
	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  1 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision  from: 1.november 2023	
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TITLE:  Ensuring HSE for external companies				
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## Table of Contents

1	Overview of changes .....	3
2	Purpose of the Regulation.....	3
3	Scope of validity .....	3
4	Terms and abbreviations used .....	3
5	Powers and responsibilities.....	5
6	Text of the regulation.....	5
6.1	Basic provisions.....	5
6.2	Obligations of external companies .....	6
6.3	General requirements:.....	7
6.3.1	Instructions for movement and stay.....	8
6.3.2	Activities by written permission only.....	9
6.3.3	Personal protective equipment (PPE) .....	10
6.3.4	Basic principles for working with electricity .....	10
6.3.5	Obligations of employees in the event of an accident at work .....	10
6.3.6	Obligations of employees when working at heights.....	11
6.3.7	Import and use of dangerous substances .....	11
6.3.8	Handover of the workplace.....	13
6.3.9	Emergency Preparedness.....	13

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	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  2 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision  from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		

6.4	Record of fire protection training of external companies .....	13
6.4.1	Accident prevention:.....	14
6.4.2	Handling of chemicals and mixtures: .....	14
7	Dealing with offences.....	15
	Misconduct by employees of an external company will be dealt with:.....	15
7.1	Attachments.....	16
8	RELATED DOCUMENTATION .....	16
8.1	The documents introduced by this Directive.....	16
8.2	Other related documents.....	17
9	FINAL PROVISIONS .....	17

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  <b>Standard</b>  <i>Standard</i>	Document No:  <b>WI-S11-TEP-0003UK</b>		Page/Page:  <b>3 of 18</b>
		Rev./revision no:  <b>2</b>	Rev. eff. date / Validity of revision  <i>from:</i> <b>1.november 2023</b>	
	Originator / Created by: <b>Jan Brož</b>	Verified / Verified by: <b>Miloslav Štefl</b>	Approved: <b>Jan Benes</b>	
TITLE:  <b>Ensuring HSE for external companies</b>				
Applicable for / Valid for: the whole plant			Production line: N/A	

## 1 Overview of changes

The regulation has been extended to include the requirements of the newly introduced ISO 45001 standard

## 2 Purpose of the Regulation

The purpose of this document is to ensure that the safety of persons of external contractors on the premises of Personna International CZ s.r.o. is ensured. In line with the high security requirements, we want to continuously improve and develop the coordination of the activities of external companies and our standards.

## 3 Scope of validity


- This document regulates the obligations of all companies and their subcontractors who enter the company's premises and carry out activities there in order to fulfil their contractual obligations towards Personna International CZ s.r.o.
- The external company, by signing the responsible representative, undertakes to comply with all the provisions of this document and to make all its employees, including those of subcontractors, aware of the obligations arising from the requirements of this document and to ensure compliance with them.
- Personna International CZ s.r.o. is obliged to ensure that this document is handed over to the responsible representative of the external company as an integral part of the contractual relationship or order before the start of the activity.

## 4 Terms and abbreviations used

- PZS - Designated Company Employee - an employee of the Company who is responsible for the contracted activity.
- PICZ - Personna International CZ s.r.o., Krupka - Nové Modlany, Kateřinská 96, Postal Code 41742
- PU - Work Injury

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**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  <b>Standard</b>  <i>Standard</i>	Document No:  <b>WI-S11-TEP-0003UK</b>		Page/Page:  <b>4 of 18</b>
		Rev./revision no:  <b>2</b>	Rev. eff. date / Validity of revision  <i>from:</i> <b>1.november 2023</b>	
	Originator / Created by: <b>Jan Brož</b>	Verified / Verified by: <b>Miloslav Štefl</b>	Approved: <b>Jan Benes</b>	
TITLE:  <b>Ensuring HSE for external companies</b>				
Applicable for / Valid for: the whole plant			Production line: N/A	

PCR	-	Police of the Czech Republic
OHS	-	Health and Safety at Work
IBP	-	Inspectorate of Occupational Safety
NV	-	Government Regulation
Sb	-	<b>Collections of laws</b>
ZP	-	Labour Code
PN	-	Incapacity for work
EHS	-	Environmental-Health-Safety
PO	-	Fire Protection
PPE	-	Personal Protective Equipment - Personal Protective Equipment

**Management representative for OSH** - a senior employee of the company who has been designated within the applicable organizational structure to ensure tasks in the field of OSH and OHS. His/her responsibility is limited by the job description or the task assigned and does not replace the general responsibility of the employer and managers at all levels of management arising from generally binding legislation.

**Risk Prevention Competent Person - A person professionally** competent to identify hazards, assess risks and propose measures to eliminate or reduce them.

**Line Leader** - the lowest link of management, the senior employee (also a frontline worker with delegated authority and responsibility of a foreman)

**Immediate supervisor** - the immediate superior of an employee, foreman or manager


**Manager** - the head of an operation, section or technological line, listed in the company's organizational chart as a specified link of management with subordinate employees, responsible for the organization of work, the performance of major tasks and planned indicators.

**Risk prevention** - means all measures to prevent, eliminate or minimise risks.

**Youth** - are employees under the age of 18, mainly apprentices and students. The employer may not employ such persons in work and in such workplaces which, having regard to the physiological and anatomical peculiarities of that age, are

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**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  5 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision  from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		

unreasonable or harmful to the health of the adolescents or endanger their development and in which the adolescents are exposed to an increased risk of injury or could seriously endanger the safety and health of other persons.

**Intermittent lifting and carrying of loads** - means work performed intermittently for a total of less than 30 minutes per working period.

**Frequent lifting and carrying of loads** - means work performed for a total of more than 30 minutes per working period.

**Supplier** -

**Responsible employee of the company** - an employee who is responsible for the implementation of the agreed activity.

## 5 Powers and responsibilities

Personna International CZ s.r.o (hereinafter referred to as the Company) senior employees together with senior employees of external suppliers are responsible for the application of the requirements of this Directive and for their proper compliance within the scope of their functions.


## 6 Text of the regulation

### 6.1 Basic provisions

- The company is engaged in the production of plastic components for the manufacture of shavers, their assembly and packaging. Within the company are carried out activities: production, storage, administrative
- The company warns external companies of the following dangers:
  - Collision with handling or transport vehicles (tractors, VZV, pallet trucks, trucks, etc.)
  - Damage to health due to the operation of production and packaging equipment - workplace hazards
  - Damage to health as a result of activities on electrical, lifting, gas and pressure equipment
  - Noise in cat. 3 at the designated company sites

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**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  6 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		


- Fire hazards from flammable liquids and other flammable substances
  - And also for: slips, trips, scalds, burns, bruises, cuts, falls from a height or into a depression, falls, being hit by handled loads, etc.
- The risks of accidents at work for the specific workplace where the employees of the external company carry out their activities are dealt with in the **Risk Register**, which is part of these regulations.

## 6.2 Obligations of external companies

- Employees of the Supplier are obliged to comply with the terms and conditions set out in the law and other binding regulations and all provisions of this document.
- Actively participate in a safe and healthful work environment.
- Ensure that all activities and work of its employees are organised and carried out in such a way that the company's employees and those of other employers and subcontractors, where applicable, are also protected.
- In case of overlapping activities at the employer's workplaces, the employees of the external company are obliged to follow the rules set by the responsible employee of the company.
- Prior to the commencement of the activity, the external company is obliged to send the responsible employee a **risk assessment** in accordance with §101 (3) of Act No. 262/2006, Labour Code, as amended.
- The external company is also obliged to provide evidence of the appropriate level of professional and medical qualifications of all persons involved in the work on the day of its execution. The contractor must produce these records to the company's authorised representative on request.
- Ensure that employees, including employees of subcontractors, **are demonstrably familiar with** the instructions of this regulation on Record **Form No. WI-S11-TEP-0003** prior to the start of the activity and ensure compliance with the specified measures.
- At the request of authorized company employees (such as: senior employees, Health and Safety Specialist, security personnel, etc.), the employees of the external company are obliged to immediately cease performing the activity until optimal conditions for safe work are ensured;

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**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  7 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		


- The external company is responsible for the compliance of the external company's employees, including any damages that may arise from the activities of its employees or employees of subcontractors. The settlement of liability for damages between the contractor and its subcontractors is a matter for the primary contractor.
- The external company is obliged to use only its own equipment for the fulfilment of the agreed contract, which is technically fit for use, regularly inspected and meets the safety requirements within the scope of the manufacturer's instructions for use. The use of the company's technical equipment is only possible on the basis of a duly completed handover report.

### 6.3 General requirements:

- Start work each day only **after contacting an** authorized company representative,
- not to bring alcoholic beverages in any form onto the premises,
- not to enter the company premises under the influence of alcohol or drugs,
- submit to a random search of the vehicle or luggage by a security guard,
- there is a prohibition on carrying out any activity without a valid prescribed authorisation (e.g. welding),
- the contractor's employees must carry the cards authorising them to carry out the specified activities
- assistant supervision by fire watch over activities with increased fire hazards is carried out by the contractor from among its duly trained employees
- It is not permitted to block escape routes and escape exits, electrical power distribution equipment, control panels, closures and fittings, portable or mobile fire extinguishers with any stored material
- the reception is designated as the fire alarm room
- the use of electrical appliances that are not strictly necessary for the agreed task is prohibited
- if the Supplier's activities may have a negative impact on the safety of persons or the working environment on the Company's premises or on the safety of technical equipment or fire safety, the Supplier must inform the Company in writing well in advance of the commencement of such activities

**CONTROLLED DOCUMENT**

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	EDGEWELL PERSONAL CARE  <b>Standard</b>  <i>Standard</i>	Document No:  <b>WI-S11-TEP-0003UK</b>		Page/Page:  <b>8 of 18</b>
		Rev./revision no:  <b>2</b>	Rev. eff. date / Validity of revision  <i>from: 1.november 2023</i>	
	Originator / Created by: <b>Jan Brož</b>	Verified / Verified by: <b>Miloslav Štefl</b>	Approved: <b>Jan Benes</b>	
TITLE:  <b>Ensuring HSE for external companies</b>				
Applicable for / Valid for: the whole plant			Production line: N/A	

- the Supplier is obliged to appoint a representative for each separate group of its employees on the premises for any negotiations
- if the contractor's activity interferes with the ground plan of the marked road (whether external or internal), the contractor is obliged to mark the place from all directions of the road, e.g. by traffic cones, fencing with warning tape on stands, etc.
- the maximum speed limit is 20 km/h, in the hall 5 km/h
- limit walking on roads for vehicles to the minimum necessary (possible collision with trucks, VZV)
- access to the building is only allowed for the purpose of unloading or loading cargo
- the entry of the supplier's senior employees into the building for the purpose of inspection or supervision is not permitted
- parking is only possible in places reserved for this purpose - parking lots
- Vehicles shall not be parked in front of emergency exits, fire hydrants and distribution
- the supplier is obliged to respect the safety messages given by the safety signs
- security tables:
  - o warning (yellow or yellow-black),
  - o ban (in red)
  - o command (in blue)
  - o safety equipment (in green)
- hazard symbols on containers of hazardous chemicals
- EPS siren, for the purpose of warning and initiating evacuation


### 6.3.1 Instructions for movement and stay

- the supplier's employees are not allowed to enter workplaces where entry is not necessary for the performance of the agreed contract

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	EDGEWELL PERSONAL CARE  <b>Standard</b>  <i>Standard</i>	Document No:  <b>WI-S11-TEP-0003UK</b>		Page/Page:  <b>9 of 18</b>
		Rev./revision no:  <b>2</b>	Rev. eff. date / Validity of revision  <i>from: 1.november 2023</i>	
Originator / Created by: <b>Jan Brož</b>	Verified / Verified by: <b>Miloslav Štefl</b>	Approved: <b>Jan Benes</b>		
TITLE:  <b>Ensuring HSE for external companies</b>				
Applicable for / Valid for: the whole plant		Production line: N/A		

- Contractor's employees are required to use only designated external or internal roads to reach the work site;
- the supplier's employees are not allowed to cut their way through the premises where they are not performing their agreed task;
- Smoking is prohibited throughout the company's premises, without exception;
- Consumption of food and beverages is not permitted except in designated areas arranged for this purpose;


### 6.3.2 Activities by written permission only

No work may commence on the company premises without a duly completed and signed **work permit** (a commercial contract or order is not a substitute). Special attention must be paid to the establishment of H&S conditions when carrying out the following work:

- work with open flames - "**F Permit to carry out hot work**";
- working at heights;
- heat-emitting work when carried out in an explosive and/or fire hazardous environment (e.g. grinding, etc.);
- working in an area protected by mesh or other barriers, e.g. infrared barriers;
- work for which it is necessary to shut down and secure against start-up a part of a production line or technological equipment, unless it is a regular total shutdown;
- work requiring access to confined spaces (sumps, areas below ground level, transformer stations, natural gas control stations);
- work on electrical equipment;
- The permit is always issued by the head of the relevant department, the head of maintenance, the employee responsible for the management of the building, or the company employees authorised by them;

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  10 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		

### 6.3.3 Personal protective equipment (PPE)

- Prohibition to perform activities without prescribed PPE (if the work requires it, external employees must be equipped by their employer)
- General requirements for the use of PPE
  - o safety footwear cat. min. S1P throughout the company
  - o Reflective vest when entering the warehouse, dispatch and back yard areas.
  - o protective helmet near shelving systems
  - o earmuffs in designated areas
  - o additional PPE is determined on the basis of the specific activity being carried out, according to a risk assessment
- the implementation of continuous checks on the use of PPE is carried out by an authorised employee of the company.

### 6.3.4 Basic principles for working with electricity


- prohibition of any interference with the electrical system. installation without the prescribed authorisation
- prohibition of unauthorized manipulation of el. equipment and their controls
- information on first aid for electric shock

### 6.3.5 Obligations of employees in the event of an accident at work

- first aid;
- Immediate reporting to the nearest manager of the company where the supply activity is carried out;
- writing an accident report and notifying your employer

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  <b>Standard</b>  <i>Standard</i>	Document No:  <b>WI-S11-TEP-0003UK</b>		Page/Page:  <b>11 of 18</b>
		Rev./revision no:  <b>2</b>	Rev. eff. date / Validity of revision  <i>from:</i> <b>1.november 2023</b>	
	Originator / Created by: <b>Jan Brož</b>	Verified / Verified by: <b>Miloslav Štefl</b>	Approved: <b>Jan Benes</b>	
TITLE:  <b>Ensuring HSE for external companies</b>				
Applicable for / Valid for: the whole plant			Production line: N/A	

### 6.3.6 Obligations of employees when working at heights

- materials, tools and work equipment must be stored, or stored at heights, so that they are secured against falling, slipping or dropping during and after work
- Areas over which work is carried out and where, due to the nature of the work, there is a risk of persons or objects falling must always be safely secured, in particular:
  - o by excluding traffic;
  - o the construction of fall protection for persons and objects at the level of the workplace at height or below the workplace at height;
  - o enclosing the area at risk with a two-post railing at least 1.1 m high with bars fixed to supporting posts of sufficient stability; for work not exceeding the scope of one working shift, it is sufficient to enclose the area at risk with a single-post railing or barrier at least 1.1 m high;
  - o supervision of the threatened premises by a designated employee at all times during the threat;
- The area at risk must have a width from the free edge of the workplace of at least
  - o 1.5 m when working at heights from 3 m to 10 m;
  - o 2 m when working at a height of more than 10 m up to 20 m;
  - o 2.5 m when working at heights above 20 m up to 30 m;
  - o 1/10 of the height of the object when working at a height of more than 30 m.


\* The width of the area at risk is measured from the base of the vertical line passing through the outer edge of the free edge of the workplace at height.

### 6.3.7 Import and use of dangerous substances

- it is forbidden to bring or introduce hazardous substances and preparations classified as:
  - o Explosive
  - o highly toxic
  - o Toxic

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**


	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  12 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision  from: 1.november 2023	
	Originator / Created by:  Jan Brož	Verified / Verified by:  Miloslav Štefl	Approved:  Jan Benes	
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant			Production line: N/A	

○ Corrosive substances

- Exceptions to this prohibition, if their use is necessary for the performance of the agreed contract, must be described in the relevant contract (order).
- the designated employee of the supplier must carry on the company premises the safety data sheets for all hazardous substances brought on site that are covered by the current Chemicals and Preparations Act (as amended).
- the quantity of unconsumed substances brought in by the supplier and subsequently stored shall not exceed the quantity for the storage of substances at the workplace specified by special regulations
- if this cannot be complied with, the contractor shall be obliged to bring his own mobile storage facility for such substances, the location of which shall be determined by the company's senior employee according to the nature of the substances stored
- substances that may react dangerously with each other cannot be stored together in the same storage facility
- in the case of liquids, the storage site must be equipped with sumps of sufficient capacity depending on the volume of the containers or vessels stored
- Empty uncleaned packaging is not allowed to be stored on the company's premises, the supplier is obliged to take the packaging away on the day it is emptied
- all imported containers or receptacles containing hazardous chemicals must have technical characteristics appropriate to the substance stored and their marking must be carried out in accordance with the applicable legislation on the packaging and marking of hazardous chemicals and preparations
- during use, hazardous chemicals must not be placed in any other than the original containers, receptacles or packaging.

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  13 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		

### 6.3.8 Handover of the workplace

If necessary to ensure safety or to carry out the work, the specific conditions for the movement and activities of the external company's employees on the company's premises, familiarisation with hazards, precautions, PPE and safety instructions and prohibitions will be set out in the document "**Handover of the workplace**".

### 6.3.9 Emergency Preparedness

In the event of any abnormal situation (fire, chemical spill, work accident, etc.), immediately inform the nearest company employee and subsequently the company's manager and the person responsible for the work.


## 6.4 Record of fire protection training of external companies

#### Content:

- An explanation of the basic duties of workers in complying with fire protection regulations. Especially when installing and using thermal appliances, storing and handling flammable substances /solids, liquids/.
- Familiarization with workplaces with increased fire hazards, the obligation to respect the prohibitions and orders marked with safety signs.
  - Labour Code
  - Act No. 133/1985 Coll., as amended / hereinafter referred to as the PO Act / Decree of the Ministry of the Interior No. 246/2001 Coll., implementing certain provisions of the PO Act (hereinafter referred to as the Decree)
  - **respect safety signs and markings**, consistently check your pulse. appliances during operation and **do not leave appliances unattended**.
- Familiarization with the method of announcing a fire alarm and calling for help, the location of extinguishing means, the method of evacuation and the location of the main water and electricity switches, according to the relevant freely posted documentation - evacuation plan,

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  14 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		

- Familiarity with the storage and storage of materials at workplaces (combustibles - solid, liquid, gaseous). Familiarisation with individual workplaces: administrative areas, material storage, production areas, etc.

#### 6.4.1 Accident prevention:


- **All activities of the external company on the company's premises must be aimed at preventing unwanted emergencies and, if any have already occurred, at their rapid elimination and minimizing the consequences for the environment and human health.**
- Handling of water contaminants shall be kept away from sewers and water sources. Sorption materials must be available when handling water pollutants (oil).
- In the event of a spill of substances hazardous to water in secure areas (e.g. production hall), sorbents must be applied to the spill site. Sorbent material contaminated with oil must be deposited in a designated collection container.
- In the event of an accident (leakage of substances hazardous to water with the potential for extremely serious deterioration or threat to the quality of surface and groundwater), the service customer or the gatekeeper must be informed immediately.

#### 6.4.2 Handling of chemicals and mixtures:

- The external company is obliged to inform the client of the service about the use of CHL with hazardous properties before the start of the use of chemical substances and mixtures (CHL) and to ensure the delivery of safety data sheets in the Czech language to the client of the service. If in the course of the activity there is a need to use another new chemical substance, the external company is obliged to translate the BL to the client before starting to use the chemical substance or mixture.
- The safety data sheets shall be kept, where appropriate, by the customer of the service.
- The external company is obliged to warn the client of the risks to the environment and human health arising from the use of these CHL.

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  15 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		

- Hazardous chemicals and mixtures must be stored in such a way that they cannot escape into the environment
- they are kept in closed, original packaging. Liquid hazardous chemicals and preparations must be stored in containment tanks.
- If chemical substances and mixtures are to be transferred or poured into non-original packaging, this packaging must be labelled so that the substance cannot be confused with another substance or beverage (it must be labelled with at least the name of the substance or preparation).
- In the case of the use of chemicals or mixtures classified as highly toxic, persons handling these chemicals and preparations must be trained by a competent person. This shall be provided by an external company at their own expense.
- The contractor must use chemicals and preparations in accordance with the instructions in the safety data sheet.
- Persons handling chemicals and mixtures must be trained. This shall be provided at the contractor's own expense.


## 7 Dealing with offences

Misconduct by employees of an external company will be dealt with:

- 1) notifying the external company and asking for immediate remedial action (for minor offences),
- 2) an interview with the responsible representative of the external company, from which the external company is obliged to inform the relevant representative of the company in writing of the measures taken (in the case of repeated minor offences by its employees),
- 3) revocation of the entry permit for a specific employee of the external company (for repeated minor offences by the same employee),

**CONTROLLED DOCUMENT**

**The information contained above is the Confidential and Proprietary Property of Edgewell Personal Care**

	EDGEWELL PERSONAL CARE  Standard  Standard	Document No:  WI-S11-TEP-0003UK		Page/Page:  16 of 18
		Rev./revision no:  2	Rev. eff. date / Validity of revision from: 1.november 2023	
Originator / Created by: Jan Brož	Verified / Verified by: Miloslav Štefl	Approved: Jan Benes		
TITLE:  Ensuring HSE for external companies				
Applicable for / Valid for: the whole plant		Production line: N/A		

4) immediate revocation of the entry permit for a specific employee of the external company (in case of a gross violation of this provision or of the provisions of generally applicable legislation and technical standards).

5) In case of a particularly serious or repeated violation of obligations by an employee of an external company, the company is entitled to terminate cooperation with this external company and deny access to the premises to all its employees.

**In particular, the following shall be considered grounds for immediate revocation of the entry permit:**

- 1) Damage to company property that may have seriously endangered the working and living environment,
- 2) other gross or repeated violation of the provisions of this document or of the provisions of generally applicable legal regulations and technical standards in the field of occupational safety, accident prevention, environmental protection or energy.

## 7.1 Attachments

The following documents, as amended, must always be annexed to this document:

- Excerpt from "FO-S11-TEP-0001Hazard Register" (Chapters 100 and 200)
- Obligations of external companies - Recording form

## 8 RELATED DOCUMENTATION


### 8.1 The documents introduced by this Directive

- a) [FO-S11-TEP-0002 - Contractor's Declaration](#)
- b) [FO-S11-TEP-0001 - Hazard Register](#) - (Chapters 100 and 200)
- c) Annex 1 - Written information on the mutual risks of potential hazards to employees of other employers at Personna International s.r.o. workplaces, which serves as both a work permit and an attendance sheet for familiarisation with the guidelines of this document.

**CONTROLLED DOCUMENT**

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	EDGEWELL PERSONAL CARE  <b>Standard</b>  <i>Standard</i>	Document No:  <b>WI-S11-TEP-0003UK</b>		Page/Page:  <b>17 of 18</b>
		Rev./revision no:  <b>2</b>	Rev. eff. date / Validity of revision  <i>from: 1.november 2023</i>	
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## 8.2 Other related documents


- a) ["08-05-01-F Welding Permit"](#)
- b) ["ST-S11-TEP-0016 Fire Alarm Directive"](#)
- c) ["ST-S11-TEP-0013 Evacuation Plan"](#)

## 9 FINAL PROVISIONS

- This document is freely distributable within the supplier's organization and the structure of its other subcontractors, subject to the exclusion of any changes reserved to PERSONNA INTERNATIONAL CZ s.r.o. A copy of these instructions must be provided to the supplier's authorised representative. It is recommended that one copy of these instructions be given by the contractor's representative to his employees (work group) who will carry out the work on the company's premises.
- To ensure the protection of the health and life of the contractor's employees and to ensure a coordinated approach to the contractor's activities on our premises, any contractor carrying out such work is required to make all persons who will be entering the premises as part of a negotiated contract or contract order fully aware of these instructions before they enter the premises.
- Familiarisation with these instructions and verification of the knowledge of the Supplier's employees shall be in writing and ready for inspection on request at any time. A copy of these documents will be given to the HSE Specialist, via the company's authorised representative, before work commences.
- If it is necessary to take security measures within the framework of the contract beyond the company's usual ones, the contractor will prepare a proposal for such measures, which will be attached to the contract.

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	EDGEWELL PERSONAL CARE  <b>Standard</b>  <i>Standard</i>	<b>Document No:</b> <b>WI-S11-TEP-0003UK</b>		<b>Page/Page:</b> <b>18 of 18</b>
		<b>Rev./revision no:</b> <b>2</b>	<b>Rev. eff. date / Validity of revision</b> <i>from:</i> <b>1.november 2023</b>	
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1/2	01.11.2023	Brož Jan	Miloslav Štefl	Jan Benes	New document.

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