



# Overview and Ways of Elimination of Risks in Prominent Systems, s.r.o. Premises and Workplaces

## BASIC INSTRUCTIONS

All third parties (visitors) present in the ProMinent Systems, s. r.o. (PMSY) premises have the obligation to observe the legal regulations concerning occupational health and safety, fire protection (the Labour Code, applicable laws, decrees, government regulations, Fire Protection Act) and environmental protection, as well as the rules of workplace safe conduct and the defined work procedures so as not to endanger the environment, health and lives of both themselves and other persons.

1. Act so as not to cause an accident or fire, and notify managers of any inconsistencies and defects which could endanger safety or health.
2. Keep the workplaces, roads, rest rooms and lavatories tidy and clean and do not damage buildings, lavatories, and other property.
3. Pay increased attention when walking, namely descending stairs, manufacturing and testing sites, pay attention to hoses, cables and other obstacles.
4. Do not use alcoholic beverages and abuse other addictive substances in the workplaces and, during the working hours, also out of them. Observe the ban on smoking in the whole company premises except for the places (smoking rooms) reserved for smoking.
5. Keep the escape routes, roads, exits and access to the fire protection facilities, electrical switchboards and main gas/water shut-off valves free from any objects and materials. Such areas must remain free and accessible permanently.
6. Follow the workplace fire regulations posted on notice boards in all shops and available upon request. Before starting welding, fill in the Special Welding Fire-Safety Measures => document S\_PO\_003, and ensure subsequent eight-hour surveillance.
7. Submit a safety data sheet before the use of any chemical substance or mixture.
8. Third parties are responsible for all wastes generated by their activities, unless otherwise has been agreed.
9. When performing any joint works, the external organization employees must follow strictly the instructions of the PMSY work managers.
10. The external organization employees and any individuals working separately in PMSY must not perform any activity by themselves which could result in persons being in direct or indirect contact endangering each other and which has not been approved by a PMSY representative, except for cases of averting danger.
11. Do not use the machines, equipment, instruments and means owned by PMSY without the express consent of a PMSY representative.
12. When entering the PMSY premises, all third parties must be equipped duly with the appropriate PPE within the minimum extent as follows:
  - When entering and moving in the PMSY premises, they must wear a reflective vest.
  - When entering the individual shops, they must wear firm footwear (min. classification S1.)
  - In activities where the applicable legislation requires using other PPE, they must be provided with the appropriate equipment (e.g., hard hats, eyewear, gloves, working clothes, hearing protection, ...).
13. Any third party which fails to meet all the duties above may be ordered out of the premises by a PMSY employee.

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Overview of the basic risks which can be encountered by third parties in the PMSY premises:

| WORKPLACES AND WORK ENVIRONMENT                  |   |  |
|--|---|--|
| Risk   | Danger  | Risk elimination/mitigation action   |
| <b>Accident, injury (in general)</b>             | Danger of general accident or injury  | <ul style="list-style-type: none"> <li>Observe all safety signs including the traffic ones in the company premises and in the areas used by the company.</li> <li>Observe the supervisor's instructions.</li> <li>Exclude the presence of persons in the hazardous activity area. If this cannot be avoided, agree upon a safe workplace with the worker performing the activity or with the supervisor.</li> <li>Ban on entry of persons under the influence of alcohol or other addictive substances. Ban on bringing such substances into the company premises.</li> </ul>  |
| <b>Slipping, tripping, falling</b>               | Danger of tripping due to untidiness, ground unevenness, bad condition of the floor or road, e.g., due to floor covering damage, insufficient workplace lighting; slipping on a frozen ground or wet floor; falling when descending stairs, being dazzled by direct sunlight or reflection of light from glossy surfaces. | <ul style="list-style-type: none"> <li>Only use the marked-out walkways.</li> <li>Do not climb stacked materials, pallets, etc.</li> <li>Use suitable footwear.</li> <li>Avoid creating obstacles on roads. If this is necessary for operational reasons, inform the supervisor immediately.</li> <li>Keep the workplaces tidy.</li> </ul>   |
| <b>Accident, injury during loading/unloading</b> | Danger of accident or injury during loading/unloading   | <ul style="list-style-type: none"> <li>Loading and unloading should only be carried out in dedicated places in the presence of a responsible person of the company.</li> </ul>   |
| <b>Electric shock</b>                            | Danger of electric shock when touching the live parts of electrical installations   | <ul style="list-style-type: none"> <li>Respect and follow the safety signs.</li> <li>Do not tamper with the electrical installations and equipment.</li> <li>Do not touch electrical instruments and equipment with wet hands.</li> <li>Avoid damaging the electrical leads, extension cables; i.e., do not place any objects or materials on them and avoid leading them over sharp edges.</li> </ul>   |
| <b>Fire</b>                                      | Danger of fire, getting burnt   | <ul style="list-style-type: none"> <li>Follow the safety signs.</li> <li>Observe the ban on smoking and open flame handling in all spaces, especially in an area of 5 m from pressure cylinders.</li> <li>Do not place any combustible or flame supporting materials in an area of 5 m from pressure cylinders.</li> <li>If fire occurs, inform your manager or any other PMSY employee immediately.</li> <li>Keep the roads and escape routes free and passable permanently.</li> <li>Keep permanent access to fire extinguishers and hydrants; i.e., do not store any things in front of them, even for a short period of time.</li> </ul> |

| MACHINERY AND EQUIPMENT   |   |   |
|---|---|---|
| Risk  | Danger  | Risk elimination/mitigation action  |
| <b>Being hit by flying off material or sparks when cutting and working metal materials.</b> | Danger of being hit by flying off materials of sparks when cutting and working metal materials. | <ul style="list-style-type: none"> <li>Do not approach operated machines to a distance shorter than 4 m. If this is necessary for operational reasons, use protective eyewear or face shield.</li> <li>Do not allow the presence of persons in the dangerous activity area. If this cannot be avoided, agree upon a safe workplace with the worker performing the activity or with the supervisor.</li> <li>Observe the instructions issued by the supervisor.</li> </ul> |
| <b>Winding parts of clothes in the rotary parts of machines.</b>                            | Danger of winding parts of clothes in the rotary parts of machines                              | <ul style="list-style-type: none"> <li>Use of PPE – wearing the working clothes properly without any fluttering parts, straps, chains; headwear (keeping the hair bound).</li> </ul>  |

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|--|---|---|
| <b><i>Risk of pressure, pressing, hitting, blow, crushing, pinning when working with hand-held tools.</i></b>      | Danger of pressing, hitting, blow, crushing, pinning when working with hand-held tools              | <ul style="list-style-type: none"> <li>Do not allow the presence of persons in the dangerous activity area. If this cannot be avoided, agree upon a safe workplace with the worker performing the activity or with the supervisor.</li> </ul>   |
| <b><i>Pulling-in, crushing, winding or cutting of parts of human body.</i></b>                                     | Danger of pulling-in, crushing, winding or cutting of parts of human body                           | <ul style="list-style-type: none"> <li>Do not enter the working area of the machine.</li> <li>Do not dismantle the protective covers and equipment of machines.</li> </ul>  |
| <b><i>Injury when falling onto machine.</i></b>  | Danger of injury when falling onto a machine  | <ul style="list-style-type: none"> <li>Only use the marked-out walkways.</li> </ul>   |
| <b><i>Getting foot soles and fingers cut with sharp chips</i></b>  | Danger of getting foot soles and fingers cut with sharp chips                                       | <ul style="list-style-type: none"> <li>Use the corresponding protective footwear.</li> </ul>  |
| <b><i>Getting injured when passing by a machine.</i></b>   | Danger of getting injured when passing by a machine   | <ul style="list-style-type: none"> <li>Prevent the access of unauthorized persons to the machine.</li> <li>Mark the dangerous parts with warning plates.</li> <li>Ensure additional protection with fixed covers or railing.</li> </ul>   |
| <b><i>Injury of worker or damage of machine when starting it.</i></b>  | Danger of injury when starting a damaged machine  | <ul style="list-style-type: none"> <li>Let the machine acclimatize for 1 hour when moving it from outdoors to the interior (high temperature differences).</li> <li>Do not start trial run before mounting all designed covers first.</li> <li>Check to make sure before starting the machine that there is no one in the hazardous area.</li> <li>Do not stand in the potential path of a flying off rotating part during the test.</li> <li>Before starting the work, let the machine running idle.</li> </ul>  |
| <b><i>El. instruments, tools, el. leads to tools, extension cables – electric shock.</i></b>                       | Danger of electric shock  | <ul style="list-style-type: none"> <li>Do not allow access to the electrical parts of the machine by persons who have not been trained and instructed properly, and prevent tampering.</li> <li>Protection against contact with machine live parts.</li> <li>Marking with electrical equipment safety plates.</li> <li>Do not touch electrical instruments, tools and equipment with wet hands.</li> <li>Avoid damaging the electrical leads, extension cables; i.e., do not place any objects or materials on them and avoid leading them over sharp edges.</li> </ul> |
| <b><i>Explosion, escape or spraying out of substances supplied to the machine.</i></b>                             | Danger of explosion, escape or spraying out of substances supplied to the machine                   | <ul style="list-style-type: none"> <li>Observe the safety signs, do not enter the hazardous area, and use the PPE.</li> </ul>   |
| <b><i>Flying-off metal chips produced in high-speed machining, danger of injury of eyes and face.</i></b>          | Danger of injury of eyes and face from flying-off metal chips produced in high-speed machining      | <ul style="list-style-type: none"> <li>Preferential use of face shields which cover the face better, protecting not only the eyes but also the whole face.</li> </ul>   |
| <b><i>Sudden release of workpiece from the clamping plate after losing the electromagnetic clamping force.</i></b> | Danger of workpiece release from the clamping plate after losing the electromagnetic clamping force | <ul style="list-style-type: none"> <li>Observe the safety signs, do not enter the hazardous area, and use the PPE.</li> </ul>   |
| <b><i>Material jamming and subsequent launching.</i></b>   | Danger of material jamming and subsequent launching   | <ul style="list-style-type: none"> <li>Pay increased attention when working near the moving parts of machines.</li> </ul>   |
| <b><i>Health damage due to (thermal, visible) radiation action.</i></b>  | Danger of health damage due to (thermal, visible) radiation action                                  | <ul style="list-style-type: none"> <li>Do not dwell in the dangerous area or use the appropriate PPE.</li> </ul>  |
| <b><i>Hazard of explosion and fire.</i></b>  | Danger from hazard of explosion and fire  | <ul style="list-style-type: none"> <li>Observe the safety signs, do not enter the hazardous area, and use the PPE.</li> <li>In case of occurrence, inform the supervisor or any PMSY employee immediately.</li> </ul>   |
| <b><i>Injury suffered when repairing a machine.</i></b>  | Danger of injury when repairing a machine   | <ul style="list-style-type: none"> <li>Possibility to lock the main electrical switch of the machine in the OFF position and/or turn off power supply to the machine in the switchboard and to mark it with a safety plate reading "DO NOT TURN ON".</li> <li>Secure the workplace with safety plates and/or a mechanical barrier.</li> </ul>   |

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| <b>WORK AT HEIGHT AND UNDER WORKPLACE AT HEIGHT, WORK ON LADDERS</b>        |  |  |
|---|--|--|
| <b>Risk</b>   | <b>Danger</b>  | <b>Risk elimination/mitigation action</b>  |
| <i>Being hit by materials, pieces of masonry, tools, etc. falling down.</i> | Danger of being hit by materials, pieces of masonry, tools, etc. falling down  | <ul style="list-style-type: none"> <li>Do not step under places of work at height nearer than 4 m, do not enter demarcated and fenced areas. If this is necessary for operational reasons, then wearing a hard hat and as instructed by the supervisor only.</li> <li>Avoid throwing objects or material down if the place of drop cannot be determined safely or if they could take the worker down with them.</li> <li>Observe the safety instructions and prohibitions issued (safety plates).</li> </ul>   |
| <i>Falling from height</i>  | Danger during work at height of more than 150 cm above the ground, danger of fall from height due to failure to secure the workplace against such fall | <ul style="list-style-type: none"> <li>Do not start working at height before the workplaces have been secured with a safe structure against falling or before the workers have been equipped with the PPE prescribed for work at height.</li> <li>Work while using the PPE issued.</li> <li>Before starting working at height, check the PPE issued for being functional. Remove any defects immediately.</li> <li>Do not use wobbly or unsuitable things to work at height or to climb to elevated workplaces.</li> </ul>   |
| <i>Fall from structures</i>   | Danger of fall from scaffolds or other structures or workplace elevation facilities.   | <ul style="list-style-type: none"> <li>Such structures or facilities may only be entered after an entry has been made in the scaffold logbook about structure handover and takeover.</li> </ul>  |
| <i>Fall of materials and objects.</i>                                       | Danger while working in two places above each other simultaneously, e.g., work on scaffolds  | <ul style="list-style-type: none"> <li>Ensure organizationally that such works are not under way simultaneously where falling materials or objects can injure workers in the lower workplaces (e.g., on scaffolds).</li> </ul>   |
| <i>Falling from height</i>  | Danger of falling from height when working on ladders  | <ul style="list-style-type: none"> <li>Do not use ladders with broken rungs, with no security chain, or with damaged furniture or stiles.</li> <li>Place the ladder on a stable, firm, flat and sufficiently large support so that it is not inclined in a ratio smaller than 2.5:1, with a space of at least 0.18 m being free behind the rungs at the foot and with a space of at least 0.6 m being free on the side of access to the ladder, and with ladder slipping being prevented.</li> <li>The upper ends of the ladder intended for getting out of it must exceed the getting-out level at least by 1.1 m or the excess must be replaced with other provision, such as handles which allow the worker to hold them safely when getting out of the ladder.</li> <li>When working on a ladder where the worker's feet are higher than 5 m above ground, personal protective equipment against falling must be used.</li> <li>Short and not difficult works with loads not heavier than 15 kg may only be performed on ladders.</li> <li>When working on a ladder, do not ascend higher than 0.8 m from the upper end of the leaned-on ladder or 0.5 m from the end of a step ladder.</li> <li>Do not ascend, descend or work on a ladder while turned with your back to it, without having the possibility to grab a handle.</li> <li>When working on a ladder, do not use hazardous tools, such as pneumatic tools, etc., unless the worker has the possibility to hold on to the ladder safely.</li> <li>Do not use any ladder as a supporting element to be placed under for further ascent or descent.</li> <li>Use the PPE issued when working on a ladder.</li> </ul> |

| <b>HANDLING WORKS, MATERIAL STORAGE</b>                        |  |   |
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| <b>Risk</b>  | <b>Danger</b>  | <b>Risk elimination/mitigation action</b>   |
| <i>Injury caused by falling materials when handling loads.</i> | Danger of injury caused by falling materials when handling loads | <ul style="list-style-type: none"> <li>Use suitable handling and lifting equipment with suitable fixing means and aids adapted to fit the machine shape when moving heavier materials, tools and workpieces which do not allow safe manual handling due to their weight, shape, or dimensions.</li> <li>Where needed, provide the assistance of other persons, appoint a workplace leader and follow the work procedure and communication signals.</li> <li>The distance of 4 m in all directions from a suspended load is considered to be the endangered area where all persons must wear hard hats.</li> <li>The persons handling suspended loads must have crane-operator's or slinger's certificates.</li> </ul> |

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|---|---|--|
| <b>Fall or sliding of material during temporary storage.</b>        | Danger of fall or sliding of materials during temporary storage         | <ul style="list-style-type: none"> <li>• Keep the roads free and passable.</li> <li>• Secure the stored material against shifting.</li> <li>• Store in demarcated and marked-out places.</li> <li>• Ensure safe access to the stored material.</li> <li>• Place objects on their largest and flat supporting surface where possible.</li> <li>• Do not store materials where they are difficult to handle due to lack of space.</li> </ul> |
| <b>Fall or collapse of a shelf, furniture or things</b>             | Danger of fall or collapse of a shelf, furniture or things              | <ul style="list-style-type: none"> <li>• Do not overload shelves over the capacity specified by the manufacturer.</li> <li>• Store loads in shelf cells evenly, with the heavier ones being stored lower and the lighter ones higher.</li> <li>• Do not climb the shelves, do not step onto and into them.</li> <li>• Keep the minimum set widths of aisles between storage racks.</li> </ul>  |
| <b>Accident or injury caused by improperly stored material</b>      | Danger of injury caused by improperly stored material                   | <ul style="list-style-type: none"> <li>• Store materials and things in a well-arranged manner in determined places.</li> <li>• Keep the roads free and passable.</li> <li>• Ensure safe access to the stored materials.</li> <li>• Do not store materials where they are difficult to handle due to lack of space.</li> </ul>  |
| <b>Fall or sliding of material when improperly placed or stored</b> | Danger of fall or sliding of materials when improperly placed or stored | <ul style="list-style-type: none"> <li>• Store loads so as to ensure stability and to prevent them against sliding, undesirable movement or fall.</li> <li>• Place objects on their largest and flat supporting surface where possible.</li> </ul>   |

| <b>LOAD HANDLING</b>   |  |  |
|--|--|--|
| <b>Risk</b>  | <b>Danger</b>  | <b>Risk elimination/mitigation action</b>  |
| <b>Defective, damaged, unmarked slings causing load falling</b>                                | Danger due to damaged slings.  | <ul style="list-style-type: none"> <li>• Regular inspection of slings.</li> <li>• Rejection of defective slings.</li> </ul>  |
| <b>Rupture of slings, loads falling down, hitting.</b>   | Danger of load falling due to sling rupture.   | <ul style="list-style-type: none"> <li>• Loading cranes up to their capacity only.</li> <li>• Perfect technical condition of cranes and their runways.</li> <li>• Selection of a special suspension to be addressed in the SBP system.</li> <li>• Check of end switch for function before starting operation, regular adjustment, turning restriction, etc.</li> </ul>   |
| <b>Crane overloading, load swinging, oblique pull, incorrect turning and fall of material.</b> | Danger of load falling due to crane overloading.   | <ul style="list-style-type: none"> <li>• Prohibition of people dwelling in the hazardous area.</li> <li>• Legible designation of crane capacity.</li> <li>• Designation of the hazardous area.</li> <li>• Knowledge of the weights of slings, loads, forbidden handling practices, training, extraordinary event reporting, inspections.</li> <li>• Add the weights of loads and accessories when lifting loads.</li> </ul>  |
| <b>Persons being hit by loads, rupture of ropes, load falling.</b>                             | Danger of fall of the load being transported.  | <ul style="list-style-type: none"> <li>• Correct estimate of safe distances of people from loads being transported.</li> <li>• Signalling during transport and notification of other persons near the loads.</li> <li>• Designation of the hazardous areas.</li> <li>• Removal of fixing of load free parts.</li> <li>• Load weight designation and determination by calculation.</li> <li>• Legible designation of crane capacity.</li> <li>• Removal of obstacles preventing crane operator's view.</li> </ul> |
| <b>Occurrence of oblique pulls, load swinging with bumping, load release from slings</b>       | Danger of fall of the load being transported due to bumping against the crane structure or runway. | <ul style="list-style-type: none"> <li>• Determination of limiting deflection of ropes from the vertical lines in view of the horizontal mechanism loading.</li> <li>• Bans on lifting.</li> <li>• Uniform instructions for the involved cranes.</li> </ul>  |
| <b>Lacerations, cuts, pinching, catching.</b>  | Danger from hazardous surfaces of crane structures.  | <ul style="list-style-type: none"> <li>• Warning plates, restrictions, barriers.</li> </ul>  |

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| <b>MATERIAL HANDLING EQUIPMENT, HANDLING TRUCKS</b>                       |  |  |
|---|--|--|
| <b>Risk</b>   | <b>Danger</b>  | <b>Risk elimination/mitigation action</b>  |
| <i>Being hit by load during handling with equipment, truck, etc.</i>      | Danger of being hit by load during handling with equipment | <ul style="list-style-type: none"> <li>• All persons present or working in the handling area must wear hard hats in the event that they cannot leave the area during the operation (slingers).</li> <li>• Do not pass or dwell under or near the suspended load, truck forks, etc.</li> <li>• Only enter the handling area when instructed by the truck operator or by the authorized employee.</li> <li>• The area is considered hazardous within the distance of 4 m in all directions from the load being handled (when lifting long bar materials, then depending on their length).</li> </ul> |
| <i>Risk of pressure, pressing, hitting, blow, crushing, pinning, etc.</i> | Danger due to pressing, hitting, crushing, etc.            | <ul style="list-style-type: none"> <li>• Do not dwell in the hazardous area of the machine or truck. If this cannot be avoided, agree on a safe workplace with the supervisor.</li> <li>• Pay increased attention when hearing an acoustic warning signal and leave the hazardous area.</li> <li>• Do not dwell in the path of the moving machine or truck, especially while reversing.</li> <li>• Follow all instructions of the machine or truck operator and/or the supervisor.</li> <li>• The machine or truck must not be operated by unauthorized persons.</li> </ul>                        |

| <b>OPERATION OF LIFTING EQUIPMENT, LIFTING PLATFORMS</b>  |  |  |
|---|--|--|
| <b>Risk</b>   | <b>Danger</b>  | <b>Risk elimination/mitigation action</b>  |
| <i>Crane unauthorized use by incompetent persons, occurrence of adverse events.</i>   | Danger due to operator's hazardous activities as a result of his/her incompetence to perform the activity.                 | <ul style="list-style-type: none"> <li>• Do not operate the crane without being qualified for the activity.</li> <li>• Turn off and lock the main switch.</li> </ul>   |
| <i>Occurrence of deformations, cracks in crane runway, fall of crane, serious injuries or death of persons.</i>                                   | Danger of hazardous condition of lifting equipment due to failure to perform prescribed checks and inspections.            | <ul style="list-style-type: none"> <li>• Regular checks before starting operation with entries in the LE logbook</li> <li>• Making daily and weekly checks of condition by the crane operator</li> <li>• Making yearly inspections</li> <li>• Monitoring the crane condition</li> </ul>  |
| <i>Crane getting off runway, fall of crane, serious injuries or death of persons due to crane runway overloading by cranes transporting loads</i> | Danger of hazardous condition of lifting equipment due to failure to perform prescribed checks and inspections.            | <ul style="list-style-type: none"> <li>• Thorough monitoring of the load slinging process</li> <li>• Check of crane runway capacity in respect of the capacities of the cranes operated on the runways – technical measures</li> <li>• Regular inspections, checks of repair schedule observance, making repair entries</li> </ul> |
| <i>Catching, pressing, crushing, hitting persons passing by.</i>  | Danger of catching, pressing, crushing or hitting due to narrow or low clearances.   | <ul style="list-style-type: none"> <li>• Warning signs, establishment of navigable bypass paths, etc.</li> <li>• Familiarization of the involved persons with the condition.</li> </ul>  |
| <i>Not retaining the crane kinetic energy.</i>  | Danger of being hit by the moving bridge or trolley at the runway end, crane hitting shop walls, leaving the crane runway. | <ul style="list-style-type: none"> <li>• Installation of stops or bumpers.</li> </ul>  |
| <i>Tripping, slipping or falling while walking</i>  | Danger due to failure to keep the workplace tidy.  | <ul style="list-style-type: none"> <li>• Perform continuous checks of workplace condition and tidiness, ensure defect removal.</li> <li>• Laying non-slip floor coverings</li> <li>• Removal of any obstacle which can cause tripping (cables, hoses, etc.)</li> </ul>   |

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|--|---|---|
| <b>Electric current</b>  | Danger of tampering with electrical equipment.  | <ul style="list-style-type: none"> <li>• Functional and marked main switches, warning plates, training of competent persons, securing against accidental contact.</li> <li>• Prohibition of crane movement in the protected area without the line operator's consent.</li> <li>• Crane operation and movement control by another person, line disconnection, installation of barriers.</li> <li>• Verify that employee safety training is provided per S. 3 of Decree No. 50/1978 Sb. on qualifications in electrical engineering.</li> <li>• Forbid employees provably to perform works on electrical equipment without having the appropriate electrotechnical qualification.</li> <li>• Check the fulfilment of prohibitions and obligations continuously.</li> </ul>                |
| <b>Electric current</b>  | Danger due to failure to disconnect equipment power supply before cleaning, adjustment, maintenance and repairs.    | <ul style="list-style-type: none"> <li>• Issue prohibition provably to employees to work on electrical equipment without disconnecting it from power supply.</li> <li>• Remove any defects found immediately.</li> <li>• Check the fulfilment of prohibitions continuously.</li> </ul>  |
| <b>Non-functional and hazardous blocked exits and emergency escape routes.</b> | Employees operating equipment and those working nearby are endangered by hazardous blocked roads and escape routes. | <ul style="list-style-type: none"> <li>• Regular inspections, maintenance, good and safe condition of roads and escape routes, training and briefing of all competent persons operating cranes</li> </ul>   |
| <b>Not using PPE</b>   | Danger due to not using PPE   | <ul style="list-style-type: none"> <li>• Verify whether employees have been equipped with the prescribed PPE.</li> <li>• Verify whether employees have been familiarized with the use of the PPE issued.</li> <li>• Verify whether employees use the PPE properly.</li> <li>• Remove any defects found immediately.</li> <li>• Check the fulfilment of obligations continuously.</li> </ul>   |
| <b>Accidental equipment turning on</b>   | Danger of accidental equipment turning on   | <ul style="list-style-type: none"> <li>• Verify whether measures have been taken before starting machine repair to prevent it from being turned on by an unauthorized person.</li> <li>• Verify that a visible warning plate reading "DO NOT TURN ON – MACHINE IN REPAIR" has been installed on the machine turning-on device while under repair.</li> <li>• Remove any defects found immediately.</li> </ul>   |
|  |   | <ul style="list-style-type: none"> <li>• Check the fulfilment of obligations continuously.</li> </ul>   |
| <b>Hitting, bumping against equipment.</b>                                     | Danger of load dropping, slipping, uncontrollable sliding due to improperly set or faulty brake.                    | <ul style="list-style-type: none"> <li>• Daily check by the crane operator before starting operation.</li> </ul>  |
| <b>Fall of a part or tool from the crane runway.</b>                           | Danger of objects falling due to part release, fall of tool during repair or tool left after repair.                | <ul style="list-style-type: none"> <li>• Thorough check of crane condition and of workplace after repair and maintenance.</li> <li>• Use of hard hats by the workers engaged in operating lifting equipment (LE).</li> <li>• Marking the hazardous space under the LE during repair.</li> <li>• Consistent ordering out of unauthorized persons.</li> <li>• Due check of tools and of not using damaged tools.</li> <li>• Firm attachment of tool handles, secured with wedges against loosening.</li> <li>• Keeping tool handles dry and clean.</li> <li>• Attachment of tools to body or clothes, use of tool bags.</li> <li>• Check of all LE parts for being tightened and fixed.</li> <li>• Making a first LE run after repair without the presence of people under it.</li> </ul> |
| <b>Use of defective slings, hazardous slinging methods, fall of load</b>       | Danger of load fall due to load lifting by unauthorized persons.  | <ul style="list-style-type: none"> <li>• Regular check of slings.</li> <li>• Cranes and slings only handled by trained persons.</li> <li>• Rejection of defective slings.</li> </ul>  |

| <b>WELDING WORKS</b>  |                         |   |
|---|-------------------------|---|
| <b>Risk</b>   | <b>Danger</b>           | <b>Risk elimination/mitigation action</b>   |
| <b>Fire and gas explosion hazard when handling pressure cylinders</b> | Danger of gas explosion | <ul style="list-style-type: none"> <li>• Secure cylinders against overturning, fall or rolling down.</li> <li>• Do not approach and handle pressure cylinders.</li> </ul> |



# Overview and Ways of Elimination of Risks in Prominent Systems, s.r.o. Premises and Workplaces

|  |  |   |
|--|--|---|
| <b><i>Risk of being hit by hot substances, sparks or molten metal during welding</i></b>         | Danger of being hit by hot substances, sparks or molten metal during welding                   | <ul style="list-style-type: none"> <li>Do not work near the place of welding without being instructed by the welder or supervisor and without using the proper PPE (gloves, goggles, welding clothes, footwear).</li> </ul> |
| <b><i>Poisoning, dizziness from inhaling pollutants occurring during welding or grinding</i></b> | Danger of poisoning or dizziness from inhaling pollutants occurring during welding or grinding | <ul style="list-style-type: none"> <li>Do not dwell in the hazardous area or use the appropriate PPE.</li> </ul>  |

| <b>TRANSPORT MEANS</b>   |   |  |
|--|---|--|
| <b>Risk</b>  | <b>Danger</b>   | <b>Risk elimination/mitigation action</b>  |
| <b><i>Collision with a transport vehicle</i></b>   | Danger of collision with a transport vehicle, subsequent injury in vehicle operation or reversing due to bad visibility | <ul style="list-style-type: none"> <li>Do not enter the line of a moving vehicle, especially when reversing.</li> <li>Pay increased attention when hearing vehicle's acoustic warning signal.</li> <li>Follow the instructions of the person ensuring vehicle safety when reversing.</li> <li>Use a competent and duly instructed person; as soon as the driver loses sight of the person, he must stop immediately.</li> <li>Announce the start of reversing with an acoustic warning signal where there is no sufficient outlook back from the vehicle and reversing is not secured with a competent and duly instructed person.</li> <li>Where more persons take part in reversing or a similar manoeuvre, using suitable signals must be agreed among them.</li> <li>Ensure sufficient lighting of the roads.</li> </ul> |
| <b><i>Crash of transport vehicle – getting hit by the load, vehicle damage due to being stopped improperly</i></b> | Danger of getting hit by a load due to transport vehicle collision, vehicle damage due to being stopped improperly      | <ul style="list-style-type: none"> <li>Do not stop or park vehicle in places where it stands in the way in terms of safety at work and technical equipment safety or where it is endangered by works performed nearby.</li> <li>Only park vehicles in reserved places.</li> <li>Before leaving the vehicle, the driver must take measures to prevent it from being misused and from threatening traffic, personal or technical equipment safety.</li> <li>In case of extraordinarily reduced visibility (snow storm, fog, etc.), the driver must mark stationary vehicle by turning on parking lights.</li> </ul>  |
|  |   | <ul style="list-style-type: none"> <li>Keep roads free of obstacles and passable at all times.</li> </ul>  |
| <b><i>Transport vehicle accident</i></b>   | Danger due to violating the road traffic rules  | <ul style="list-style-type: none"> <li>The same traffic rules apply to the operation of the premises roads as to the public roads.</li> <li>Exits from shops and buildings are always considered to be side roads.</li> <li>Observe the max. allowable vehicle speed as instructed by the traffic sign located at the company premises entrance.</li> <li>Adapt the driving speed to visibility and road condition.</li> <li>Vehicles may only be driven on marked roads and areas.</li> <li>Observe the right of way rules.</li> <li>It is forbidden to enter shops and similar buildings with vehicles not adapted to it (e.g., with the vehicle driving method, dimensions, etc.).</li> <li>It is forbidden to leave vehicles running idle unnecessarily.</li> </ul>  |
| <b><i>Traffic accident due to spontaneous moving off of a standing vehicle</i></b>                                 | Danger of spontaneous moving off of a standing vehicle  | <ul style="list-style-type: none"> <li>Secure a standing vehicle without the presence of a driver against moving so that it cannot move off spontaneously.</li> </ul>  |
| <b><i>Worker injury when opening side or front board for loading/unloading</i></b>                                 | Danger of injury when opening side or front board for loading/unloading   | <ul style="list-style-type: none"> <li>Do not get near the vehicle when opening the side/front boards and when unloading.</li> <li>Stand outside the side/front boards (sideways of the load).</li> <li>Pay increased attention when loading materials, observe the safety regulations consistently and use the issued personal protective equipment.</li> <li>Agree on a precise way of mutual communication among all persons involved in loading/unloading.</li> </ul>  |
| <b><i>Vehicle load pouring down</i></b>  | Danger of injury due to load pouring down from the vehicle loading area   | <ul style="list-style-type: none"> <li>Secure every load on the vehicle.</li> <li>Before driving the loaded vehicle, check the load for being secured.</li> </ul>  |
| <b><i>Personal injury during vehicle loading/unloading.</i></b>  | Danger of injury during vehicle loading/unloading   | <ul style="list-style-type: none"> <li>Only load/unload vehicle as instructed by the company's responsible employee.</li> <li>Observe the instructions of the company's responsible employee.</li> </ul>   |

## Overview and Ways of Elimination of Risks in Prominent Systems, s.r.o. Premises and Workplaces

| CHEMICAL SUBSTANCES  |   |   |
|--|---|---|
| Risk   | Danger  | Risk elimination/mitigation action  |
| <b><i>Contamination by a chemical substance, health damage</i></b> | All persons handling chemical substances are affected by their actions, resulting especially in: inflammation, reddening, etching or other skin damage, vapour inhalation, eye damage, occurrence of secondary illnesses or injuries such as breathing difficulties, watering of eyes, etc. | <ul style="list-style-type: none"> <li>• When opening chemical packages, use eye and face protection – goggles or face shield (to prevent sprayed chemical from hitting the face).</li> <li>• Verify, observe and amend the applicable work procedures for handling chemical substances as appropriate.</li> <li>• When working with substances which may affect human health, eliminate direct contact of employees with such substances.</li> <li>• Observe the rules described in the operating instructions and safety data sheets, follow the fundamental hygiene rules.</li> <li>• Do not eat, drink and smoke when working with chemical substances. Wash your hands thoroughly after work.</li> <li>• If possible, do not employ workers suffering allergic reactions in the workplaces handling hazardous substances.</li> <li>• Ensure sufficient workplace ventilation.</li> </ul> |
| <b><i>Not using PPE</i></b>  | All persons handling chemical substances are in danger of injury or health damage due to failure to use the PPE.  | <ul style="list-style-type: none"> <li>• Equip workers with PPE in a provable manner, i.e., against signature.</li> <li>• Familiarize workers with the use of the issued PPE.</li> <li>• Use the issued PPE during work, namely rubber gloves resistant to chemicals, goggles or face shield, apron resistant to the substances handled, on the basis of risk assessment and as instructed in the safety data sheet.</li> <li>• Check the use of the PPE continuously.</li> </ul>   |