



# **Binding Conditions and Guidelines on Occupational Health and Safety for Trading Partners Providing Services on the Premises of Škoda Auto.**

## **PSU Occupational Safety 2023**

These 'Binding Conditions and Guidelines on Occupational Health and Safety for Trading Partners Providing Services on the Premises of Škoda Auto are also intended for the training of our trading partners' employees in terms of occupational health and safety.

These guidelines may be supplemented by additional training documents, which will be provided by the Company's organisational unit ordering the service with the trading partner.

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**Basic concepts and acronyms**

<b>Trading partner</b>	A natural person or legal entity that is a direct participant in a contractual relationship with the Company
<b>Trading partner's employee</b>	An employee of a trading partner or a subcontractor of a trading partner
<b>Responsible employee of the Company</b>	An employee of the Company from the ordering organisational unit or a designated employee of the Company of another organisational unit who is responsible for coordinating the activities between a trading partner and the Company within the scope of the provided service. When a trading partner's employees and the Company's employees carry out their work activities simultaneously, these may be persons that coordinate activities on the basis of a written 'OHS Coordination Agreement'.
<b>OHS</b>	Occupational health and safety
<b>POD</b>	Process and Organisational Documentation of the Company
<b>PPE</b>	Personal protective equipment
<b>PIT</b>	Powered industrial truck
<b>DTE</b>	Dedicated technical equipment



## 1 Trading partner's obligations on the Company premises

A trading partner working on the Company premises is an independent legal entity with full responsibility for creating safe working conditions, fire protection and health protection for its employees and persons staying on their premises, or at their workplaces. A trading partner on the Company premises is obliged to comply with all legal regulations that are in force in the Czech Republic in occupational health and safety as well as internal regulations and Company regulations, including the provisions and supplements of duly concluded contracts between the trading partner and the Company.

Further obligations of trading partners and other entities, as appropriate, that carry out tasks at one workplace include the following:

- a) if multiple employers carry out their work activities at one workplace at the same time, one employer must be designated based on a written agreement between the participating employers (OHS Coordination Agreement), who shall coordinate the implementation of measures to protect the safety and health of employees and the procedures aimed at ensuring them
- b) mutual and written information on risks, including mutual cooperation in ensuring occupational health and safety
- c) carrying out activities and doing work in such a way that the employees of other employers are simultaneously protected as well
- d) cooperate in ensuring a safe, harmless and health-free working environment for all persons at the workplace

### 1.1 Basic provisions

- 1) A trading partner may not start its activity unless its employees are demonstrably familiar with the general principles of occupational safety and health in the Company according to the sections in this document and with other principles of fire protection, as well as with the regulations on property protection and environmental protection and POD applicable to trading partners.
- 2) Trading partners are responsible for the proper (up-to-date and adequate) status of professional authorisations, professional training and medical and professional qualifications of its employees when performing any services for the Company. Trading partners are also responsible for the safe condition of the tools or equipment in use, including any borrowed ones. Trading partners are responsible for the disciplined behaviour of their employees, especially when complying with the principles of OHS, fire protection and environmental protection, which includes abiding by occupational and other risks that they have been warned about (through training, safety tables, notice boards, orally by their team leader at the workplace, etc.).
- 3) Trading partners are obliged to proceed in such a way that their activities do not jeopardise the health or lives of the Company's employees and other persons, do not damage the Company's facilities and do not endanger the environment.
- 4) Handed-over workplaces or premises of the Company on which a trading partner will be providing their service according to a concluded contract shall be properly marked (safety tape, railings, etc.) and, if necessary, supplemented with safety signs. Trading partners assume responsibility for workplaces handed over to them in terms of occupational health and safety, fire protection and environmental protection.
- 5) Trading partners are responsible for evaluating their own or leased premises in the Company in terms of explosion risk, including adopted measures following Government Regulation No. 406/2004 Coll., on further requirements for ensuring occupational health and safety when working in an environment with a risk of explosion, as amended.

- 6) In cases where a trading partner provides a service at a site for which a construction work safety coordinator has been established, the trading partner is obliged to cooperate with them and provide documentation within the scope of Act No. 309/2006 Coll., as amended.
- 7) Trading partners and their employees are obliged to abide by monitoring activities carried out by employees of specialist departments and responsible employees of the Company or other persons (including Department SO – Company Security) entrusted with their implementation (hereinafter as a 'responsible employee of the Company'). Trading partners are obliged to, upon request and without objections, submit to a responsible employee of the Company entrusted with monitoring the compliance with regulations in OHS, dedicated technical equipment, fire protection and environmental protection any documentation relating to the applicable principles for the said topics. Trading partners are obliged to allow a responsible employee of the Company access to all premises of the inspected location and to all documents and records associated with the subject of the inspection. All employees of the trading partner are obliged to provide required information completely and truthfully. If necessary, written records are made of performed inspections.
- 8) Trading partners are obliged to cease their work immediately, even without a request, if the lives and health of people are at risk, or if there is a threat of accident of operating equipment and property of the Company or external entities, or a threat to fire protection or environmental protection. Trading partners must immediately report such fact to a responsible employee of the Company. Any damage caused by violating legal and internal regulations is the responsibility of the trading partner who caused the damage.
- 9) Pursuant to Art. 101, (3) of Act No. 262/2006 Coll., as amended, trading partners shall provide a responsible employee of the Company their written information about the risks and measures taken to protect against their effects that are associated with the performance of work and the workplace.
- 10) Trading partners shall not allow their employees to enter premises and buildings that are not intended for their activities. Workers may only use roads and paths that are intended for entering sanitary facilities, changing rooms, kiosks and cafeterias.
- 11) If trading partners use the Company's property (e.g. cranes, elevators, lifting platforms, welding machines, electrical wiring, etc.) during the provision of their services, they must conclude a written agreement on its use in advance. The contents of the agreement shall include the definition of rights and obligations, as well as the determination of the conditions for the safe use of the property in question.
- 12) Trading partners may not use hazardous and health-damaging substances during the implementation of their work and other activities at the Company's workplaces and leased premises, the use of which could endanger persons. The use of such substances must be discussed with the ordering organisational unit and the specialist department of the Company. The trading partner shall take such measures so there could be no threat to persons or the environment. The use of silicone or substances containing silicone is prohibited in the Company.
- 13) Trading partners are obliged to take the necessary safety precautions when using devices with X-ray, laser or other ionising radiation and sources of electromagnetic radiation and to discuss the execution of work with the ordering organisational unit and the Company's specialist department well in advance. For the period of using any devices with ionising radiation, the trading partner is obliged to inform a responsible employee of the name of its employee entrusted with supervising over the protection against ionising radiation and operating the device in accordance with general binding regulations.

- 14) The trading partner is obliged to cooperate when its employees and the employees of its subcontractors are submitted to breath tests for the presence of alcohol or a check for the presence of other addictive substances, carried out by a designated employee of the Company.
- 15) A responsible employee of the Company is entitled to immediately expel any employee of a trading partner from the premises of the Company for which the trading partner performs a contracted activity, if they have committed a crime, administrative offence or their behaviour is not compatible with good morals.
- 16) Trading partners agree that in the event of occupational accidents affecting their employees, the following procedure shall be followed: the relevant senior employee of the Company on whose premises the occupational accident has occurred and, assuming that they have become aware of the accident, will notify the employer (trading partner) of the injured worker without undue delay, and together they will conduct an investigation to clarify the causes and circumstances leading to the occupational injury. The senior employee of the Company will also invite the relevant safety technician of the Company's organisational unit to investigate the occupational accident.  
The ordering party shall make an entry in the e-Occupational Injuries application of Škoda Auto, and a copy of the Accident Report Logbook shall be given to the trading partner's representative as evidence. In the event of incapacity for work, the trading partner's representative shall write up an Accident Record. In the event that an injury occurred as the result of the Company's fault or partly as the Company's fault, it is the trading partner's duty to have the resulting Accident Record co-signed by the relevant senior employee of the Company, who will obtain a copy of the Accident Record for any further proceedings. Trading partners follow generally binding regulations at the Company's workplaces and premises handed over to them at which they will be providing their services according to concluded contracts. Record-keeping, reporting and sending accident reports are governed by generally binding regulations. Further instructions are given in Paragraph 2.8 Occupational accidents.

## **1.2 Trading partners are particularly obliged to ensure the following when ensuring occupational safety on technical equipment**

- 1) Compliance with the prohibition of any handling of the Company's mechanical and technical equipment without written agreement, appropriate authorisation and knowledge of a responsible employee of the organisational unit for which the service is provided.
- 2) All machinery, means of transport, power tools, etc., which a trading partner uses to perform its activities in the Company must be operated in accordance with applicable legislation (valid inspections, checks, revisions, etc.) and instructions from the manufacturer.
- 3) Coordinate together with the Company's responsible employee the method and time of securing and shutting down equipment that is partially or permanently operated or located in the immediate vicinity of operated equipment and could endanger an employee of the trading partner.
- 4) Keep escape routes and roads clear and unobstructed, including the defined spaces in front of electrical switchboards. Installed safety signs may not be removed, damaged or covered.
- 5) Make sure that trading partners' employees obligatorily use protective equipment of machines and technological units preventing or reducing the risk of injury, or preventing the deterioration of sanitary parameters of the working environment (noise, dustiness, etc.), that they do not remove them or put them out of operation, and that they do not activate and operate machines and equipment without properly fitted and adjusted protective covers.

- 6) Carry out work on mechanical and technical equipment only after the equipment has been necessarily secured (e.g. switched off, shut down, secured against movement, etc.). The device shall be secured by a representative of the ordering organisational unit for which the service is performed, or by a responsible employee of the Company, based on the trading partner's request. The necessary coordination of the implementation of the service, including familiarisation with the relevant technical documentation, shall be provided by a responsible employee of the Company. The coordination of the service itself is provided by an external person according to the relevant documentation (legislation, technological and operating procedures, etc.).
- 7) Work shall be performed in accordance with regulations on occupational health and safety.
- 8) When working at heights, workers and other persons are to be protected with collective means of protection against fall hazard, or individual protection if the first is not feasible. Construction and work on auxiliary protective and fall-arrest structures (scaffolding, fall-arresting scaffolding, protective railings, protective barriers) must be carried out in accordance with the provisions of applicable legislation. Such protective and fall-arresting structures must be sufficiently strong and resistant to external forces and adverse effects and fixed in such a way that they can safely withstand the expected stress, and they must be properly accepted into use before start of work.

### **1.3 Trading partners are responsible for keeping their premises and buildings in use in an organised manner during all their activities; for this reason they are particularly obliged the following**

- 1) Use only the buildings and facilities assigned to you outside your workplace. Trading partners are obliged to keep such premises and buildings free from all obstacles that are not necessary to be there, and to store or remove any redundant material and assembly equipment without undue delay that will no longer be required or will not be needed in their activities.
- 2) Arrange for immediate cleaning of access roads if they have become soiled or have restricted access as a result of performed activities.
- 3) After an activity has been finished, the workplace (building, premises) is to be handed over in a tidy and safe condition, free of all redundant materials, assembly equipment, waste, etc. If this is not done so, the trading partner will be charged for all costs incurred by the Company for putting the workplace in order.
- 4) Properly mark the land used as assembly, storage and handling areas with a table containing the name of the user and the name of the responsible person of the trading partner.
- 5) Do not carry out any construction, excavation, storage or other activity on land that is grassed, planted with greenery or otherwise horticulturally treated inside and outside the Company premises without the consent of a responsible employee of the Company.
- 6) Follow the Organisational Standard 'Traffic and Operation Rules', abide by traffic signs and observe the maximum permitted speed on the Company premises when operating any means of transport.

## **2 Other obligations, requirements, instructions and information applicable in the Company:**

- 1) The term 'entrance to the Company premises' means an entrance or exit gate of the Company with security guards where it is decided on whether persons are let in the Company premises or not.
- 2) All persons moving within the Company premises are obliged to conduct in such a way that no Company's property or legitimate interests be jeopardised or damaged, including any immaterial values (intellectual property, know-how, etc.). They are also required to keep the place clean and in order.
- 3) The Company reserves the right to deny entry to or to expel any visitor from the Company premises who does not respect or does not comply with the requirements of internal regulations, instructions given by employees of Department SO – Brand Protection and Security (hereinafter as an SO employee), or whose behaviour is found in contradiction with legislation.
- 4) If any person on the Company premises discovers or causes a defect that threatens the safety or health of persons or a defect that threatens to cause damage to property, the person is obliged to immediately report such defect to the SO dispatch centre:
 

• Mladá Boleslav plant	internal tel.	12316	external tel.	326 8 12316
• Vrchlabí plant	internal tel.	65861	external tel.	499 465 861
• Kvasiny plant	internal tel.	53360	external tel.	494 553 360
• Technical Development	internal tel.	12316	external tel.	326 8 12316
- 5) In the case of evacuation of persons in the Company premises, each person is obliged to follow the pictograms of escape routes and the instructions given by persons authorised to coordinate the evacuation.
- 6) Each person moving within the Company premises acknowledges that the Company premises are monitored by a CCTV system with recording enabled. Recording and archiving comply with the rules laid down in Act No. 110/2019 Coll., on personal data processing, as amended. Archived records are appropriately secured against any misuse, they are kept only for the necessary time, and only a limited group of authorised employees of the Company have access to them.
- 7) Smoking is prohibited in all Company premises, including the marked areas around entrance gates and on leased premises (e.g. Bondy, Prague).
- 8) It is forbidden to enter the Company premises under the influence of alcohol or addictive substances. It is also forbidden to bring, store and consume alcoholic beverages and other narcotic and psychotropic substances on the Company premises.
- 9) The entry document (card) authorising to enter the Company premises is non-transferable, and any unauthorised use of it will result in a ban on entry to the Company premises.
- 10) Loss or theft of a visitor's card must be reported immediately to the SO dispatch centre, see the telephone numbers in Point 4.
- 11) Each person is obliged to undergo a security check, including their luggage at the request of an SO employee, with the aim of ensuring compliance with the Company's organisational standards and relevant legal regulations. Refusal of a security check is a reason to deny access to the Company premises.

- 12) It is prohibited to use headphones or other headset equipment that are part of audio devices on the Company premises during working hours that might lead to a violation of OHS rules.
- 13) Making any images, photographs or filming, etc. is prohibited on the Company premises. The equipment able to make image records means in particular cameras, video cameras and mobile phones with integrated cameras as well as laptops and other devices with integrated cameras.

## **2.1 The following may not be done by trading partners' employees in their work activities**

- 1) Make any changes on safety, sanitary and fire protection equipment, or remove safety precautions or labels of dangerous places, machines and equipment on the Company premises.
- 2) Use the Company's machines, equipment and work resources for purposes for which they are not intended and not contractually agreed to be borrowed.
- 3) Leave machinery or other equipment when they are running.
- 4) Move from one's workplace to other workplaces of the Company without permission granted by the supervisor.
- 5) Enter dangerous places or unknown areas without an order and without prescribed safety precautions.
- 6) No employee of a trading partner may work alone in workplaces without another employee in sight or within a hearing distance who will provide help or call for help in the event of an accident, or if no other effective form of check or connection is ensured.
- 7) Carry out any work for which they do not have the appropriate authorisation (e.g. drive powered industrial trucks, operate cranes, do a slinger's or a welder's work, etc.).
- 8) Disturb co-workers at work, such as with pranks, games, quarrels, etc., as this is prohibited on the Company premises.
- 9) It is forbidden to get into parked new cars, open them, handle them or drive them around on the Company premises.

## **2.2 Movement of people on outdoor roads within the Company premises**

- 1) Use entrance gates to enter the plant premises.
- 2) Use pavements and dedicated paths when walking, respect 'No Entry' and 'No Thoroughfare' signs.
- 3) Use marked pedestrian crossings to cross roads.
- 4) Always walk on the left side of the road when there is no pavement.
- 5) Behave in a disciplined and considerate manner, do not endanger the flow of traffic and the safety of pedestrians and vehicles, adapt your conduct particularly to the nature and technical condition of the roads, pavements or pedestrian paths.
- 6) Pay attention to traffic signs, including horizontal traffic signs and traffic regulations.



- 7) Obey the instructions of traffic inspectors and the Company's security service.
- 8) Pay extra attention when crossing railway level crossings!

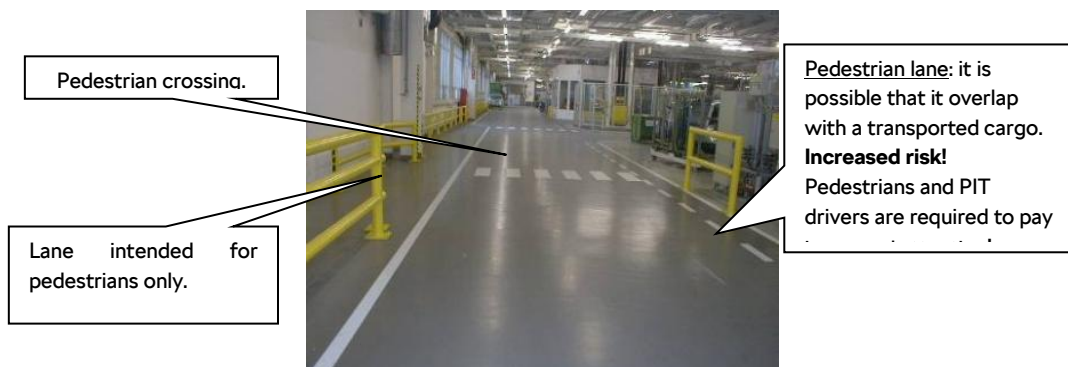
**It is prohibited to:**

- enter a railway track when a warning sign is on
- climb over or under railway trucks or bypass a train
- use a railway track for walking

Further obligations of pedestrians and drivers of motor vehicles are governed by the Traffic and Operation Rules of Škoda Auto.

### 2.3 Entry and movement of persons inside production facilities

- 1) Use the designated entrances and exits for pedestrians to enter the buildings where you work, respect the prohibitions of entrance and passage.
- 2) It is forbidden to cut short your way through the interiors of buildings and enter the production shops of the Company where the trading partner does not perform the agreed service according to the contract.
- 3) Always hold on to the installed handrail when walking the stairs!
- 4) Pay extra attention when walking in a crane path and follow the crane operator's instructions.
- 5) It is forbidden to stay under a suspended load!
- 6) Do not pass through or stay in handling and logistic areas.
- 7) Walk only on the left side of internal roads without a marked pedestrian lane.
- 8) When walking on internal roads, every pedestrian is obliged to use marked pedestrian lanes and to pay attention when walking due to operating powered industrial trucks (PIT)!



## **2.4 Movement of vehicles on outdoor roads between buildings in the Company premises**

- 1) The Company premises are governed by Act No. 361/2000 Coll., the Road Traffic Act, as amended, primarily in terms of traffic rules for local roads in connection with Act No. 13/1997 Coll., on roads, as amended, and the organisational standard 'Traffic and Operation Rules'.
- 2) The following maximum speed limits of vehicles apply on the Company premises (unless otherwise specified by traffic signs):
  - Mladá Boleslav plant premises 40 kph
  - Kvasiny plant premises 30 kph
  - Vrchlabí plant premises 40 kph
  - ČESANA Technical Development compound 20 kph
- 3) Vehicles may be parked inside the Company premises only in outdoor parking areas designated with appropriate traffic signs.

## **2.5 Traffic on internal roads inside buildings**

- 1) The speed of all motorised and non-motorised vehicles must be adapted to the condition and nature of the roads, the behaviour and movement of people on the roads, the driver's vision and visibility, the condition of the vehicle and the weight and the way a load is placed. Special attention must be paid to driving on wet and slippery surfaces.
- 2) The speed of a vehicle must be such as to allow it to stop safely under all circumstances!
- 3) The maximum permitted speed on internal roads inside buildings and handling areas is 10 kph.
- 4) Internal roads are visibly distinguished from other areas of the same level by distinctive border strips in white or another colour or by a road surface of different colour.

## **2.6 Obligation to use high-visibility clothing (high-visibility vests) on the Company premises**

- 1) The obligation to use high-visibility clothing or high-visibility vests applies to all employees of the Company and employees of our trading partners and other persons who have reasons to move around logistics workplaces, handling areas and semi-trailer truck parking areas when performing their work.
- 2) Additionally, the obligation to use high-visibility vests applies to employees of emergency and rescue teams, lorry drivers and powered industrial truck drivers even on internal roads inside buildings.
- 3) It furthermore applies to other persons who have reasons to and need to stay in a road lane or in its vicinity when performing their work.
- 4) Senior employees always follow health risks evaluations when providing high-visibility vests.

## 2.7 Standard operation of electrical equipment

The following applies to electrically instructed persons without electrical-engineering qualification:

- 1) Any activity is limited to turning off and on electrical equipment, always in accordance with the operating instructions for electrical equipment supplied by the equipment manufacturer.
- 2) Maintenance work – cleaning, lubrication and routine inspections may only be carried out when switched off and in accordance with the operating instructions.
- 3) It is forbidden to work on exposed live parts of electrical equipment or touch them directly or with the use of any object.
- 4) It is forbidden to interfere in an unqualified manner with electrical equipment, which may cause electric shock, fire, or explosion.
- 5) If no obvious defect has been detected during the inspection, the electrical appliance can be operated safely within the scope of the user manual.
- 6) If a defect is detected, the appliance may not be used any more, the defect must be reported immediately to the responsible senior worker, who will decide on whether to have it repaired or scrapped, preventing any further accidental use.

**Damaged electrical equipment must not be used!**

## 2.8 Occupational injuries

- 1) An occupational injury is damage to the health of an employee or their death when carrying out a work task or in direct connection with it.
- 2) The affected person, if able to do so, or another employee who witnesses or becomes aware of the occupational accident is obliged to notify their superior employee immediately.
- 3) Have even the slightest injury treated, and report immediately all occupational injuries to your immediate supervisor, who is also required to keep records of all reported accidents and injuries in the Accident Report Logbook.
- 4) If a trading partner's employee becomes injured on the way to their workplace, i.e. after passing an entrance gate of the Company premises, due to a faulty or insufficiently treated road or pavement during the winter, it is the trading partner's duty or the trading partner's responsible person to report the accident without delay to the dispatch centre of the plant security in which the damage (accident) occurred (for the telephone numbers, see Point 2.15 – Important telephone numbers).
- 5) In the event of a severe or fatal occupational accident occurring on the Company premises, please inform your partner's department on the Škoda Auto side (responsible employee of the company) and the dispatch centre of the plant security, see Chapter 2 Point 4. It is proceeded further by the applicable internal methodology.



Minor injuries can be treated in one of the first aid rooms located on the Company premises:

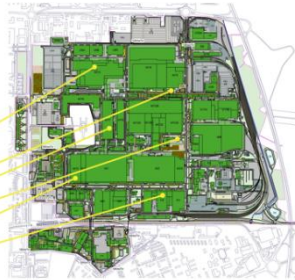
### Mladá Boleslav plant

#### PRVNÍ POMOC

**Rychlá lékařská pomoc (RLP):**  
12 000 Interní linka závod MB  
0 – 155 Státní linka

#### Ošetrovna první pomoci:

M13 - Montáž  
C30 - Zalužany  
M17 - Lakovna  
Budova C21  
M1 - Montáž  
H2 - Hutě



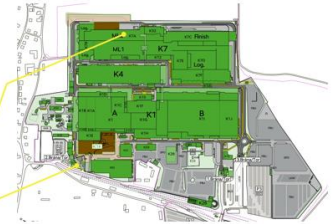
### Kvasiny plant

#### PRVNÍ POMOC

**Rychlá lékařská pomoc (RLP):**  
52 222 Interní linka závod Kvasiny  
0 – 155 Státní linka

- › zjistěte stav postiženého
- › poskytněte první pomoc
- › přiveďte pomoc
- › popište stav postiženého
- › udejte přesný popis místa
- › zajistěte navigaci sanitky
- › informujte nadřízené

**Ošetrovna první pomoci:**  
Zdravotní středisko



### Vrchlabí plant

#### PRVNÍ POMOC

**Rychlá lékařská pomoc (RLP):**  
65 444 Interní linka závod Vrchlabí  
0 – 155 Státní linka

- › zjistěte stav postiženého
- › poskytněte první pomoc
- › přiveďte pomoc
- › popište stav postiženého
- › udejte přesný popis místa
- › zajistěte navigaci sanitky
- › informujte nadřízené

**Ošetrovna první pomoci:**  
Zdravotní středisko



## 2.9 Principles of health protection when working with hazardous chemical products

- 1) When working with chemical products, follow the valid instructions, procedures, rules and guidelines applicable to the chemical products according to their nature and hazardous properties.
- 2) Protect human health and the environment and follow hazard warning symbols, hazard statements (H-statements) and instructions for safe handling (P-statements).
- 3) Use the prescribed personal protective equipment (PPE) and replace any defective PPE with new ones.
- 4) Observe basic sanitary habits (wash your hands after finishing work with a chemical product).
- 5) It is forbidden to eat, drink or smoke when working with chemical substances or products.
- 6) It is forbidden to pour any chemical products into food and drink containers; chemical products must be stored in their original packaging, or in suitable substitute packaging with legible labels (not on the lids) with the trade name and hazard symbol.

### **General principles of pre-medical first aid when exposed to chemical substances and preparations**

- after inhalation: take the affected person to fresh air, seek medical help if nausea persists
- after ingestion: induce vomiting immediately, drink at least 0.5 l of water and seek medical attention immediately; vomiting must not be induced after ingesting acids, alkalis, gasoline and any substances for which vomiting is not recommended due to retrograde burning of the tract, as well as during convulsions, pregnancy and generally ill health
- after contact with the eyes: rinse with running drinking water for at least 10 minutes from the inner corner of the eye to the outer corner and transport the affected person to a doctor
- after contact with the skin: wash with a stream of water and soap and seek medical help if there is noticeable redness of the skin or persistent burning sensation

## **2.10 Principles of occupational hygiene at Company workplaces**

- 1) All workplaces are equipped with sanitary facilities; please observe basic principles of hygiene.
- 2) Consumption of food and drinks is prohibited at specified areas.

## **2.11 Environmental protection**

- 1) Follow the instructions of the operating rules and technological procedures when working.
- 2) Prevent any release of harmful substances.
- 3) Sort any generated waste by type, and place it in their designated containers.
- 4) Do not pour liquid waste into drains or onto outdoor areas.
- 5) Notify your superior of any events threatening the environment.
- 6) Save water and energy.
- 7) Protect the greenery.

## **2.12 Obligation to use safety helmets on the Company premises**

- 1) Construction works – persons moving within construction sites.
- 2) Workers performing assembly, disassembly, repair, inspection and maintenance works at heights and depths, working with cranes or in other areas marked with a signboard ordering to use a safety helmet.
- 3) Slings, mobile crane operators and gantry crane operators.

## **2.13 Personal protective equipment**

If any risks occur, specific technical and organisational measures are taken by the employer to eliminate them. In cases where such measures cannot be implemented, employees are provided with "personal protective equipment" (PPE) following a risk assessment.

- employees are obliged to use the PPE provided to them by their employer in the appropriate way
- when entering the Company premises where a signboard orders to use a certain type of PPE, or where it is ordered to use PPE in another way, there is an obligation to use such PPE duly

## **2.14 Safety colours and safety signs**

The purpose of safety colours and safety signs is to quickly draw attention to objects or situations that affect occupational health and safety.

**General meaning of safety colours:**

Safety colour	Meaning or purpose	Example of use
Red	Prohibition Stop	Stop signs. Emergency stop. Prohibition signs.
Blue	Order	Order to use PPE.
Yellow	Warning Risk	Hazard marking (shear and pressure points, fire, explosion, radiation, etc.). Warning pointing to stairs, low passages, obstacles.
Green	Safe Free	Escape routes. Emergency exits. Emergency indicators. First aid stations and rescue stations.

A combination of safety colours can be used to mark temporary or permanent risk locations:



Yellow and black



Red and white (traffic)

**Safety signs:**

**Examples of prohibition safety signs:**



No Entry



No Thoroughfare for PITs



No Smoking



No Entry with Open Flames

**Examples of order safety signs:**



Wear Eye Protection



Wear Ear Protection



Wear Hand Protection



Wear Head Protection

**Examples of warning safety signs:**



General Warning;  
Other Hazard



Industrial Truck Collision Warning



Warning – Suspended  
Load



Warning – Electricity



Fire risk



Risk of Tripping or Falling

**Information signs regarding safety conditions and their examples:**



Safe State,  
activity or means  
reach to achieve safety



First Aid



Safe or Idle State  
of Electrical Equipment



Escape Route;  
direction to  
safety

**Safety signs can be supplemented with an additional table with text clarifying the safety information.**



**Examples of fire signs:**



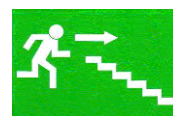
Hydrant



Fire Extinguishers



Fire Alarm



Escape Stairs  
on the right down



Escape Exit  
on the right

## 2.15 Important phone numbers

Instructions for observing the basic principles in fire protection:

- comply with Act No. 133/1985 Coll., as amended, and other legislation related to fire protection
- have employees trained in fire protection – organisation and provision of fire protection in the Company and at the workplace
- in the case of activities carried out in the buildings of Škoda Auto, have trained employees in accordance with the thematic plan and training schedule according to local conditions, including compliance with fire regulations, fire evacuation plans, fire alarm guidelines, familiarisation with the fire hazard of the workplace, operation of equipment – fire extinguishers, operation of fire safety devices in case of danger, etc.
- in the case of new construction projects and investments, the responsibility for fire protection lies with the supplier/contractor until the construction and new technologies have been handed over
- in the case of long-term shutdowns of fire safety devices, it is necessary to cooperate with the department of Construction and Infrastructure Planning – Fire Protection Planning and the Fire and Rescue Service of Škoda Auto
- any work with fire hazard is carried out at the workplace on the basis of a written permit issued by the Fire and Rescue Service of Škoda Auto, which sets the conditions for the safe performance of work (it is necessary that you have your own fire extinguishers, non-flammable blankets, non-sparking tools, etc.)
- in the event of shutting down any fire safety equipment, the requestor and the implementation company are obliged to fulfil the conditions in the technical and organisational measures, for example by providing a fire patrol or a fire assistance patrol (from among the contractor's employees), or through contractual provision of a fire protection unit
- more detailed conditions are available on ŠKODA Space – fire protection

## 2.16 Important phone numbers

### How to organise a call of emergency medical service?

- identify the affected person's actual condition and try to restore the vital functions
- immediately call the relevant dispatch centre to call emergency medical service and describe in detail: the affected person's condition, including the location of the affected person, and make sure that other employees navigate the ambulance from the building's entrance straight to the place of accident

**Only timely and with prudent action can you help save human lives!**

**In case of a serious threat to life and health, call:**

### Mladá Boleslav plant

from private phones, use the dialling code: 326 8 and the called internal number

<b>ŠKODA AUTO medical dispatch centre</b>	<b>12000 or</b>
<b>Emergency medical service</b>	<b>0 - 155</b>

### Other important numbers:

- |                                      |       |                               |         |
|--------------------------------------|-------|-------------------------------|---------|
| • Škoda Auto Fire and Rescue Service | 13000 | Czech Fire and Rescue Service | 0 - 150 |
| • Plant Security                     | 12316 | Police                        | 0 - 158 |
| • Energy Dispatch Centre             | 17550 |                               |         |



**Kvasiny plant**

from private phones, use the dialling code: 494 5 and the called internal number

<b>Dispatch Centre SO</b>	<b>52222 or</b>
<b>Emergency medical service</b>	<b>0 - 155</b>

**Other important numbers:**

- |                                   |       |                               |         |
|-----------------------------------|-------|-------------------------------|---------|
| • Kvasiny Fire and Rescue Service | 52222 | Czech Fire and Rescue Service | 0 – 150 |
| • Plant Security                  | 52222 | Police                        | 0 – 158 |
| • Energy Dispatch Centre          | 53060 |                               |         |

**Vrchlabí plant**

from private phones, use the dialling code: 499 4 and the called internal number

<b>Dispatch Centre SO</b>	<b>65444 or</b>
<b>Emergency medical service</b>	<b>0 - 155</b>

**Other important numbers:**

- |                                    |       |                               |         |
|------------------------------------|-------|-------------------------------|---------|
| • Vrchlabí Fire and Rescue Service | 65444 | Czech Fire and Rescue Service | 0 – 150 |
| • Plant Security                   | 65444 | Police                        | 0 – 158 |
| • Energy Dispatch Centre           | 65858 |                               |         |

**Do not forget:**

You can call the number 0-155 (0-150, 0-158) from any company phone, even if not authorised for 0.

### 3 Trading partners in the Company are also obliged to comply with the following legal regulations in particular

- Obligations of employees and employers arising from **Act No. 262/2006 Coll., the Labour Code**, as amended.
- **Act No. 309/2006 Coll.**, on occupational health and safety and health of employees, on requirements for the workplace and working environment, work tools and equipment, work organisation, work procedures and safety signs, on other tasks of the building's contract owner, contractor or physical person who participates in the construction of the building and the OHS coordinator at the construction site, as amended.
- **Government Regulation No. 201/2010 Coll.**, on the method of injury records, reports and on the delivery of injury records, as amended.
- **Government Regulation No. 390/2022 Coll.**, on more detailed conditions for the provision of personal protective equipment and washing, cleaning and disinfectant agents.
- **Act No. 251/2005 Coll.**, the Labour Inspection Act, as amended.
- **Act No. 250/2021 Coll.**, on occupational safety in connection with the operation of dedicated technical equipment and on amendments to related laws.
- **Government Regulation No. 190/2022 Coll.**, on dedicated technical electrical equipment and on requirements for ensuring their safety.
- **Government Regulation No. 191/2022 Coll.**, on dedicated technical gas equipment and on requirements for ensuring their safety.
- **Government Regulation No. 192/2022 Coll.**, on dedicated technical pressure equipment and on requirements for ensuring their safety.
- **Government Regulation No. 193/2022 Coll.**, on dedicated technical lifting equipment and on requirements for ensuring their safety.

- **Government Regulation No. 194/2022 Coll.**, on the requirements for professional competence to perform activities on electrical equipment and for professional competence in electrical engineering.
- **Decree of the Czech Office of Occupational Safety No. 48/1982 Coll.** – basic requirements for ensuring the safety at work and of technical equipment, as amended.
- **Government Regulation No. 591/2006 Coll.**, on more detailed minimum requirements for occupational health and safety at construction sites.
- **Government Regulation No. 362/2005 Coll.**, on more detailed requirements for occupational health and safety when working at workplaces with a risk of falling from a height or to a depth.
- **Government Regulation No. 406/2004 Coll.**, on more detailed requirements for ensuring occupational health and safety when working in an environment with a risk of explosion.
- **Government Regulation No. 375/2017 Coll.**, on the appearance, location and rendition of safety signs and the implementation of signals.
- **Act No. 258/2000 Coll.**, on public health protection and on amending certain related acts, as amended.
- **Government Regulation No. 101/2005 Coll.**, on more detailed requirements for the workplace and the working environment.
- **Government Regulation No. 361/2007 Coll.**, laying down conditions for occupational health, as amended.
- **Government Regulation No. 378/2001 Coll.**, laying down more detailed requirements for the safe operation and use of machines, technical equipment, devices and tools.
- **Act No. 133/1985 Coll.**, on fire protection, as amended.
- **Decree No. 246/2001 Coll.**, on fire prevention.
- **Act No. 361/2000 Coll.**, on road traffic and on the amendments of certain acts.

## 4 Risks

This section identifies only the basic list of risks at Škoda Auto for the employees of our trading partners that provide services on the Company premises. When work activities are simultaneously performed by employees of the Company and of a trading partner or multiple trading partners at one workplace, the ordering organisational unit of the Company provides written information about the risks arising from the Company's activities at the specific workplace, including information regarding the categorisation of work types. Trading partners have the same obligation towards the Company.

Explanatory notes: a score method has been used to evaluate the risks in terms of probability of an accident occurring and its consequences.

	<b>P – Probability of a risk origin and existence</b>
1.	Random
2.	Unlikely
3.	Likely
4.	Very likely
5.	Permanent

	<b>N – Probability of consequences – severity</b>
1.	Injury without incapacity for work
2.	Injury with incapacity for work
3.	Serious injury requiring hospitalisation
4.	Severe injury or injury with lasting consequences
5.	Fatal injury

	<b>H – Evaluators' opinion</b>
1.	Negligible effect on the degree of danger and threat
2.	Minor effect on the degree of danger and threat
3.	Major, non-negligible effect on the degree of danger and threat
4.	Great and significant effect on the degree of danger and threat
5.	Multiple significant and adverse effects on the severity and consequences of threats and dangers

<b>R – Degree of risk</b>	
<b>Insignificant risk</b> 0–3	<b>The risk can be accepted</b> – a common occupational risk provided that all safety regulations are followed
<b>Acceptable risk</b> 4–10	<b>Increase your attention</b> – in particular comply with regulations to ensure occupational health and safety and follow the principles of safe conduct at the workplace and information provided by the employer.
<b>Moderate risk</b> 11–50	<b>Observe established measures and work procedures</b> – measures resulting from legislation and other regulations aimed at preventing, eliminating and/or minimising risks.
<b>Undesirable risk</b> 51–100	<b>Take extra care</b> – strictly follow the safety precautions resulting from the risk analysis.
<b>Unacceptable risk</b> 101–125	<b>Immediate application of safety precautions</b> – a ban or suspension of activity.

Evaluated object	Subsystem	Hazard identification	Risk severity evaluation			Safety precautions Note	Risk evaluation	
			P	N	H			R
Škoda Auto / outdoor roads, pavements and workplaces	Vehicles in activities during traffic on roads	* traffic accidents, e.g. – collision of vehicles (head-on, frontal-lateral, rear-end) – crashing and driving a vehicle into an obstacle – overturning a vehicle – driving a vehicle off the road – collision with a train – running into, running over, catching, bumping or knocking down a person on the road with a vehicle	2	3	1	6	* correct, effective, clear and legible marking of obstacles on the road (luminous road signs, portable road signs, etc. traffic signs; * marking of closures, signalling, traffic control; * placement of guide signs, traffic cones, etc.; <b>* use of warning beacons by vehicles and machines working on roads during traffic;</b> * maintaining safety markings and linings in proper condition; <b>* following traffic lights at railway level crossings;</b> * drive a vehicle with regard to one's current health condition – a driver's obligation; * do not consume alcohol or other addictive substances before and during driving * compliance with ON.1.045 Traffic and Operation Rules	Acceptable risk
Škoda Auto / outdoor roads, pavements and workplaces	Vehicles in activities during traffic on roads	* injury to a person carrying out work on the road during traffic – running into, running over, catching, bumping and knocking down a person working on the road with a vehicle	3	3	1	9	* <b>consistent use of work clothes and accessories with warning colours and markings, at night and at reduced visibility, marked with red light, reflectors, use of high-visibility clothing and accessories;</b> * correct work procedures; * compliance with ON.1.045 Traffic and Operation Rules	Acceptable risk
Škoda Auto / outdoor roads, pavements and workplaces	outdoor roads, pavements and workplaces	* collision between employees – pedestrians and vehicles in traffic	1	3	2	6	* <b>use marked pavements and pedestrian lanes for moving within the Company premises;</b> * provision of railings or separation barriers if the main entrances and exits from production shops, etc.	Acceptable risk



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						<p>are located in front of roads and in other exposed places, provision of railings;</p> <p>* abide by traffic signs depending on the traffic and threat posed to persons;</p> <p>* roads are to be crossed at designated pedestrian crossings;</p> <p>* compliance with binding occupational health &amp; safety conditions and guidelines for trading partners providing services on Škoda Auto premises</p> <p>* compliance with ON.1.045 Traffic and Operation Rules</p>		
Škoda Auto / outdoor roads, pavements and workplaces	outdoor roads, pavements and workplaces	* slipping, tripping and falling of persons on outdoor horizontal walking surfaces	2	3	2	12	<p>* timely removal of frost and snow, apply anti-slip sprinkling to prevent people from slipping and falling when moving on outdoor roads in winter;</p> <p>* drainage of pavements and walking surfaces so that water does not stay on them (danger of freezing);</p> <p>* flat, rough, dust-free surface of pavements and roadways;</p> <p>* modification of shaft covers and recesses so that they are at the same level as the adjacent pavement, roadway, with sufficient load-bearing capacity, etc.;</p> <p>* prescribed footwear is to be used when moving within the premises of Škoda Auto outside a paved area;</p> <p>* monitor the condition of roadways and pavements;</p> <p>* keep the roadways and pavements in order;</p> <p>* marking of non-removable obstacles;</p> <p>* provide sufficient lighting;</p> <p>* compliance with binding occupational health &amp; safety conditions and guidelines for trading partners providing services on Škoda Auto premises</p>	<b>Moderate risk</b>



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						* compliance with ON.1.045 Traffic and Operation Rules		
Škoda Auto / outdoor roads, pavements and workplaces	Outdoor roads, pavements and workplaces	* crash of a means of transport into an obstacle	1	3	2	6	* identification of sufficiently wide and high underpasses and passageways; * marking of obstacles (columns, masts, foundation footings of supporting elements of overhead lines, edges of protruding structures, ramps, etc. in the vicinity of roads and pavements with safety markings (with yellow-black or white-red lines); * monitor the condition of roadways and pavements * keep the roadways and pavements in order * compliance with binding occupational health & safety conditions and guidelines for trading partners providing services on Škoda Auto premises * compliance with ON.1.045 Traffic and Operation Rules	Acceptable risk
Škoda Auto / handling and storage / loading and unloading of means of transport	Loading and unloading of means of transport	* slipping, tripping, spraining the leg on handling surfaces	2	2	1	4	* treat and maintain load floor areas so that they are not slippery; * appropriate work shoes; * <b>consistent use of work clothes and accessories with warning colours and markings,</b> * Binding occupational health & safety conditions and guidelines for trading partners providing services on Škoda Auto premises * compliance with ON.1.045 Traffic and Operation Rules	Acceptable risk
Škoda Auto / handling and storage / loading and unloading of means of transport	Loading and unloading of means of transport, handling areas	* falling of a load, object or material during unloading or loading on a worker or another person * sliding and falling of a load when removing objects from the loading areas of transport vehicles and their falling on a person	2	3	1	6	* a suitable way of placing and securing loads during transport, when unloading from means of transport and when removing material that ensures its stability; * during loading, unloading and other handling, if necessary, secure any piece material with appropriate tools and means that will prevent the material from	Acceptable risk



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						<p>sliding, falling or overturning;  <b>* workers involved in loading and unloading must not stay in the immediate vicinity of a lifted load, pass under a lifted load or hold a load when the handling equipment is in operation,</b>  * unless heavy objects are secured against unwanted movement, do not step under them or put your hands and arms under them;  <b>* consistent use of work clothes and accessories with high-visibility colours and markings,</b>  * compliance with binding occupational health &amp; safety conditions and guidelines for trading partners providing services on Škoda Auto premises  * compliance with ON.1.045 Traffic and Operation Rules</p>		
Škoda Auto / handling and storage / storage spaces	handling areas	* falling, hitting various parts of the body	4	2	1	8	<p>* ensuring the safe condition of outdoor entrance surfaces to production facilities, warehouses and other frequently visited places;  * maintenance and cleaning of floors, roads, pavements and all walking surfaces in outdoor (material) storage areas;  * keeping roads and passageways open and unobstructed with material and operating equipment;  * timely removal of obstacles on roads and pavements;  * ensuring sufficient lighting at night and in reduced visibility;  * compliance with ON.1.045 Traffic and Operation Rules</p>	Acceptable risk
Škoda Auto / handling and storage / storage spaces	Material stacking	* slide-down of stacked pallets or other handling units; * fall or collapse of stacked pallets or other handling units	2	3	1	6	<p><b>* consistent use of work clothes and accessories with warning colours and markings,</b>  * store the handling units in their respective, predetermined storage zones;  * stacked simple pallets are to be</p>	Acceptable risk



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								stacked only if loaded with material that can withstand safe stacking and that guarantees the creation of a stable stack; * <b>excluding the presence of any persons in the dangerous vicinity of stored pallets;</b> * compliance with ON.1.045 Traffic and Operation Rules	
Škoda Auto / handling and storage / handling lifting equipment	Industrial trucks	* falling of a load (a pallet or another handling unit) from the forks and hitting a person in the vicinity of the truck due to incorrect placement and arrangement of the handling unit and organisational shortcomings * falling of a load (a pallet or another handling unit) from the forks and hitting a person in the vicinity of the truck due to faulty load-handling;	2	3	2	12		* observe the prohibition of standing under a load lifted on the forks of a truck; * the boundary of a vertically stacked handling unit from the vertical (max. 2%); * excluding the presence of any persons in the path of a truck, especially when it is reversing; * <b>consistent use of work clothes and accessories with warning colours and markings,</b> * compliance with ON.1.045 Traffic and Operation Rules	Moderate risk
Škoda Auto / handling and storage / handling lifting equipment	Industrial trucks	* pushing a person with a moving truck or its forks onto a fixed obstacle or a structure;	2	3	2	12		* comply with the prohibition of staying in the dangerous vicinity of a moving or operating industrial truck; * excluding the presence of any persons in the path of an industrial truck, especially when it is reversing; * <b>consistent use of work clothes and accessories with warning colours and markings,</b> * compliance with ON.1.045 Traffic and Operation Rules	Moderate risk
Škoda Auto / handling and storage / handling lifting equipment	Industrial trucks	* running over a person with an industrial truck, running over a foot with a moving industrial truck, endangering a person with a moving or operating industrial truck	2	3	2	12		* <b>comply with the prohibition of staying in the dangerous vicinity of a moving or operating industrial truck;</b> * excluding the presence of any persons in the path of an industrial truck, especially when it is reversing; * compliance with ON.1.045 Traffic and Operation Rules	Moderate risk





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Škoda Auto / handling and storage / handling lifting equipment	Industrial trucks	* pushing a hand or foot to the floor with a load on the forks, * pushing a person with a moving part of an industrial truck	3	2	2	12	* <b>excluding the presence of any persons in the dangerous vicinity of forks and under a lifted load;</b> * <b>comply with the prohibition of staying in the dangerous vicinity of a moving or operating industrial truck;</b> * excluding the presence of any persons in the path of an industrial truck, especially when it is reversing; * compliance with ON.1.045 Traffic and Operation Rules	Moderate risk
Production shops – operation of powered industrial trucks	Industrial trucks	* falling of loads (pallets and other handling units) from forks and hitting a person near the truck as a result of faulty load handling;	2	3	2	12	* maintain a sufficient distance between persons and PITs; * compliance with the principles of safe handling by PIT drivers, with which they are introduced to as part of PIT driver training; * compliance with binding occupational health & safety conditions and guidelines for trading partners providing services on Škoda Auto premises * compliance with ON.1.045 Traffic and Operation Rules	Moderate risk
Production shops – operation of powered industrial trucks	Industrial trucks	* slide-down or collapse of stacked pallets or other handling units and endangering a person in the vicinity of the stack/boundary;	3	3	2	18	* prohibition of the entry of persons into stacking areas; * maintain a sufficient distance between persons and operating PITs; * compliance with the principles of safe handling by PIT drivers, with which they are introduced to as part of PIT driver training; * compliance with the Local Warehouse Regulations by drivers; * compliance with binding occupational health & safety conditions and guidelines for trading partners providing services on Škoda Auto premises * compliance with ON.1.045 Traffic and Operation Rules	Moderate risk



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Production shops – operation of powered industrial trucks	Industrial trucks	* knocking a truck over (after losing stability), injuring the driver or other persons;	1	4	1	4	* prohibition of the entry of persons into stacking areas; * maintain a sufficient distance between persons and operating PITs; * compliance with the principles of safe handling by PIT drivers, with which they are introduced to as part of PIT driver training; * compliance with the Local Warehouse Regulations by drivers; * compliance with binding occupational health & safety conditions and guidelines for trading partners providing services on Škoda Auto premises. * compliance with ON.1.045 Traffic and Operation Rules	<b>Acceptable risk</b>
Production shops – operation of powered industrial trucks	Industrial trucks	* pushing a person with a moving truck or its forks onto a fixed obstacle or a structure;	2	3	2	12	* pedestrians are to use marked pavements (pedestrian lanes) for pedestrians and crossings while walking; * if a load obstructs visibility while driving forward, the industrial truck must travel with the load at the back; * compliance with binding occupational health & safety conditions and guidelines for trading partners providing services on Škoda Auto premises * compliance with ON.1.045 Traffic and Operation Rules	<b>Moderate risk</b>
Production shops – operation of powered industrial trucks	Industrial trucks	* running over a person with an industrial truck, running over a foot with a moving and operating industrial truck, endangering a person with a moving and operating industrial truck; * collision of an industrial truck with another vehicle in road traffic;	2	3	2	12	* prohibition of the entry of persons into stacking areas; * maintain a sufficient distance between persons and operating PITs; * compliance with the principles of safe handling by PIT drivers, with which they are introduced to as part of PIT driver training; * compliance with binding occupational health & safety conditions and guidelines for trading partners providing services on Škoda Auto premises	<b>Moderate risk</b>



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						* compliance with ON.1.045 Traffic and Operation Rules		
Škoda Auto / factory railway siding, railway truck loading	Factory railway siding; railway truck loading	* knocking down or running over a person on the railway track by a railway vehicle or a moving part * pushing, squeezing or hitting a person with a moving railway truck or road vehicle (a means of transport) moving in the vicinity of a building, fixed construction or another fixed structure or obstacle (e.g. at night and in reduced visibility);	2	4	1	8	<p>* cross the tracks only after looking both ways, whether a train or a moved part is not close and moving;</p> <p>* observe the prohibitions of activities, namely:</p> <ul style="list-style-type: none"> <li>- do not stay in the tracks for no reason or do not cross them when railway trucks are moving;</li> <li>- do not pass between stopped railway trucks, do not pass over the railway truck braking platform;</li> <li>- do not climb over or under railway trucks when they are moving;</li> <li>- do not stay on railway trucks when they are moving;</li> <li>- do not place or throw tools, material, objects, etc. on the tracks;</li> <li>- observe the prohibition of climbing over railway trucks;</li> </ul> <p>* compliance with binding occupational health &amp; safety conditions and guidelines for trading partners providing services on Škoda Auto premises</p> <p>* Compliance with ON.1.045 Traffic and Operation Rules</p> <p>* Permission to enter railway tracks</p>	<b>Acceptable risk</b>
Škoda Auto / Doors, gates, windows, skylights	Windows, doors	* get cut by glass from a broken glass pane	1	2	1	2	<p>* transparent or translucent walls, partitions in rooms or near traffic routes, clearly marked doors and gates at the eye level; in particular visibly marked all-glass entrance door leaves at exposed places;</p> <p>* suitable type of glass with corresponding properties, in particular strength, at exposed places;</p> <p>* timely repair of broken and partially cracked glass panes;</p>	<b>Insignificant risk</b>



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						<ul style="list-style-type: none"> <li>* windows etc. when open can be secured against spontaneous closing if necessary;</li> <li>* compliance with binding occupational health &amp; safety conditions and guidelines for trading partners providing services on ŠKODA AUTO premises</li> </ul>		
Škoda Auto / Doors, gates, windows, skylights	Climbing up or down stairs or ladders - movement of people	<ul style="list-style-type: none"> <li>* fall of a person when climbing down (less frequently when climbing up) stairs (especially metal stairs), from fixed steel ladders and steps providing connection to raised platforms, footbridges and similar structures;</li> <li>* misstepping sideways on the edge;</li> </ul>	3	3	2	18	<ul style="list-style-type: none"> <li>* flat, undamaged surface of stair steps and landings;</li> <li>* go up and down stairs and ladders only one step at a time;</li> <li>* <b>hold onto handrails when climbing up or down stairs</b> and vertical steel ladders;</li> <li>* tread properly, avoid making any missteps sideways, pay increased caution when there are reduced conditions of adhesion on wet or icy surfaces, when wearing muddy shoes, etc.;</li> <li>* eliminate improper stepping as far as to the edge of a step, where the conditions of friction are worsened;</li> <li>* clean your shoes before climbing a ladder</li> <li>* the first and last steps of stairs are to be marked;</li> <li>* step correctly on rungs and other stepping elements, implement the option of using a handrail when finishing climbing at the end of a ladder;</li> <li>* only one person may climb up/down or work on a ladder;</li> <li>* compliance with binding occupational health &amp; safety conditions and instructions for trading partners providing services on Škoda Auto premises</li> </ul>	<b>Moderate risk</b>

Method used – "Risks on PC"  
 Made by Department PSU  
 Last change 03/2023