

BP No. 080

THE PRINCIPLES OF OCCUPATIONAL HEALTH AND SAFETY, FIRE PROTECTION, AND ENVIRONMENTAL PROTECTION FOR EXTERNAL ORGANIZATIONS WORKING AT AERO VODOCHODY AEROSPACE a.s.

Approved by:

Roman Bruník
Head, SEC

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1. Introduction

These conditions for external organizations also provide information about risks that the employees of external organizations face while working at AERO Vodochody AEROSPACE a.s. (hereinafter referred to only as “AVA”) pursuant to Act No. 262/2006 Coll., as amended and supplemented, Section 101(3) (Labor Code), while the coordination of works and adoption of OHS, FP, and ENV measures at joint workplace is performed by an appointed responsible representative of AVA authorized to negotiate with external organization.

In order to ensure protection of health and lives of external organization's employees and to ensure coordinated approach to contractors' activities within the area of AVA, each external organization performing such works must fully inform all persons entering the AVA area on their behalf about these instructions before they enter the area. Further details are specified in this document.

Informing about these conditions and verification of the knowledge of employees and/or other persons working for an external organization must be performed in writing and ready for inspection upon request at any time.

2. Instructions for external organizations

- a) Respect instructions of AVA's appointed representative and relevant managers.
- b) Every day, start working only after contact with responsible person from and/or manager of the workplace who shall verify or extend written work permit (provided that such written permit is required for such work).
- c) Not to enter the manufacturing, operating, or storage facilities and AVA premises, not to enter the roofs, switchgears, cable channels, underground spaces, etc., without consent of AVA's appointed representative.
- d) Use only the marked paths, not to take shortcuts to the workplace through operating premises where they do not carry out any work.
- e) Not to bring alcoholic beverages or other toxic or addictive substances into the area. Smoking is prohibited within the entire area except for reserved smoking points.
- f) Not to enter the area under the influence of alcohol or other addictive substances; in case of any suspicion, undergo relevant test requested by AVA's appointed representative or manager. Any person who rejects to undergo the test will be banished from AVA area.
- g) Allow random checks of vehicle(s) or luggage. At any time prove their training in the field of OHS and FP and/or any other required professional qualification in accordance with legal regulations valid in the Czech Republic (for example welder's certificate, crane operator/slinger certificate, etc.).
- h) Any works within the area may only be carried out on each particular day by personnel meeting the requirements on health and professional fitness or qualification defined in applicable legal

regulations valid in the Czech Republic and/or by the equipment manufacturer on which the work is performed.

- i) Provide fire watch to assist with any activities with increased fire hazard from among their properly trained personnel.
- j) Store any and all materials in such way that they do not block escape paths and emergency exits, access roads, deployment areas, switchgears and substations, control panels, closing devices and valves, fire extinguishers or other emergency equipment for the case of an accident.
- k) Use only the properly revised and inspected equipment, electric devices, and appliances.
- l) Inform the responsible representative of AVA before commencing with activities whenever such activity may have a negative impact on safety of persons, technical equipment, fire protection, or environment within the AVA area.
- m) Whenever an activity of any external organization interferes in ground plan of a marked road or way (including walking paths), such place must be marked from all directions, for example by warning tape, etc.
- n) When driving, observe the maximum permitted speed, park the vehicles at reserved parking places and observe the traffic signs. Road traffic law fully applies on all roads within the area. Bicycles can be used under the same conditions.
- o) When walking within the company area, pay increased attention mainly to vehicles, running technological equipment and do not enter any handling path without permit.

3. Minimum personal protective equipment

- a) When moving outside the market paths within halls, all employees of any external organization must wear shoes with reinforced toe cap and full heel, long trousers down to the ankles, and suitable clothing (shorts are not allowed). Furthermore, they must use PPE corresponding to the character and risks of performed activity unless otherwise stipulated by AVA's responsible representative.
- b) Persons moving over communication paths within the halls must wear suitable shoes with full toe cap and full heel. Slippers, sandals, flip flops, etc., are not acceptable.

4. Transfer of obligations to other subcontractors

- a) Whenever an external organization hires subcontractors to perform any agreed work, it is obliged to transfer such safety obligations including training of relevant personnel in these conditions to such subcontractor.
- b) The external organization shall submit a proof of informing their subcontractors about this Safety Code upon request.

5. Injuries

- a) Whenever an employee of an external organization suffers injury or accident within AVA's premises, such external organization must inform responsible representative of AVA about this fact.
- b) Whenever given situation requires intervention of a doctor or fire brigade, it is necessary to call the numbers indicated in the fire alarm regulations.
- c) Provided that the surrounding operations are not hindered, the event location must remain intact in order to enable sufficient clarification of causes of such event until responsible personnel

decide otherwise; whenever this is not possible, the situation after the event must be documented (sketch, photographs, etc.).

6. Admittance and usage of hazardous chemicals

- a) External organization must prove that its employees have been informed about the contents of safety data sheets of hazardous chemical substances and mixtures admitted into the company area. External organization must ensure that any hazardous chemical substances and chemical mixtures that could react with each other in a dangerous way are not stored at one place.
- b) Any chemicals used for work may only be placed in their original packages and/or in vessels intended for chemical substances. It is prohibited to put any chemical substances into foodstuff packages (PET bottles, cans, preserving jars, etc.).
- c) It is not allowed to clean the packages from chemical substances within the AVA area, rinse them, or pour their content into the sewer.
- d) Any leakage of chemical substances must be dealt-with in accordance with the applicable Emergency plan for the event of harmful substances leakage. The emergency plan is available at each foreman or manager of affected operation.

7. Waste Management

- a) Unless otherwise agreed in relevant contract, the external organization is the originator and owner of all waste produced as a consequence of its activities performed within the AVA area. The external organization must store the waste into its own properly marked vessels or containers. The produced waste must be disposed of at its costs and in accordance with applicable legislation.
- b) The external organization shall upon request submit a proof of waste disposal or reuse and/or authorization of any other entity taking over the ownership of such waste.

8. Water protection

- a) Employees of an external organization shall maintain their operating and transport means so that they do not pollute the roads and ways within the area. Any leakage of operating fluids must be dealt-with in accordance with the applicable Emergency plan for the event of harmful substances leakage; the cleanup costs will be charged to the external organization.

9. Contact information

First aid within the area of AVA is provided by the AVA Fire Rescue Service.

<u>Important telephone numbers</u>	
AVA Fire Rescue Service (fire reporting point)	255 76 3200, 3200 from internal line, 731 135 155
Reception	255 76 2542, 2542 from internal line, 733 143 814
Fire Rescue Service of the Czech Republic	150
Ambulance	155
Police	158
Electricity shut-off	731 135 231, AVA's local technician
Gas shut-off	731 135 104, AVA's local technician
Water shut-off	731 135 104, AVA's local technician

10. Fire Protection

- a) In case of fire, call 255 76 3200, 3200 from internal line or 731 135 155: When reporting the fire, specify: who is calling, location of the fire, what is on fire. Fire alarm is announced by acoustic signal or by calling "hoří" (fire).
- b) When dealing with the fire, everyone is obliged to adopt necessary measures for rescue of persons, extinguish the fire whenever possible, or adopt measures necessary for prevention of its spreading. Everyone must provide personal and material assistance to the fire brigade if requested by the fire chief.
- c) Everyone must maintain fire regulations for individual workplaces. In case of fire or another extraordinary event, fire alarm regulations and evacuation plans have to be followed.
- d) Valid "Permit" (see BP 084) must be issued for welding or any hot works (welding, abrasive cut off, cutting with angle grinder, etc.).

11. Other information

a) External organization is fully responsible for any damages caused by it or its subcontractors to the property of AVA or third parties, health and lives of natural persons, or environment, while working on or delivering the subject of relevant contract or in connection with such works and during movement of external organization's personnel (both employees and subcontractors) within the premises of AERO Vodochody AEROSPACE a.s.

Any sanctions imposed by state authorities in the areas of OHS, FP, and ENV, relating to the breach of legislation by external organization, shall be borne by such external organization. Any failure to observe the principles specified in this Safety Code by the external organization may constitute groundwork for contractual penalty charged by AVA to such external organization. Maturity period of invoices relating to contractual penalties shall be 30 days from the date of invoice delivery to the external organization.

Contractual penalty for each individual case of non-compliance with obligations:

1	Insufficient securing of personnel against fall from height or into depth.	CZK 25,000
2	Usage of unfit temporary building structures.	CZK 25,000
3	Insufficient securing of excavation walls against collapse.	CZK 25,000
4	Bringing into the premises of AVA, consumption, and work under the influence of alcoholic beverages or intoxicating substances.	CZK 25,000
5	Execution of works through persons without required health and professional fitness or on an unfit equipment, failure to submit required documents proving such qualification/fitness of employee or equipment.	CZK 25,000
6	Failure to secure safe electricity distribution.	CZK 25,000
7	Failure to define, insufficient definition, or non-compliance with defined conditions of fire safety during activities with increased fire hazard.	CZK 15,000
8	Failure to use or insufficient use of PPE.	CZK 5,000
9	Other defects influencing OHS, FP and ENV during performance of works and activities.	CZK 5,000
10	Failure to eliminate any of the above-mentioned defects before stipulated deadline.	CZK 5,000

- b) Applicability of these conditions for external organizations starts by execution of contract with AVA to which this Safety Code will be attached, or by order confirmation by AVA regarding supply of services by an external organization to which this Safety Code will also be attached.
- c) After relevant contract is signed or purchase order confirmed, the external organization will receive at least one printed copy and - upon request - also electronic copy of this Safety Code.
- d) **Copy of completed record about acquainting the employees of external organizations with OHS, FP, and ENV measures – see Section 13, jointly with completed presence sheet (pages 10 and 11), is to be left by external organization's employees at the reception when they enter the AVA's area. No external organization will be allowed to start working in AVA area without this. The original record will be kept by responsible representative of given external organization and will be submitted upon request. Responsible representative of external organization will be obliged to continuously deliver records on acquainting new employees working within AVA's area to the reception.**

12. Risks Within AERO Vodochody AEROSPACE a.s.

RISK	OCCURRENCE / RISK SOURCES	MEASURE
TRIPPING, FALL	All premises	<p>move only over marked roads and ways;</p> <p>always use protective working shoes;</p> <p>use fall arresting devices when working at heights with hazard of fall into depth greater than 5 meters;</p> <p>pay attention while moving around the workplace (tripping over hoses, extension cords, anchoring parts of fixtures, rails...);</p> <p>access to roofs, cranes, and elevated workplaces without permit is prohibited;</p> <p>use suitable ladders, platforms, bridges, do not use improvised elevated workplaces,</p> <p>work at height should be performed by person(s) with required professional qualification and health fitness;</p>
WELDING FUMES	Welding workplaces	strictly use protective respirator; ventilate the premises regularly and use fumes withdrawal;
NOISE	Welding workplaces, workplaces within the assembly hall, production hall, paint shop, grinding, riveting	strictly use hearing protectors;
CHEMICAL SUBSTANCES AND MIXTURES	Paint shops, chemical facilities, storages of chemicals, degreasing, sealing, handling of chemical substances and mixtures	<p>no entry into the spray box while painting and no entry into paint mixing facility without knowledge and without escort by workplace foreman;</p> <p>use PPE - protective gloves, half face mask, respirator, protective goggles;</p> <p>ventilate the workplace regularly, use air withdrawal;</p> <p>become acquainted with BL, hazard symbols, R and S phrases;</p> <p>compliance with usage instructions, usage of personal protective equipment (protective gloves, protective shield, respirator, ...);</p> <p>instructions for managing emergency situations and emergency threats;</p> <p>plan with measures for the event of an accident - storage in secure premises;</p>
INJURY BY MACHINE OR EQUIPMENT - TRAPPING, WINDING, SQUEEZING...	Workplaces where machining devices, turning lathes, self-standing grinders, drills, saws, positioning fixtures, mechanical pedestal-type jacks, semi-automatic welding machines, mobile scaffolding, etc.	<p>do not enter hazardous space of any equipment;</p> <p>do not stay near rotating, cutting, and pressing parts;</p> <p>it is prohibited to wear loose clothing, scarfs, bandages, gloves, chains, bracelets;</p> <p>long hair must be covered and tied in a tail</p>
HITTING WITH MATERIAL FRACTIONS	Welding and locksmith workplaces, machining workplaces	<p>always wear protective goggles, face shield;</p> <p>use protective cover while working;</p> <p>it is prohibited to walk or stay outside marked paths and enter any endangered premises;</p>
SQUEEZING BY GATE	Automatic electric sliding or rolling gates	<p>it is prohibited to enter or drive into the hazardous space of moving gate;</p> <p>entrances must be sufficiently illuminated;</p>
LOADS – FALL/HITTING/SQUEEZING/CUTTING BY SHARP EDGES	Handling with and transport of loads, warehouses and storage premises, freely stored loads	<p>it is not allowed to stay under a load or within the area of its movement;</p> <p>use hard hat, safety shoes with reinforced toe cap, gloves resistant against mechanical damage, working clothes;</p> <p>keep objects with emphasize on preventing their slide or fall;</p> <p>avoid having anyone else working above you;</p> <p>observe the principles of safe material handling;</p> <p>respect the instruction of slingers and warning signs, observe the instructions of responsible employees;</p>
COLLISION WITH VEHICLE	Road vehicles, tractors, power trucks, bicycles	<p>respect traffic signs within the area;</p> <p>observe maximum driving speed according to road signs within outdoor premises and 5 km/hour inside halls;</p> <p>it is prohibited to enter railway tracks;</p> <p>transport means may be driven with valid license only;</p> <p>pay increased attention when moving within the company area, do not run;</p> <p>pay attention when walking from behind corners;</p>

RISK	OCCURRENCE / RISK SOURCES	MEASURE
RADIATION, BURNS	Workplaces with flame cutting equipment, welding workplaces, paint shop	always use required PPE when welding; inform welders about any work in his/her vicinity; use protective curtains;
EXTRAORDINARY EVENT (ACCIDENT, FIRE, INJURY...)	All workplaces within the company	upon arrival to the workplace, become familiar with location of any equipment intended for emergency actions (portable fire extinguishers, hydrants, first aid kits, emergency sets, water and gas shut-off valves, main circuit breaker...); report all extraordinary events; report all conditions that might result in an extraordinary event; working outside the permanent welding workplaces is possible only on the groundwork of welding permit
ELECTRICAL SHOCK	All electrical equipment	it is prohibited to interfere with the equipment, use damaged tools, laying cables on roads; use revised electric equipment only; observe protective zones of equipment; tag any equipment that is worked on with "do not switch on" label - secure against unauthorized switching; work on electric equipment may only be carried out by persons with relevant professional qualification; interventions into electric equipment / installation are allowed only upon approval by responsible person from AVA;
SURFACE WATER CONTAMINATION	Working with water, hazardous products, hazardous chemical substances and mixtures Equipment containing products harmful to water	avoid working over sewer inlets, above natural ground; do not wash cars and equipment within the area; do not pour hazardous chemical substances and mixtures into sewer; use equipment and machines in perfect condition; Instructions for managing emergency situations and emergency threats; Plan of measures for the event of accident;
WASTE	Working with materials containing hazardous substances	produced waste separation; keeping waste at relevant places; take-back of products (waste produced during performance of activities); before ending the works, perform thorough cleaning including removal of all debris.
ATMOSPHERE POLLUTION	Machines and equipment polluting the atmosphere (emissions)	usage of equipment limiting production of emissions; do not incinerate any substances that release harmful combustion gases into the atmosphere within the area

13. RECORD ABOUT ACQUAINTING EMPLOYEES WITH OHS, FP, AND ENV MEASURES AT COMMON WORKPLACE

Common workplace:

Company name:	AERO Vodochody AEROSPACE a.s.	Address:	U Letiště 374, 25070, Odolena Voda- Dolíněk
Workplace specification:			

Representative performing the OHS and FP measures at common workplace:

Company name	AERO Vodochody AEROSPACE a.s.	Responsible person:	
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Name of the external organization working within the company:

Organization's name:		Responsible person:	
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Pursuant to the provisions of Act No. 262/2006 Coll., (Labor Code), Section 101(3 and 4) and Act No. 133/1985 Coll., on fire protection, as amended and supplemented, the undersigned employees have been informed with their basic obligations relating to the common workplace, i.e., with:

1. Risks transferred by AERO Vodochody AEROSPACE a.s. whose employees work at the common workplace, including measures aimed at their minimization.
2. With other facts important for the safety and occupational health protection of all employees at common workplace, i.e., with:
 - workplace area, access routes for persons and vehicles;
 - escape routes, possible locations and sources of threats;
 - methods of closing/shutting-off gas, water, and electricity supplies;
 - any intervention into electric equipment/installations and gas equipment may be performed only with consent of authorized representative of AERO Vodochody AEROSPACE a.s.;
 - all PPE necessary to manage relevant risks have to be used at all times;
 - obligation to observe safety marking, warning signals, and orders of responsible employees;
 - obligation to move only within the premises specified by responsible employees;
 - prohibition to handle or operate any equipment not intended for work;
 - obligation to have own electric, technical means for given activity regularly revised and inspected in specified terms and in proper condition;
 - important telephone numbers to the fire reporting office and/or with evacuation plan and firefighting equipment;
 - prohibition to enter the workplace under the influence of alcohol or addictive substances;
 - prohibition to smoke outside marked smoking points;
 - obligation to immediately inform responsible personnel about each and every occupational injury, accident, and fire.

Please leave this sheet completed at the reception of AERO Vodochody AEROSPACE a.s.

External organization's name	
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The undersigned persons confirm by their signatures that they have been informed about the above-mentioned content of BP No. 080 and that they will observe these obligations including additional OHS, FP, and ENV requirements about which they have been informed and that they understand all items of this training.

PRESENCE SHEET - TRAINING IN OHS, FP, AND ENV RULES FOR EMPLOYEES OF EXTERNAL ORGANIZATIONS				
#	Training date	Name & Surname	Date of birth	Signature
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Name, surname, and signature of trainer (responsible person from external organization):

Please leave this sheet completed at the reception of AERO Vodochody AEROSPACE a.s.