



**ENVIRONMENTAL, HEALTH AND SAFETY AND ENERGY  
MANAGEMENT GUIDELINES FOR EXTERNAL COMPANIES  
WORKING IN THE COMPANY**

## PREAMBLE

In accordance with the requirements of the „Integrated Management system“, the „Company“ hereby informs all „External Companies“ of the environmental, health and safety and energy management assurance system applicable to all persons entering the premises of the „Company“ with its consent.

The „Guidelines“ for environmental, health and safety and energy management assurance applicable to all persons working or visiting the „Company“ are also considered a written agreement pursuant to Section 101(2) of Act no. 262/2006 Sb., whereas the coordination of works is provided by the „Authorised Representative“.

## BASIC DEFINITIONS, SCOPE, USE

### BASIC DEFINITIONS

1. The "Company" shall be understood
  - a. AGC Flat Glass Czech a.s. ID No. 14864576
  - b. AGC Automotive Czech a.s. ID No. 25012240
  - c. AGC Processing Teplice a.s. ID No. 25012266
  - d. AGC Fenestra a.s. ID No. 18811124
  - e. AGC Automotive Replacement Glass Czech s.r.o. ID No. 18385494
  - f. AGC Distribution Czech s.r.o. ID No. 22795448
  - g. AG Experts s.r.o. IČO 03664279

i.e. inclusive of all areas (storage and production facilities, office spaces, incl. open spaces inside and outside the facilities) owned or leased by the Company.
2. "Authorised Representative" means an employee of the "Company" authorised to act in technical matters relating to the given work/activity (the employee who hires and authorises the "External Company" to carry out works/activities), unless otherwise specified in the contract/order.
3. "External Company" means any natural or legal entity performing activities (e.g. the contracted service, work, supply of goods/products, monitoring or inspection, etc.) for the "Company" under a contract/agreement or based on a written order. The above term includes any entity hired by the "External Company" as its "Subcontractor".
4. "Agency Worker" means a person who has an agreement with a recruitment agency to perform temporary work for the "Company" under a written agreement made between the "Company" and the recruitment agency.
5. "Hazardous Event" means a work-related incident that leads or may lead to injury or illness, regardless of severity, or death. "Hazardous Event" is also an incident where no injury or death occurred, but is regarded as a "near miss" or "near hit".
6. "Subcontractor" means a legal entity or natural person performing partially and/or fully the subject of a contract with the "Company".
7. "NCHLaS" means a hazardous chemical substance or mixture with at least one hazardous property classified by applicable law.

8. **"Emergency Situation"** means a partially or fully uncontrollable event limited by time and space that occurs in connection with the use of a building or equipment and that leads to an immediate or subsequent danger or damage to human life or health, or environment or to significant damage to property.

## SCOPE, USE

1. The "General Guidelines for External Companies or Contractors" (hereinafter the "GUIDELINES") are an integral part of a written contract/order between the "Company" and "External Company".
2. The "GUIDELINES" shall not, under any circumstances, apply to "Agency Workers".
3. The "GUIDELINES" broaden the provisions of contracts made between the "Company" and "External Company" and any amendments or annexes thereto; in the case of discrepancies between any of the provisions, the provision that is most convenient in respect of interests of the "Company"
4. Any references to legislation or standards mentioned in the "GUIDELINES" mean the "applicable version" thereof.
5. Anyone who agrees to the "GUIDELINES" waives the right to apply their own terms and conditions, including where such terms and conditions are mentioned or referred to in one or several documents mutually exchanged or signed by the "Company" and "External Company".
5. In the case that the "External Company" intends to assign any part of the subject of the contract to "Subcontractor(s)", the "External Company" shall seek written consent of the "Company". The "Company" reserves the right to refuse performance of works by "Subcontractors".
7. The "External Company" shall appoint a representative whose name shall be given in writing to the "Company" within 14 days prior to the commencement of works agreed. The appointed representative must be able to communicate verbally in Czech or Slovak language.

These "GUIDELINES" shall in no way apply to "Agency Staff".

## 1. Most serious hazards

The most serious hazards in the "Company" are as follows:

- The risk of a serious accident associated with the release of dangerous chemical substances (applies only to the Barevka and Řetenice plant premises).

- Contact with a sharp edge

(sharp edges, „sabre“, broken glass, small glass splinters),

- Being hit, crushed or buried, or being hit by a falling object

(handling burdens by means of cranes, motor transfer truck, loaders, fall of a block (blocks) of glass 1m<sup>2</sup> x 1 mm = 2,62 kg, the largest individual formats 6,000x 3,210 mm and one block may weigh up to 3 tons)

- Colliding with warehouse handling equipment or other vehicle

(power-driven vehicle for carriage of goods, commercial truck, trailer, unmanned motor truck, lorry, passenger car)

- Being hit by or caught on a movable machine part

(conveyors, automatic loaders, robots)

- Trip and fall

(feet of stands and frames for glass in warehouses, hose and cable lines, edges of elevated platforms),

- Being hit by flying particles

(glass splinters caused by breaking, dust from raw materials, dust produced by grinding, glass splinters caused by glass breaking)

- Fall from elevated surface or fall into a hollow

(loading ramps, roofs, sumps, wells, wastewater sewage plants, waste material traps)

- Slip and fall

(wet floors, broken glass and debris on the floor, dust from shards, dusting powder)

- Noise

(around machinery, ventilation station, or cooling tower)

- Dust

(mixing rooms, shard paths, hand grinding of glass edges)

- High radiant and contact temperatures

(tank units, bending furnaces, kilns, UV dryers)

- Risk of electric shock

(electrical installation, switchboards)

- Risk associated with presence in confined spaces

(cable ducts, sumps, petroleum products separators, wells)

- Risk of inhalation of chemical substances or mixtures

(pouring, handling of NCHLaS)

- Risk of exposure to chemical substances or mixtures

(pouring, handling of NCHLaS)

- Risk of fire resulting from ignition of flammable liquids or gases

(welding, cutting with angle grinders, storage of flammable materials and liquids, storage of pressure cylinders containing flammable gases kat. 1 or 2).

- Risk of explosion – All areas are provided with a safety sign/table with indication of zones

(accumulator rooms, charging stations, interiors of reservoirs, regulating stations for natural gas, storage of pressure cylinders)

## 2. General guidelines for „External Company“

Each „External Company“ shall ensure that well in advance before entering the premises of the „Company“ all employees of the „External Company“ as well as its subcontractors' employees take part in the health and safety training provided and organised by each „Company“ on a prescheduled date. For the inclusion of employees for training, the employer is obliged to send to the responsible representative of the „Company“, who provides training, the following information: first and last name, date of birth, current photo in digital form. Each successful participant of the training will obtain an ID card the so-called „SAFETY PASS“ that will allow him/her to enter the designated areas.

Those entering the AGC Flat Glass Czech a.s. Barevka and Řetenice factory are required to participate in an additional training on the hazard of major accidents, on preventive safety measures and on procedures in the event of a major accident.

A special authorisation and and taking part in additional training must be obtained before entering ZONE A, line Float at Řetenice, AGC Flat Glass Czech a.s.

**NO EMPLOYEE OF THE „EXTERNAL COMPANY“ MAY ENTER THE COMPANY’S PREMISES WITHOUT A VALID, DULY COMPLETED AND SIGNED ID CARD INCLUDING HIS/HER OWN PHOTOGRAPH, THE SO-CALLED „SAFETY PASS“.**

Should the "External Company" carry out and organise work and activities completely independently without the participation of the "Company's" employees, the "External Company" will be required to prepare a hazard identification and risk assessment and to elaborate appropriate operating or technological procedures in accordance with applicable legislation. Further submit an declaration that employees of the „External Company“ are professionally qualified for all activities they will carry out on the company premises, an declaration that these employees are regularly trained in field of safety and fire protection; declaration that the contractor's staff have a valid medical eligibility. The above documents must be presented to the „Authorised Representative“ prior to the commencement of work. Employees of the „Company“ may not participate in the above activities. At the same time, the „External Company“ shall be obliged to coordinate the work of possible subcontractors.

### **Employees of the „External Company“ are obliged to do as follows:**

1. To respect all instructions given by the „Authorised Representative“;
2. To contact the „Authorised Representative“ **before commercing any work**
3. To obtain **valid Written Authorization** issued by the „Authorised Representativ“ where such authorisation is necessary for the work to be performed before commercing the work; In the event that the Written Authorisation expires, it is forbidden to commence any work or continue on any previous work;
4. In case of reasonable suspicion to take a test or medical examination to determine presence of alcohol or other additive substances if required to do so by an authorised senior employee of the „Company“ or another authorised body (e.g. the Police of the Czech Republic); ina case of a positive test, the tested employee will immediately terminate his activity, be expelled from the workplace and from the "Company", his Safety pass will be taken away and a record will be done in SW Riscon, and the representative of the "Company" will give this information to the relevant senior employee of the external employee;
5. To undergo to a random inspection of their vehicle or baggage by the security staff on entering, leaving or moving around the premises of the “Company”;
6. To possess certificates authorising the employee to perform assigned tasks (such as: welder's certificate, crane operator's license, binder's license, driving license, licence for the driver of motor truck of the relevant category, etc.);
7. To use their own technical equipment, devices and tools for performance of the work agreed, and to make sure that all equipment, devices and tools have all inspections, service and examinations as required by legislation;
8. To produce a valid training certificate in OHS and Fire Prevention, or valid documents demonstrating their professional and medical fitness, whenever required to do so by an authorised person of the "Company";

9. To use duly trained employees of the "External Company" to perform the fire watch service to supervise activities involving an increased fire hazard;
10. In the case that their activities involve work within the floor plan of a marked road, including walkways, to mark the place from all directions of the road using for example traffic cones or a barricade tape, unless otherwise specified in the "Written Authorisation";
11. To observe the speed limit according to road signs on all outside and inside roads and paths;
12. To take extra care whenever walking in the premises of the "Company", especially in respect to traffic, operation of technological equipment and weather conditions;
13. To park only in designated areas;
14. To follow instructions of security personnel or an authorised employee of the "Company" in the event of a threat to good order, health or damage to property or objects located within the premises of the "Company";
15. To use only designated indoor or outdoor pedestrian paths to reach their place of work;
16. To keep the assigned workplace clean and tidy and to clean the area on a regular basis;
17. To contact the authorised representative of the "Company" upon completing the assigned work.
18. To get acquainted with the rules of fire protection in the premises of the "Company", where they will perform the activities.
19. Immediately report any occupational accident or incident that has occurred on the territory of the "Company" to the responsible employee of the "Company".

**Employees of the "External Company" are prohibited:**

1. To climb on roofs, enter substations, cable ducts, or area below ground level unless accompanied by an employee of the „Company“ or unless with a valid Written Authorisation;
2. To bring alcohol or other intoxicating or addictive substances in any form **and guns** to the premises.
3. To enter the premises under the influence of alcohol or other intoxicating or addictive substances;
4. To smoke throughout the company premises, with the exception of places designated and properly marked
5. To block the stored material and parked vehicles with escape routes and exits, access roads, fire truck boarding areas, electricity distribution devices, control panels, closures and fittings, portable or mobile fire extinguishers or other emergency or accident equipment;
6. To use electricity, water, sewage, compressed air or other available energy systems without the written consent of the „Company“,
7. To take a shortcut to the assigned workplace through areas where the employee does not perform the assigned work, or through handling area around machines and

- equipment, across walkways over the railway line, or through storage area around stored racks and boxes with glass,
8. To enter workplaces or areas where not necessary for the performance of the work assigned,
  9. To use electrical appliances, tools and equipment that are absolutely unnecessary for the performance of the work assigned,
  10. To use any technical or reserved technical equipment of the „Company“ without the written approval of the handover of such equipment by the authorised representative of the „Company“
  11. To bring or carry in any chemical substances and mixtures that would have any of the following hazardous properties: explosive, flammable gases cat. 1 and 2, flammable liquid kat. 1, acute toxicity kat 1, 2 or 3 or toxicity for specific organs after single exposure cat. 1, corrosive cat. 1 with standard hazard statement H314 (see section 10)
  12. To store hazardous chemical substances and mixtures in containers resembling food, drinks or medications packaging, whether by appearance, colour or shape,
  13. To leave on any thermal and electrical appliances after their use,
  14. To leave flammable materials and objects on or near to radiators,
  15. To use portable simple ladders on smooth surfaces unless the ladder is equipped with anti-slip pads or unless being secured by another person or unless fixing the ladder to a fixed structure,
  16. To consume food and beverages in production areas, except for areas designated for this purpose,
  17. To make video recordings, take photographs, or make other documents of objects, equipment and other property on the premises of the „Company“,
  18. To wash or repair vehicles in the premises of the „Company“.

### 3. Security and surveillance of the "Company"

The "Company" uses security personnel and surveillance system to protect its property. Some facilities and areas of the "Company" are monitored by CCTV. These facilities and areas are marked with an information table.

Security personnel have the following rights:

- To ask any person intending to enter the premises of the "Company" to produce appropriate documents necessary to enter the premises;
- To keep track of persons, material and goods;
- To remove or withhold any object (material) for which the inspected person does not have an appropriate document authorising the person to enter the premises;

- To prevent a vehicle to exit the premises in the case that the security personnel finds any discrepancies between the load and the presented document, or if there are any objects (material) for which the driver cannot produce an appropriate document proving the origin of the object (material) or a document authorising the driver to exit the premises, or if the driver fails to present the "List of Tools" completed before entering the premises;
- If in doubt, to take photographs of vehicles, machines, equipment or tools brought in by the "External Company" or carried away from the "Company".

#### 4. Activities subject to Written Authorisation

1. The "Written Authorisation" shall be issued by an employee of the "Company" who is responsible for the performance of the work.
2. The authorised representative of the "External Company" shall participate in issuance of the "Written Authorisation"; he/she is obliged to inform the "Company" of any dangers that employees of the "External Company" bring into the "Company".
6. „Written Authorization“ must be given and signed on a specified form generated from SW RISCOON and must be issued or extended prior to the commencement of works.
4. "Written Authorisation" is issued in at least two counterparts, one for the "Authorisation Issuer" and one for the "Authorisation Receiver".
5. The "Written Authorisation" shall not be issued in the event of emergency work performed during the "Emergency Situation".
6. Any work performed by or with the participation of the "External Company" in the premises of AGC Automotive Czech a.s., Chudeřice factory shall be authorised under the "Written Authorisation".
7. In respect of any other premises of the "Company" the "Written Authorisation" must be issued for the following works:
  - a) Hot work
  - b) Work in hazardous areas
  - c) Electric installation works
  - d) Work at heights and above free falls
  - e) Works requiring access to confined spaces (collectors, cesspools, sewers, spaces below ground level, substations, regulating stations for natural gas, tanks, etc.)
  - f) Work over or in close proximity to water surface
  - g) Work under water
  - h) Excavation works
  - i) Work with chemical substances and mixtures that pose an increased risk (exceeding the maximum permissible concentration in the workplace locally and temporarily, exceeding 20% of the LEL locally and temporarily, etc.), explosive, flammable gases cat. 1 and 2, flammable liquid kat. 1, acute toxicity kat 1, 2 or 3 or toxicity for specific organs after single exposure cat. 1, corrosive cat. 1 with standard hazard statement H314



- j) Work with expected occurrence of biological agents
- k) Work associated with assembling and disassembling heavy construction components
- l) Work with ionising radiation sources
- m) Work for which it is necessary to shut down and secure against activation any part of a production line or technological equipment, unless it is a regular complete shutdown
- n) All works carried out at Matelux (AGC Flat Glass Czech a.s., Barevka factory)
- o) All works carried out at „ Back-up LPG system“ (AGC Flat Glass Czech a.s., Řetenice factory)
- p) For easy work without necessary measures, only notices/records can be issued.

## 5. Personal Protective Equipment /"PPE"/

All persons entering production and storage areas of the "Company" are required to wear the following personal protective equipment at all times:

1. Work clothes with long sleeves and long trousers
2. High – visibility vest with reflective stripes or work clothes with these elements
3. Safety shoes of at least category S1P
4. Protective goggles with side protection
5. Protective helmet
6. Specific requests of the relevant factory

The use of any other types of PPE is to be decided by:

1. The "External Company" based on its own method of hazard identification and risk assessment.
2. "Written Authorisation" if required for the work performed.

It is the responsibility of the employer to provide all necessary PPE for its employees. Unless by special agreement, the "Company" may not equip employees of the "External Company" with PPE.

## 6. Securing the workplace outside working hours

1. When leaving the workplace (whether after or during working hours, or after finishing work), the "External Company" is required to secure the workplace against unauthorised access and against the risk of fire or other damage.
2. The security measures must be provided according to local circumstances and technical conditions; the following must be provided in particular:
  - Disconnect all portable electrical and heating appliances from the power supply by removing the plug from the outlet;
  - Close windows, turn off all interior lighting;
  - Lock the entrance door;
  - Check that all used flammable materials are stored properly.

## 7. Basic equipment - machinery, equipment, tools

1. When performing contracted works, the "External Company" is required to use its own equipment, in particular the following:

- Tools, instruments, appliances
- Fire extinguishers
- Ladders, step ladders (must be fitted with anti-slip pads)
- Handling trucks , work platforms

It must meet the essential requirements when using handling truck:

1. the handling truck has to be driven only by person authorized in compliance by applicable legislation and regulations (the driver must have a document of the authorisation with him);
  2. the handling truck will have a valid technical check (if not marked on the forklift, the driver will carry a relevant document with him).
  3. the handling truck shall be marked with the name of the external company and the serial number for identification;
  4. The handling truck will be properly illuminated incl. additional reflectors used to cover the lights with the load;
  5. The handling truck will be fitted by front and rear light BLUE SPOT blue color, both illuminating during the operation of the forklift, switched automatically;
  6. The handling truck will be equipped with an orange rotary beacon, visible from all directions, switched automatically after switching on the machine
  7. the reversing handling truck will issue an sound warning, incl. switching on the white rear light
  8. The handling truck will be equipped with a panoramic mirror in the cabine
  9. The handling truck will be limited (electronically or mechanically) to a speed of 8 km inside the hall, 20 km in the company premises outside the production halls unless otherwise local rules stipulated by the Traffic Operating Regulations of the relevant factory. The permitted speed is also indicated by the relevant traffic signs;
  10. The handling truck must be fitted with a seat belt and the driver will be strapped in case of driving.
  11. The handling truck must be fitted with a windscreen with a wiper if it is possible to hit the driver with a load, e.g. shards
  12. The handling truck will be equipped with an operating log with a record of the inspection of the handling truck before the start of the handling truck used.
- Working aids (gauges, agents, etc.),
  - Technical gases if required for the performance of the contract, including up to date MSDS
  - Technical means to mark (define) work area.

2. All equipment specified above must be suitable for the environment in which they are to be used (e.g. use of tools and installation of equipment free of nickel in mixing rooms and metallurgical operations; or special tools used in hazardous zones).

3. In the event that the "External Company" wishes to use means or equipment of the "Company" (e.g. crane, hand trucks) to perform the contracted work, it must be agreed beforehand and approved by the authorised personnel of the "Company"; including designating the operator, and arranging signals and assigning responsibility for any damage. A record must be made in the logbook for the given equipment to , or a "borrowing report" must be made.

## 8. Forms of safety notification

If required by the nature of the agreed work, the "External Company" must strictly observe and apply safety labels and other forms of safety communication:

- Warning lights - indicators on machinery and equipment
- Sirens and other audio signals
- Safety signs, barricade tapes (red-white, yellow-black):



- Hazard symbols on containers or packaging on hazardous chemical substances and mixtures:



## 9. Procedure in case of hazardous event

1. Should a "hazardous event" occur on the premises of the "Company", it is the duty of all participating employees of the "External Company" to report the situation to an authorised employee of the "Company" or the next available employee of the "Company" (e.g. the foreman, or the head of operations).
2. If reporting a fire or other incident, follow the applicable Fire Alarm Instructions.
3. If the occurring situation requires medical attention or firefighters services, it is necessary to dial emergency numbers directly, and then immediately, together with an authorised employee of the "Company", to inform the relevant gatehouse/entrance to navigate the rescue teams to the affected location.
3. If the occurring situation requires medical attention, firefighters services or police, it is necessary to dial emergency numbers directly (150, 155, 158), and then immediately together with an authorised employee of the „Company“, to inform the relevant gatehouse/entrance to navigate the rescue teams to the affected location. s oprávněným zaměstnancem „Společnosti“ informovat příslušnou vrátnici/vjezd, aby bylo možné záchranné jednotky snadno navigovat k místu zásahu. **In case of Řetenice factory there**

**is necessary these type of information give immediately to the Fire alarm receiving station (tel.: 417 50 2555).**

4. To enable investigations of the "hazardous event", **the affected location must remain intact (provided it does not prevent the surrounding operations) until the decision of competent employees; where not possible, the situation after the event must be documented (photos, sketches, video).**
5. Once the causes of the "hazardous event" has been clarified, it is necessary to identify all witnesses. If possible, all witness must remain at the scene for further investigations.

## **10. Carrying and using hazardous chemical substances and mixtures**

1. It is forbidden to bring or carry in the premises of the „Company“ any chemical substances and mixtures that have one of the following hazardous properties: explosive, flammable gases cat. 1 and 2, flammable liquid kat. 1, acute toxicity kat 1, 2 or 3 or toxicity for specific organs after single exposure cat. 1, corrosive cat. 1 with standard hazard statement H314
2. Exemptions from the ban, provided their use is absolutely necessary for performance of the assigned work, must be specified in the casual work contract or in the „Written Authorisation“.
3. Any hazardous chemical substances and mixtures that are regulated by the applicable law on chemical substances and mixtures brought in by the „External Company“ must have Safety Data Sheets – the only exception to the above are substances without an assigned acute toxicity kat 1, 2 or 3 or explosive substances stored in resealable and appropriately labelled containers of up to 10 litres and technical gases for welding.
4. Chemical substances and chemical mixtures carried in or brought to the premises by the contractor which have not been used up during the work day must be removed from the premises of the "Company" at the end of the work day or stored in the designated place until they have been used up. The place of storage of such substances must be specified in the Written Authorisation and must comply with all requirements for the storage of hazardous chemical substances and mixtures; the quantity of such substances must not exceed the fire loading of the location above the permissible limit.
5. The "External Company" must ensure that no chemical substances and mixtures that could react dangerously together are stored in one place.
6. Unless otherwise agreed in the contract, no empty uncleaned packaging of hazardous chemical substances and mixtures are to be stored on the premises of the "Company"; the "External Company" is required to carry out all such packaging on the same day they are emptied.
7. Each of the containers containing hazardous chemical substances and mixtures that have been brought in the premises of the "Company" by the contractor must have technical properties corresponding to the stored chemical substance or mixture; all containers must be labelled in compliance with the legal regulations that apply to the packaging and labelling of hazardous chemical substances. All containers must be stored so that it is easy to access and read their labels and symbols without the need to touch the actual container.

8. During their use, hazardous chemical substances and mixtures may not be put into containers other than their original containers and if they are stored at the workplace, store them in collection tanks to prevent contamination of the environment.
9. Packaging of chemical substances and mixtures may not be cleaned on the premises of the "Company" and may not be rinsed out or emptied into the sewage system on site.
10. In the event of accidental leakage of chemical substances and mixtures, it is necessary follow the applicable Emergency Plan for leakage of hazardous substances. The Emergency Plan is kept with each foreman or head of the operation.

## 11. Waste management

1. If there is any waste on the premises of the „Company“ remaining after works performed by the „External Company“, the „External Company“ is considered the originator and owner of all waste generated during the course of works as defined in the Act on Waste. All waste must be disposed of at the expense of the „External Company“ in accordance with the applicable legislation.
2. Unless otherwise agreed in advance, the „External Company“ is required to store all waste in its own containers which must be properly labelled. If using containers belonging to the „Company“, the „External Company“ is required to separate all generated waste in accordance to the relevant factory rules.

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2. Unless otherwise agreed in advance, the "External Company" is required to store all waste in its own containers which must be properly labelled. If using containers belonging to the "Company", the "External Company" is required to separate all generated waste.
3. Under each particular contract, the "External Company" must present a permission for disposal of hazardous waste generated by the "External Company", or a document of the service organisation hired for the disposal of such waste in the case of disposal other than by collection of waste.

## 12. Water protection

1. All employees of the "External Company" are required to maintain their operational and transport means so that to prevent any contamination of the roads, paths and areas on the premises of the "Company"; the only adequate measure in the event of spills is to use a suitable sorbent in a drip tray.
2. In the event of accidental spills of liquids on a hard surface, into drains or soil, or if contamination of water occurs, the "External Company" is required to immediately report the emergency situation to the "Authorised Representative".

## 1. Protection of the glass and cullets

During manipulation with glass cullets or incoming raw material for glass production, it is important to take extra **care to avoid it's contamination** by any object that may contain **nickel (Ni)**.

**IT'S FORBIDDEN TO THROW ANYTHING INTO GLASS CULLET, RAW MATERIALS AND CONVEYORS.** Especially dangerous for the float glass production are materials containing **nickel!** The presence of nickel in glass raw materials and subsequent process of glass production creates nickel sulphide (NiS).

At the same time, it is absolutely necessary to respect the cleanness of containers with cullets, it is possible to throw only the defined cullets.

When sorting cullets, there isn't allowed throw into containers:

- metal objects, copper, aluminum, steel;
- metal screw, wires, components and tools;
- residues of abrasive materials, carborund grinding, tapes of abrasive tools, dust and sludge from glass grinding;
- scraps, concrete, stones, ceramics, porcelain;
- hand tools, electrodes, jewelry, watches, batteries, cutlery, coins.

Foreign materials or objects thrown into cullets or raw materials (metal materials, components, tools, abrasive mat., dust and sludge from grinding, concrete, stones, ceramics, porcelain,...) may subsequently cause, in particular, **the formation of nickel sulfide (NiS)** during the production of glass, which is critical to the tempered glass process.

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

- the danger of falling glass from the facades of individual buildings;
- spontaneouse breackege of glass in the car or other means of transport – danger for passengers inside and outside the car.



## 14. Fire protection

- Everyone is obliged to act in such a way as not to cause a fire, not to endanger the life and health of persons, animals and property; when fighting fires, natural disasters and other extraordinary events, he is obliged to provide adequate personal assistance, if he does not expose himself or a close person to serious danger or if an important circumstance does not prevent him from doing so.
- Each employee of an external company is obliged to follow the instructions written in the Fire Alarm Instruction of the relevant "Company" in which they are currently located.
- Every employee is obliged, if he notices a fire, to extinguish it with available fire extinguishers; if this is not possible, immediately sound the fire alarm and call for help according to the Fire Alarm Instruction.
- Any fire that occurs must be reported immediately to the relevant senior employee of the "Company" who is in charge of the given activity and to the BP and PO technician (always in accordance with the Fire Alarm instruction).
- Each employee of an external company must be familiarized with the method of declaring a fire alarm and calling for help in the event of a fire before starting their work in a given factory.
- Keep a strict prohibition of smoking in all "Company" premises, except for places designated for this purpose and properly marked.
- Always leave free access to the water, gas and electricity shut-offs and all means used to extinguish the fire.
- In case that the evacuation of all persons is announced, all employees of external companies are obliged to immediately go to the assembly area of the relevant "Company" and wait for further instructions (never arbitrarily leave the premises of the "Company" until the end of the evacuation).
- Each employee of an external company must become familiar with the deployment of means intended for firefighting (PHP, hydrants, EPS push-button alarms, etc.) and be able to handle them before starting their work.
- Each employee of an external company must ensure that the workplace is in a fire-safe condition after the end of work.

## 15. Energy management

Every employee of the "External Company" must be aware that they are part of our energy management system. All activities related to energy consumption (electricity, natural gas, heat, compressed air, fuel) must be planned and carried out in such a way that energy consumption is as low as possible and there are no unnecessary leaks, while the quality of the work performed must not be compromised. At the same time, the employees of the "External Firm" are obliged to comply with the "10 energy management rules" below:

### 10 ENERGY MANAGEMENT RULES

OUR GOAL IS TO SAVE NATURAL RESOURCES => TO CREATE A HEALTHIER ENVIRONMENT AND AT THE SAME TIME SAVE OUR FINANCES EFFICIENTLY.

<div data-bbox="199 611 590 728"> <p><b>TURN OFF</b> Use lighting purposefully, i.e. Use it only in those rooms or parts of them where lighting is needed. <i>Keep the rules: Last one – turn off!</i></p> </div> <div data-bbox="199 739 590 840"> <p><b>SAVE HEAT</b> Do not overheat, every extra degree of heating means an increase in consumption and therefore costs. <i>Keep the rules: A HEALTHY AND AT THE SAME TIME PLEASANT ENVIRONMENT IN THE ROOM IS AT 19-22 °C.</i></p> </div> <div data-bbox="199 851 670 963"> <p><b>VENTILATE ECONOMICALLY</b> Ventilate the ventilation in the heating only to the fans. the period should be short, but intense - if possible, keep the rule: <i>Windows are better for ventilation open wide!</i></p> </div> <div data-bbox="199 974 694 1086"> <p><b>AIRCONDITION OR WINDOW</b> Close all windows with the air conditioner running. Temperature difference interior/exterior &lt; than 5-7°C, do not cool &lt; to 24°C. When the air conditioner is on, open the window =&gt; the effect is zero and you waste it unnecessarily. <i>Keep the rule: AIRCONDITION OR WINDOW!</i></p> </div> <div data-bbox="199 1097 726 1202"> <p><b>CLOSE THE DOOR</b> Let's prevent the transition of warm, moist air from heated to less heated spaces. <i>Keep the rule: KEEP THE DOOR CLOSED TO PREVENT HEAT FROM ESCAPING.</i></p> </div>	<div data-bbox="782 611 1141 728"> <p><b>SAVE WATER</b> Check that the toilet is not leaking and that the water taps are tight. <i>Keep the rule: CARRY OUT HYGIENE AND FLUSHING ECONOMICALLY!</i></p> </div> <div data-bbox="782 739 1220 840"> <p><b>ABNORMALITIES</b> Unusual sound, vibration, lighting failure can be a source of energy leakage. <i>Keep the rule: if you notice anything unusual, inform your superior.</i></p> </div> <div data-bbox="782 851 1284 952"> <p><b>TURN OFF APPLIANCES and EQUIPMENT</b> Appliances and devices consume a relatively large amount of energy in the annual volume when you are not using them. <i>Keep the rule: Limit stand-by mode, preferably turn off the appliance or device completely with the main switch.</i></p> </div> <div data-bbox="782 974 1332 1086"> <p><b>DRIVE ECONOMICALLY</b> Fuels are an important source of energy. <i>Drive by the rule: Drive as economically as possible, with respect to the environment and finances.</i></p> </div> <div data-bbox="782 1097 1361 1202"> <p><b>OPPORTUNITIES</b> As part of continuous improvement, suggestions, opportunities to save energy or improve the area of energy management within the plant arise. <i>Keep the rule: DO NOT HESITATE TO SHARE suggestions for improvement with your supervisor or through the INNOWIZ system.</i></p> </div>
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## 16. Contact information

If it is necessary to resolve any doubt or situation related to ensuring compliance with the obligations set out in these guidelines, please contact the "Authorized Representative of the Company".