

# Entry Conditions TWS CZ



for environmental protection, occupational safety and fire protection

for external entrants entering into areas Trelleborg Wheel Systems Czech Republic a.s. in Otrokovice / Praha / Zlín

External entities are business entities (legal and natural persons) which, under contract, carry out any work and activities for a company Trelleborg Wheel Systems Czech Republic a.s., (hereinafter TWS CZ) perform in TWS CZ premises any work and activity in the interest of any other entity, with its management being aware of it, perform their own business in TWS CZ premises, and are in TWS CZ premises fixed on the basis of lease or similar agreement. Buildings in Zlín-Louky are located in SPUR/IGTT area.

TWS CZ has introduced an integrated management system in accordance with requirements of ISO 9001/IATF 16949, ISO 14001 and ISO 45001 standards including its own superstructure Safety@Work. Management of TWS CZ approved the Integrated TWS Policy and objectives, and in this context requires the external entities to apply similar principles in the field of environmental protection (EP), occupational safety (OHS) and fire protection (FP).

Amendment No./Annex No.:	
To the agreement :	
Of:	
Name of external entity :	
Registered office:	
ID No.:	

Liabilities arising from these initial conditions are an integral part of a contractual relationship with TWS CZ and violation entitles TWS CZ to withdraw from the concluded contract and demand compensation for damages.

*NOTE: if the following text uses the term client and/or TWS CZ at any case, for the purposes of this document it means the Trelleborg Wheel Systems Czech Republic a.s. representative.*

In the relation to TWS CZ, the external entity takes over full responsibility for its employees, incl. other subcontractors working on the premises of TWS CZ and pledges to respect the following principles:

## 1. General:

- Perform only work, which is subject of reciprocal trade treaties, agreements or orders (and which they have the requisite qualifications and competence for, especially in hazardous work).
- Perform the agreed activities and move only at designated sites — entrance to other premises of TWS CZ except for catering establishments, is prohibited.
- Facilitate the check of observing the rules by TWS CZ representative.
- Provably acquaint and keep all employees of the external entities incl. their subcontractors acquainted with the principles. After mutual agreement it is possible to ensure proper training by TWS CZ.

## 2. In the field of environmental protection:

### 2.1 Hazardous chemical substances and preparations disposal

- Advise TWS CZ of hazardous chemicals disposal (types of substances or quantities).
- When handling (use, storage, transportation, etc.) hazardous substances and mixtures, everybody is obliged to protect human health and the environment and act upon the hazard warning symbols, statements signing risk and precautionary statements listed in relevant safety data sheet.
- Persons handling hazardous chemical substances and mixtures

must be provably aware of the hazardous properties of chemical substances and mixtures they use, the principles of health and environment protection from their harmful effects, first aid principles and procedures for case of accidental spillage or accident.

- Have adequate safety data sheets for dangerous substances, which they dispose in TWS CZ premises, in local language. Immediately present them on request and, if necessary, free of charge provide them to the client or environmentalists of TWS CZ.
- Packaging of dangerous chemical substances and preparations must be marked noticeably and legibly, in local language and must include at least the chemical or trade name of the hazardous substance and mixture, cautionary pictograms corresponding to classification of the hazardous substance or mixture, marking a specific risk, precautionary statements.
- Store hazardous substances (mixtures) in such manner that they are protected against undesirable leakage and confusion with other substances (mixtures). In case the package changes, the new one must be labelled properly in accordance with applicable law. It is strictly prohibited to store chemical substances (mixtures) in packaging from food or drink (PET).
- Have the means for first aid and cleaning people and the remediation of contaminated areas.

### 2.2 Waste disposal

- The waste generator is obliged to dispose the waste at his own expenses by passing to an authorized person (company) for further utilization or disposal. Transmission of waste to the authorized person must always be provable. It is forbidden to store waste in collection means of TWS CZ or in open areas, if not stipulated otherwise in contract.
- The waste generator is obliged to keep up-to-date records of the waste and its treatment. The evidence is maintained for each separate establishment and for each type of waste separately.
- Concentrate the waste generated to collection means at their place, sorted according to the Waste Catalogue and categories, secured against deterioration, theft or other undesirable leakage.
- In place of hazardous waste collection means an appropriate

Identification sheet must be placed. Each collection means must be labelled as "hazardous waste", by catalogue number of the waste, waste name and graphic symbol of hazardousness and the name and surname of a responsible person. During the waste handling human health or environment must not be endangered or damaged. The company must have written approval (Decision) from the relevant state authority for hazardous waste treatment.

- e) Liquid waste must be stored in double-shell tanks or single-shell tanks placed in detention tanks.
- f) If metal scrap, shavings and chips free of dirt and oil products are stored in containers located outside of the covered area, the containers must have lids.
- g) In case of hazardous waste leakage, when there is a threat to surface or ground water or soil, originators of the accident must prevent further spread of the accident, immediately commence work to eliminate the consequences of the accident and report it immediately to the firefighters of relevant TWS CZ factory.
- h) It is prohibited to bring waste of unknown origin into the TWS CZ premises.

### 2.3 Obligations for the protection of ambient air

- a) No waste or materials can be burnt in TWS CZ premises.
- b) It is prohibited to dispose waste solvents or reduce the amount of hazardous waste (paints, etc.) by free evaporation of solvents into the atmosphere.
- c) The operators are obliged to provide to the environmentalist of TWS CZ truthful information about these resources, their technical condition and emissions emitted from these sources, to comply with valid air protection legislation and limits set.
- d) Operate and maintain resources in accordance with the operating conditions. Each source of air pollution must be kept in good condition so that it meets set emission limits.
- e) Operator of a source of air pollution in the area TWS CZ must allow the competent ecologist of TWS CZ to carry out check of technical state of equipment and compliance with operating regulations.
- f) In case of air quality threat the operators of pollution sources must respect regulations of the respective ecologist of TWS CZ on the restrictions or cessation of operation of the source of pollution.

### 2.4 Protection of soil, surface and groundwater

- a) In case of air quality threat the operators of pollution sources must respect regulations of the respective ecologist of TWS CZ on the restrictions or cessation of operation of the source of pollution.
- b) Excessively polluted waste water or other substances that are not waste water must not be poured or discharged to drains — sewage manholes of sewer system (yellow marking of manholes) and sinks or basins.
- c) No dirty water (e.g. water from clearing, waste etc.) shall not be discharged or poured to inlets — shafts of rainwater (green signs manholes). Storm drains are used only for drainage of rainwater.
- d) It is prohibited to store machines or parts of machines, from which the residues of substances harmful to water (oil, grease) can leak in places where it is not possible to safely dispose any spills or near to sewage drains. If the temporary storage of ma-

chines or parts of machines is necessary, they must be stored in detention tanks and protected from rain to prevent oil and grease washing, resulting in oily water runoff into drains.

- e) No preparations based on chlorinated hydrocarbons (perchloroethylene, tetrachloroethylene, trichloroethylene) can be used or stored for any purposes. Exceptions may be granted only by the competent ecologist and competent management member of TWS CZ plant.
- f) No waste water or waste can be discharged on free or paved areas, no material, which could cause land or water contamination, can be stored there.
- g) No one may harm vegetation (trees, bushes, lawns) in TWS CZ compound. Any felling must be pre-consulted and approved by a competent ecologist and plant management.
- h) The operator is responsible for a good technical condition of their means. Vehicles with evident oil leakage will not be allowed to enter the premises, or else they will be ordered out. Vehicles with anticipated drips can park on site only when using detention tanks.

### 2.5 Harmful substances treatment

- a) The company, which uses particularly dangerous substances or pollutants in greater extent or when dealing with them and is associated with an increased risk for surface water or groundwater, is bound to take adequate measures.
- b) Dealing with particularly dangerous and harmful substances in TWS CZ compound is possible only based on approval from relevant ecologist of TWS CZ.
- c) Storage of hazardous substances is only possible in intact packages placed in detention tanks or in double-shell containers. The volume of detention tank is set according to ČSN 65 0201 (Czech technical standard).
- d) Develop a plan of measures for emergency – Emergency plan, which is approved by the water law authority.
- e) Transport of hazardous substances must be secured so as to prevent unwanted leakage of these substances, ie. in undamaged packaging, in containers placed in detention tanks, in double-shell containers or packaging of adequate regulations for the transportation of hazardous substances. The load must be positioned or secured in a vehicle so as to prevent its fall.

### 2.6 Measures for case of leakage of harmful substances

- a) The person who caused the accident or the one who discovered it, is obliged to take an immediate action and contribute to the elimination of the causes and consequences of the accident.
- b) Prevent further leakage of these substances (by closing valves, turning off the machine, blocking tear, using drip trays, putting the machine out of operation ...).
- c) Avoid spilling of harmful substances in the field or on roads and its entry into sewers by e.g. fencing, sealing drains etc.
- d) Remove contaminated soil or capture using absorptive materials (vapex, perlite, sand, etc.).
- e) Prevent fire (turn off engine, turn off electricity ...).
- f) In case of leakage of hazardous substances (*over 5 litres*) threatening soil or water, promptly perform the above measures and call fire brigade unit.



prohibition of alcohol



no smoking and drugs



prohibited entry  
of unauthorized persons



ban on private bicycles



no photography

- g) During leakage elimination everybody is obliged to follow the instructions of the commander (provide information and assist in the removal of leakage consequences).
- h) All the captured materials contaminated with dangerous substances, including spillages are hazardous waste. Handling of these wastes shall be governed by the provisions relating to waste.

### 3. In the field of OHS

- a) In advance notice to the head of the relevant business department of the production sector and agree on measures that will ensure their safety and safety and health of TWS CZ employees.
- b) External entities and TWS CZ will mutually and in details inform one another in written about potential risks in the workplace, where the external entity will carry out its activities.
- c) External entities furthermore provably — with the signature — acquaint their employees with risks arising from activities in TWS CZ compound, according to Labor Code No.262/2006 Sb., § § 101, 102.
- d) Familiarize the employees of TWS CZ, who perform work near the workplace of external entity with risks arising from performance of their jobs, according to the Labor Code No. 262/2006 Sb., § § 101, 102.
- e) Ensure, where necessary, labelling (fencing) of such places, where an injury (injuries) could happen.
- f) Comply with the regulations relating to the work performed by them, in particular the regulations to ensure the safety and health at work according to § 106 of Act No. 262/2006 Sb., as amended and other legislation.
- g) Enter the premises of TWS CZ and leave it only through the main gatehouse. When walking in the area, to be careful, use only prescribed roads, entrances and exits, not to enter and stay on work-places which are not assigned for work and on marked construction sites.
- h) Know the importance of color coding and observe warning signs and banners, as laid down in Government Regulation No. 375/2017 Sb. on appearance and placement of safety signs and the signals, as amended.
- i) Not to bring alcoholic beverages to the area TWS CZ and not to consume them here. Not to commence work under the influence of alcohol or other addictive substances. Entrance to the premises TWS CZ is prohibited to persons under influence of any addictive substances, including alcohol, Labor Code No. 262/2006, § 106i).
- j) Let handling and transport facilities space, emergency exits, accesses to fire extinguishers, electrical and other energy distribution systems free.
- k) Use only machines, tools and equipment which they were given. Not to use damaged equipment.
- l) Immediately report to the Client and centre leader defects they caused on the device of TWS CZ by their activities and other defects they find during work.
- m) Move only on designated roads. Drivers of passenger and freight transport are during their work obliged to follow applicable rules, regulations and corporate transportation code and to use vest when repairing company car on road.
- n) Adhere to ban of use of dedicated facilities, which are owned by TWS CZ, unless otherwise specified in contract.

- o) Clearly identify their company's workplace, keep on their workplace clean, work so as other employees were not threatened, restricted and harassed. Clean up the workplace after the termination of their activities.
- p) Immediately report to the Client and centre leader (TWS CZ management) injury of TWS CZ employees, which arises in connection with the external entity, as well as the state of sudden sickness, which prevents another responsible performance of job or an accident or other emergency.
- q) Follow the "Reaction scheme", which is posted in all workplaces and is in accordance with act No. 201/2010 Sb., when reporting accidents at work. Invite the leader of the business department of TWS CZ and a person qualified in OHS to the investigation of injuries of external company's employees and to give a copy of record of an injury to the second mentioned.

### 4. In the field of fire protection:

TWS CZ is in terms of fire protection, due to the processed raw materials, their quantity and fire-technical characteristics, operation, which performs the activities with an increased risk of fire. Fire safety of TWS CZ is provided in full compliance with Act No. 133/85 Sb., as amended, and Decree of the Ministry of the Interior No. 246/2001 Sb., as amended.

- a) Perform all activities in accordance with Act No.133/85 Sb., as amended, and Decree of the ministry of the Interior No. 246/2001 Sb., (in particular responsibility for ensuring the fire safety during activity with the danger of fire —§15 of the Decree).
- b) Adhere to ban of smoking and manipulation with open flame within all areas of the resort TWS CZ. Smoking is permitted only in designated and marked places.
- c) Welding or manipulation with open flames can only be performed after determination and meeting the conditions of fire safety according to Decree of the Ministry of the Interior No.87/2000 Sb.
- d) Adhere to the principle that the implementation of all welding works and works with open fire in whole area is possible only with the prior written order to weld with increased risk and the implementation of measures in the order listed. Command is exposed by the manager (or a person authorized by him) of the economic centres where work is to be carried out and who is informed about the commencement and completion of the work. (If an external entity provides assistance, patrol and surveillance alone, and has its own form — command, both are filled in).
- e) Develop an attachment to the contract (on the supply or lease), in which the risks are identified in written and conclude an agreement on cooperation in the performance of the work or rent in the field of security and fire protection, if an external employee or tenant comes into contact with fire hazardous activities of a.s. or performs those in TWS CZ. Always pay attention to provable familiarization with adhering to the principles and measures, which these activities require from the point of view of fire protection. (Mutual awareness of the technologies used between the ordering centre and external supplier). For this reason, it is required to have technological procedure (or work instruction) of safe work practices (including machinery) of an external entity and personal handing and taking over the work on the site.
- f) Behave so as not to cause fire. In case that external employee notices fire, he/she is obliged to extinguish it by all available



wear protective shoes



ban the use of players with headphones



entry only with a reflective vest



beware of in-plant traffic



danger of fire

means or call for help.

- g) Report every, even small fire (every undesirable burning) even though they managed to extinguish it by themselves.
- h) Leave the endangered area in the event of fire alarm in TWS CZ. (announced by a siren and orally via plant radio or with tune "FIRE") and gather at a designated place — follow the instructions of TWS CZ personnel and Fire Brigade.
- i) Before commencing work or activity acquaint with basic documentation Fire Prevention in the workplace (with activity) with increased fire danger (FIRE REGULATIONS, FIRE ALARM DIRECTIVES, EVACUATION PLAN).
- j) Report any combustible materials (especially flammable liquids, gas cylinders, etc.) that will be left on site after the end of the work shift. The purpose is to determine safe STORAGE.
- k) To familiarize with the location and practical use of extinguishers:

- handheld and mobile fire extinguishers are located in all areas of TWS CZ. and their habitat is marked in red (stripes or frame).
- In premises snow, powder and halon fire extinguishers, which can be used for extinguishing energized electrical equipment are used.
- We also use foam and water fire extinguishers which shall not be used for extinguishing energized electrical equipment.
- k) External staff and tenants will become familiar with the equipment (extinguishing agents) of the department and their use before commencing the work. In case that special prescript (e.g. welding) requires the presence of fire extinguisher, the external entity must have its own (unless the contract specifies otherwise).

**Employees of the external entity are obliged to follow any other instructions from the client.**

**Emergency:**



**Internal telephone lines** (dialing code +420 267 11 from mobile phones; without dialing code from internal phones Avaya):

TWS CZ Area	Otrokovice	Praha	Zlín	Zlín-Louky
Reporting fires, accidents	2727	1300, 1150 +420 737 206 438	2222	2222 +420 737 203 283
Plant environmentalist	2637 +420 731 450 900	+420 733 690 267	+420 731 450 900	+420 731 450 900
Safety officer	+420 736 511 219	+420 731 141 784	+420 736 511 219	+420 736 511 219
Power engineer	+420 731 451 272	+420 737 115 023	2269	+420 722 730 505
Transformer station/Control room substation	2719 +420 732 869 388	1027 +420 732 225 395	+420 737 212 895	+420 731 663 188
The main gatehouse	2727 (č.1) 2724 (č.2)	1310	2253	+420 734 703 333

**In case of violation of the above principles and generally applicable laws the representative of TWS CZ is entitled to immediately terminate the action of an external entity at their workplaces.**

Responsible representative of the external entity's signature confirms that he/she understood the above and agrees to comply with all of the above points. If also other staff of the external entity is trained, form Attendance list shall be used.

In

In

Trelleborg Wheel Systems Czech Republic a.s. representative

supplier's representative

date

signature

date

signature