

SWISSPEARL

Theoretical training on work safety and fire safety for subcontractors

I-SES-4008, rev 03

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General obligations of the subcontractor

- ❖ The subcontractor is obliged to comply with the laws, legal provisions, rules, regulations and standards related to the work safety, fire prevention and environmental protection in the territory of Swisspearl Magyarország Gyártó Kft. and shall enforce them for all subcontractor's employees.
- ❖ All subcontractor's employees are obliged to come to the work area in a state suitable for work (rested, alcohol and drug-free) – they are obliged to submit to a potential alcohol breath testing;
- ❖ to wear clothing that does not endanger health or physical integrity when working – **clothing that completely covers the legs is mandatory in the area of the factory hall (obligatory for everyone - also for visitors)!** Clothing covering the legs must also be worn outside the factory hall if circumstances and nature of the work requires it.



Clothing that completely covers the legs is mandatory!



Short clothing / rolling up pants: not accepted!



General obligations of the subcontractor

- ❖ to wear appropriate personal protective equipment in accordance with the intended work, but at least entering the territory of Swisspearl Magyarország Gyártó Kft.:
 - Work safety footwear, closed (with at least EN ISO 20345:2011 S1P protection capability),
 - Orange colour high visibility vest (at least in accordance with EN 20471:2013 class 2);



Orange colour: approved



Colour other than orange: not accepted

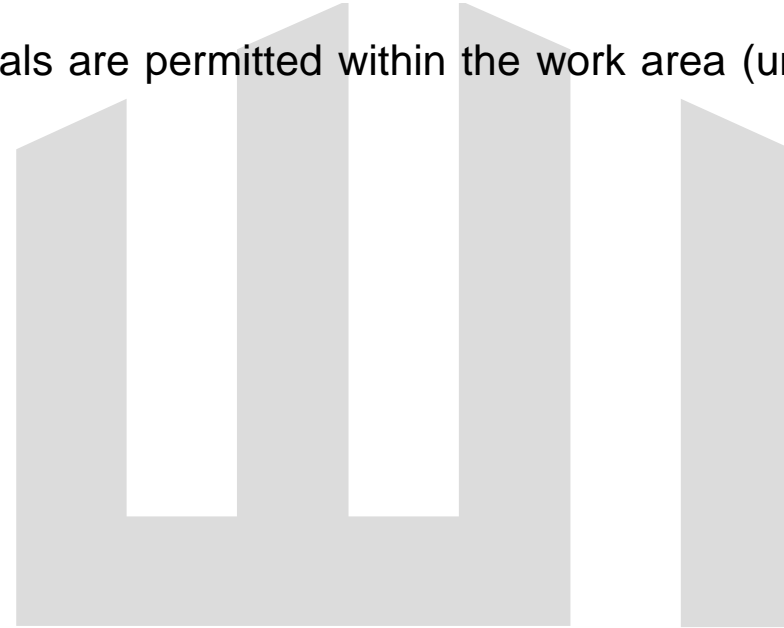
General obligations of the subcontractor

- ❖ An employee of a subcontractor may stay in the territory of Swisspearl only with a valid work health examination;
- ❖ To report accidents, injuries, malaise, damage events immediately;
- ❖ To maintain discipline, order and cleanliness in his/her work area;
- ❖ To acquire the necessary knowledge and apply it during the work, both on the basis of the general information of Swisspearl concerning the field of work, and on the basis of the education and rules of the organization belonging to its own work activities;
- ❖ To provide work tools and protective equipment that comply with the relevant laws and standards for the employees, based on the hazards and the risk assessment. Only devices that comply with legislation and standards are allowed to be brought in the territory of Swisspearl.
- ❖ The subcontractor is obliged to provide information regarding to the chemicals (both hazardous and non-hazardous). Safety data sheets must be available!
- ❖ It is **FORBIDDEN** to bring carcinogenic, mutagenic, teratogenic substances or mixtures in the territory of Swisspearl Magyarország Gyártó Kft.! (If indispensable, permit is required).
- ❖ The subcontractor must pay particular attention to the protection of those within his work area and affected area, if necessary, must delimit the work area with own equipment (buoys, tapes, safety signs, watcher persons, etc.).



Rules of order, cleanliness, waste management

- ❖ An orderly work area and efficient cleaning can help regulate or eliminate workplace hazards, so all subcontractors must maintain order and cleanliness within the work area to the best of their ability.
- ❖ Rooms and floors must be kept non-slippery
- ❖ No waste materials (eg. paper, cardboard) or other flammable materials are permitted within the work area (unless required)



- ❖ It is the task of subcontractor to deal with the waste created by subcontractor's activities, unless specified in the contract otherwise. It is **FORBIDDEN** to place waste from subcontractor's activities in the waste collectors of Swisspearl!
- ❖ Leaving the work area either temporarily or permanently is only permitted after tidying up!

Prohibiting, ordering and warning signs

It is mandatory to comply!

ISO 7010 signs:



Szájmaszk használata kötelező!



Arcvédő használata kötelező!



Védőszemüveg használata kötelező!



Védőkesztyű használata kötelező!



Védőlábbeli használata kötelező!



Védőruha használata kötelező!



Illetékteleneknek belépni tilos!



Dohányozni tilos!



Étkezni tilos!



Ártalmas vagy ingerlő anyag



Általános veszély!



Vigyázz!
Mérgező anyag!



Biológiai veszély!

Highlighted provisions in the territory of Swisspearl Magyarország Gyártó Kft.



Only designated routes and gateways may be used in the factory (if there is no designated route for pedestrian traffic the left side of the road shall be used).

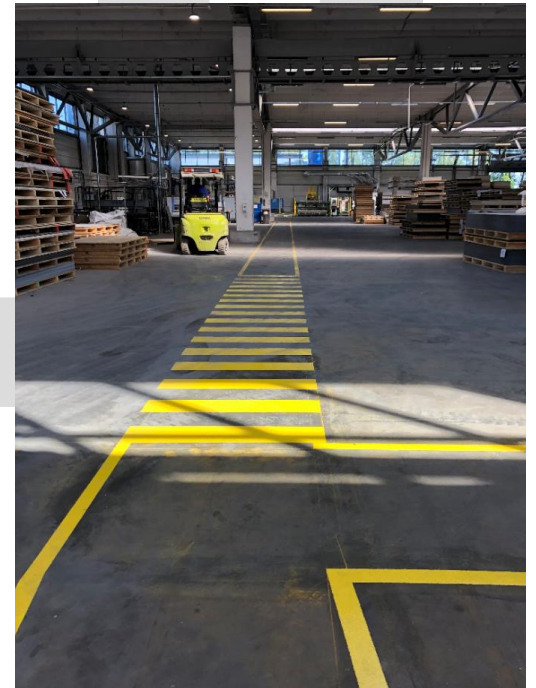
Due to technology used, wet and slippery surfaces are common, careful traffic is required!



Use of the railing is mandatory throughout the facility!



Attention shall be paid to moving forklifts and other vehicles on the factory site. Vehicles must be given priority!



Highlighted provisions in the territory of Swisspearl Magyarország Gyártó Kft.



Do not disconnect live electrical equipment!



Do not touch moving machine parts!

Danger zone of machines may only be accessed after a complete shutdown and disconnection!

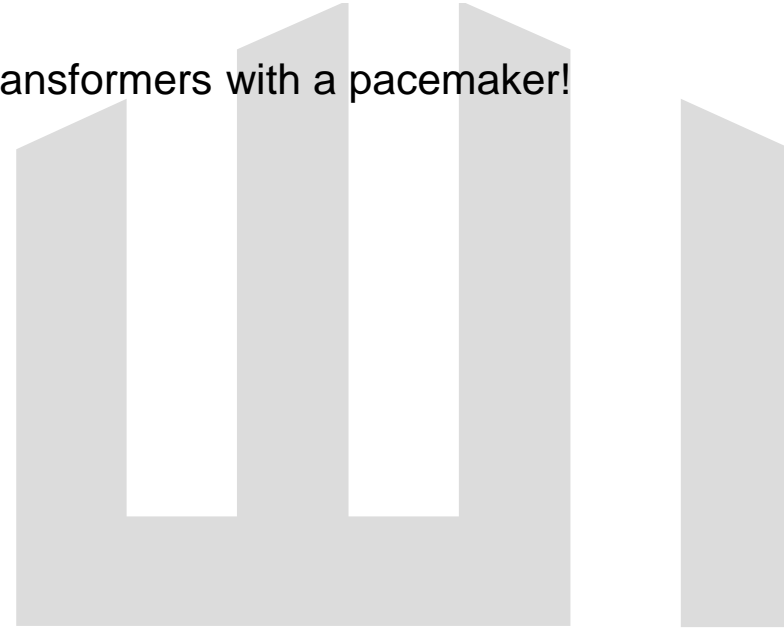
It is strictly forbidden to switch off protective devices or limit their effectiveness!



Highlighted provisions in the territory of Swisspearl Magyarország Gyártó Kft.



- ❖ It is forbidden to enter the area of the transformers with a pacemaker!



- ❖ It is forbidden to enter the area under the crane or elevator! It is forbidden to enter the area under a suspended load!

Highlighted provisions in the territory of Swisspearl Magyarország Gyártó Kft.



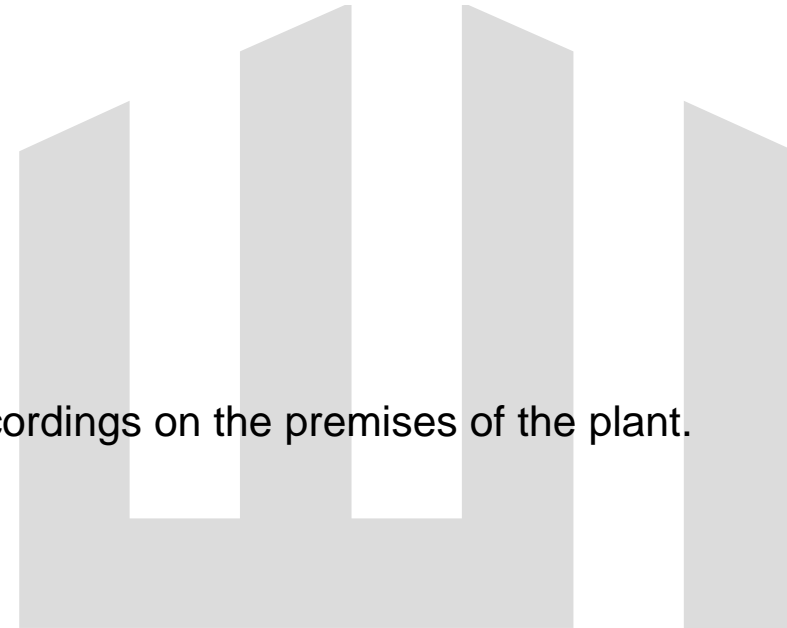
The site is under camera surveillance.



It is forbidden to make video and audio recordings on the premises of the plant.



It is forbidden to wear jewelry in the factory area that could get stuck during physical work!



Rules for the use of ladders/scaffolding

Safety rules

- Periodic inspections of ladders/scaffolding must be carried out by the subcontractor
- Each ladders/scaffolding must be provided with an identification number, only identified equipment is approved to use in the territory of Swisspearl!
- Ladders used to access scaffolding must be secured. Ladders must extend at least one meter over the point of support.
- Ladders must be set up on solid, horizontal, non-slippery ground
- Scaffolding must comply with the relevant legislation and standards




Swisspearl Magyarország Gyártó Kft. continuously monitors compliance with the rules!

Safety rules for the use of ladders


LADDER SAFETY

STEP LADDERS



- Brace yourself with your free hand if possible.
- Face the ladder while climbing.
- Always carry tools in toolbelt holster or pouch and not in hands.
- Maintain 3 points of contact while climbing (such as 1 hand and 2 feet, or 2 hands and 1 foot).
- Firm and level base.
- If you must place your ladder in front of a door, make sure it is locked or blocked off.
- Right height for the job.
- The top two steps are not safe to stand on.
- Fully open stepladder and lock spreaders in place.
- Use ladder with non-slip feet.


THE WRONG WAY



- Do not fold up and lean the ladder against a surface.
- Do not overreach.
- Do not carry heavy objects while climbing a ladder.
- Do not place the ladder on uneven soft ground, without flat board.
- Do not use ladder with slippery steps, or damaged stiles.


LADDER SAFETY

EXTENSION LADDERS



- Face the ladder while climbing.
- Always carry tools in toolbelt holster or raise and lower them with a hand line.
- Maintain 3 points of contact while climbing (1 hand and 2 feet, or 2 hands and 1 foot).
- Check all locks on the ladder are properly engaged.
- If you don't tie off your ladder and stake it to the ground, you should have someone else hold the bottom of the ladder so that it doesn't move.
- Use ladder with non-slip feet.
- Minimum 1 metre (3 feet) extended above roof line.
- Set up at 4:1 angle. For every 4-up, place the ladder base 1-out from the wall.
- If you must place your ladder in front of a door, make sure it is locked or blocked off.
- Firm and level base. If the ground is uneven, attach a set of ladder levelers which can be obtained from the ladder manufacturer.

THE WRONG WAY



- Don't lean to the side, keep your weight in the middle of the rung.
- Do not overreach / use ladder with the wrong height for the job.
- Do not carry heavy objects with both hands while going up or down a ladder.
- Metal ladders conduct electricity. Keep away from power lines.
- Do not use ladder with slippery steps, or damaged stiles.

Welding and related processes (soldering and cutting)

Key rules



- Welding or any activity involving the generation of strong heat and/or open flames or sparks may only be carried out with a permit for an activity involving the risk of fire;
- In case of welding activity, decree No. 143/2004 (22, December) by GKM on the issuance of Welding Safety Regulations must be obeyed;
- The subcontractor must pay particular attention to the protection of those within his work area;
- The welder is obliged to check the workplace, work equipment and personal protective equipment (their condition and usability) before starting the work and, if necessary, during it too.
- Upon completion of the welding activity, the worker is obliged to inspect the site and its surroundings from a fire prevention point of view and eliminate any conditions that may cause fire. Completion of the work must be announced to the permitter.

Rules for work requiring entry permit

Technical requirements

- ❖ Removal and emptying of materials
- ❖ Preparing equipment
- ❖ Disconnection (supply, piping, mixer, el. current, etc.)
- ❖ Instrumental measurement - **to be provided by the subcontractor! Periodical measurement is required also during work!**
- ❖ Ventilation

Material conditions

- ❖ Reliable communication channel (eg. live word, phone, signal rope)
- ❖ Safe work tools
- ❖ Work belt/strap
- ❖ Personal protective equipment (safety helmet, respiratory protection, etc.)
- ❖ Written entry permit

*to be provided
by the subcontractor!*

Personal conditions

- ❖ Age: at least 18 years old
- ❖ Medical fitness
- ❖ Accomplished training
- ❖ Possession of the necessary knowledge
- ❖ Appointment by name (in writing)
- ❖ Count: at least 3 people (2 observers with the same protection) - **to be provided by the subcontractor!**
- ❖ Appointment of a leader (in writing)
- ❖ First aid knowledge - **to be provided by the subcontractor!**

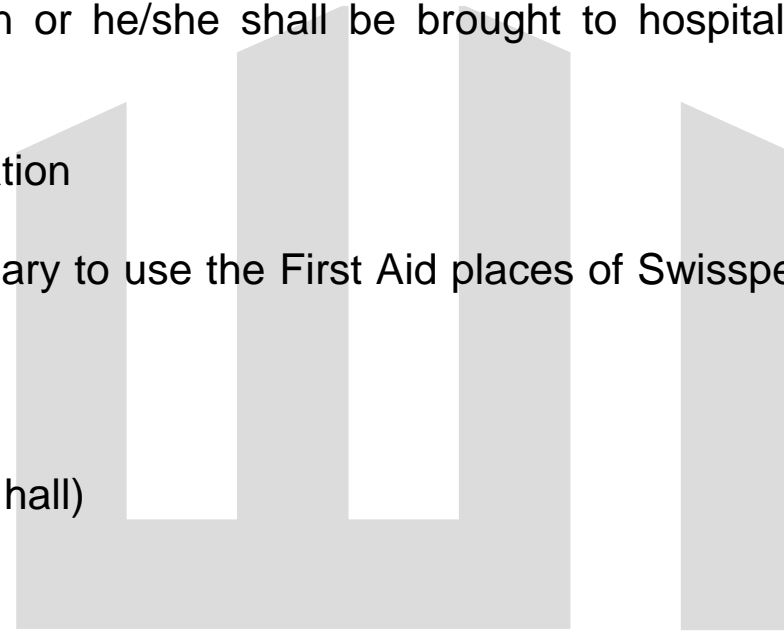


Swisspearl Magyarország Gyártó Kft. continuously monitors compliance with the rules!

First aid rules

- ❖ All subcontractors are required to provide trained first aiders and appropriate equipment depending on the count
- ❖ If necessary, an ambulance should be called to the injured person or he/she shall be brought to hospital for medical attention
- ❖ All accidents must be reported to Swisspearl contact or EHS organization
- ❖ If due to a changing workplace or the nature of the injury it is necessary to use the First Aid places of Swisspearl, they can be found on the following spots:

- Laboratory (factory hall)
- Shift managers' offices (factory hall)
- Maintenance (factory hall)
- Reception (office building)



Rules for the handling of dangerous chemical substances

- ❖ It's forbidden to eat or drink next to chemicals!
- ❖ It's forbidden to store chemicals in food containers!
- ❖ Handling only with the required personal protective equipment on (if required)
- ❖ Handling rules based on MSDS
- ❖ Labeling according to GHS/CLP!



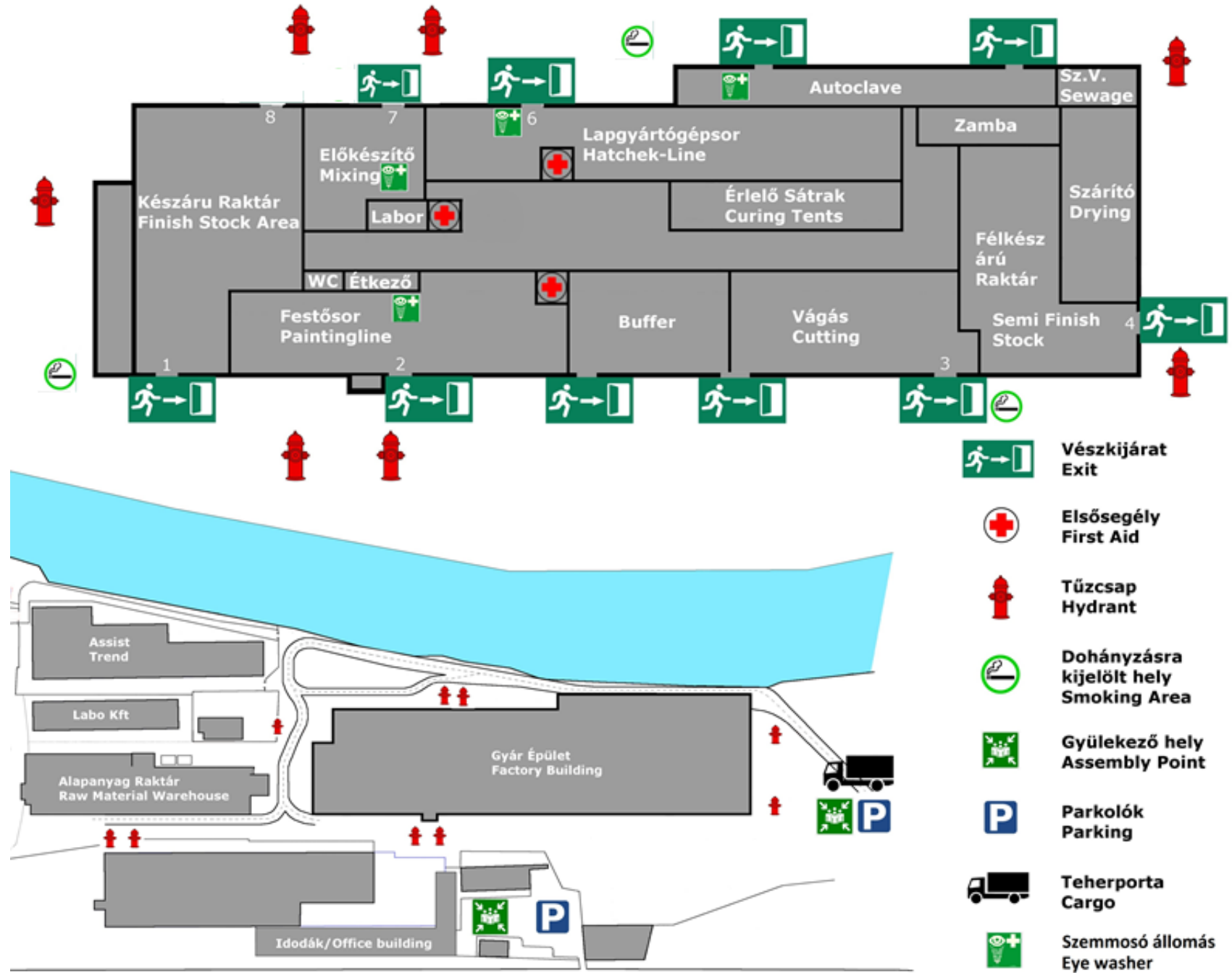
A CLP/GHS piktogramjai anyag megnevezésekkel

				
<ul style="list-style-type: none">• Robbanásveszély• Önreaktív anyagok• Szerves peroxidok	<ul style="list-style-type: none">• Gyúlékony anyagok• Önreaktív anyagok• Pirofóros anyagok• Önhevülő anyagok• Gyúlékony gázokat fejlesztő anyagok	<ul style="list-style-type: none">• Égést tápláló (oxidáló) gázok• Szerves peroxidok	<ul style="list-style-type: none">• Rákkeltők• Légzőszervi szenibilizáció• Reprodukzív toxicitás• Célszervi toxicitás• Ivarsejtek mutagenitása	
				
<ul style="list-style-type: none">• Akut toxicitás	<ul style="list-style-type: none">• Akut toxicitás• Bőrirritáció• Szemirritáció• Bőrérzékenység	<ul style="list-style-type: none">• Nyomás alatt levő gázok	<ul style="list-style-type: none">• Szemkárosodás• Bőrkárosodás• A fémeket korrodálhatja	<ul style="list-style-type: none">• Vízi toxicitás

Fire safety



Fire safety



Fire safety key rules

- ❖ Smoking is only permitted in designated smoking areas!
- ❖ It is strictly forbidden to block wall fire detectors, wall fire hydrants and fire extinguishers!
- ❖ It is strictly forbidden to store flammable materials near heat generating devices.
- ❖ **Escape routes, designated pedestrian routes, emergency exits, electrical switches, gas shut-offs must always be left free!**



Driving into the premises by vehicle

- ❖ Entering the premises by vehicle is allowed only with permit.
- ❖ Parking is allowed only on designated parking area:





Thank you
for your attention

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