

SAFETY and EMS INSTRUCTIONS

for SUPPLIERS

- **Vehicle entry into the facility**
- **Risk assessment**
- **Movement within the facility**
- **Use of personal protective equipment**
- **Rules for loading, unloading and handling of goods**

This document is a supplement to the local transport regulations.

The risk assessment need not be exhaustive and does not release the suppliers and theirs subcontractors (for example transport companies) from theirs liability for theirs employees or other persons hired contractually or otherwise.

With the effect from: 17.04.2012

ASSESSMENT OF RISKS CONCERNING LOADING AND UNLOADING OPERATIONS IN SITE

Transport in site

Risk of collisions:

- with high-lift trucks.
- with cars and lorries.
- with pedestrians.

Loading and unloading

General risks:

- Collision, press, impact and overrunning with loading mechanisms.
- Fall of a staff member, falls from loading ramps.
- Sliding down of the material loaded.
- Fire (lorry and/or material), fire of facilities.
- Implosion, explosion.

Risks connected with toxic and/or dangerous materials:

- Leakage of chemical substances and preparations, toxic or flammable product.
- Fire, implosion, explosion.
- Contamination.

Risks connected with the unloading of loose products under pressure:

- Danger of dust penetration into eyes.
- Danger of impact with a pressure pipe in the case of a line breakage.
- Danger of high noise intensity (pressure line breakage).
- Air contamination caused with dust.
- Danger of implosion, explosion.

Valid in facilities:

SAINT-GOBAIN ADFORS CZ s.r.o., Litomyšl a Hodonice
SAINT-GOBAIN ADFORS CZ Fabrics s.r.o., Litomyšl
SAINT-GOBAIN ADFORS CZ Glass Mat s.r.o., Litomyšl

SAFETY INSTRUCTIONS

VEHICLE ENTRY PERMISSION

The lorry must stop at the checkpoint and apply for permission of vehicle entry into the site. The lorries must exactly respect the internal traffic regulations with which the driver must be made familiar, **possibly he or she must be made familiar with the required or necessary part of these documents (this concerns speed limitation in areas as well).**

Only those lorries or cars can have access to the plant facility which are in a good condition and which are in accordance with local regulations.

TRANSPORT WITHIN THE FRAMEWORK OF THE PLANT

The driver must observe the following rules:

- General rules of road operation (stop, red lights, etc.).
- **The maximum speed is firmly limited to 20 km/hr and in the areas of loading and unloading it must be adequately reduced.**
- The staff members who are walking must stay in special and reserved sites, signposted communications, pavements, zebra crossings etc.

Lorries must park in special and reserved places. The vehicles must be parked in an outward direction, especially as far as high-density traffic operation areas are concerned. The driver must stop the vehicle in a appointed place and must perform the following activities:

- Turn off the engine,
- Activate the parking brake,
- Lock the steering wheel (if necessary).

During the loading and unloading process the driver must stay in a vicinity of the vehicle and be attentive. The driver ensures load distribution on the vehicle. The driver is always responsible for a proper securing of the vehicle against an automatic movement by the wedging of the vehicle wheels.

It is forbidden to disconnect the trailer or semi-trailer (except for the cases when it is permitted).

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ATTITUDE and BEHAVIOUR OF THE DRIVER

Only the lorry driver shall have access into the facility area. The entry of any third persons is forbidden excluding of trucks drivers.

It is necessary to respect principles of consideration for other people and polite behaviour.

PERSONAL PROTECTIVE EQUIPMENT

The driver is always obliged to use, while moving all over the facility area – including outdoor areas and roadways, protective **work footwear with reinforced tips** and in all **production** areas of the plants protective goggles as well. The use of goggles is not required in the areas out of the areas loading, unloading, **storage areas**, buildings (courtyards), canteen and dining hall, laboratories, offices, sanitary facility and corridors – if these premises are not a part of production areas.

The driver is obliged in the case of suspension on the crane to use protective work gloves, protective safety helmet and **must meet the requirements for professional qualification of a slinger.**

The drivers must wear suitable clothing.

Besides the above mentioned personal protective equipment, the drivers are always obliged to use a reflexive waistcoat in the entire plant facility.

In the course of loading and unloading, the drivers must not stay in the area of movement of a high-lift truck / fork loader. The driver must be, in the case of being present in this area, visible for high-lift truck drivers for all the time.

In the case of loading or unloading inside the trailer / container with the help of a high-lift truck / fork loader, the driver's access to the trailer / container is absolutely forbidden.

While entering the loading platform of the lorry the driver may fall down.

In the case of a loading or unloading of dangerous materials it is necessary to use suitable personal protective equipment according to safety sheets.

DRIVING IN THE CASE OF A LOWER VISIBILITY RANGE

We recommend that the lorry and trailer entering the facility should be equipped with the following devices:

1. Rear radio locator,
2. Noise signalling system for reversing

In the case of a lower visibility range and a non-standard traffic operation, the driver can obtain assistance from an employee who instructs him or her.

All movements must take place at very low speeds.

RULES OF LOADING and UNLOADING

For fork loaders and high-lift trucks it is necessary to strictly adhere to the following rules:

- Never exceed the load-bearing capacity of the high-lift truck.
- Never add any counterweights or persons to increase the load-bearing capacity of the high-lift truck.
- Make sure that both the pallets and packages are in a good condition and that it is possible to handle them and load them.
- Make sure that the package is stable in order to eliminate the risk of sliding or shifting down during the loading process. The company may refuse the unloading of the materials, if there is a danger of sliding or shifting down during the unloading process.
- The forks must be loaded with the material being loaded properly – evenly, and must be bent upwards.
- A simultaneous load with two pallets can be used if the high-lift truck is suitable for this purpose.
- In the case of a long material please ensure that the material cannot slide down.
- A simultaneous use of two high-lift trucks for transport of heavy materials or voluminous materials is strictly forbidden.

Every person using a fork loader / high-lift truck must have appropriate authorisation and must be properly trained

For the non-respecting of the above mentioned rules and for a failure to use the prescribed personal protective equipment, the transport company will be fined with a fine amounting up to CZK 5.000,- or EUR 200.- for each case found.

Complementary rules valid at SAINT-GOBAIN ADFORS CZ s.r.o., plant: 1 Litomyšl and 3 Hodonice for reception of base materials

- 1) The driver must wear a reflexive waistcoat and work footwear with a reinforced tip for any activity or movement within the facility. If the driver enters the production area of the company, he/she must wear protective goggles.
- 2) At the freight gate the driver produces a delivery note (DN) and moves on to the area for unloading raw materials (batch house), where he/she is **always obliged** to announce his/her arrival to the control centre operating staff (operator) or warehouse operator. The driver is allowed to move within the factory only in areas designated for unloading of materials. On account of the drivers' safety, their movement in other parts of buildings or areas of the plant is forbidden.
- 3) The driver draws the vehicle near the area for unloading, i.e. to the bottom of the silo with relevant material or other designated place. If the position is currently occupied, the driver needs to wait until it is free.
- 4) The driver is obliged to submit to the relevant employee the appropriate documents regarding the delivered material, i.e. delivery note (weight slip, if need be), certificate of conformity for the raw material and sample of the delivery. The driver is obliged to enable sampling of material taken out of the tank and wait for incoming analysis and its results. The relevant employee and the driver shall carry out the sampling of material for analysis and archiving purposes. In case that it is not possible for the operator to sample the contents of the tank (e.g. the internal safety rules of the forwarder disallow the procedure), the driver is obliged to sample the raw material himself, however, he/she should be properly trained in this task in accordance with the internal work procedure for this activity. The tank must always be fitted with handrails.
- 5) The driver must wait for permission to any over-supplied raw materials. It is prohibited any arbitrary connection without permission and the presence of the employee, or changes after the start of pumping, which can be initiated only after checking the connection service.
- 6) Once the tank is connected to the silo, the driver starts to transport the material (pumping), while observing the following principles:
 - a) the driver continuously checks the status of material transport and responds immediately to any defects and technical troubles – eliminates the root cause.
 - b) the driver is present at pumping of the material and is fully liable for the entire operation.
 - c) compressed air distribution, which is available in the unloading area, is the only means used for transport of the material.
 - d) maximum 2 tanks shall be unloaded at a time.
 - e) drivers are strictly forbidden to handle the supply air pressure.
 - f) operator or shift foreman or other competent employee determines the order of unloading
 - g) in case of material leakage, the driver is obliged to highlight this fact to the competent employee, write record of the event and clean the affected places.
 - h) for the purpose of cleaning up the mess that occurred while pumping glass raw material, the area of batch house is equipped with necessary cleaning utensils and a waste bin. Drivers can use the bin for communal waste.
 - i) having finished pumping, the driver disconnects the transport pipes, cleans thoroughly any possible leakages of material outside the transport corridors (residues in transport pipes, etc.) and advises the employee about end of the pumping.
 - j) The employee checks the state of the area after pumping of the material and if everything is satisfactory, the operator hands a confirmed delivery note to the driver, which means pumping of a material has finished and the driver leaves the facility.

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- 7) If need be, the driver is obliged to weight the full tank when required by the employee (the employee shall advise him on the place of weighing). After unloading operation, empty tank is weighed again and the driver brings the completed weigh slip back to the employee. Pursuant to this, the confirmed delivery note will be handed over to the driver.
- 8) In all areas within the facility, the driver is obliged to observe the ban of smoking notified at the entrance to the plant.
- 9) It is strictly forbidden to make any servicing, repairs or maintenance on the vehicle or trailer and produce any waste except waste, see Article 6), point h).

The provisions concerning to environmental protection (environmental provisions)

- 1) The seller as a supplier and its subcontractors (e.g. carriers) are responsible for compliance with regulations, permits and other regulations in the field of environmental protection and the introduction of its employees with these documents.
- 2) The seller agrees to the maximum extent possible in all its activities, environmentally friendly act, particularly effective use of natural resources (energy, water and other resources), raw materials and auxiliary materials, using environmentally friendly materials, resources, processes and technology to prevent waste (using non-waste technologies) and emissions, reuse or residual materials are disposed of in accordance with regulations on waste and environmental protection (waste management, recycling) and to prevent leakage of dangerous substances and the subsequent contamination of the environment (water, air, rock environment).
- 3) In the event of any fault of the seller to environmental damage in the premises the buyer, the seller undertakes to provide redress damages, including any financial payments.

The undersigned has made himself or herself familiar with the instructions and agrees with their use.

Date:

Signature + stamp: