

GENERAL GUIDELINES FOR EXTERNAL COMPANIES TO ENSURE OCCUPATIONAL SAFETY AND ENVIRONMENTAL PROTECTION AT WORK, DURING MOVEMENT AND PRESENCE IN THE COMPANY

PREAMBLE

In compliance with the requirements of the "Integrated Management System" the "Company" hereby informs the "External Companies" on the provision of the occupational health and safety and environment protection for all persons entering the premises of the "Company" with its consent.

The "GUIDELINES" on the provision of the occupational health and safety and environment protection during the movement and presence in the "Company" also form an agreement in writing as per § 101 clause 3 Act 262/2006 Coll., and the work is coordinated by the "Authorised representative of the company".

GENERAL DEFINITION, SCOPE, AND USE

GENERAL DEFINITION

1. The "Company" includes
 - a. AGC Flat Glass Czech a.s. ID 14864576
 - b. AGC Automotive Czech a.s. ID 25012240
 - c. AGC Processing Teplice a.s. ID 25012266
 - d. AGC Fenestra a.s. ID 18811124
 - e. AGC Automotive Replacement Glass Czech s.r.o. ID 18385494
 - f. AGC Distribution Czech s.r.o. ID 22795448

i.e. all areas (storage, production, administration, incl. new open premises inside and outside the facility), owned by the "Company" or leased by the "Company".
2. "Authorised Representative of the Company" is the employee of the "Company" authorised to act in the technical matters related to the work/activity in question (the respective employee who will assign work/activities to the "External Company"), unless defined otherwise in the contract/ order.
3. "External Company" is every physical or legal entity performing the activity (e.g. agreed service, work, supply of goods/products, inspection activity, etc.) for the "Company" based on contractual relation. The term also includes persons hired by the "External Company" as the "Subcontractors".
4. "Agency Employee" is an employee from work agency temporarily assigned to perform work for the "Company" based on agreement in writing between the "Company" and the work agency.
5. "Dangerous Event" is an event related to the work when an injury or disease occurred regardless the seriousness or fatality or which could occur.
"Hazardous Event" also includes an event when no injury, disease, and fatality occurred, and it is perceived as "near-accident", "near-injury".
6. "Subcontractor" is a legal or natural person who, for an external company, partially and/or fully performs the subject of the contract with the "Company".
7. "NCHLaS" is hazardous chemical substance or mixture which has at least one hazardous property classified as per valid legislations.
8. "Emergency Situation" partially or completely uncontrollable, time and spatially defined event occurred in relation to the facility or the device use resulting in immediate or consequential threat to life or health of people, environment or damages to property

SCOPE OF USE

1. "GENERAL GUIDELINES FOR EXTERNAL COMPANIES TO ENSURE OCCUPATIONAL SAFETY AND ENVIRONMENTAL

PROTECTION DURING MOVING AND PRESENCE IN THE COMPANY" (hereinafter referred to as "GUIDELINES") form an integral part of a written contract/order between the "Company" and the "External Company".
"External Company".

2. The "GUIDELINES" never apply to the "Agency Employee".
3. The "GUIDELINES" extend the contractual provisions between the "Company" and the "External Company" and the respective amendments and annexes, in case of discrepancy between the contract and the "GUIDELINES", the contract prevails.
4. If the "GUIDELINES" quote the titles of the legal and standard regulations it represents only the valid wording.
5. The person who agrees with the "GUIDELINES" renounces its own OHS conditions, even if referenced by one or more documents exchanged or signed between the "Company" and the "External Company".
6. IF the "External Company" intends to entrust part of the subject matter of the contract to one or more "Subcontractors", the "External Company" is obliged to request written consent to this intention from the "Company". The "Company" reserves the right to refuse the activity of the "Subcontractors".
7. The "external company" shall appoint a representative, whose name and surname will be communicated to the "Company" in writing, no later than 14 days before the commencement of the agreed work. The representative must be able to convene verbal conversation in Czech or Slovakian language.

1. Most serious risks

The most serious risks in the "Company" include:

- Contact with sharp edge
(sharp edges, shards, minor fragments of glass),
- Contact, crushing, trapping, fall of a load
(handling of tools by means of cranes, motor transport vehicles, loaders, fall of glass blocks 1m² x 1mm = 2.62 kg, the largest individual formats approx 6000 x 3210 mm and one block may weigh up to 3 tonnes)
- Collision with a forklift truck or other transport tools (motor transport vehicle, truck, wagon, automated motor truck, a car)
- Hitting or catching a moving part of the machine
(conveyors, automatic loaders, robots)
- Tripping and falling
(stand and grid bases for glass in the warehouses, hose and cable lines, edges of increased platform),
- Contact from flying off minor parts
(glass fractions during breaking, dust from raw materials, dust during grinding, glass fractions during fragmenting)
- Fall from a height or into a depth
(loading platforms, roofs, reservoirs, wells, waste water treatment plants, waste substances arresters)
- Tripping and falling
(wet floors, fragments and shards on the floor, dust from shards, powder)
- noise
(around machine devices, fan rooms, cooling towers)
- dust
(stone quarries, fragment paths, manual grinding of glass edges)
- High radiant or contact temperatures

(bath aggregates, bending furnaces, burning kiln, UV driers)
- Risk of electric shock (electrical installations, switchboards)

- Hazard related to staying in enclosed areas (cable ducts, reservoirs, oil product separators, wells)
- Risk of inhalation of a chemical substance or mixture (spilling, handling NCHLaS)
- Risk of contact with chemical substances or mixtures (spillover, handling of NCHLaS)
- Risk of fire of flammable liquids, flammable gases (welding, cutting with angle grinder, storage of flammable substances and liquids, storage of pressure bottles with flammable, highly flammable, and extremely flammable gases)
- Hazard of explosion – the areas are clearly marked with safety table including the zone designation (accumulators, charging stations, internal tank areas, regulation stations of natural gas, storage of pressure bottles)
- Risk of serious accident related to the leak of hazardous chemical substances (applies solely to Barevka premises)

2. General instructions for 'External Companies'

Every "External Company" is obliged to ensure that all employees and subcontractor's employees, prior to entering the "Company" premises, participated at the training for the occupational health and safety for employees and persons performed and organised by every 'Company' in predefined deadline. Based on successfully completed training, every employee of external company shall receive an identification card which entitles the person to enter the defined areas.

In case of entering AGC Flat Glass Czech a.s. plant Barevka, the training will be extended with information on hazardous occurrence of dangerous situation, on preventative safety measures and on required behaviour in case of serious emergency.

In case of entering AGC Flat Glass Czech a.s. operation Řetenice in ZONE A of the line operation Float R1, it is necessary to request special measures.

IF AN EMPLOYEE OF "EXTERNAL COMPANY" HAS NO VALID, APPROPRIATELY COMPLETED IDENTIFICATION CARD, INCLUDING THE PHOTOS, I.E. "SAFETY PASS" AVAILABLE, THE ENTRY TO THE COMPANY PREMISES SHALL BE DENIED.

If the "External Company" performs and organizes work and activities without the participation of the "Company" employees completely independently, the "External Company" is obliged to process the identification of hazards and risk assessment and to elaborate the relevant work or technological procedures in accordance with the applicable legislation, *as well as to submit an affidavit that the company employees are professionally qualified for all activities they will perform on the Company's premises, an affidavit stating that employees are regularly trained in OSH and FP; an affidavit that the contractor's employees have a valid medical fitness.* It must be handed over to the "Authorised representative of the company". The activities must not include the participation of the 'Company' employees. The 'External Company' is also obliged to coordinate the work of potential subcontractors.

The employees of ,External Company' are obliged:

1. to respect the instructions of the "Company Authorised Employee",
2. commence work **after the contact** with the "Company Authorised Representative",
3. perform work **based on valid authorisation in writing**, which was issued by the "Company Authorised Representative" if it relates to work which requires the permission in writing. In case the validity period of the Authorisation in writing is terminated, the work cannot be commenced or continued,
4. observe the order of the managing employee of the "Company" or another authorised body (e.g. the Police) to pass a test or medical examination to find out the presence of alcohol or another addictive substance,
5. pass a random examination of a vehicle or luggage during the entry, exit, or movement in the "Company" premises.
6. have valid certificates authorizing to perform specified operations (e.g.: welding certificate, crane operator/binder certificate, driving licence, driving licence for a motor truck of the relevant category, etc.),
7. use only own tools, devices, and equipment for the agreed works with the valid, legally required inspections, overhauls and checks,
8. provide at any time the valid training in the area of OHS and FP, professional and medical eligibility by submitting valid records to the "Company Authorised Persons".

9. perform assistance supervision in fire patrol over operations involving increased fire hazard; the fire patrol will consist of Contractor's trained employees,
10. mark if the activity intervenes in the ground plan of marked communication including the paths for the pedestrians, place from all road directions, e.g. traffic cones, restriction by warning tape, etc., unless defined otherwise on the 'Permission in writing'.
11. observe the highest permitted speed defined by the respective traffic sign on external and internal roads,
12. observe increased care during walking in the "Company" premises particularly considering the traffic operation, the operation of technological devices, and weather conditions,
13. park on spaces designated for this purpose,
14. observe the instructions of the security employees or the authorised employee of the "Company" in case of risk to the order, health, and damages to the property and facilities placed in the "Company" premises,
15. use only designated external and internal roads for pedestrians to reach the workplace,
16. keep order and cleanness at assigned workplaces and clean regularly,
17. immediately contact the "Authorised representative of the company" after the work completion.

The employees of "External Company" must not:

1. enter the roofs, substations, cable channels, premises above terrain without the company of the "Company" employee or without issued valid Authorisation in Writing,
2. it is prohibited to bring any alcoholic beverages or any other illegal drugs in any form in the premises,
3. It is prohibited to enter the premises under the influence of alcoholic beverages or any other illegal drugs,
4. smoke in the company premises with the exception of dedicated locations.
5. block the exit routes, driveways, entries for fire vehicles, distribution devices of electricity equipment, control panels, closures and fittings, mobile or moving fire-extinguishing devices, and other equipment for cases of emergency and accidents with stored material and parked vehicles;
6. use electricity lines, water, sewage, compressed air and other disposable energies without a consent of the "company" in writing,
7. cut the route to the agreed work location by passing between the operations where they do not perform any works or via the handling areas pass the machines and devices, via the platforms above the railway route, and via the storage area pass the stored stands and crates with glass,
8. enter workplaces and premises not required for work performance,
9. use electrical appliances, tools and devices not required for the task completion,
10. use any technical and designated technical devices of the "company" without a consent in writing on handing over the device by the authorised representative of the "Company"
11. bringing in, without special permission, chemical substances and mixtures that have even one of the following hazardous properties: explosive, extremely flammable, highly toxic, toxic or corrosive (see also Chap. 10.)
12. store hazardous chemical substances and compounds in packages with the appearance, colour, shape similar to food, drinks, and medicines.
13. leave thermal and electrical appliances in operation after their use
14. leave flammable substances and objects on or near heat elements,
15. use portable, simple ladders on smooth floors without anti-slip feet, or without securing them by another person or without fixing the ladder to a solid structure
16. consume food and drinks in the production areas with the exception of reserved and adjusted locations
17. acquire camera records, photos and otherwise document the facilities, devices, and property in the 'Company' premises,
18. wash, repair vehicles in the "Company" premises.

3. Security of the 'Company' facilities

The property protection of the "Company" is provided by security. Some operations and premises of the "Company" are monitored by a camera system. The operations and premises are marked with the information

table.

The security employees are entitled to:

- require the persons who intend to enter the "Company" premises to submit the respective records for the entry to the premises ,
- administer the persons, material, and goods
- Remove or withhold an item (material) for which the controlled person has no respective record which permits the removal from the premises,
- prevent the exit from the premises for a vehicle in case of finding a difference between the load and submitted record in case of finding out the item (material) for which the driver has no respective record which permits the removal from the premises or submits the 'List of tools' completed before the entry to the premises,
- acquire, in case of ambiguity, photographic documentation for the transport vehicles, machines, and tools the 'External Company' brings or removes from the 'Company'.

4. The activities to be performed solely with Permission in

1. The issue of "Permission in writing" provides the 'Company' employee responsible for the work implementation.
2. The issue of the "Permission in writing" must include the participation of the "External Company" representative who is obliged to notify the "Company" of the hazards introduced the "External Company" employees.
3. "Permission in writing" must be issued and signed on the defined form and must be issued or extended prior to the work commencement.
4. "Permission in writing" is issued in at least two originals, one for the "Permit Issuer" and one for the "Permit Recipient".
5. "Permission in writing" is not issued if it includes an intervention during the "Emergency Situation".
6. In the premises of AGC Automotive Czech a.s. operation Chudeřice, it is necessary to issue the "Permission in writing" for every work implemented by the "External company".
7. Other "Company" premises require the "Permission in writing" for the works below:
 - a) work with open fire,
 - b) works in areas with explosion hazard,
 - c) works on electrical equipments,
 - d) work at heights and above deep drops,
 - e) works which require the entry to closed areas (collectors, sludge reservoirs, channels, areas above the terrain level, transformer stations, regulation stations for natural gas, tanks, etc.)
 - f) work above water or in its immediate vicinity,
 - g) underwater works,
 - h) excavation work,
 - i) works with chemical substances and compounds, which represent the increased hazard (local temporary exceeding does not exceed the permissible concentrations at a workplace, local temporary exceeding 20% lower explosion limit, etc.), explosive, highly toxic, toxic, extremely flammable and caustic
 - j) work with expected occurrence of biological agents
 - k) works related to the assembly and disassembly of heavy construction parts
 - l) works with the sources of ionising radiation
 - m) works which require stopping and securing the production line or technological device, unless it is general shut-down.
 - n) all works performed in operation Matelux (AGC Flat Glass Czech a.s. plant Brevka)

5. Personal protective equipment (PPE)

Every person entering the production and storage premises of the "Company" must wear at least the personal protective equipment as follows:

1. work clothes with long sleeves and legs,
2. reflexive vest,
3. safety footwear category min. S1P
4. safety goggles with side protection,
(applies for AGC Automotive Czech a.s., AGC Processing Teplice a.s., AGC Flat Glass Czech a.s. plant Kryry and AGC Fenestra a.s.)
5. Protective helmet

(applies for AGC Flat Glass Czech a.s. plant Oloví, Řetenice and Coating) The use of

other PPE types are defined by:

1. "External Company" based on the process of hazard identification and risk assessment, and solely at handed over workplace/construction site.
2. "Permission in writing" if issued for the required activity.

All PPE are provided by the employer for its employees. The "Company" must not equip the "External Company" employees with PPE without special agreement.

6. Securing the workstation outside the working hours

1. Upon leaving the workplace (after the termination of working hours, during the working hours or after the work activity completion), the "External Company" is obliged to secure the handed over workplace against the entry of unauthorised persons and against the option of fire or another damage.

2. Securing must be executed according to the local situation and technical conditions; it is necessary to perform especially the following:

- Disconnect all mobile electrical and thermal appliances from the network by pulling out the mobile connectors from the sockets,
- Close windows, switch off the lights from internal lighting,
- Lock the entrance door,
- Check the location of applied flammable materials.

7. Basic equipment – machines, equipment, and tools

1. "External Company" is obliged to use own equipment to fulfil the agreed contract, particularly:

- Tools, instruments, appliances,
- Fire extinguishers,
- Ladders, double ladders (must always be equipped with antiskid base),
- Use handling trolleys, operating platforms

when using forklift trucks, they must meet the basic requirements:

1. the truck can only be driven by persons authorized to do so according to the applicable legislation and regulations (the driver must have the authorization document with him/her);
2. the truck will have a valid technical inspection (if it is not marked on the truck, the driver will have a document with him);
3. the truck will be marked with the name of the external company and a serial number for identification;

4. the truck will be properly lit, including additional reflectors used when the lights are covered with the load;
5. the truck will be fitted with a blue front and rear BLUE SPOT light, both of which will be switched on automatically during the truck operation;
6. the truck will be equipped with an orange rotating beacon, visible from all directions, switched automatically when the machine is switched on
7. when reversing, the truck will emit an audible warning incl. switching on the white rear light
8. the truck will be equipped with a panoramic mirror in the cabin
9. the truck will be limited (electronically or mechanically) to a speed of 8 km inside the hall, 20 km on the company premises, outside the production halls;
10. the truck must be equipped with a seat belt and the driver will be fastened while driving;
11. the truck must be equipped with a windscreen with a windshield wiper if it is possible for the driver to be hit by the load, e.g. splinters;
12. the truck will be equipped with an operating log with a record of the truck inspection before driving.

- work equipment (gauges, preparations, etc.),
- technical gases, if these are necessary for fulfilment of the agreed contract,
- equipment for safety demarcation (definition) of the place of work.

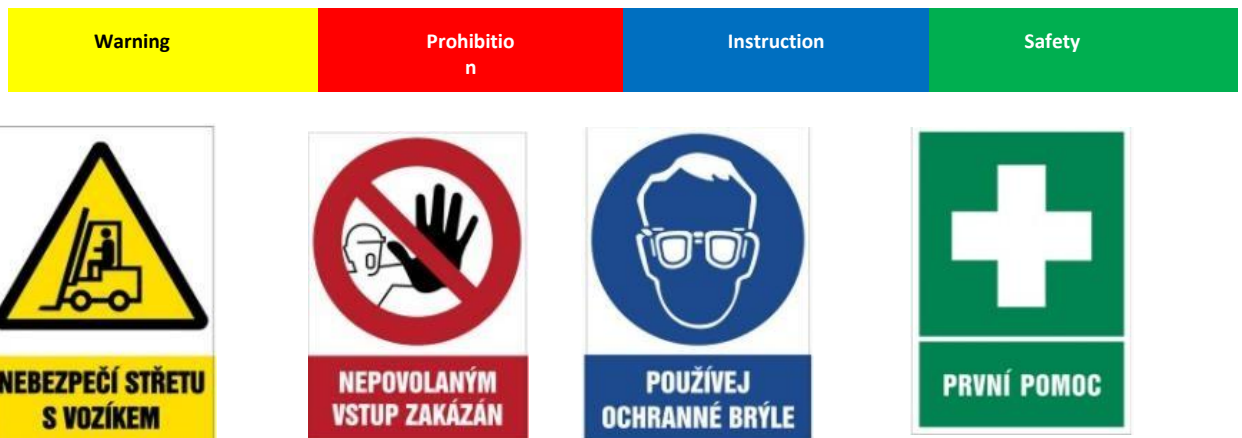
2. The above defined basic equipment must fulfil the environmental conditions for the use (e.g. use of tools and installation of the devices free from nickel on query plants and metallurgical operations; special tools for the environment with explosion hazard).

3. If the "External Company" requires the use of devices and equipment of the "Company" for the fulfilment of the agreed works (e.g. the crane, handling trolley), it must be pre-agreed and approved by the "Company Authorised Employee" including the designation of the operators, signals, and responsibility for potential damage. The hire record must be included in the operation log of the respective device and it must include the Protocol on hire.

8. Types of Safety Communication

If required by the character of the agreed work, the External Company is obliged to observe the safety marking and other forms of safe communication:

- Light signalling – flashing beacons on machinery and equipment
- Siren and other sound alarms
- Safety plates, information tapes (red-white, yellow-black):



- The hazard symbols on the containers or packages of hazardous chemical substances and compounds



9. Procedure in case of hazardous event

1. If a "dangerous event" occurs on the premises of the Company, it is the duty of the participating employees of the "External Company" to notify this fact to an authorized employee of the "Company" or to the nearest available employee of the "Company" (foreman, operations manager, etc.).
2. Upon the fire reporting or another event proceed according to the valid fire alarm directives.
3. If the situation requires the intervention of a doctor or fire-fighters, emergency numbers are called directly, and it is necessary to inform the relevant gatehouse/entrance with an authorized employee of the "Company" so that the rescue units can be easily navigated to the place of intervention.
4. In order to clarify the causes of "Hazardous event" **the location must remain untouched (unless prevented by the operation) until the decision of the responsible employees; if impossible, the situation after the accident must be documented (photo, drawings, video).**
5. In order to clarify the "hazardous situation" it is necessary to establish the identity of the witnesses, if possible, the witnesses shall remain available to the examiner.

10. Import and use of hazardous chemical substances and mixtures

1. It is forbidden to bring or bring into the premises of the Company any chemical substances and mixtures that have even one of the following hazardous properties: explosive, extremely flammable, highly toxic, toxic or corrosive.
2. The exceptions to the prohibition, if required for the fulfilment of the agreed work, must be defined in the work completion contract or in the "Permission in writing".
3. An "external company" must always have safety data sheets available for all hazardous chemical substances and mixtures imported or brought in, to which the applicable Act on Chemical Substances and Mixtures applies – with the exception of non-toxic and non-explosive substances in sealable, appropriately labelled containers with a volume of no more than 10 litres and technical gases for welding.
4. Imported or brought in chemical substances and compounds not consumed during the working day must be removed from the "Company" premises by the supplier or placed in the designated location until it is consumed. The location for storing the defined substances must be defined in writing in the Permission, must fulfil the requirements for storing hazardous chemical substances and compounds and the amount must not exceed the fire load of the respective area above the defined limit.
5. The "External Company" must ensure that hazardous chemical substances and compounds are placed in one location which must react dangerously.
6. Empty contaminated packages from hazardous chemical substances and compounds must not be stored in the "Company" premises, "External Company" is obliged to remove the packages on the day they are emptied, unless agreed otherwise.
7. All containers or vessels brought to the "Company" premises by the suppliers with hazardous chemical substances and compounds must include technical properties compliant with the saved chemical substance and compound, their marking must be performed in compliance with the valid legal regulations for the packaging and marking of hazardous chemical substances. Containers must be stored so that their labels and symbols are easily available and readable without having to touch the particular container.
8. During the use it is not permitted to store dangerous chemical substances and compounds in other than original packages.

9. It is not permitted to clean the packages from chemical substances and compounds in the "Company" premises, their rinsing or pouring of the content in the sewage.

10. In case of emergency leak of chemical substances and compounds proceed according to the valid Emergency plan for the cases of chemical substances leak. The Emergency Plan is available at the office of every foreman or manager of the affected operation.

11. Waste management

1. "External Company" which caused waste by its activity in the "Company" premises is the owner of the waste as per the act on waste. The Contractor will dispose of the generated waste at their expense in compliance with laws applicable.
2. Unless agreed otherwise, the "External Company" is obliged to store waste in appropriately marked vessels and containers. In case of using the containers of the "Company" it must recycle the waste.
3. "External Company" is obliged to record the authorisation for handling with hazardous waste which it caused, or record of the servicing organisation hired for the fulfilment of the obligation, if the waste is handled other than by collection.

12. Protection of lower and surface water

1. The employees of "External company" are obliged to maintain the operation vehicles in order to prevent the road contamination and the "Company" premises; the only adequate provision in case of leak is the use of suitable sorbent in the collection tank.
2. In case of emergency leak of the operation liquid on the reinforced surface, in the sewage, in soil or in case of water contamination, the "External" company is obliged to immediately report to the "Company Authorised Representative".

13. Protection of glass and shards

When working with glass shards or input raw material for glass production, it is important to take extra care so that the input material is not contaminated by any object that could contain nickel sulphide (NiS) particles.

IT IS FORBIDDEN TO THROW ANYTHING INTO THE SHARDS, INTO THE INPUT RAW MATERIALS AND ON THE CONVEYORS.
Especially dangerous for the production of float glass, are materials containing Ni.... not NiS, NiS is formed only subsequently during production.

At the same time, it is absolutely necessary to respect the cleanliness of the containers with shards; only defined shards can be thrown in.

When recycling cullets, the following must not be thrown into the container:

- *metal objects, copper, aluminium, steel,*
- *metal screws, wires, parts and tools;*
- *remnants of abrasive materials, carborundum whetstones, revival tapes of abrasive tools, dust and sludge from glass grinding;*
- *rubbish, concrete, stones, ceramics, porcelain;*
- *hand tools, electrodes, jewellery, watches, batteries, cutlery, coins.*

*Foreign materials or objects thrown into shards or input materials (metal materials, components, tools, abrasive materials, dust and sludge from grinding, concrete, stones, ceramics, porcelain,...) can subsequently cause the **formation of nickel sulphide (NiS)**, which is critical for the tempered glass process, during glass production.*

The presence of nickel sulphide in glass can have fatal consequences, such as:

- *the danger of glass falling from the façades of individual buildings;*

- *spontaneous breaking of glass in a car or different transport vehicle – endangering passengers inside and outside.*



14. **Contact information**

If it is necessary to resolve any doubts or situations related to the observing of the obligations defined in these instructions, , contact the "Authorised Representative of the Company".