

Occupational Health and Safety internal directive in accordance with the Act 309/2006 Coll.

This Directive applies to Jan Kučera and all the hired workers, including the agency workers, who are obliged to follow this Directive, hereafter referred to as the **Contractor**.

1. Risk prevention

As part of risk analysis, the *Contractor* shall evaluate possible risks and identify suitable measures to eliminate or minimize them to an acceptable level. These risks are related to the intensity of the work performed.

The risks shall be evaluated in accordance with Decree No. 432/2003 Coll. and its categorization, and in accordance with local regulations.

The job categorization table

1st category	2nd category	3rd category	4th category
No adverse effect on health is likely	Adverse effect on health can occur in exceptional cases	Hygienic limits are exceeded	High risk of health hazards at work

2. Safe working environment

The *Contractor* shall ensure a safe working environment for all persons who spend some time in the workplace. This also applies to persons who appear in the workplace randomly or irregularly. The OH&S principles therefore apply to executives as well. It is also important to consider the level of risk to the lives and health of the workers. Specific duties are listed in the Labour Code, in Provision no. 262/2006 Coll., §101.

3. Operating instructions and documentation

The *Contractor* shall ensure that all the workers get acquainted with the operating instructions and documentation of the machines and equipment before they start using them. They must be familiar with the conditions how to work with the devices, or when the devices should be checked or overhauled.

4. Inspections and checks of technical equipment

The *Contractor* undertakes an obligation to carry out checks and inspections of all technical equipment used and in accordance with the relevant regulations.

5. Occupational Health and Safety training

The *Contractor* undertakes an obligation to comply with all the necessary safety regulations stipulated under the Labour Code in the Provision no. 262/2006 Coll., paragraph 5 §108; in addition, the *Contractor* agrees to comply with the specific operating directives in accordance with local regulations.

6. Health protection

The *Contractor* shall ensure the provision of first aid in the workplace. A well-stocked first aid kit must always be available. The medicines and accessories must be based on the risk factor of the work, or on the risk evaluation in accordance with local regulations.

7. Cooperation in the workplace

If the *Contractor* works in a workplace, where there are other workers (self-employed or from other businesses), they should cooperate and communicate in relation to potential risks that arise from the work.

8. Working conditions

The Contractor shall ensure proper working conditions (e.g. lighting, etc.), which are defined by the Directive and by local regulations.

9. Safety signs

The Contractor shall ensure that appropriate safety signs are put up in the workplace, and that all local regulations are observed.

10. Personal protective equipment (PPE)

The Contractor shall provide PPE according to the risk factor of work (e.g. gloves, shoes, overalls or beverages), in accordance with the Government regulation, Directive no. 495/2001 Coll. PPE.

The lifetime and the interval of allocating the PPE is defined by the Labour Code, Directive No. 262/2006 Coll. in §104.

11. The safety breaks

It is necessary to respect the mandatory safety breaks, and follow local regulations.

Fire protection:

1. Fire prevention

The *Contractor* agrees to comply with the Act No. 133/1965 Coll. On Fire Protection, as amended in later regulations, and Decree No. 246/2001 Coll. On Establishing Fire Safety Conditions and State Fire Supervision (the Fire Prevention Decree).

And further it is obligatory to proceed in accordance with local regulations.