



## HEALTH AND SAFETY DIRECTIVE

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# HEALTH AND SAFETY DIRECTIVE

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## INTRODUCTORY PROVISIONS, PURPOSE

The Directive lays down the basic conditions and procedures for ensuring safety and health at work, for eliminating or reducing the factors causing the occurrence of accidents at work, occupational diseases and other injuries at work and for the general principles of prevention. The Directive sets out and specifies the rights and obligations of managers, Safety Technician / Authorized Safety Technician, employee representatives for occupational safety and health and employees of the company resulting from generally binding legal regulations.

The directive is binding for all Jasplastik-SK employees

Managers are obliged to acquaint all their subordinates with this directive.

## SCOPE OF VALIDITY

This directive is valid within Jasplastik-SK and binding on the employer and all its employees. It also applies mutatis mutandis to persons who, with the consent of the employer, reside in its premises and facilities.

## DEFINITION OF TERMS AND ABBREVIATIONS

### Definitions

**Safety at Work** - is the condition of the workplace, which provides a high degree of certainty that, in compliance with the rules (safety requirements, technological and work procedures, etc.) applicable to the relevant workplace and work process and without the effects of unforeseeable external influences, the possibility of endangering the life and health of persons, damage or destruction of company property will be eliminated or reduced.

**Health and safety at work** - is the state of working conditions that exclude or minimize the impact of hazardous and harmful factors of the work process and the working environment on the health of employees.

**Safety of technical equipment**- is the state of the technical equipment and the way in which it is used, in which the safety and health of the employee is not endangered; the safety of technical equipment is an integral part of safety and health at work. (Act No. 124/2006 Coll.)

**Safety devices** - technical or other equipment (part of a machine or other equipment) intended to ensure or increase safety at work.

**Supplier** - the person or organization that provides services to the employer in accordance with the agreed terms and circumstances.

**Internal regulations to ensure health and safety**- there are also rules on occupational safety and health issued by the employer in agreement with the employees' representatives, resp. in agreement with the competent labor inspection authority and the health protection authority.

**Danger**- is a condition or property of a factor in the work process and the working environment that may harm the employee's health. (Act No. 124/2006 Coll.)

**Unavoidable danger**- there is a danger which, according to current scientific and technical knowledge, cannot be ruled out or reduced. (Act No. 124/2006 Coll.)

**Unrecoverable threat**- is a threat which, according to current scientific and technical knowledge, cannot be ruled out or reduced. (Act No. 124/2006 Coll.)

**Dangerous substance** - is a substance or mixture of substances which, on account of chemical, physical or toxic properties, individually or in combination, presents a hazard.

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**Existing substance-** a substance on the European Inventory of Existing Commercial Chemical Substances. (Article 3 (20) (a) of Regulation (EC) No 1907/2006 as amended)

**Dangerous event-** is an event in which the safety or health of an employee has been endangered but his health has not been damaged. (Act No. 124/2006 Coll.)

**Night work** - the work is carried out between 10 pm and 6 am. (Labour Code).

**Threat-** is a situation in which it cannot be ruled out that the employee's health may be impaired. (Act No. 124/2006 Coll.)

**Protective devices** - technical or other devices to prevent injuries, accidents or breakdowns of technical equipment. (Decree No. 59/1982 Coll.)

**PPE - personal protective equipment** - is any device worn, held or otherwise used by an employee at work, including its accessories and equipment, if it is intended to protect the safety and health of the employee. (Government Regulation No. 395/2006 Coll.)

**Organizational arrangements-** consist in the appropriate adjustment of the whole working regime and the organization of work so as to eliminate or limit the effects of harmful or adverse effects on work and the working environment. (performing risk analysis, or re-evaluation of the existing risk management system, improving preventive control and maintenance of equipment and facilities, application of qualification requirements, increasing the number of employees in the monitored activity, adjustment of work regime, introduction of safety breaks, adjustment of material flows and relocation processes, deepening control compliance with safety requirements, control of alcohol consumption, etc.)

**Special groups of employees** - are pregnant women, mothers until the end of the ninth month after childbirth, breastfeeding women, adolescents and employees with disabilities. (Act No. 124/2006 Coll.)

**Workplace** - the space in which an employee or group of employees performs work.

**Accident at work-** the damage to the health caused to the employee in the course of or in direct connection with the performance of his duties, independently of his will, by short-term, sudden and violent exposure to external influences. (Labour Code)

**Legal and other regulations to ensure health and safety** - are regulations for the protection of life and regulations for the protection of health, hygienic regulations and anti-epidemic regulations, technical regulations, technical standards, traffic regulations, regulations on fire protection and regulations on handling flammables, explosives, weapons, radioactive substances, poisons and other substances harmful to health , if they regulate issues related to the protection of life and health. (Labour Code)

**Prevention-** is a system of measures planned and implemented in all areas of the employer's activity, aimed at eliminating or reducing the risk and factors leading to accidents at work, occupational diseases and other occupational injuries, and identifying action in the event of an immediate and serious threat to life or health employee. (Act No. 124/2006 Coll.)

**Risk assessment** - a systematic examination of what may harm workers or residents of the undertaking's workplaces or the occurrence of an adverse event and consider whether current safety measures are sufficient.

**Risk-** is the probability of damage to the employee's health at work and the degree of possible health consequences. (Act No. 124/2006 Coll.)

#### **Risky work**

- is work in which there is an increased risk of developing an occupational disease, occupational poisoning or other damage to health in connection with work (Act No. 355/2007 Coll. § 2 letter x)
- work included in the third and fourth categories. The competent public health authority decides on the classification of work into the third category and the fourth category, on the change or exclusion of work from the third category and the fourth category on the basis of the proposal

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of the employer, natural person - entrepreneur who does not employ other natural persons or on its own initiative. (Act No. 355/2007 Coll. § 31 par. 6)

**Traumatology plan** - the procedure in the event of damage to health, including the provision of first aid and the evacuation of injured persons.

**Technical measures**- consist in the appropriate adaptation, maintenance of buildings, workplaces, machinery and equipment in a technical condition that guarantees their safe operation. The required state is achieved mainly by regular professional inspections and tests, regular maintenance, elimination of deficiencies, adaptation of machines, equipment and technologies to new knowledge of science, technology, etc. (reconstruction of equipment, adjustment of technological process, regular technical diagnostics, replacement of physically strenuous work by technical means, replacement of harmful substances by harmless ones, increase of quality of means of personal protection, etc.)

**Managers** employees who manage one of the divisions in Jasplastik-SK.

**Educational measures** -consist in the implementation of a purposeful and lasting system of influencing the awareness of employees in order to create their ability to recognize or be aware of risks and work so as not to endanger the lives and health of themselves or others. (introductory and recurrent training, on-the-job instruction, practice of model situations, testing of knowledge, information on occupational risks and protection against them, employee consultations, etc.)

**Employer** - Jasplastik-SK

**Employees** - all employees who are in a contractual relationship with Jasplastik-SK

#### Abbreviations

<b>OSH</b>	- safety and health at work
<b>IP</b>	- Labour Inspectorate
<b>MZ</b>	- Ministry of Health
<b>PPE</b>	- personal protective work equipment
<b>OPP</b>	- fire protection
<b>PP</b>	- work order
<b>PU</b>	- work accident
<b>STN-</b>	Slovak technical standard
<b>ÚVZSR</b>	- Public Health Office of the Slovak Republic
<b>VTZ</b>	- Classified technical equipment
<b>ZP</b>	- Labour Code
<b>ZZ</b>	- employee representative
<b>ABT</b> - authorized security technician	

#### RESPONSIBILITIES AND POWERS

The procedures and principles set out in this Directive are binding on all Jasplastik-SK employees who participate in any way in the implementation and provision of the activities described in the Directive.

The ABT and managers are responsible for drafting and updating this directive, as well as its implementation in practice

All employees are required to be demonstrably acquainted with this Directive and to comply with its provisions. This directive is binding for every Jasplastik-SK employee on the day he was acquainted with it.

Safety technician / Authorized safety technician informs managers and other employees with this directive at intervals of 1x 24 months

Managers are obliged to place this directive in such a place that it is publicly accessible to employees.

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### **Obligations of the employer**

Within the scope of its competence, the employer is obliged to continuously ensure the safety and health protection of employees at work and to take the necessary measures for this purpose, including ensuring prevention, the necessary means and a suitable system for managing occupational safety. The employer is obliged to improve the level of labor protection in all activities and to adapt the level of labor protection to changing realities.

*(Section 147 (1) of the Labor Code)*

Preventive and protective services are professional services provided to the employer related to the selection, organization and performance of professional tasks in ensuring safety and health at work, in particular the prevention of risks, including psychosocial risks and protection against them.

*(Section 21, Paragraph 1 of Act No. 124/2006 Coll.)*

Preventive and protective services are the safety technical service (Section 22 of Act No. 124/2006 Coll.) And the occupational health service (Sections 30a and 30d of Act No. 355/2007 Coll.)

*(Section 21, Paragraph 2 of Act No. 124/2006 Coll.)*

The employer is obliged to provide a technical service for employees. For the performance of the safety and technical service, the employer is obliged to determine a sufficient number of its own professional employees who are in an employment relationship or a similar employment relationship with it. An employer who performs safety-related service by his own professional staff must be adequately technically and instrumentally equipped with the necessary work equipment.

*(Section 21, Paragraph 3 of Act No. 124/2006 Coll.)*

The employer is obliged to provide its own professional employee or to agree with a natural person who is an entrepreneur, or with a legal entity authorized to perform safety technical service, sufficient time to perform professional tasks in ensuring safety and health at work, which is necessary to ensure necessary preventive and protective measures. In determining sufficient time, the employer shall take into account the size of the organization, the number of employees, working conditions and the extent, nature and distribution of the hazards and the resulting risks.

*(Section 21, Paragraph 5 of Act No. 124/2006 Coll.)*

A professional employee demonstrates professional competence with a certificate of professional competence.

*(Section 21, Paragraph 6 of Act No. 124/2006 Coll.)*

The tasks of the safety service are performed by a safety technician and an authorized safety technician and, if necessary, by another specialist for prevention and protection in a specific area of safety and health at work.

*(Section 22, Paragraph 2 of Act No. 124/2006 Coll.)*

The minimum occupational health service team according to paragraph 3 letter c) form

(a) a doctor specializing in occupational medicine, specialized occupational occupational medicine and clinical toxicology, the field of preventive occupational medicine and toxicology or the occupational health services and public health professional, or

(b) a doctor specializing in the specialization referred to in point (a) and a doctor specializing in the public health specialization.

*(Section 30a, Paragraph 5 of Act No. 355/2007 Coll.)*

The head of the occupational health service team may only be a doctor who specializes in the specialization field referred to in paragraph 5 (a). (a) and is part of an occupational health service team; the head of the occupational health service team can be this doctor in only one occupational health service team.

*(Section 30a, Paragraph 6 of Act No. 355/2007 Coll.)*

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### **General obligations of the employer**

In order to ensure safety and health at work, the employer is obliged to:

- take measures, taking into account all circumstances relating to work and in accordance with legislation and other regulations, to ensure safety and health at work,
- improve working conditions and adapt them to employees; take into account changing real and foreseeable circumstances and scientific and technical knowledge achieved,
- identify hazards and threats, assess the risk and prepare a written document on the risk assessment of all activities performed by employees,
- to ensure that workplaces, communications, work equipment, materials, working procedures, production processes, the organization of workplaces and the organization of work do not endanger the safety and health of workers and to provide the necessary maintenance and repairs for that purpose,
- ensure that chemical, physical, biological, psychological and social factors do not endanger the safety and health of workers,
- to eliminate hazards and threats and, if it is not possible according to the achieved scientific and technical knowledge, to take measures to reduce them and to prepare measures for their elimination,
- to replace strenuous and monotonous work and work in difficult and unhealthy or harmful working conditions with suitable working means, working procedures, production procedures and improving the organization of work,
- in areas where hazardous substances are used or stored or technologies and equipment are used which, where failure, may endanger the life and health of more employees, other natural persons and the environment, and in areas where there are special hazards and hazards which they can directly and seriously endanger the lives and health of employees,
  - take measures to eliminate threats to life and health; if, in the light of scientific and technical knowledge, it is not possible to take measures to limit it,
  - take the necessary measures to limit the possible consequences of danger to life and health and allow access to the danger area only to essentially necessary staff who are duly and demonstrably familiar and have training and equipment in accordance with legislation and other regulations to ensure safety and health at work,
- determine safe working procedures,
- determine and ensure the protective measures to be taken and, if necessary, determine and ensure the means of protection to be used,
- develop, regularly evaluate and, if necessary, update the concept of occupational safety and health policy containing the fundamental objectives to be achieved in the field of occupational safety and health, and the program for the implementation of this concept, which includes in particular the procedure, means and method of its implementation ; this does not apply to an employer who employs less than 11 employees and to an employer whose code according to the statistical classification of economic activities is not given in Annex no. 1, of Act no. 124/2006 Coll.,
- issue internal regulations, rules on safety and health at work and give instructions to ensure safety and health at work,
- draw up and, if necessary, update its own list of jobs and workplaces:
  - prohibited for pregnant women, mothers until the end of the ninth month after childbirth and breastfeeding,
  - associated with a specific risk for pregnant women, mothers by the end of the ninth month after childbirth and for breastfeeding women,
  - prohibited to juvenile employees,
- keep and maintain the prescribed documentation, records and records related to safety and

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health at work, for five years from the date on which the last entry was made in them, unless a special regulation provides otherwise,

- to include employees in the performance of work with regard to their state of health, especially on the result of the assessment of their medical fitness for work (Section 30e of Act No. 355/2007 Coll. on the protection, support and development of public health and on amendments to certain acts as amended) Act No. 204/2014 Coll., abilities, their age, qualifications and professional competence according to legal regulations and other regulations to ensure safety and health at work and not allow them to perform work that does not correspond to their health, in particular the result of the assessment of their medical fitness for work, abilities for which they are not old, qualifications and proof of professional competence according to legal regulations and other regulations to ensure safety and health protection at work,
- ensure the assessment of the individual physical abilities of the employee during manual handling of loads,
- ensure the performance of health supervision (Sections 30a and 30d of Act No. 355/2007 Coll., as amended by Act No. 204/2014 Coll.), including preventive medical examinations in relation to work (Section 30e of Act No. 355/2007 Coll. on the protection, support and development of public health and on the amendment of certain acts as amended by Act No. 204/2014 Coll.), at regular intervals, taking into account the nature of work and working conditions at the workplace, as well as if the employee so requests,
- take care to ensure safety and health at work at:
  - employees in separate workplaces,
  - employees who work alone in the workplace,
  - specific groups of workers, in particular in relation to specific hazards which particularly affect their safety and health,
- provide employees with breaks at work for reasons of safety and health at work,
- not to use in work in which employees are exposed to an increased possibility of injury or other damage to health, such a method of remuneration for work that could result in a threat to the safety or health of employees when increasing work performance.

*(Section 6, Paragraph 1 of Act No. 124/2006 Coll.)*

To ensure safety and health at work through personal protective equipment, the employer is obliged to:

- draw up a list of personal protective equipment provided on the basis of a risk assessment and an assessment of the hazards arising from the work process and the work environment,
- to provide, free of charge, to employees for whom the protection of their life or health so requires, the necessary effective personal protective equipment and to keep records of their provision,
- maintain personal protective equipment in a usable and functional condition and ensure its proper use.

*(Section 6, Paragraph 2 of Act No. 124/2006 Coll.)*

The employer is obliged to:

- provide employees with work clothes and work footwear if they work in an environment in which the clothes or footwear are subject to exceptional wear and tear,
- provide employees with a drinking regime if the protection of their lives or health so requires, and provide the washing, cleaning and disinfecting agents necessary to ensure physical hygiene; the employer is obliged to regulate the provision of the drinking regime by internal regulations.

*(Section 6, Paragraph 3 of Act No. 124/2006 Coll.)*



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The employer is obliged to ensure that employees of another employer and natural persons who are entrepreneurs and non-employers who will perform work at his workplaces and on his premises receive the necessary information and instructions to ensure safety and health at work applicable to his workplaces, and premises, especially information according to § 7 par. 8 letter a) to c) of Act no. 124/2006 Coll., The employer may agree to perform work with a natural person who is an entrepreneur and is not an employer, only if this natural person proves to him with the appropriate document the professional competence necessary to perform work under legislation and other regulations to ensure safety and occupational health.

*(Section 6, Paragraph 4 of Act No. 124/2006 Coll.)*

The employer is obliged to issue a ban on smoking in workplaces where non-smokers also work, and to ensure compliance with this ban, as well as the ban on smoking in the workplace.

*(Section 6, Paragraph 5 of Act No. 124/2006 Coll.)*

To ensure safety and health at work, the employer is obliged to inform the preventive and protective services (Section 21 of Act No. 124/2006 Coll.) In writing about the employment of an employee for a certain period of time and the employment of an employee temporarily assigned to him according to a special regulation.

*(Section 6, Paragraph 6 of Act No. 124/2006 Coll.)*

The employer is obliged to take care of the safety and health protection of all persons who are with his knowledge at his workplaces or on his premises.

*(Section 6, Paragraph 7 of Act No. 124/2006 Coll.)*

The employer, which is a natural person, and the statutory body of the employer, which is a legal person, after notification pursuant to § 12 par. 5 and § 22 par. 8 of Act no. 124/2006 Coll. they are obliged to ensure that the necessary preventive and protective measures are taken; if life or health is imminent, they are obliged to act immediately.

*(Section 6, Paragraph 9 of Act No. 124/2006 Coll.)*

The obligations of employees to ensure safety and health at work and to take the necessary measures do not affect the employer's responsibility for the fulfillment of obligations in the field of safety and health at work.

*(Section 6, Paragraph 10 of Act No. 124/2006 Coll.)*

The costs associated with ensuring safety and health at work must be borne by the employer; these costs may not be passed on to the staff member.

*(Section 6, Paragraph 11 of Act No. 124/2006 Coll.)*

### **Familiarization and information of employees**

The employer is obliged to regularly, clearly and demonstrably inform each employee:

- with legal regulations and other regulations to ensure safety and health protection at work, with the principles of safe work, principles of health protection at work, principles of safe behavior at the workplace and with safe working procedures and verify their knowledge,
- with existing and foreseeable hazards and threats, with the effects they may have on health and with protection against them,
- prohibited from entering the premises, staying in the premises and carrying out activities that could directly endanger the life or health of the employee.



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*(Section 7, Paragraph 1 of Act No. 124/2006 Coll.)*

The employer is obliged to clearly and demonstrably acquaint the employee with the list of jobs and workplaces

- prohibited for pregnant women, mothers until the end of the ninth month after childbirth and breastfeeding,
- associated with a specific risk for pregnant women, mothers by the end of the ninth month after childbirth and for breastfeeding women,
- prohibited to juvenile employees.

*(Section 7, Paragraph 2 of Act No. 124/2006 Coll.)*

The employer is obliged to inform the employee when he is hired, transferred to another workplace, assigned or transferred to another job, introduction of new technology, new work procedure or new work equipment.

*(Section 7, Paragraph 3 of Act No. 124/2006 Coll.)*

The employer is obliged to provide employees and employee representatives, including employee safety representatives, in an appropriate and comprehensible manner with the necessary information on:

- the hazards and hazards that may arise at and in connection with the work and the results of the risk assessment,
- preventive measures and protective measures taken by the employer to ensure safety and health at work and which apply in general to employees and the work performed by them at individual workplaces,
- measures and procedures in the event of damage to health, including the provision of first aid, as well as measures and procedures in the event of fire, rescue and evacuation,
- preventive measures and protective measures proposed and ordered by the relevant labor inspectorate or supervisory authorities,
- accidents at work, occupational diseases and other occupational injuries that have occurred with the employer, including the results of the investigation into the causes of their occurrence and the measures taken and implemented.

*(Section 7, Paragraph 8 of Act No. 124/2006 Coll.)*

#### **Obligations of the employer in the event of an immediate and serious threat to life or health**

In order to ensure the safety and health protection of employees at work in the event of an immediate and serious threat to life or health, the employer is obliged to take into account:

- take measures in advance and provide the means necessary to protect the life and health of workers and to provide first aid, and in particular to:
  - specify in writing the procedure in the event of rescue work, evacuation and damage to health, including the provision of first aid,
  - equip workplaces with the necessary means, including first aid,
  - identify and educate and regularly train a sufficient number of employees for rescue work, evacuation and first aid, as well as for firefighting, by professionally qualified persons,
  - ensure the necessary contacts with the relevant medical workplaces, rescue workplaces and fire brigades,
- take measures in advance to enable employees to take care of their health and safety and, where appropriate, the health and safety of others, and to prevent, as far as possible, the consequences of such a risk,
- inform without delay of all threats and appropriate protective measures to all employees who are or may be exposed to such threats,

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- issue instructions without delay and ensure that employees can stop their work, leave the workplace immediately and go to safety,
- not require employees, except in duly justified and exceptional cases, to work or stay in a workplace where there is such a risk.

An employer may not be considered a breach if an employee refuses to perform work, interrupts work or leaves the workplace to go to safety if he reasonably believed that his life or health, or the life or health of others, was immediately and seriously endangered.

*(Section 8 of Act No. 124/2006 Coll.)*

The employer is obliged to constantly check and require compliance with legal regulations and other regulations to ensure safety and health at work, principles of safe work, health protection at work and safe behavior at the workplace and safe work procedures, in particular to check:

- the state of safety and health protection at work, including the state of safety of technical equipment; to this end, at intervals determined by special regulations, ensure the control of this condition, measurement and evaluation of factors of the working environment, official examinations, technical inspections and technical examinations of reserved technical equipment,
- whether the employee is not under the influence of alcohol, narcotics or psychotropic substances during working hours and whether he observes the specified ban on smoking on the employer's premises,
- the activity of an employee in a separate workplace and an employee who works alone in the workplace,
- proper use of personal protective equipment, protective equipment and other protective measures.

The employer is obliged to eliminate the deficiencies identified by the inspection activity.

*(9 of Act No. 124/2006 Coll.)*

### **Duties of managers**

The tasks of the employer in the field of care for safety and health at work are obliged to be performed by managers at all levels of management within the scope of tasks arising from their functions. These tasks are an equal and inseparable part of their job responsibilities.

*(Section 6, Paragraph 8 of Act No. 124/2006 Coll.)*

Managers are responsible for:

- creating favorable working conditions for the employees they manage and ensuring safety and health at work within the scope of their competence,
- management and control of compliance with safety regulations at work of employees managed by them, control of consumption of alcoholic beverages and control of workplace, machines and equipment from the point of view of compliance with health and safety requirements,
- ensuring the elimination of identified deficiencies as well as failures and causes of failures and accidents of technical equipment,
- ensuring the participation of newly hired employees in the initial OSH and OPP training and in the initial instruction at the workplace, as well as the release of employees for periodic, professional training and examinations and medical examinations during their working hours,
- acquaintance of the employees managed by them with their tasks, duties and rights,
- assignment of work to employees, which is agreed in the employment contract, issuance of a written description of work activities (scope of work), which belong to the scope of work agreed in their employment contract,
- observance of the rules of decency and civic coexistence in the workplace in order to create a favorable working atmosphere, motivating subordinate employees to perform quality work tasks,

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- implementation of health and safety policy,
- control of compliance with health and safety regulations by contractors who perform activities at their workplaces,
- acquainting employees with the policy of safety and health protection at work,
- ensuring that there is no breach of work discipline and non-fulfillment of work duties,
- compliance with the ban on work and workplaces for women and adolescents,
- elaboration of internal regulations for operation, maintenance, repairs and servicing of machines and equipment used at the workplace and for work activities in the field of occupational safety and health,
- ensuring the elaboration and keeping of documentation of machines and equipment, if it is prescribed (operation logs, etc.),
- safe and reliable operation of used machines and equipment and for ensuring the implementation of their prescribed professional inspections and tests,
- use in operation only such work tools, implements and work aids that meet the requirements of occupational health and safety,
- equipping employees with the work tools, tools and aids they need to carry out their work and protect their health and to make employees aware of their safe use,
- failure to perform work for an employee who does not have the necessary qualifications, professional and medical qualifications for the work in question,
- acquainting employees with the possible risks arising from the nature of the work they will perform and informing employees with protective measures before their work,
- issuing suitable personal protective equipment as well as the necessary hygienic, cleaning and disinfecting agents, or protective beverages,
- equipping PPE employees with appropriate risks and for verifying that these PPE provided by employees are properly used,
- equipping workplaces with safety signs, instructions and signaling,
- conducting consultations concerning the area of occupational safety and health at the workplace and using the suggestions of employees to improve their work,
- ensuring safety and hygiene conditions for work that does not endanger the life and health of employees.

Managers are obliged to immediately notify their manager of deficiencies identified in the field of safety and health at work if the implementation of the necessary preventive measures and protective measures is beyond their job duties.

### **Basic duties of employees**

The employee is obliged to:

- comply with legislation and other regulations to ensure safety and health at work, guidelines for safety and health at work, principles of safe work, principles of health and safety at work and designated work procedures with which it has been properly and demonstrably familiar,
- cooperate with the employer and the employees' safety representative to the extent necessary to enable them to fulfill their obligations to ensure safety and health at work and the tasks assigned to them by the relevant labor inspectorate or supervisory authority,
- perform work, operate and use work equipment, materials, hazardous substances and other equipment in accordance with:
  - instructions for use with which he has been duly and demonstrably acquainted,
  - knowledge that is part of the knowledge and skills within the acquired professional competence,
- operate work equipment and perform activities with a higher risk according to legal regulations and other regulations to ensure safety and health at work only on the basis of a license, certificate or document according to § 16 par. 1 letter b) or letter c) of Act no. 124/2006 Coll.

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- and only if the employer is authorized to perform this service or to perform this activity,
- use safety and protection equipment properly, do not take it out of service and do not change it arbitrarily,
- use personal protective equipment assigned in the specified manner,
- to observe the prohibition on entering the premises, to stay in the premises and to carry out activities stipulated by special regulations that could directly endanger his life or health,
- to participate in acquaintance and other training provided by the employer in the interest of safety and health at work and to undergo verification of his knowledge,
- undergo medical preventive examinations, in relation to work,
- notify without undue delay to the manager or, as appropriate, to the safety technician or authorized safety technician, safety representative, the relevant labor inspectorate or the competent supervisory authority of those deficiencies which could endanger safety or health at work, in particular immediate and serious danger to life or health, and to participate, as far as possible, in their removal,
- not to consume alcoholic beverages, narcotics and psychotropic substances at the workplaces and premises of the employer and during working hours also outside these workplaces and premises, not to start work under their influence,
- undergo an examination by an employer or a competent governmental authority to determine whether the employee is under the influence of alcohol, drugs or psychotropic substances; the group of employees of the employer and other persons authorized to instruct the employee to undergo an examination shall be specified by the employer in the working rules or in an internal regulation,
- comply with the designated ban on smoking in the workplace,
- participate in reconditioning stays.

*(Section 12, Paragraph 2 of Act No. 124/2006 Coll.)*

### **Security Technician / Authorized Security Technician**

Security Technician / Authorized Security Technician is a professionally qualified employee who assists the employer in the implementation of measures in the field of occupational safety and health, technical equipment and established working conditions, including the identification and elimination of deficiencies in these areas. Performs educational, advisory and control activities. By setting up a function Safety Technician / Authorized Safety Technician the employer's responsibility for safety and health at work is not affected.

The safety technician / Authorized safety technician coordinates with the relevant departments of the employer

- elaboration of the system and programs of education and training of employees and other persons in the field of occupational safety and health,
- development of a system for the provision and use of personal protective equipment,
- elaboration of rules and instructions for ensuring occupational safety and health,
- development of an in-house control system, including regular health and safety inspections,
- elaboration of schedule of inspections and tests of technical equipment,
- preparation of records and reports on landfills, other than landfills, dangerous events, operational accidents (accidents) and failures of technical equipment,
- elaboration of analyzes of accidents, dangerous events, operational accidents (accidents), failures of technical equipment, industrial poisonings and occupational diseases,
- drawing up a list of prohibited works for women and adolescents.

Safety Technician / Authorized Safety Technician cooperates with the relevant departments of the employer in

- developing the concept of health and safety policy,

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- acquaintance and verification of knowledge from health and safety regulations,
- performing inspections and evaluations of the condition, the level of health and safety management,
- elaboration of a schedule for elimination of identified deficiencies and in their elimination,
- performing regular measurements of physico-chemical pollutants in the working environment (measurement of noise, dust, lighting, chemical pollutants, microclimate, ionizing radiation, etc.),
- elaboration of proposals for modification of machines and equipment, working environment and premises from the point of view of health and safety,
- health and safety documentation management.

#### Safety technician / Authorized safety technician checks

- condition of workplaces (objects, communications, machines, equipment, tools, instruments, materials, work aids, work procedures, organization of jobs and organization of work),
- compliance with the provisions relating to occupational safety, technical equipment and established working conditions, applicable safety and hygiene regulations, orders and instructions,
- compliance with the ban on work for women and adolescents,
- use and protection of protective equipment, PPE,
- performing entrance and periodic medical examinations,
- compliance with the conditions of professional competence,
- compliance with agreements with employees of external entities,
- the function of protective, security and emergency means.

#### Security Technician / Authorized Security Technician performs

- acquaintance of employees,
- methodical guidance of employees,
- professional consulting services for employers in the field of occupational safety and health.

#### Safety technician / Authorized safety technician submits to the employer

- information on the state and development of occupational health and safety at workplaces, analyzes and analyzes,
- proposals for solving the state of health and safety.

#### Security Technician / Authorized Security Technician cooperates

- with the Health and Safety Commission, with employee representatives for health and safety, with the occupational health service and a representative organization of employees,
- with state professional supervision over occupational safety, with state administration bodies in the field of public health.

#### Safety Technician / Authorized Safety Technician participates in detection, assessment and evaluation

- accident, accident risks and other threats to the health of employees,
- sources and causes of adverse events

#### Other duties and powers of the Security Technician / Authorized Security Technician

- draw the relevant manager's attention to the identified deficiencies, which must be remedied immediately, if this is not possible, he / she shall notify his immediate manager,
- if certain shortcomings require higher expertise, it will require the relevant experts to be assessed,
- performs inspections of compliance with occupational health and safety regulations and a

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breath test to determine the consumption of alcohol, narcotics and psychotropic substances during working and non-working hours for all employees and persons staying on the company's premises,

- order the relevant managers to immediately stop work or activities of technical equipment, machinery and equipment if they directly endanger the life or health of employees and persons,
- reports to the competent authorities the occurrence of registered accidents at work, the occurrence of a serious industrial accident, occupational disease, threat of occupational disease.

### **Employee Safety Representative**

The employer is obliged to appoint one or more employees as employee representatives for safety, on the basis of a proposal from the relevant trade union body, employee council or choice of employees, if the employer does not have a trade union body or employee council. An employee may be nominated or elected as an employee safety representative only with his or her written consent.

One employee representative for safety at the employer, whose code according to the statistical classification of economic activities is given in Annex no. 1 of Act no. 124/2006 Coll., May represent a maximum of 50 employees. For other employers, one safety employee representative may represent more than 50 employees, but not more than 100 employees.

The employee safety representative is authorized to:

- carry out inspections of workplaces and verify the fulfillment of measures from the point of view of ensuring safety and health protection at work,
- require the employer to provide information on facts affecting safety and health at work; they may discuss them with a trade union or a works council operating for the employer and, in agreement with the employer, also with experts in the field, provided that classified information protected by special regulations is not disclosed,
- cooperate with the employer and submit proposals for measures to increase the level of safety and health at work,
- request the employer to eliminate the identified deficiencies; if the employer does not eliminate the deficiencies of which he was notified, he is entitled to submit complaints to the relevant labor inspectorate or to the competent supervisory authority,
- to participate in negotiations organized by the employer concerning safety and health protection at work, investigation of the causes of accidents at work, occupational diseases and other events according to § 17 of Act no. 124/2006 Coll., Measurement and evaluation of work environment factors, participate in inspections performed by the relevant labor inspectorate or the relevant supervisory authority and request information from the employer on the results and conclusions of these inspections and compliance with imposed measures, measurements and evaluations,
- submit comments and proposals to the relevant labor inspectorate or the competent supervisory authority when performing a labor inspection or supervision at the employer.

The employer is obliged to provide training for the employees' representatives for the performance of their tasks, to provide a reasonable amount of paid leave and to create the necessary conditions for the performance of their function.

The employer is obliged to make available at his workplaces in the usual and freely accessible place a list of employees' representatives for safety, together with an indication of the workplace where they work.

*(Section 19 of Act No. 124/2006 Coll.)*



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### **Occupational Safety and Health Commission**

An employer with more than 100 employees shall set up, as its advisory body, a Occupational Safety and Health Commission composed of safety representatives and employer representatives, in particular experts in the field, the vast majority of whom shall be safety representatives.

The Occupational Safety and Health Commission meets at least once a year.

The Commission for Safety and Health at Work is entitled to:

- regularly evaluate the state of safety and health protection at work, the state and development of occupational accidents, occupational diseases and other events according to § 17 of Act no. 124/2006 Coll. and assess other occupational safety and health issues, including the working environment and working conditions,
- to propose measures in the field of management, control and improvement of the state of safety and health protection at work,
- to comment on all issues related to safety and health at work,
- request from the employer the necessary information necessary for the performance of his activity.

The provisions of the Occupational Safety and Health Commission are without prejudice to the rights of employees' safety representatives.

*(Section 20 of Act No. 124/2006 Coll.)*

### **HEALTH AND SAFETY POLICY CONCEPT**

Act no. 124/12006 Coll. declares in § 6 par. 1 letter (k) the employer's obligation to draw up in writing, regularly evaluate and, where necessary, update the concept of safety and health policy at work, containing the essential objectives to be achieved in the field of safety and health at work, and the program for implementing this concept, which shall include and the method of its implementation; this does not apply to an employer who employs less than 11 employees and to an employer whose code according to the statistical classification of economic activities is not given in Annex no. 1 of Act no. 124/12006 Z. z ..

Jasplastik-SK has developed, approved and adopted a "Health and Safety Policy". The health and safety policy is approved, announced and supported by the top management of the organization and represents the commitment of the organization and top management, representing the intentions, the basic orientation in the field of health and safety, the goals that the company wants to achieve.

### **RISK ASSESSMENT**

The aim of the risk assessment is to identify hazards and threats, to assess the severity of the risks, to propose measures to eliminate the risks and to establish procedures for the use of the results of the risk assessment.

The assessed systems are machines, equipment, technologies, workspace, work activities, used material used in individual operations of the company.

Information on threats is obtained from the following data:

- technical and operational documentation of machines and technologies,
- organizational and technical regulations of the company, written instructions, manuals and working procedures
- data on injuries, morbidity, adverse events, disorders,
- records of internal and external controls
- consultation with professionals and staff
- legislation, standards, including European, technical and scientific literature, manuals
- inspections of workplaces, objects



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Risk assessment is the determination of the likelihood of an adverse event occurring, the severity of the consequences of possible damage to health and the determination of the acceptability of a risk.

The point method is used to assess the risk.

### **Proposal of security measures**

Based on the evaluation of the risk analysis, determine Security Technician / Authorized Security Technician in cooperation with managers and employee representatives for safety, take appropriate measures to reduce or eliminate the risk.

When designing safety measures, they are based on safety regulations - decrees, government regulations, technical standards, instructions for operation and maintenance of machinery and equipment, health and safety principles. They will also supplement the safety measures with their own measures - from the company's internal regulations for ensuring occupational safety and health, as well as work procedures and operational safety regulations for the performance of individual activities and, if necessary, others.

When designing security measures, collective protection is given priority over individual protection.

### **PROVIDING PERSONAL PROTECTIVE EQUIPMENT**

By providing PPE to employees, the employer wants to prevent work-related injuries, illnesses, health disorders caused by work and limit the effects of harmful factors of work and the working environment on employees.

To determine the scope and conditions of providing personal protective equipment based on the evaluation of the analysis of risks arising from work processes and work activities of employees moving and working in the premises of Jasplastik-SK is the purpose of the directive on the provision of PPE issued by the management of Jasplastik-SK

The directive for the provision of PPE is prepared in accordance with the Act of the National Council of the Slovak Republic no. 124/2006 Coll. on safety and health protection at work and on amendments to certain laws and regulations of the Government of the Slovak Republic no. 395/2006 Coll. on the conditions for providing personal protective equipment.

### **ACCIDENTS AT WORK**

An accident at work is a damage to health that was caused to an employee during the performance of work tasks or in direct connection with him, regardless of his will, by short-term, sudden and violent exposure to external influences.

*(Section 195 (2) of the Labor Code)*

Fulfillment of work tasks is the performance of work duties arising from the employment relationship, other activity performed on the order of the employer and the activity which is the subject of the business trip.

In direct connection with the performance of work tasks, the actions necessary for the performance of work and actions during work are usual or necessary before the start of work or after its completion. Such acts do not include the journey to and from work, meals, treatment or examination in a medical facility, or the journey to and from them. Examinations in a medical facility performed on the order of the employer or first aid treatment and the journey to and from them are acts directly related to the performance of work tasks.

An accident suffered by an employee for the performance of work tasks is also considered an accident at work.

*(§ 220 of the Labor Code)*

The journey to work and back is the journey from the employee's place of residence (accommodation) to the place of entry into the employer's premises or to another place intended for the performance of

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work tasks and back. In the case of an employer in agriculture, forestry and construction, it is also the journey from the place of residence to the designated assembly point and back.

Travel from the municipality of residence of the employee to the workplace or to the place of accommodation in another municipality, which is the destination of the business trip, if it is not also the municipality of his regular workplace, and back is considered a necessary action before or after work.

(§ 221 of the Labor Code)

The basic conditions, procedures and obligations of employees in the event of accidents at work, accidents other than accidents at work and the occurrence of dangerous events are set out in the Directive on the determination of procedures in the event of accidents and dangerous events, created in accordance with the requirements of generally binding legislation.

### **TRAUMATOLOGY PLAN**

The consequences of accidents are in many cases dependent on the provision of prompt and effective assistance to those affected. This requires that all employees learn not only safety regulations, but also the principles, procedure and method of providing first aid.

Procedures in the event of damage to health, including the provision of first aid and the evacuation of injured persons, are included in the trauma plan.

Traumatology plan:

- formulates the principles of care for the injured,
- defines preparatory measures to ensure the care of the injured and the responsibility of managers,
- sets out organizational principles for rescue procedures aimed at achieving coordinated cooperation between all components involved in the care of the injured.

### **CONSUMPTION OF ALCOHOLIC BEVERAGES, NARCOTICS OR PSYCHOTROPIC SUBSTANCES**

The employer is in accordance with § 9 par. 1 letter b) of Act no. 124/2006 Coll. obliged to ensure that the employee is not under the influence of alcohol, narcotics or psychotropic substances during working hours.

The procedure for carrying out inspections of the consumption of alcoholic beverages and other narcotics and the determination of the group of employees who are authorized and obliged to carry out inspections are laid down in the Directive on the control of the consumption of alcoholic beverages and other narcotics.

### **HEALTH AND SAFETY EDUCATION**

The aim of education and training in the field of occupational safety and health is to ensure the acquisition of the necessary set of information, respectively. knowledge for the safe performance of work activities, but also knowledge of the principles of safe behavior and conduct of employees at work.

The principles of training of employees in the field of safety and health at work in the company Jasplastik-SK, the basic rights and obligations of the company's employees in providing training in the field of occupational safety and health are set out in the directive to determine the conditions for organizing employee training in occupational safety and health.

### **ASSESSMENT OF WORKABILITY**

The assessment of medical fitness for work is performed on the basis of the assessment of health risk from exposure to the factors of work and the working environment and the results of a preventive medical examination in relation to work at:

- **employee,**
  - who carries out work classified in the third or fourth category,

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- in the event of a recurrence of an occupational disease in the same profession in the same workplace,
- whose medical fitness for work requires a special regulation,
- who carries out work in the second category, the third category or the fourth category, if he has not carried out that work for more than six months for health reasons,
- **a natural person - an entrepreneur who does not employ other natural persons,**
  - which carries out work in the third or fourth category,
  - whose medical fitness for work requires a special regulation,
- **another natural person applying for a job**
  - for the performance of works classified in the third or fourth category, or
  - if her medical fitness for work requires a special regulation,
- **a worker with ionizing radiation sources of category A.**

The employee's obligation to undergo a medical preventive examination in relation to work for the purpose of assessing medical fitness for work is regulated by a special regulation.

*(Section 30e, Paragraphs 1 and 2 of Act No. 355/2007 Coll.)*

Medical preventive examinations in relation to work according to paragraph 1 letter. (a) of the first point, point (b) the first point and point (c) the first point shall be implemented:

- before the conclusion of an employment relationship or similar employment relationship or before the commencement of work of a natural person - entrepreneur who does not employ other natural persons,
- in connection with the performance of work,
- before each change of job classification,
- at the end of an employment relationship or similar employment relationship or at the end of the performance of the work of a natural person - entrepreneur who does not employ other natural persons, for health reasons,
- after the termination of an employment relationship or similar employment relationship, if the employee so requests from a former employer with whom he worked with risk factors with late consequences for health.

Medical preventive examinations in relation to work according to paragraph 9 letter (b) are carried out:

- once every two years for an employee and a natural person - entrepreneur who does not employ other natural persons, if they perform work classified in the third category,
- once a year for an employee and a natural person - an entrepreneur who does not employ other natural persons, if they perform work classified in the fourth category, and for a worker with sources of ionizing radiation of category A.

Medical preventive examinations in relation to work according to paragraph 9 letter (e) are performed once every three years when working with risk factors with late health consequences that are classified in the third or fourth category.

*(§ 30e par. 9, 10, 11 of Act No. 355/2007 Coll.)*

The employer is obliged to ensure that an employee working at night undergoes an assessment of medical fitness to work at night:

- before being assigned to night work,
- regularly as necessary, at least once a year,
- at any time during the assignment to night work for health disorders caused by the performance of night work,
- if the pregnant woman so requests, the mother by the end of the ninth month after giving birth and the breastfeeding woman.

*(Section 98 (3) of the Labor Code)*

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The employer is obliged to ensure the assessment of medical fitness for work on the basis of the results of a medical preventive examination in relation to the work of a juvenile employee:

- before the transfer of a juvenile staff member to another job,
- regularly, if necessary at least once a year, unless a special regulation provides otherwise.

*(Section 176 (1) of the Labor Code)*

## **HEALTH SERVICE**

The employer provides occupational health services in a supplier manner by the company TeamPrevent Santé, sro Ružínovská 10 Bratislava 820 07

The occupational health service performs health supervision for employees and provides professional and advisory activities to the employer to fulfill his obligations pursuant to § 30 para. 1 letter a) to d), f), l) to n) in the field of protection and promotion of health at work. (Section 30a (1) of Act No. 355/2007 Coll.).

### **The scope of activities of the occupational health service for staff performing work classified in the first or second category:**

Occupational health service for staff performing work classified in the first or second category, in particular:

- assess the health risk from exposure to occupational factors and the working environment and, on the basis of this assessment, prepare a risk assessment for the employer with a categorization of work in terms of health risk; if it assesses the health risk according to § 30 par. 1 letter c) and does not detect a change in working conditions that could affect the level of health risk or category of work in terms of health risk, draw up a written record of risk assessment for the employer,
- proposes to the employer measures to reduce or eliminate the health risk and draws his attention to work with an increased level of health risk,
- provides counseling to employers and employees focused on
  - planning and organization of work and rest of employees, including the organization of workplaces and jobs and the way of performing work from the point of view of health protection,
  - the protection of health against the adverse effects of occupational factors and the working environment or of the technologies used or intended to be used,
  - protection against occupational and work-related diseases,
- participates in
  - improving working conditions and evaluating new equipment and technologies from the point of view of health protection,
  - organizing training of selected employees for the provision of first aid or training of selected employees for the provision of first aid according to a special regulation,
- cooperates with the employer in providing information to employees, education and training in the field of protection and positive impact on health, hygiene, physiology, work psychology and ergonomics,
- performs preventive medical examinations in relation to work for the purpose of assessing medical fitness for work, if the doctor providing health care in the specialized field of general medicine, the specialized field of clinical occupational medicine and clinical toxicology, the specialized field of occupational medicine or in the specialized field of health services.

*(Section 30ab of Act No. 355/2007 Coll.)*

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**The scope of activities of the occupational health service** for staff performing work classified in the third or fourth category

Occupational health service for staff performing work classified in category 3 or 4, in particular

- assess the health risk from exposure to occupational factors and the working environment and, on the basis of this assessment, prepare a risk assessment for the employer with a categorization of work in terms of health risk; if it assesses the health risk according to § 30 par. 1 letter c) and does not detect a change in working conditions that could affect the level of health risk or the category of work in terms of health risk, draw up a written record of the risk assessment for the employer,
- prepares a proposal to change or remove works from the third category or the fourth category,
- proposes to the employer measures to reduce the health risk or eliminate the health risk,
- performs preventive medical examinations in relation to work for the purpose of assessing medical fitness for work,
- provides counseling to employers and employees focused on
  - planning and organization of work and rest of employees, including the organization of workplaces and jobs and the way of performing work from the point of view of health protection,
  - the protection of health against the adverse effects of occupational factors and the working environment or of the technologies used or intended to be used,
  - protection against occupational and work-related diseases,
- participates in
  - improving working conditions and evaluating new equipment and technologies from the point of view of health protection,
  - activities related to the placement of employees for occupational rehabilitation,
  - analyzes of incapacity for work, occupational diseases and work-related illnesses,
  - organizing first aid in case of endangering the life or health of employees,
  - organizing training of selected employees for the provision of first aid or training of selected employees for the provision of first aid according to a special regulation,
  - ensuring a reconditioning stay,
- cooperates with the employer in providing information to employees, education and training in the field of protection and positive impact on health, hygiene, physiology, work psychology and ergonomics.

*(Section 30ad of Act No. 355/2007 Coll.)*

## **PROTECTION OF NON-SMOKERS**

Jasplastik-SK strives to protect the health and strengthen the prevention of occupational health and, to this end, also to ensure the protection of non-smokers from the harmful effects of tobacco smoke.

For this reason, the management of Jasplastik-SK in accordance with the Act of the National Council of the Slovak Republic no. 124/2006 Coll. on Safety and Health at Work and on Amendments to Certain Acts and Act no. 377/2004 Coll. on the protection of non-smokers and on the amendment of certain laws, as amended, has issued an instruction to determine the conditions related to smoking on the premises of Jasplastik-SK

## **MANUAL HANDLING OF LOADS**

Manual handling of loads is any movement or carrying of a load, including people and animals by one or more employees, lifting, supporting, storing, pushing, pulling or other movement which, due to load characteristics or adverse ergonomic factors, poses a risk of damage to health, especially the spine. employees.

The employer is obliged to ensure, by organizational measures or the use of appropriate means, especially mechanical equipment, the elimination of manual handling of employees with loads.

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If manual handling of loads cannot be ruled out, the employer shall take appropriate organizational measures, use appropriate means and equip workers with such means as to eliminate or reduce the risk of injury resulting from manual handling of loads, taking into account factors related to the risk of injury. .

The employer shall take into account the indicative weight values of lifted and transferred loads and shall organize compliance with the limits and provisions of the relevant regulations.

*(Government Regulation No. 281/2006 Coll.)*

### **SPECIAL GROUPS OF EMPLOYEES**

The employer's duty is to pay attention to ensuring safety and health protection at work for special groups of employees, especially in relation to specific hazards that specifically affect their safety and health (§ 6 paragraph 1 letter r)).

Special groups of employees are pregnant women, mothers until the end of the ninth month after childbirth, breastfeeding women, adolescents and employees with disabilities (§ 3 letter c)).

*(Act No. 124/2006 Coll.)*

### **Working conditions of women, pregnant women, mothers until the end of the ninth month after childbirth**

The employer is obliged to assess the nature, degree and duration of such exposure in all work and workplaces associated with the specific risk of exposure of a pregnant woman, mother until the end of the ninth month after childbirth and breastfeeding to harmful effects, influences, processes or working conditions. The employer shall assess all risks to their safety and health and, on the basis of a professional assessment of their fitness for possible effects on the pregnancy or breastfeeding of such a woman, shall decide by the competent doctor to take the necessary measures.

A pregnant woman, a mother until the end of the ninth month after childbirth and a breastfeeding woman may under no circumstances be compelled to perform work which has been identified as endangering her safety and health and the possible effects on her pregnancy or breastfeeding.

The employer shall inform the pregnant woman, the mother by the end of the ninth month after giving birth, the nursing wife and the employees' representatives of the results of the risk assessment and of any measures taken to ensure safety and health at work.

*(Government Regulation No. 272/2004 Coll.)*

### **Prohibited work for women - in general**

Pregnant women, mothers until the end of the ninth month after childbirth and breastfeeding women must not be employed in work that is physically inappropriate for them or harmful to their bodies.

*(Section 161 (1) of the Labor Code)*

### **Prohibited work for pregnant women and mothers until the end of the ninth month after childbirth**

If a pregnant woman performs work that is prohibited for pregnant women or which, according to a medical opinion, endangers her pregnancy, the employer is obliged to make a temporary adjustment to working conditions.

If it is not possible to adjust the working conditions, the employer will temporarily reassign the woman to work that is suitable for her and for which she can earn the same earnings as previous work under an employment contract, and if this is not possible, she will reassign her in agreement with her. for work of a different kind.

If a woman achieves a lower earnings for work for which she was transferred through no fault of her own than for previous work, she is provided with a compensatory allowance during pregnancy and maternity according to a special regulation to compensate for this difference.



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If it is not possible to transfer a pregnant woman to a day job or other suitable job, the employer is obliged to provide her with paid leave.

These provisions shall also apply to the mother until the end of the ninth month after childbirth and to the breastfeeding woman.

*(§ 162 of the Labor Code)*

Procedure for identifying jobs and workplaces prohibited for pregnant women, mothers until the end of the ninth month after childbirth and breastfeeding women associated with a specific risk for pregnant women, mothers up to the end of the ninth month after childbirth and for breastfeeding women banned by juvenile employees under Jasplastik-SK lays down a directive for the designation of prohibited works and workplaces for women and juvenile workers.

The list of prohibited work for pregnant women, mothers up to the end of the ninth month after childbirth and breastfeeding women and the list of work and workplaces associated with a specific risk for pregnant women, mothers up to the end of the ninth month after childbirth and breastfeeding women is given in the Annex to the Prohibited Work Directive and workplaces for women and juvenile employees.

#### **Working time of pregnant women, women and men caring for children and employees with altered working ability**

The employer is obliged to take into account the needs of pregnant women and women and men caring for children when including employees in work shifts.

If a pregnant woman and a woman or a man permanently caring for a child under the age of 15 request shorter working hours or other appropriate adjustment of the specified weekly working hours, the employer is obliged to comply with their requests, unless serious operational reasons prevent this.

A pregnant woman, a woman or a man permanently caring for a child under the age of three, a single woman or a lonely man who is permanently caring for a child under the age of 15 may be employed overtime only with their consent. On-call time can only be agreed with them.

*(§ 164 of the Labor Code)*

#### **Working conditions of juveniles**

A juvenile employee is an employee under the age of 18 (Section 40 (3)).

The employer is obliged to create favorable conditions for the all-round development of the physical and mental abilities of juvenile employees also by special adjustment of their working conditions. In resolving important issues concerning juveniles, the employer closely cooperates with the legal representatives of juveniles (§ 171 para. 1).

The employer is obliged to keep records of juvenile employees whom he employs. The records also contain the date of birth of juvenile employees (§ 171 para. 2).

An employer may employ juvenile employees only in jobs that are appropriate to their physical and mental development, do not endanger their morality, and provide them with increased care at work (§ 173).

*(Labour Code)*

The employer is obliged to assess, evaluate all risks to his safety and health and on the basis of expert assessment of the relevant physician on the medical fitness of the juvenile for all work and workplaces associated with a specific risk of exposure of a juvenile employee to harmful effects of physical, chemical, biological factors, influences and processes. the employee to decide on the necessary measures.

The employer shall inform the juvenile worker and the employees' representatives of the results of the risk assessment and of any measures he takes to ensure safety and health at work.



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*(Government Regulation 286/2004 Coll.)*

### **Prohibited work by minors**

A juvenile employee may not be employed for underground work in the extraction of minerals or in the excavation of tunnels and tunnels.

A juvenile employee may not be employed in work which, in view of the anatomical, physiological and psychological peculiarities at this age, is disproportionate, dangerous or harmful to his health.

The employer may not employ juvenile workers or work in which they are exposed to an increased risk of injury or in the performance of which could seriously endanger the safety and health of co-workers or other persons.

*(§ 175 par. 1, 2, 4 of the Labor Code)*

### **RELATED DOCUMENTS AND RECORDS**

These are documents and records which are created in the course of carrying out the activities described in this Directive.

#### **Documents**

These are documents which are referred to in this Directive and which are directly related to the provision of the individual activities described in the Directive.

- Act of the National Council of the Slovak Republic no. 311/2001 Coll. Labor Code as amended
- Act of the National Council of the Slovak Republic no. 124/2006 Coll. on safety and health at work and on the amendment of certain laws
- Act of the National Council of the Slovak Republic no. 355/2007 Coll. on the protection, promotion and development of public health and on the amendment of certain laws
- Act of the National Council of the Slovak Republic no. 125/2006 Coll. on Labor Inspection and on Amendments to Act No. 82/2005 Coll. on Illegal Work and Illegal Employment and on Amendments to Certain Acts
- Act of the National Council of the Slovak Republic no. 377/2004 Coll. on the protection of non-smokers and on the amendment of certain laws as amended
- Act of the National Council of the Slovak Republic no. 8/2009 Coll. on Road Traffic and on Amendments to Certain Acts
- Act of the National Council of the Slovak Republic no. 67/2010 Coll. on the Conditions for Placing Chemical Substances and Chemical Mixtures on the Market and on Amendments to Certain Acts (Chemical Act)
- Regulation of the Government of the SR no. 281/2006 Coll. on the minimum safety and health requirements for the manual handling of loads
- Regulation of the Government of the SR no. 391/2006 Coll. on the minimum safety and health requirements for the workplace
- Regulation of the Government of the SR no. 276/2006 Coll. on the minimum safety and health requirements for work with display units
- Regulation of the Government of the SR no. 272/2004 Coll. establishing a list of jobs and workplaces prohibited for pregnant women, mothers until the end of the ninth month after childbirth and breastfeeding, a list of jobs and workplaces associated with a specific risk for pregnant women, mothers until the end of the ninth month after childbirth and for breastfeeding lays down certain obligations for employers in the employment of these women
- Regulation of the Government of the SR no. 286/2004 Coll., Which establishes the list of works and workplaces that are prohibited for juvenile employees, and which establishes certain obligations of employers in the employment of juvenile employees
- Government Regulation no. 395/2006 Coll. on the minimum requirements for the provision and use of personal protective equipment

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- Decree no. 147/2013 Coll. laying down details for ensuring safety and health protection in construction works and related works and details of professional competence to perform certain work activities
- Decree no. 508/2009 Coll., Which lays down details for ensuring safety and health protection when working with technical pressure, lifting, electrical and gas equipment and which lays down technical equipment that is considered to be reserved technical equipment
- Directive on the provision of PPE
- Directive on the control of the consumption of alcoholic beverages and other narcotic drugs
- Directive for the determination of procedures in the event of an accident and a dangerous event
- Directive for determining the conditions of organization of education of employees in the field of occupational safety and health
- Instructions for determining the conditions related to smoking on the premises of Jasplastik-SK

### **FINAL PROVISIONS**

This Directive shall be binding on all employees who have an employment or similar employment relationship with the employer and, as appropriate, on persons who, with the consent of the employer, reside on its premises and premises.

Persons who are active for the employer on the basis of agreements on work performed outside the employment relationship, this directive applies in accordance with § 18 of the Act of the National Council of the Slovak Republic no. 124/2006 Coll. on occupational safety and health to the extent resulting from these agreements.

The validity of this regulation is .....

Effective date of the regulation .....

All changes to this directive must be made in accordance with the rules set out in the relevant internal regulation for making changes to internal regulations. All changes to this directive may be made by the Safety Technician / Authorized Safety Technician.

Managers are responsible for handling existing copies of the document - keeping it in a legible form, storing it in an accessible place, protecting it against loss, destruction or misuse.

Health and safety policy

## **CONCEPTA OF OCCUPATIONAL SAFETY AND HEALTH POLICY AND PROGRAM OF ITS IMPLEMENTATION**

The program for the implementation of the occupational safety policy for the company Jasplastik-SK contains procedures, means, methods and resources for achieving the set goals and was prepared and issued in accordance with the Act of the National Council of the Slovak Republic no. 124/2006 Coll. as amended by later regulations on safety and health at work.

Increasing the level of work safety

The priorities of occupational health and safety in Jasplastik-SK are the following:

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- Health and safety at work is an integral part of business activities.
- A safe system of work is paramount.
- Health and safety measures must be managed and accident cannot be relied upon.
- Improving working conditions leads to greater efficiency and effectiveness leads to prosperity and success of Jasplastik-SK.
- We will pay special attention to the health and safety of women, adolescents and people with reduced working capacity due to their social mission.
- The company's management is committed to continuous improvement of the state of health and safety.
- According to the results of implementation, we will update and supplement the strategy and plans.

#### Health and safety organization

The management of Jasplastik-SK places health and safety management as the primary responsibility of management.

All managers are responsible for creating conditions for safe work and we are aware of the need to:

- To increase the sense of responsibility among managers for the health of their subordinates. Every employee should know what to do, who controls him and to whom he is accountable. The management system is the basis for good working practices.
- Establish a framework of Jasplastik-SK management activity and determine responsibility. Continuously improve the performance of the health and safety management system.
- Ensure understanding at all levels.
- Create employee motivation.

#### Health care planning

The management of Jasplastik-SK is aware that:

- The planning and implementation of the accident prevention policy must be implemented by introducing safe equipment, technologies, new methods of work organization, improving working conditions with regard to the factors of the working environment, but also through social measures.
- Task planning should be realistic, goals achievable and results measurable. We want to involve employees through their representatives in the process of planning, performance control and problem solving.
- The planning of resources for health and safety purposes should be agreed by managers and employee representatives.
- It is important to provide all necessary personal protective equipment.

#### Injury analysis and injury elimination

The management of Jasplastik-SK will be:

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- Uncover the immediate and hidden causes of injuries.
- Consider real risks and damage to health as a key tool for all measures.
- Constantly require analysis of the causes of injuries, but also dangerous events in which there was no damage to health.

#### Elimination of risks

It seeks to reduce risk to a level that is acceptable in terms of legal obligations and current technical knowledge. The elimination of the causes of actual and potential events must be proportionate to the extent of the risk.

The management of Jasplastik-SK aims to:

- Eliminate hazards and threats and, if scientific and technical knowledge does not make it possible, take measures to reduce them and prepare measures to eliminate them.
- Prevent injuries and thus reduce economic losses.
- Adapt the way of performing work to the individual, especially when designing workplaces, choosing work equipment and choosing working and production methods.
- Replace work where there is a risk of damage to health with safe work or less risky work.
- Take into account human abilities, characteristics and possibilities, in particular in the design of the workplace, the choice of work equipment and work and production processes, in particular with a view to eliminating or mitigating the effects of harmful work, strenuous work and monotonous work on employee health.
- Adapt work to the needs of the employee and technical progress, as well as adapt occupational health and safety care to technical progress.
- Do not require employees to continue working if there is a serious or imminent danger.

#### Control at all levels

##### Management of Jasplastik-SK:

- It will ensure compliance with health and safety regulations and will carry out inspections at every level of management.
- It will ensure that the health and safety status is checked by comparison with legal regulations and other regulations.
- It will plan a systematic inspection of the working environment, workplaces and operations.
- It will increase the culture of work and the level of compliance monitoring.
- It will seek to constantly review the performance of health and safety tasks and look for ways to improve.

#### Prevention of occupational risks and occupational diseases

Prevention is a system of measures planned and implemented in all areas of the employer's activity, which are aimed at eliminating or reducing the risk and factors conditioning occupational accidents, occupational diseases and other occupational

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health, and determining the procedure in case of immediate and serious life or health hazards. employee. Safe conduct is the responsibility of the employee and is a condition of employment.

The management of Jasplastik-SK wants to:

- Develop a preventive policy that covers technology, work organization, working conditions, social conditions and the impact of factors related to the working environment.
- Actively monitor the health and safety status before something happens (accident, failure).
- Ensure the protection of health and safe work of employees by preventing accidents.
- Eliminate hazardous ways of working.
- Prioritize collective protection measures over individual protective equipment.
- Alleviate monotonous work and task work in terms of reducing their impact on health.
- Take into account the abilities of employees with regard to their health.
- Take the necessary measures to provide first aid, fire-fighting and evacuation of staff.
- Use professional advice from other organizations.

Coordination

The management of Jasplastik-SK wants to:

- Involve all employees in the implementation of the health and safety policy.
- That all employees are involved in ensuring the protection of their health and do not increase the risk of an accident at work during work.
- Consult with employees and their representatives and thus support the active participation of employees in ensuring health and safety.
- To deepen cooperation between employers and employees and to ensure mutual information.
- Collaborate with subcontractors.

Health and safety training of employees

The management of Jasplastik-SK will provide:

- Constantly deepening of knowledge and increasing the skills of employees.
- Ensuring a sufficient level of training, especially for hazardous work.
- Emergency preparedness.
- Providing adequate information to employees in the field of occupational safety and health.

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Implementation of the proposed measures

For health and safety policy to be successful, it is essential to ensure that measurable health and safety objectives are set at all levels of the organization. The measurable result of the health and safety management system is its performance. The basis of performance is the implementation of the goals of our own health and safety policy.

Management of Jasplastik-SK:

- It sets out the procedures in the internal regulations and in this program for the implementation of the health and safety policy.
- It will ensure the implementation of this policy and its observance at all levels.
- It will implement preventive measures and integrate them into the activities of Jasplastik-SK at all levels of management.

Responsibility and deadlines

Increasing the level of health and safety:

To acquaint all employees with the health and safety policy and the program of its implementation.

Term:

Responsible: BT, ABT

Ensure the level of occupational health and safety at least within the scope of requirements set out in legal and internal regulations.

Deadline: permanently

Responsible: managers

Examine all existing practices, processes and procedures for the possibility of risk.

Deadline: permanently

Responsible: managers

For all professions, workplaces and activities, continuously identify hazards, evaluate risks and establish a procedure for their reduction.

Deadline: permanently

Responsible: managers, BT, ABT

When performing work activities, ensure compliance of internal regulations with applicable legislation.

Deadline: permanently

Responsible: managers, BT, ABT

Health and safety organization:

When changing the organizational structure of Jasplastik-SK, take into account the specified health and safety measures.

Deadline: permanently

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Responsible: managers

Involve Jasplastik-SK employees in fulfilling the objectives of the health and safety policy.

Deadline: permanently

Responsible: managers

Ensure that documents that have expired are updated without delay.

Deadline: permanently

Responsible: managers, BT, ABT

Ensure that occupational health and safety documentation is stored and maintained so that it is available to all Jasplastik-SK employees and a specified time for its archiving.

Deadline: permanently

Responsible: managers, BT, ABT

Health care planning:

Constantly assess health and safety risks, especially in the selection of work procedures, work. equipment, materials, substances, as well as during their use.

Deadline: permanently

Responsible: managers, BT, ABT

Allocate PPE according to the approved directive for work activities and review them regularly.

Deadline: permanently

Responsible: managers

Injury analysis and injury elimination:

Assess the risks related to the safety and health of employees, in particular in the selection of work equipment, chemicals and workplace equipment.

Deadline: permanently

Responsible: managers, BT, ABT

Carry out an analysis of accidents at work and an analysis of accidents, incidents and emergencies, including incidents that may have endangered health and property.

Deadline: regularly

Responsible: BT, ABT

Continuously supplement the risk identification with hazards based on operational experience and according to actual incidents and new knowledge in this area.

Deadline: permanently

Responsible: managers, BT, ABT

Incorporate the results of the analysis of the causes of accidents into the identification of risks.

Deadline: permanently

Responsible: BTS technicians



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Introduce employees to accidents, risks and measures to prevent them.

Deadline: permanently

Responsible: BTS technicians

Monitor damage caused by work-related injuries.

Deadline: permanently

Responsible: managers

Ensure that all staff are able to take the necessary steps, taking into account their knowledge and available technical means, in the event of a serious threat to their safety.

Deadline: permanently

Responsible: managers

Ensure that only appropriately trained persons have access to the area where there is an increased danger.

Deadline: permanently

Responsible: managers

Control at all levels of management:

Perform continuous health and safety inspections at entrusted workplaces.

Deadline: permanently

Responsible: managers

Incorporate the results of inspections by external inspection bodies into the health and safety strategy.

Deadline: permanently

Responsible: BTS technicians

Regularly evaluate the level of health and safety policy and the fulfillment of its objectives.

Term: once a year

Responsible: managers, BT, ABT

Regularly check the validity of certificates of professional competence (drivers, chickens, etc.).

Deadline: permanently

Responsible: managers, BT, ABT

Provide control activities to determine the fulfillment of tasks arising from the health and safety policy and its implementation in all workplaces.

Deadline: permanently

Responsible: managers, BT, ABT

Prevention of occupational risks and diseases:

Evaluate risks and take measures to eliminate them.

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Deadline: permanently

Responsible: BTS executives and technicians

Regularly check the health fitness of employees and ensure the performance of preventive medical examinations in relation to work with regard to occupational risks.

Deadline: permanently

Responsible: managers and PZS

Ensure the implementation of preventive measures. inspections and tests of technical equipment and elimination of identified deficiencies.

Deadline: according to schedule

Responsible: technical department

Provide regular maintenance of equipment and calibration of measuring instruments.

Deadline: permanently

Responsible: technical department

Coordination:

Enable employee representatives to participate in OSH negotiations.

Deadline: permanently

Responsible: managers

Provide employee representatives with adequate time to carry out their duties.

Deadline: permanently

Responsible: managers

Respect the right of employee representatives to submit proposals and opinions in the field of occupational safety and health

Deadline: permanently

Responsible: managers

Consult with employee representatives on measures that could have a significant effect on safety and health.

Deadline: permanently

Responsible: managers

Allow employees' representatives to comment on:

- health and safety policy and the program for its implementation,
- a proposal for the choice of work equipment, technologies and work environment in the workplace,
- risk assessment, identification and implementation of protective measures, including the provision of PPE and collective protection,

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- accidents at work, occupational diseases and other damage to health at work which have occurred at the employer, including the results of their investigation and proposals for measures,
- planning and providing training in the field of occupational safety and health, the manner and scope of informing employees, employee representatives and employees authorized to perform the tasks of the safety service.

Deadline: permanently

Responsible: managers

When planning and implementing new technologies, enable employees and their representatives to express their opinion on working means, working conditions and the working environment.

Deadline: permanently

Responsible: managers

Check the professional competence of supplier companies and employees of suppliers.

Deadline: before delivery

Responsible: managers

Ensure compliance with safety measures during construction work at workplaces.

Deadline: permanently

Responsible: managers

Cooperate and consult with supervisory authorities on measures relating to safety and health issues at work.

Deadline: permanently

Responsible: BTS executives and technicians

Familiarization and information of employees in the field of occupational safety and health:

Provide information on threats and how to protect all employees.

Deadline: permanently

Responsible: managers

To plan and organize continuous education of employees in the field of occupational safety and health, including introductory acquaintance.

Deadline: permanently

Responsible: managers

Provide instructions to leave the workplace immediately and move to a safe place in the event of imminent danger.

Deadline: permanently

Responsible: managers

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Provide current professional literature, legislative regulations and standards related to the entire activities of Jasplastik-SK in the field of occupational safety and health and inform the relevant employees about them.

Deadline: permanently

Responsible: managers

<b>Release Date</b>	<b>Description of the change</b>	<b>Status</b>	<b>Revision number</b>	<b>Made by (name)</b>
1/1/2021	Registration in managed documentation	RL	00	B. Poor