

Written information on the mutual risks of possible exposure of employees of other employers at the workplaces of Personna International s.r.o.

In accordance with the provisions of the Labour Code and in connection with the works and activities carried out at the company's workplaces, we inform you of the main risks of potential safety and health hazards - see the table below.

Basic information:

Supplier:

Purpose:

Contractor's Task Force Leader:

Contact person for Personna International s.r.o., to whom the commencement, termination and any complications in the contractor's work and handover of the site shall be reported Name:, tel.

Date of execution of the works: between:..... and.....

Site handed back and contractor's work completed at:hours.

Signature of the head of the supplier's working group:

Signature of the contact person Personna International s.r.o.:

.....

While the contractor is carrying out the work, the contractor is responsible for the workplace and is entitled to exclude from the workplace all other persons who are not involved in the work, or to banish them to a safe area; he is entitled to establish safety and protective measures to ensure the safety of persons during the work carried out by him.

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<p>RISK OF POSSIBLE ENDANGERMENT FROM THE COMPANY Perso- nna International s.r.o.</p>	<p>MEASURES</p>
<p>Intra-company transport, self-propelled vehicles and handling trolleys, outdoor movement</p>	<p>Observe the rules of the road; use only marked roads and pavements, where there is no road marking move to the left in the direction of walking at the edge of the road; do not use any of our company's handling equipment - always ask the relevant employee; agree with the driver or the truck operator the method of communication before starting the handling; never stand in the axis of a moving vehicle (e.g. Do not walk in front of or behind a moving vehicle; do not step on the forks of a material handling truck or other devices not designed to raise the work area, use ladders or a lifting platform - ask a member of our staff; only place materials and tools in designated and marked areas - respect the colour coding; do not climb on the roof or other parts of our company's buildings</p>
<p>Injuries when moving inside the building</p>	<p>Move only on designated roads; move only in the designated work area where you are performing work (including access roads); report any defects or signs of danger to the contact person (who is responsible for you), any site manager or safety officer; do not enter between production lines; do not enter under machine parts, tables, etc. Use your assigned personal protective equipment; obey safety signs and warnings (even temporary ones); make sure you do not step in front of traffic before entering the road; do not climb up high, on ladders, machines or parts of equipment; do not participate in or observe work being carried out by our employees; do not disturb or interrupt our employees from their work; demarcate your work area and prevent access by our employees (e.g. prevent our employees from accessing your place of work by taping, guarding, etc.); prevent our employees from accessing your place of work</p>
<p>Electrical equipment</p>	<p>Do not interfere with the electrical installation unless you are designated to do so; do not use our company's electrical equipment (unless otherwise agreed in the contract or order); do not enter the substation area; do not open the power distribution boards</p>
<p>Machinery and machinery</p>	<p>Do not operate any of our company's equipment (e.g. production, pressure, lifting, etc.) - always ask the relevant employee (unless otherwise agreed in the contract or order); observe safety signs and warnings (e.g. "Do not switch on equipment being worked on")</p>
<p>Personal protective equipment</p>	<p>Wear the personal protective equipment required by our company; wear sturdy footwear and keep your clothing properly fastened - so that they are not a source of injury; do not take part in work carried out by our employees</p>
<p>Hazardous chemicals, petroleum substances</p>	<p>Do not use any of our company's chemicals; if you discover a spill of chemicals, water, etc., notify any supervisor immediately</p>
<p>Fire, evacuation, accident, etc.</p>	<p>In the event of a fire (fire alarm), remain calm and follow the instructions of the contact person - if you are not in contact with him/her, leave the building and come to the entrance gate of the company, wait for further instructions; if you find a fire, report it immediately to any employee of our company, if necessary use the EPS button</p>

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The activities of the contractor's staff will consist of

.....

in the period

* **Note:** Personna International s.r.o. shall not be liable for any damage to the property of the supplier. The Supplier shall be liable to the Company or third parties for damages caused by its equipment or accessories or by the actions of its employees.

Note: The performance of fire-safe work (work using open flames and other sources of ignition) is only possible with written permission from our company. Written permission will be issued by the Facilities Coordinator or Health and Safety Specialist.

When carrying out work at heights, the contractor's employees are obliged to comply with Government Regulation No. 362/2005 Coll., on detailed requirements for occupational safety and health protection at workplaces with a risk of falling from height or to depth, as amended.

RISK OF POSSIBLE ENDANGERMENT BY THE SUPPLIER (TO BE COMPLETED AND SPECIFIED BY THE SUPPLIER)	MEASURES (TO BE COMPLETED BY THE SUPPLIER)
Transport, self-propelled vehicles and handling trolleys, outdoor and indoor movement	
Injuries when moving inside the building	
Electrical equipment	
Machines and machinery, tools	
Personal protective equipment	
Hazardous chemicals, petroleum substances	
Fire, evacuation, accident, etc.	

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Important telephone numbers for reporting any emergency and unexpected events that may cause a threat to the safety of persons or property:

Head of department :

Head of Maintenance :

Security :

The undersigned employees of the supplier company: certify by their signature that they have provided true information and that they have received the risk awareness training according to this document and that the content of the training is clear to them.

Č.	Surname and first name	Company	Date of training	Signature of the employee	Signature of the supervisor
1.					
2.					
3.					
4.					
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Revision History						
Rev. No. / Revision No:	Rev. eff. date / Validity of revision from:	Change Nr. / Change Number:	Originator / compiler:	Verified by / Verified by:	Approved by:	Description and Reason for the Revision:
1/2	01.10.2023		Brož Jan	Miloslav Štefl	Jan Benes	New document.

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