified with a safety plate – the coordinator will notify you of this.
- In places where the pressurized air is used to clean surfaces, the employees are obliged to wear the HEARING PROTECTION.



### Risks to eyes:

- In places where the pressurized air is used to clean surfaces, the employees are obliged to wear the EYE PROTECTION.



### Risk of skin diseases:

- In places where the skin is in contact with harmful chemicals, this contact must be avoided. E.g. use suitable personal protective equipment and follow basic hygienic rules.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 6) Fire protection

- **Smoking is forbidden** in the JhP, except for places designated for it.
- No smoking applies to electronic cigarettes too.
- Smoking is allowed only at designated areas.
- **Open fire is forbidden** in the JhP.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 6) Fire protection

### Behaviour in case of fire



1. Try to extinguish the fire



2. Report the fire



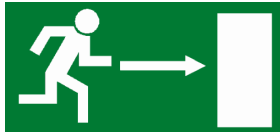
3. Escape to safety



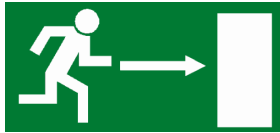
# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 6) Fire protection

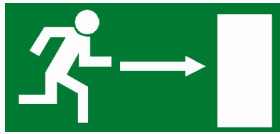
### Evacuation procedure



Warn others,



save helpless, disable,



don't use lifts,



follow instructions of members of emergency units,




go to the gathering area.

**POPLACHOVÉ SIGNÁLY**  
ALARMSIGNALE

---

SIGNÁL K EVAKUACI / RÄUMUNGSSALARM

 & hlášení rozhlasem  
& Durchsage oder über  
Megaphon

Kolísavý tón / Heulton

---

KONEC POPLACHU / ENTWARNUNG

---


stálý tón / Dauerton



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 7) Emergency

- Each employee is obliged to report an emergency (accident, work injury, fire) to his/her line manager or directly to Bosch fire brigade on 444 **(606 664 086)** – 24 h service.
  - LOG point 112: 730 517 038
- An employee who causes or identifies an accident is obliged if he/she is able to and if it does not threaten his/her health or life, to prevent further spreading of the accident and to start to remove the accident consequences.
- Responsibility for the formation of emergency has the company whose employee caused the accident. This company also covers all costs to eliminate the causes and consequences, including material costs, wages, means of transport, waste disposal, etc.
- EC has to have current Traumatology plan posted in its area within JhP and is obliged to follow it in the case of an accident.

	TRAUMATOLOGICKÝ PLÁN EMERGENCY PLAN NOTFALL PLAN	Vydal	Vydání
		JhP/HSE	5

Požár  
Fire  
Feuer

Nehoda  
Accident  
Unfall

Ekologická havárie  
Ecological accident  
Umweltschaden



CHOVÁNÍ PŘI MIMOŘÁDNÉ UDÁLOSTI  
BEHAVIOUR IN EMERGENCIES  
VERHALTEN BEI GEFAHR

Zachránit / vynést osoby Save / rescue people Personen retten / bergen	
Uhasit požár Fight fire Brand bekämpfen	
Použit únikové východy Use escape routes Fluchtwege benutzen	
Použit schodiště Use stairs Treppen benutzen	
Nepoužívat výtahy Do not use lifts Fahrstuhl nicht benutzen	
Pomoci tělesně postiženým Help handicapped Behinderten helfen	
Provést evakuaci na shromaždiště Go to collection point Sammelplatz aufsuchen	

JhP/HSE

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28.11.2023

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## Major-Accident Prevention System

### Highest risk assessed:

dispensing/refilling propane from a tanker truck into an above-ground propane storage tank

Propane - extremely flammable gas (liquefied gas pool fire, vapour explosion, ...)

### Precautions:

Presence of a trained Baititic Bottling Plant employee and the plant firefighter during bottling, strict adherence to procedure, road closure in the bottling area, general compliance, no smoking outside designated areas.



### Result of the risk assessment:

The risk of a major accident at the JhP3 facility appears to be clearly acceptable.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 8) Work accidents

Every work accident that EC employees become at the JhP workplace investigates and records EC itself.

Work accident with inability to work > 3 days is EC obligation to report in written form (e-mail) to HSE and to JhP coordinator.

**Do not change anything on the place where the accident has happened without serious reasons!** It is our duty to prevent accidents by providing sufficient information, keeping records and, if necessary, to assist in investigating this accident – **HSE competent person for accidents - +420 705 805 104**





# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 9) First aid kits

- If an EC has its own permanent workplace at JhP this has to be equipped with a first aid kit, the content is determined by the doctor of the EC.
- EC must perform monthly inspection of the first aid kit including the expiry date of the contained medicines and medical.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 10) Alcohol and other addictive substances



- Every gatehouse in JhP is equipped with a calibrated alcohol tester and a tester to find the presence of other addictive substances.
- The JhP/HSE perform random inspections to test if the workers have had alcohol or some other addictive substances. **There is zero tolerance in JhP**
- An EC employee is obliged to carry a test for alcohol or a test for other addictive substances upon coordinator's order.
- In the case of positive result the coordinator (or HSE department if no coordinator is appointed) inform EC and orders the employee out of the plant areas (arranges for employee safe departure out of JhP).



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 11) Personal protective equipment (PPE)

- Use personal protective equipment during work.
- All the staff of JhP have to use the **safety working footwear and long trousers** if staying in the manufacturing areas (min. category S1 according to ČSN EN ISO 20347).



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 12) Chemicals (CHL)

### Chemicals rules:

- Inform the JhP coordinator about chemicals which you will use.
- Handle CHL as instructed on the packaging and documentation.
- Use suitable substitute packaging with clear label and identification.
- **It is forbidden to use food, medicine or cosmetic packaging!**
- No storage and storage of CHL together with food and beverages!
- When storing liquid chemicals for > 24 hours and container sizes > 10 litres, use containment tanks (for 10% of the total volume and also for the volume of the largest container stored).
- Use personal protective equipment for handling chemicals.
- Do not eat, drink and smoke.
- Wash your hands after work.
- Prevent leak chemicals into the sewerage.
- Suitably protect pressure cylinders against fall.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 13) Wastes

### Dispose of the waste and wastewater:

- The external company must dispose of the waste produced while the work at its own cost and in compliance with the valid rules.
- A potential usage of sewerage system of Bosch and the disposal method of sewage contaminated with harmful substances will be determined by the coordinator along with JhP/HSE before the work is started and must be recorded contractually or in FRM-JhP/HSE-047.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 14) Traffic rules

- The maximum speed of cars within the JhP plant is **30 km/h unless determined otherwise by the traffic signs.**
- The maximum speed of fork-lifts within the whole JhP plant **8 km/h.**
- The maximum speed of milcrumuv within the whole JhP plant **6 km/h.**
- A motor truck (MT) driver has to be qualified for MT operation, must not telephone when driving and has to wear a seatbelt. He/she is obliged to secure the truck against use by unauthorized person.
- External company's motor truck has to be identified with company name and must have a valid revision control according to the legislation.
- Prohibiting the entry of a fork-lifts with a combustion engine without an exhaust gas catalyst into the production halls.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 14) Traffic rules

### **Lending a JhP-owned motorized trolley to an external company:**

- In the case of lending a motorized trolley to an external company, the JhP coordinator will ensure that the necessary documentation for the operation of the MV is handed over (traffic rules, MV documentation).

### **The MV operator must be:**

- Demonstrably familiar with the JhP safety and traffic regulations (JhP/HSE-S-025) and the documentation for the rented MV (FRM-JhP/HSE-090 or other appropriate form).

### **Using your own motortrolley by an external company:**

- In the case of use of own (or rented) motorized trolley, the operator must be demonstrably familiar with the instructions from the manufacturer of the motorized trolley used and the JhP transport regulations (FRM-JhP HSE-090 or other appropriate form).

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 14) Traffic rules

Parking – cars with the parking permit can park inside JhP only in the parking spot designed for this purpose.





# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 14) Traffic rules

- Secure a vehicle against movement during loading and unloading.
- Driving with open loading area is forbidden.
- Use the handbrake.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

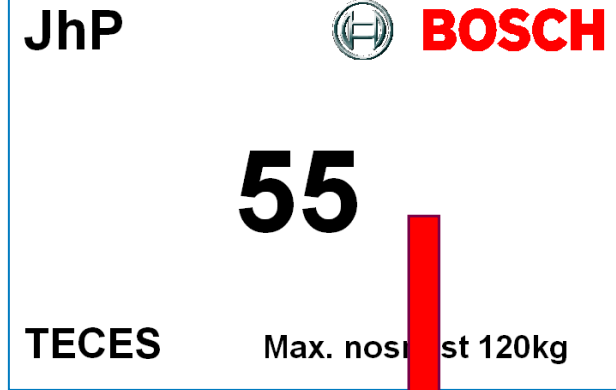
## 14) Traffic rules

EC's bicycle (tricycle) has to be identified (company name, number allotted by HSE).

### Mandatory gear:

- Visible lamps at the front and at the back, including reflectors,
- orange reflectors in front and rear wheel spokes on both sides,
- two mutually independent brakes,
- a horn or similar acoustic device with distinct tone,
- mudguards.

Regular inspection of tricycle according to FRM-JhP/HSE-097  
Bicycle/tricycle checklist



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 14) Traffic rules

- It is forbidden to go through the gates of the halls for safety reasons. The gates are only for handling equipment (or pedestrians with trolleys), not as a pedestrian route. There is a risk of collision with handling equipment. Pedestrians must use the pedestrian door.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Works at heights, ladders:

- High-rise works and aloft means higher than 1,5m (measured from floor level to feet level).
- Obligation to comply with applicable legislation, including government regulation No. 362/2005 Coll., and local internal regulations
- Measures preventing fall have always to be taken – this is so called „**Work permit**“ (see FRM-JhP/HSE-020). The coordinator with the EC employee fill in the FRM. The filled in and signed FRM has to be available at the workplace.
- EC's staff are obliged to use protective helmets with harness during works at heights and aloft.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Works at heights, ladders:

- When working at heights in corridors, annexes, etc., where there is a risk of falling from height/depth, use a lifting platform or other suitable lifting equipment or other fall protection (collective or personal protection)
- Areas over which work is being carried out and where, due to the nature of the work, there is a risk of persons or objects falling must always be kept at a safe distance from the free edge of the workplace:
  - 1.5 m when working at a height of between 3 m and 10 m,
  - 2 m when working at a height of more than 10 m up to 20 m,
  - 2.5 m when working at a height of more than 20 m up to 30 m,
  - 1/10 of the height of the object when working at a height of more than 30 m.
- On the basis of the risk assessment, the coordinator and the EF will determine further measures, if necessary, for securing the area below the work site.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Works at heights, ladders:

- **Work at heights - lifting equipment**
- **Comply with applicable legislation, manufacturer's instructions, local internal regulations**
- **Operators in the basket must always secure themselves against falling (fall arrest PPE [see picture below – full body harnesses](#)), except when transporting the lifting device in the basic position, unless otherwise specified in the manufacturer's instructions.**



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Works at heights, ladders:

- It is also necessary to wear other prescribed PPE, including a safety helmet with a chin strap.
- The workplace with lifting equipment must be clearly marked (name of EF, contact details of the authorised person and EF coordinator) and lifting equipment must always be secured against unauthorised use
- Upon request, proof of a valid rig operator's license, training with instructions from the manufacturer of the rig being used, rig revision/inspection
- **One operator must be present on the lower work site at all times and must be familiar with the instructions from the manufacturer of the platform being used and will be wearing appropriate PPE (e.g. safety helmet)**

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Works at heights, ladders:

### Safe climbing and moving on the roofs:

- Compliance with the principles of safe climbing and moving on the roofs JHP factory buildings.
- Securing to fall arrest systems.
- Using climbing (speleological) techniques.





# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Works at heights, ladders:

### Protection is required:

- Work at heights  $\geq 1,5\text{m}$  above ground level.
- Work on a ladder with feet  $\geq 5\text{m}$  above ground level.
- All tools against falling from a height.



### Rules for works with ladders:

- Only one person may work on the ladder!
- He must always be facing the ladder.
- Use only hand tools.
- Do not use chainsaws or pneumatic tools.
- They must not carry or bear loads weighing more than 15 kg.
- It is forbidden to stand higher than 50 cm from the top of the double ladder and 80 cm from the top of single ladder.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Works at heights, ladders:

- All the ladders and steps owned by external companies have to be clearly identifiable in terms of the owner and term of next inspection.
- An external company has to be able to present a document of an inspection of each ladder.
- Ladders used for work must be in good technical condition



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Hoisting devices

If an EC worker wishes to borrow a crane owned by JhP, contact FES via his designated coordinator. The FES will verify that the EF crane has valid professional competence and is trained on a particular type of crane. The crane must not be operated without professional qualification and training

**Use of TOP DINO 121; HA12CJ+ operating platform owned by JhP.**

This operating platform can be borrowed after agreement with the FES department under the following conditions:

- the cherry picker will only be used for JhP's purposes
- the cherry picker will be used by an operator with valid license issued in compliance with Czech laws.
- the cherry picker may only be used by an operator who has been familiarized with the instruction manual.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Hoisting devices

If an EC worker wishes to borrow a crane owned by JhP, contact FES via his designated coordinator. The FES will verify that the EF crane has valid professional competence and is trained on a particular type of crane.

The crane must not be operated without professional qualification and training

- Work of external companies is governed by directive JhP/HSE-S038 External companies / JhP coordinators for external companies Therefore, if an external company is in the vicinity of a crane, it will be notified, and appropriate action will be taken.
- When workers from external companies are working with a crane owned by JhP, measures must be taken to ensure the safety of everyone involved, in coordination with other cooperating entities. These conditions shall be set by the coordinator for external companies in accordance with JhP/HSE-S-038. An employee of an external company operating a crane at JhP is subject to the same requirements as a JhP crane operator (e.g. training for the type of crane, training according to the legislative requirements of the Czech Republic, etc.). In addition, a record of this activity must be made in the crane logbook. Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version)
- The external company using their own non-fixed load lifting attachments is responsible for their condition and will complete the following form with the coordinator, page 43, #7 in the Crane Safe Working System. GR/FCM-Jh-S-023

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 15) Hoisting devices

*Form for ensuring the safe use of HD on EC property*

Control questions	Evaulation OK/NOK	Notes
Familiarization with GR/FCM-Jh-S-023 and SWS took place. The topic was understood, questions were answered and explained.		
Risk transfer of FRM-JhP/HSE-047 has taken place		
A list of trained persons is handed over		
The coordinator will ensure the handover and takeover of the workplace and inform the persons concerned/ FES, if applicable		
A completed FRM-Jh/HSE-048 permit is available		
Checking valid revisions, inspections, etc...		
Valid crane and bindery licenses were presented		

.....

**EC authorized person signature**

.....

**EC coordinator signature**

.....

**FES stamp, signature**

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 16) Securing the hazardous area

- An area in which **work is carried out** in which, due to the nature of the work , **there is a risk to life or health** (hereinafter referred to as a "**hazardous area**") must always be safely secured against the entry of unauthorized persons
- The hazardous area shall be **secured** by **excluding traffic by fencing off the hazardous area with a technical structure** (e.g. railing, barrier, tape, chain, etc.) **for the entire period of danger**. White and red tape or chains for enclosing the hazardous area shall be **placed at a height of 90-120 cm above the floor**.
- If the size of the danger area is not specified by an internal regulation (e.g. JhP/HSE-S-029 Working at heights, JhP/HSE-S-035 Use of keys on machinery and equipment, bridging of protective equipment), the **operator of the dangerous activity must determine this size before the activity begins**
- The hazardous work area of the external company **must be marked with a sign with the name and telephone number of the relevant JhP coordinator for EC**

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 16) Securing the hazardous area



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 17) Racks

**Each rack has to be identified with permanent and legible label including the following data:**

- The maximum number of cells in a column
- Shelf cell bearing capacity
- Shelf column bearing capacity
- All shelves have to be identified (with reg. number) and a sticker with the next inspection date.



Počet buněk ve sloupci :	3
Počet sloupců :	1
Nosnost buňky :	50 kg
Nosnost sloupce :	150 kg





# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 17) Racks

- Shelves where damage of posts threatens have to be equipped with protective feet. They are installed on pallet shelves and shelves located at corners of paths. All shelves in stores where motor handling technologies are used have to be equipped with protective feet.
- The other shelf close to paths have to be identified with yellow-black stripes.
- When loading goods on a shelf with handling technology the material on the back side of the shelf has to be prevented from movement.
- Stored material size has to correspond with the shelf size.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 18) Charging stations

If EC operates a charging station (open space used for and adopted to battery charging or battery maintenance) within JhP premises it has to inform the HSE department through the coordinator.



# INSTRUCTIONS FOR EXTERNAL COMPANIES



## 19) Works on electrical devices

The responsible person has to inform the coordinator before start and finish of works on electrical equipment owned by JhP.

**Electrical equipment (EE)**= all electrical devices designed for production, transfer, Exchange, distribution and use of electricity operated at the voltage levels from low to high voltage levels from low to high voltage inclusive. It includes energy sources like batteries, capacitors, and all the other sources of accumulated energy. It does not apply to electronic telecommunication an information systems and electronic apparatuses.

**Responsible person** = an „informed“ person according to sec. 6 or higher (depends on number of staff) of Decree No. 50/1978 Col. as amended or a person knowledgeable for independent activity - "electrician" (§ 6 NV No. 194/2022 Coll. + § 19 of Act No. 250/2021 Coll.) with final responsibility for work activities carried out on the EE with final responsibility for work activities performed on EE.

<sup>a</sup> Work on electrical equipment under voltage, the so-called “**Work on permit**”, is **prohibited** in JhP unless the company property or human health is endangered. However, if it is necessary for these reasons to carry out such work, then only a professional company and a trained according to applicable legal requirements, in compliance with legislative conditions and with proper equipment and PPE. The approved work permit is necessary.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 19) Works on electrical devices

### **Current protector:**

With reference to the applicable CSN EN standards, external electrical devices are required to be plugged only to electrical sockets equipped with front residual current devices in order to enhance protection against electrical shock. Such equipped sockets are located in socket cabinets MX (WIII) and ZS (WI+II) in a sufficient number in production halls and auxiliary facilities. The sockets are also located on the ground of floor entrance corridors (indicated as CURRENT PROTECTOR).

In the case such equipped socket is not available within reach (see the hall layouts), the external company is obliged to use its own **current protector 30mA for the socket**.

The regulation is binding for all employees of the external company working in production halls as well as in outdoor spaces.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 19) Works on electrical devices

### **Extension leads:**

Requirements for the use and design of extension cords in manufacturing, workshops and outdoor areas:

- Use extension cords for temporary installation only.
- HO7RN-F cable to ensure mechanical, thermal and chemical resistance.
- The plug and the movable socket must be of the same design, for the same rated current and the same rated voltage. It must have a protective conductor.

**If it is necessary to pass through a construction opening (door, window), a protector must be used through which the extension lead is pulled and secured against mechanical damage.**

**Only for the necessary period of time!**



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 19) Works on electrical devices

### Electrical cabinets:

- Do not leave the EWC door open unattended!
- There is a risk of serious damage to health and injury.



# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 20) Explosive areas



### Duties of EC in areas with risk of explosive environment.

Avoid the formation of explosive environment.

- Places where the formation of explosive environments cannot be ruled out must be sealed off and a safety sign post must be put up there.
- Fill in the permit for so called „**Work permit**“ with the coordinator - FRM-JhP/HSE-023 - Prikaz V.
- Inform the person qualified in explosion prevention on possible formation of explosive environment through the coordinator.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 21) Other

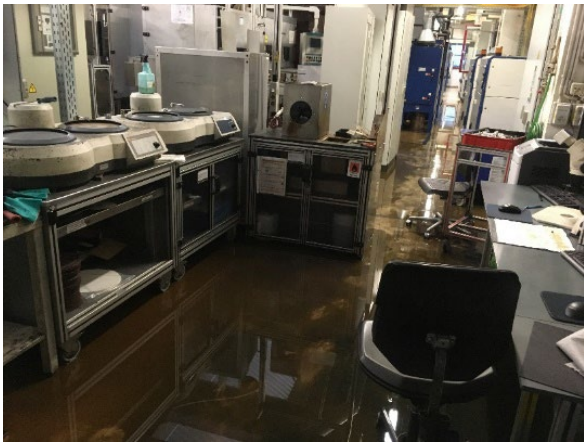


### Description of incident:

On 18. 8. 2017 carried out by a subcontractor worker of EC installation of fire flaps in the filtration equipment in welding line. The worker mechanically loosened the screws on the pipeline. One of the bolts was did not let go loosen and therefore worker used a angular grinder to cut it. From the sparks during the cutting, a small amount of dust ignited in the welding laser filtering device. The flames activated the CO2 fire extinguisher and then one sprinkler was activated, the part of the hall 201 was flooded with about 6000 liters of water.

### Cause:

The EC worker decided to change the procedure. This did not report to the coordinator and did dangerous work without „**work permit**“. Therefore, sufficient security measures have not been taken.





# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 21) Other

### **Works on IT equipment**

The authorized person has to inform the coordinator before start and ending of works on IT equipment owned by JhP.

**IT equipment** = all devices or machines with **possibility** of connection to company network (BCN) or containing external communication interface like e.g. USB (i. e. all types of industrial pc, plc controls etc.).

**Secured IT equipment** = all IT devices containing valid and current antivirus protection and supported operating system from manufacturer including a valid patch system.

**Unsecured IT equipment** = all devices not meeting any of the conditions for secured equipment.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 21) Other

### Using EC owned IT technology at JhP

Use of IT technology at JhP (PC, laptops, external memory media ...) owned by EC is subject to the following conditions:

- Ban on connecting this technologies to BNC (Bosch computer network, wire or wireless) with unsecured device.
- Ban on direct connection of this technology to a machine (any Bosch IT device) with unsecured device.
- Use of external memory media may be allowed after prior verification of the media by a responsible person (IT partner, team TEF1-IT, local CI department) and declaring the media secure.

# INSTRUCTIONS FOR EXTERNAL COMPANIES

## 21) Other

### Cleanliness requirements

In the case of maintenance, repairs or adjustments in the production area, all work must be secured to avoid contamination of the products.

The machines must be marked with a label:



ATTENTION

WORKING ON THE MACHINES

# INSTRUCTIONS FOR EXTERNAL COMPANIES

Also follow the instructions in the JhP area  
(Instructions for visitors),  
which you receive at the JhP gateways.