

## Content

1. Principles of the Policy.....	2
2. Definition of Certain Terms .....	2
3. Duties of Employees .....	3
4. Employee Information .....	3
5. Monitoring System .....	4
6. Injury Other Than Work Injury .....	7
7. Evidence of Injuries .....	7
8. Personal Protective Equipment (PPE) .....	8
9. Health and Safety Policy .....	8
10. Framework Plan for Medical Examinations.....	9
11. Trauma Plan.....	11
11.1 FIRST AID.....	12
11.2 First Aid for Unconsciousness.....	12
11.3 First Aid for Electric Shock .....	13
11.4 First Aid for Inhalation of Harmful and Poisonous Substances .....	14
11.5 First Aid for Bleeding .....	14
11.6 First Aid for Burns and Scalds .....	15
11.7 First Aid for Fractures .....	16
11.8 First Aid for Shock.....	16
11.9 First Aid for Carbon Monoxide Poisoning.....	17
11.10 First Aid for Eye Injuries.....	17
11.11 Wall-Mounted First Aid Kit .....	18
12. Warehouse and Handling Regulations .....	19
12.1 Responsibility for Occupational Health and Safety (OHS) in Warehouse Management.....	19
12.2 Qualifications Requirements .....	19
13. General Principles of Safe Behavior in the Workplace .....	20
14. Protection of Non-Smokers .....	22
15. Drinking Regime for Employees .....	23
16. Consumption of Alcoholic Beverages in the Workplace .....	24
17. Prohibited Work for Minors .....	25
18. Prohibited Work for Women, Pregnant Women, Mothers Until the End of the Ninth Month After Childbirth, and Breastfeeding Women.....	27
19. Compliance .....	29

## 1. Principles of the Policy

The purpose of this policy is to familiarize employees of AAH PLASTICS s.r.o. with occupational health and safety (OHS) and fire protection (FP) standards and their compliance. A part of OHS includes awareness of personal protective equipment (PPE) that employees must use while performing their work.

Every employee of AAH PLASTICS s.r.o. is educated through an external OHS and PPE instructor regarding the allocation and wearing of personal protective equipment (PPE), fire regulations, and methods of health and safety protection based on an external document prepared by the external OHS and PPE instructor according to § 6 (1) (l) of Act No. 124/2006 Coll. on occupational safety and health and on the amendment and supplementation of certain laws as amended by Act No. 309/2007 Coll. (hereinafter referred to as "Act No. 124/2006 Coll."). The external OHS and PPE instructor also prepares risk assessments for each job position and, based on these assessments, determines the necessary PPE assignments for employees.

## 2. Definition of Certain Terms

a) **Employer** is AAH PLASTICS s.r.o.

b) **Employee** is an employee of AAH PLASTICS s.r.o.

c) **Authorized Employee** is an employee designated by the managing director of AAH PLASTICS s.r.o. to perform activities according to this directive.

d) **Injured Employee** is an employee who:

1. has suffered a work-related injury,
2. whose safety or health has been endangered but who has not been harmed.

e) **Injured Person** is a person who has suffered an injury other than a work-related injury if it occurred at the workplace or in the employer's premises.

f) **Direct Supervisor** is the leading employee in relation to the employee in an employment relationship.

g) **Responsible Employee** is an employee to whom the occurrence of a registered work-related injury of another employer's employee has been reported.

h) **Safety Technician** is a qualified employee designated by the employer to perform safety and technical services.

i) **Authorized Safety Technician** is a safety technician who, after completing at least two years of professional practice as a safety technician and obtaining a safety technician certificate, has successfully passed an examination before an examination committee appointed by the National Labor Inspectorate.

j) **Employee Familiarization** involves familiarizing employees with:

1. the legal regulations governing occupational health and safety (OHS), principles of safe work, principles of health protection at work, principles of safe behavior in the workplace, and safe working procedures, and verifying their knowledge,
2. existing and foreseeable hazards and threats, and the impacts they may have on health, and protection against them,
3. the prohibition of entering spaces, remaining in spaces, and performing activities that could immediately threaten the life or health of the employee.

### 3. Duties of Employees

1/ In the interest of occupational safety and health (BOZP), employees are required to:

- a) Comply with legal regulations governing BOZP, with which they have been properly and demonstrably acquainted.
- b) Report to their direct supervisor any deficiencies that could threaten safety or health while working and, to the best of their ability, participate in their elimination.
- c) Participate in training provided by the employer to ensure BOZP and submit to verification of their knowledge.
- d) At the request of the employer, undergo medical preventive examinations related to their work.
- e) Observe the established prohibition of smoking in the workplace.
- f) Refrain from consuming alcoholic beverages, narcotic drugs, or psychotropic substances in the workplace or in the employer's premises and during working (business) hours, even outside these workplaces and premises, and not report to work under their influence.
- g) Submit to testing to determine whether they have consumed alcoholic beverages, narcotic drugs, or psychotropic substances.

/2/ Testing referred to in paragraph 1, letter g) will be conducted through a breath test, in accordance with the Internal Regulations of AAH PLASTICS s.r.o., and a record of the test will be made in the Alcohol Test Record form.

### 4. Employee Information

1. The employer is obliged to clearly and demonstrably inform employees: a) Upon their hiring (hereinafter referred to as "initial instruction"), b) Repeatedly at least once every two years (hereinafter referred to as "periodic training"), c) When transferred to another workplace, assigned or reassigned to a different job, introduced to new technology, new work procedures, or new work equipment (hereinafter referred to as "special information").

2. The informing of employees according to paragraph 1 is carried out by a safety technician.

3. The documentation of the initial instruction includes:

a) A record of the initial instruction, which must contain:

- The content and scope of the information,
- The date of the information session,
- The name, surname, and signature of the safety technician; and

b) An attendance list, which must contain:

- The name, surname, and signature of the informed employee,
- The date of the information session,
- The name, surname, and signature of the safety technician.

4. The documentation of the periodic training includes:

a) A record of the periodic training, which must contain:

- The content and scope of the information,
- The date of the information session,
- The name, surname, and signature of the safety technician; and

b) An attendance list, which must contain:

- The name, surname, and signature of the informed employee,
- The date of the information session,
- The name, surname, and signature of the safety technician.

5. The documentation of special training includes a record of the special training, which must contain:

- The content and scope of the information,
- The date of the information session,
- The name, surname, and signature of the safety technician,
- The name, surname, and signature of the informed employee.

## 5. Monitoring System

Within the company, a tracking system is implemented:

### Hazard

A danger is observed, which later may lead to a near miss or accident. /something could have happened but did not/

### Near Miss

It is a consequence of an undetected and unresolved hazard /something happened but no one was hurt/  
Hazards and near misses are reported on the appropriate form to the HR department.



### Hazard / Skoronehoda

Nehodiace sa prečiarzni

Meno a Prezvisko \_\_\_\_\_ Dátum \_\_\_\_\_  
zapisujúceho \_\_\_\_\_ zápisu \_\_\_\_\_  
Oddelenie / miesto na \_\_\_\_\_  
ktorom sa incident nachádza \_\_\_\_\_  
Popis zistenia \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subsequently, the HR department keeps records of them and ensures oversight of corrective actions.

Číslo	Hazard / Skoronehoda	Dátum zápisu	Meno a Priezvisko zapisujúceho	Oddelenie na ktorom sa incident nachádza	Popis zistenia	Napravné opatrenie	Stav incidentu
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

### Minor Injury

A minor injury is one that requires treatment, but the employee can continue to perform their job. The HR department oversees the records of minor injuries. Minor injuries and injuries are recorded in the injury log by the supervisor.

### Work Injury

1. A work injury or service injury (hereinafter referred to as "work injury") is damage to health that was caused to an employee while performing work (service) tasks or in direct connection with them, independently of the employee's will, by short-term, sudden, and violent external influences.
2. A work injury does not include injuries sustained by an employee while commuting to and from work.
3. The employee is obliged to immediately report the occurrence of a work injury they have sustained to their direct supervisor, if their health condition allows it.
4. The obligation to report the occurrence of a work injury to the direct supervisor also applies to an employee who witnessed the work injury.
5. The direct supervisor of the injured employee is obliged, upon notification of the occurrence of a work injury, to immediately:
  - a. take necessary measures to prevent further threats to life and health,
  - b. report the occurrence of the work injury to the designated employee.
6. The designated employee, upon notification according to subsection 5, is obliged to:
  - a. determine the cause and all circumstances of the occurrence of the work injury with the participation of the employee who sustained the work injury, if possible considering their health condition,
  - b. fill out the work injury record sheet (external form managed by an external instructor) in which they include the data necessary to document the registered work injury if the consequences of the work injury appear later,

c. notify the Social Insurance Agency in writing of the work injury that required medical treatment or temporary incapacity for work, no later than three days from the date of notification according to subsection 3 or 4,

d. take necessary measures to prevent the recurrence of a similar work injury,

e. if the work injury resulted in the employee's incapacity for work lasting more than three days or death of the employee as a result of the work injury (hereinafter referred to as "registered work injury"), notify the occurrence of the registered work injury to the safety technician.

7. After being notified according to subsection 6(e), the safety technician is obliged to:

a. fulfill the obligations under subsections 6(a) and 6(d),

b. write a report on the registered work injury no later than four days after the notification according to subsections 3 or 4, which:

- is sent within eight days from the day the direct supervisor learned about the work injury to the relevant labor inspectorate or supervisory authority,
- is delivered within eight days from the day the direct supervisor learned about the work injury to the concerned employee who sustained the registered work injury or to the survivors if the employee died as a result of the work injury,
- is submitted within eight days from the day the direct supervisor learned about the work injury to the Social Insurance Agency,

c. immediately notify the relevant police department of the registered work injury if the findings indicate that a criminal offense was committed in connection with the work injury,

d. in the case of death, serious harm to health, or if the anticipated or actual duration of incapacity for work is at least 42 days (hereinafter referred to as "serious work injury"):

- involve an authorized safety technician in determining the causes of the serious work injury,
- immediately notify the relevant labor inspectorate or supervisory authority of the occurrence of the serious work injury,
- send a report to the relevant labor inspectorate or supervisory authority on the investigation of the causes and circumstances of the serious work injury and on the measures taken to prevent the recurrence of a similar work injury within 30 days from the day of notification according to subsections 3 or 4.

8. If an employee of another employer sustains a registered work injury at the workplace of AAH PLASTICS s.r.o.:

a. the responsible employee is obliged to fulfill the obligations under subsection 5,

b. the designated employee is obliged to notify the safety technician of the occurrence of this injury,

c. the safety technician is obliged to:

- fulfill the obligations under subsections 7(a) and 7(d)(1),
- after compiling the basis for the report on the registered work injury, send this basis to the employer of the concerned employee.

9. The safety technician or designated employee is entitled, based on a request for assessment of the seriousness of the work injury, to ask the attending physician or medical facility to confirm whether it is a serious work injury.

## 6. Injury Other Than Work Injury

1. The employee is obliged to immediately report to their direct supervisor the occurrence of any injury other than a work injury or death not resulting from a work injury if it occurred in the workplace or on the employer's premises (hereinafter referred to as "other injury").

2. Upon notification according to subsection 1, the direct supervisor is obliged to immediately:

- a. take necessary measures to prevent further threats to life and health,
- b. report the occurrence of the other injury to the relevant union body,
- c. report the occurrence of the other injury to the relevant employee safety representative,
- d. report the occurrence of the other injury to the designated employee.

3. After notification according to subsection 2(d), the designated employee is obliged to:

a. determine the cause and all circumstances of the occurrence of the other injury with the participation of the injured person, if possible considering their health condition and with the involvement of the relevant employee safety representative,

b. take necessary measures to prevent the recurrence of a similar other injury,

c. fill out the record sheet for injuries other than work injuries, in which they will provide information about the cause of the injury and the measures taken to prevent similar other injuries.

4. In the case of death, serious harm to health, or if the anticipated or actual duration of incapacity for work of the injured person is at least 42 days, the designated employee is obliged to notify the safety technician of the occurrence of this injury.

5. After notification according to subsection 4, the safety technician is obliged to:

a. fulfill the obligations according to subsection 3,

b. fulfill similar obligations as specified in Article 5, subsection 7(d).

## 7. Evidence of Injuries

Dátum zápisu	Meno, priezvisko a osobné číslo zraneného	Opis úrazu Skutočne uviesť príčinu čo sa stalo, zranená časť tela, miesto kde sa to stalo a čas	Podpis Zraneného	Meno, priezvisko a podpis Svedka	Meno, priezvisko a podpis Zapisujúceho	Navrhované nápravné opatrenia
11.1.2020	Jožko Ferko os.č. 001	Operátor pri prehádzaní cez výrobu sešopí o paletu a keďže nemá bezpečnostnú obuv utel sa malíček na pravej nohe 11.45		Janko Hraško	Ferko Mrkvicka	Upozorniť operátora na dodržiavanie BOZP (obuv) a overiť umiestnenie palety

**Dangerous Event**

1. A dangerous event is an incident in which the safety or health of an employee was endangered, but no harm occurred to the employee.
2. The employee is obliged to immediately report the occurrence of a dangerous event to their direct supervisor.
3. Upon notification according to subsection 2, the direct supervisor of the affected employee is obliged to immediately:
  - a. take necessary measures to prevent further threats to life and health,
  - b. report the occurrence of the dangerous event to the designated employee.
4. After notification according to subsection 3(b), the designated employee is obliged to:
  - a. determine the cause and all circumstances of the dangerous event with the participation of the affected employee and the relevant employee safety representative,
  - b. take necessary measures to prevent the recurrence of similar dangerous events,
  - c. fill out a record sheet for the dangerous event, in which they will provide information about the cause of the event and the measures taken to prevent similar dangerous events.

## 8. Personal Protective Equipment (PPE)

Protective work equipment is allocated to employees based on the Occupational Health and Safety Regulations developed by an external safety technician, which also assesses the risks associated with the work. The equipment is provided at a specified frequency in exchange for a signature on the relevant form. The personnel department is responsible for providing personal protective equipment (PPE).

## 9. Health and Safety Policy

1. Create basic conditions for ensuring safety and health protection at work (OH&S) and fire protection (FP). The primary goal is to achieve zero accidents. Injuries are not inevitable; all accidents and emergencies can be prevented.
2. Eliminate or limit the risks and factors contributing to the occurrence of workplace injuries, occupational diseases, and other health impairments related to work.
3. Adhere to general principles of prevention in the workplace and during work activities (in terms of OH&S and FP). Nothing is more important than safety—neither production, nor revenues, nor profits.
4. Ensure and reassess hazards, threats, and risks in the workplace.
5. Regularly monitor and observe the working environment.
6. Create conditions for the development of preventive occupational medicine services.
7. Regularly inform employees about the state of OH&S and FP within the organization, as well as the adverse effects of work and the working environment.



8. Ensure regular deepening of employees' knowledge regarding OH&S and FP.
9. Ensure regular mandatory medical examinations for employees.
10. Safety can be managed, and therefore it is the responsibility of all leaders.
11. Safe behavior is a personal responsibility of individuals and a condition of employment in our company.
12. The commitment and obligation to work and behave safely at work is a commitment to do things right.
13. Safety is a way of life 24 hours a day.

## 10. Framework Plan for Medical Examinations

Employees whose work is classified in the first and second categories are not required to undergo a medical examination (LPP) unless specified by special regulations.

For employees working with visual display units, the employer is obligated to ensure the assessment of health suitability for work with visual display units before assigning them to such work. This requirement is based on Section 7, Paragraph 1, Letter a) of the Slovak Government Regulation No. 276/2006 Coll. on minimum safety and health requirements for work with visual display units. This applies even in cases where the employee experiences visual difficulties that may result from working with a visual display unit (Paragraph 1, Letter c) of the same regulation).

For employees performing manual handling of loads, the employer is obligated to ensure the assessment of health suitability for work before assigning them to such tasks, in accordance with Section 5, Letter c) of the Slovak Government Regulation No. 281/2006 Coll. on minimum safety and health requirements for manual handling of loads.

For employees engaged in specialized activities (operating motor vehicles), as specified in Annex 1a of Act No. 124/2006 Coll. on safety and health protection at work, the employer is required to ensure the assessment of health suitability once every five years (Section 16, Paragraph 6 of Act No. 124/2006 Coll. on safety and health protection at work).

Employees whose work is classified in the third or fourth categories of risk are required, in accordance with Section 30, Paragraphs 6, 7, and 8 of Act No. 355/2007 Coll. on the protection, support, and development of public health, to participate in initial and periodic medical examinations (once every two years for the third risk category and once every year for the fourth risk category). They are also required to undergo a medical examination before a change in job assignment, upon termination of employment, or similar employment relationships for health reasons. Additionally, it is recommended to undergo an exit medical examination (see: Exit Medical Examination — recommendation by ALW, s.r.o., on the last page of this material).

Medical examinations are conducted as follows:

**a) Prior to the establishment of an employment relationship or similar employment relationship (initial)**  
for:

- Employees performing work classified in the first or second category whose health suitability for work is required by special regulations, such as night work.

- Employees performing work classified in the third or fourth category, including workers with sources of ionizing radiation of category A.

**b) In connection with work performance (periodic) for:**

- Employees performing work classified in the first or second category whose health suitability for work is required by special regulations, such as night work.
- Employees performing work classified in the third or fourth category.
- Workers with sources of ionizing radiation of category A.

**c) Before any change in job assignment for:**

- Employees performing work classified in the third or fourth category.

**d) In the case of repeated occurrences of occupational diseases in the same profession at the same workplace for:**

- Employees performing work classified in the first, second, third, or fourth category.

**e) If the employee has not performed work for more than six months for health reasons for:**

- Employees performing work classified in the second category.
- Employees performing work classified in the third or fourth category.

**f) Upon termination of the employment relationship or similar employment relationship (exit) for:**

- Workers with sources of ionizing radiation of category A.

**g) Upon termination of the employment relationship or similar employment relationship (exit) for health reasons for:**

- Employees performing work classified in the third or fourth category.

**h) After the termination of the employment relationship or similar employment relationship (subsequent),** if the employee requests it from the former employer, for those who performed work with risk factors that may have delayed health consequences.**i) Extraordinary:**

- The Public Health Authority or the relevant public health authority may order the employer to carry out an extraordinary LPP if there are significant changes in the work factors and working environment, a change in health risks, or if there are serious changes in the health status of employees related to their work. Additionally, if there are changes in health status among several employees that can be linked to working conditions.
- A physician from the occupational health service may propose to the employer the execution of an extraordinary LPP if it is necessary for the timely detection of changes in an employee's health status related to their work.
- The employer shall ensure that the employee undergoes an extraordinary LPP if there are reasonable doubts about the employee's health suitability for work, after discussing it with

employee representatives and the physician. The employee is obliged to undergo this extraordinary LPP.

### **Exit Medical Examination**

As mentioned earlier, the exit medical examination (LPP) is mandatory (according to § 48, paragraph 5, letter d) of the Government Regulation No. 345/2006 Coll. on the basic safety requirements for the protection of the health of workers and residents against ionizing radiation, and § 30e, paragraph 7, letter d) of Act No. 355/2007 Coll. on the protection, support, and development of public health) only for workers with Category A ionizing radiation sources or employees who performed work classified in the third or fourth categories and are ending their employment due to health reasons.

Our recommendation for you is to conduct exit interviews (LPP) with all employees whose employment is ending and who have not had an LPP in the last three months. (Of course, if an employee started working, for example, 10 days ago and has completed an entry LPP, then an exit LPP does not need to be conducted).

This recommendation is motivated by our desire to protect you in the future. If, in the future, the health condition of your (former) employee deteriorates to the point that it could have consequences for compensation for occupational disease, the regulatory authority may investigate the employee's job placement and exposure to adverse work factors and work environment (e.g., noise) even with previous employers.

If you had relevant documentation (a medical report from the exit LPP) confirming that the employee was in good condition when leaving your employment, you would be protected from these unpleasant situations. We recommend conducting the exit LPP before the termination of the employment relationship. The extent of the exit LPP will be determined by the physician—team leader of the occupational health service, depending on the health condition and exposure to various work factors.

The employer will provide the employee with a report form for signature. The employee will confirm receipt of the report for the purpose of undergoing the exit LPP with their signature on a brief written record, including the date, time, and location of the LPP.

If the employee refuses to accept the report for signature and thus refuses to undergo the exit LPP, it is essential to document this fact in a brief record in the presence of two witnesses. The record will include the names and surnames of all participants, the date, the reason for the refusal, and their signatures.

If personal delivery of the report is not possible (e.g., the employee stops coming to work, etc.), it is necessary to send the report form to the employee by registered mail, along with brief instructions, and to keep a duplicate of the report along with a copy of the registered letter.

## **11. Trauma Plan**

This plan is important for providing quick first aid to the affected person and includes principles for assistance in various types of injuries.

**112 – INTEGRATED RESCUE SYSTEM**

**150 – FIRE RESCUE SERVICE**

**155 – EMERGENCY MEDICAL SERVICE**

**158 – POLICE**

Telephone number for the nearest hospital – 155/112

A first aid kit is available for first aid!

### **Reporting Obligation**

An employee who has suffered an injury, if they are capable, and any other employee who witnesses the injury or is the first to learn about it, is

#### **OBLIGATED**

to immediately report the injury to the appropriate supervising employee.

### 11.1 FIRST AID

First aid is a set of simple measures that can be used at any time and in any place, which can:

- save a life
- prevent deterioration of health
- expedite recovery

#### **How to proceed?**

- Without endangering your own life, determine what happened.
- Remove the danger, and only if that is not possible, relocate the injured person from the hazardous location.
- Always treat the most severely affected person first.
- Ensure that an ambulance, doctor, or transportation for the injured to a healthcare facility is called.

#### **ow to provide first aid?**

- Stop life-threatening bleeding.
- Unconsciousness – ensure the airway is clear.
- Respiratory arrest – perform artificial respiration.
- Cardiac arrest – perform chest compressions.
- Ensure anti-shock measures are implemented.

#### **R e m e m b e r!**

- You don't need special equipment – improvise.
- Don't overestimate your abilities; do not endanger yourself.
- Do not move the injured person more than necessary.

### 11.2 First Aid for Unconsciousness

To save a life that is endangered by unconsciousness, we must:

1. Verify whether the injured person is unconscious (using multiple stimuli: calling their name, applying pain) and if the person does not respond, they are unconscious.
2. Place the unconscious person on their back on a firm surface. Do not place anything under their head!
3. Ensure the airway is clear:  
Tilt the person's head back, pull the tongue forward, and push the lower jaw forward. If the person does not begin to breathe, immediately start artificial respiration.

**Artificial respiration from lung to lung** can be performed either by mouth-to-mouth or mouth-to-nose. In the first case, pinch the person's nose with your index finger and thumb, and press their forehead to the surface with the palm of the same hand. With the other hand, lift the lower jaw so that the mouth is slightly open. Place your open mouth over the person's mouth and take a deep breath, blowing as much air as possible into their lungs so that their chest rises.

When performing mouth-to-nose artificial respiration, close the person's mouth. When you remove your mouth, the person exhales. If you can feel a pulse in the major arteries in the neck, continue artificial respiration at a rate of twelve times per minute. If there is no detectable pulse, immediately start resuscitation with two quick breaths simultaneously with chest compressions, which are performed by forcefully pressing down on the lower half of the sternum with the edge of your palm at the wrist, supported by the other hand. Proceed carefully to avoid breaking any bones.

If there is only one rescuer, alternate between two quick breaths and fifteen chest compressions. If there are two rescuers, one performs artificial respiration while the other performs chest compressions. In this case, one breath is given for every fifth chest compression.

Continue resuscitation until spontaneous pulse is restored or until a doctor arrives.

### 11.3 First Aid for Electric Shock

Act quickly, calmly, and purposefully. Persist in resuscitation, as most victims are only seemingly dead!

#### **Procedure:**

1. **Remove the victim from the electric current** without endangering yourself! First:
  - a) Turn off the current using the switch, unplugging the power cord, or turning off the circuit breaker.
  - b) Move the conductor or pull the affected person away using a non-conductive material – wood, clothing, etc.
  - c) Never touch the body or clothing of the victim with bare hands. Work with one hand if possible. Remember that the victim may not release the object they are holding due to a muscle spasm, so secure them to prevent falling when the current is interrupted.

2. If the victim is unconscious, immediately lay them on their back. If they are not breathing, ensure the airway is clear. Tilt their head back, pull the tongue forward, and lift the lower jaw.
3. If the victim does not begin to breathe on their own, immediately start artificial respiration. At the same time, check for heart activity by feeling for a pulse in the artery on the neck next to the trachea.
4. If no pulse is detectable, begin chest compressions!
5. Continue resuscitation until spontaneous pulse is restored or until a doctor arrives.

#### 11.4 First Aid for Inhalation of Harmful and Poisonous Substances

Inhalation of smoke, fumes from strong acids, and other chemically aggressive substances can damage the lungs. It can have serious and even tragic consequences. Symptoms of lung damage include coughing, irritating cough, rapid breathing, overall weakness or lethargy, sweating, and a feeling of breathlessness.

##### **Procedure for First Aid:**

1. **Ensure the rescuer's safety**, then remove the affected person from the contaminated environment to fresh air.
2. If the victim is unconscious and not breathing, immediately start artificial respiration and resuscitation (using the same procedure as first aid for unconsciousness).
3. Even if the victim is conscious, there may still be serious lung damage.
4. Lung damage may not manifest immediately after inhalation. Initial symptoms may appear only after several hours or days after exposure to harmful and poisonous substances.
5. Lay the victim in a horizontal position and remove or loosen any clothing that restricts breathing (buttons, ties, etc.).
6. Ensure immediate transport to a hospital.

#### 11.5 First Aid for Bleeding

Remember that any bleeding is dangerous, and arterial bleeding directly threatens life!

There are three types of bleeding:

- **Arterial** – bright red blood spurting from the wound
- **Venous** – dark red blood flowing from the wound
- **Capillary** – blood oozes from the wound

##### **Stopping Arterial Bleeding:**

1. Use your fingers to press on the artery above the bleeding wound to stop the blood from spurting.
2. Place a tourniquet above the bleeding site and tighten it. If the limb becomes discolored, loosen the tourniquet. The maximum duration for applying a tourniquet is 15 minutes. If it's an injury to an arm or leg, raise the limb.

3. Apply a sterile dressing to the wound and bind it tightly to prevent blood from seeping through. If blood continues to seep, reinforce the bandage.
4. For head injuries, never stop arterial bleeding with a pressure bandage! Only cover it with a regular reinforced bandage.
5. Transport the victim to the hospital as quickly as possible.

**Stopping Venous Bleeding:**

1. Use your fingers to press on the vein above the bleeding wound to stop the blood from flowing.
2. Apply a sterile dressing to the wound and bind it tightly to prevent blood from seeping through. If blood continues to seep, reinforce the bandage.
3. Transport the victim to the hospital as quickly as possible.

**Stopping Capillary Bleeding:**

1. Apply a sterile dressing to the wound and bind it tightly to prevent blood from seeping through. If blood continues to seep, reinforce the bandage.
2. If the injury is extensive, transport the victim to the hospital as quickly as possible.

### 11.6 First Aid for Burns and Scalds

A burn is a serious injury that almost always requires hospital treatment.

**Procedure for First Aid:**

1. **Extinguish the fire**, rescue the affected person, and call for medical assistance.
2. **Do not underestimate even minor burns**, as there may have been inhalation of flames, which is always life-threatening.
3. **Do not rip off clothing** that is stuck to the skin; remove burnt clothing in a way that minimizes contact with the burned areas of the body. Remove any tight or constricting items (watches, bracelets, rings) as soon as possible.
4. **Never pierce or remove blisters.**
5. For partial burns on the face, neck, and hands, **try to cool the injured skin** under running cold drinking water at temperatures up to 15°C. Cool the area until the pain subsides, but not longer than 20 minutes to prevent hypothermia (be particularly cautious of hypothermia in small children).
6. **Wrap the burned area** in a clean, sterile cloth and tie it loosely.
7. Even with minor burns, especially in children, shock from the burn can develop quickly. **Do not give the burned person food**, and do not give anything to drink in the case of larger burns.
8. After providing first aid, **immediately transport the injured person** lying down and under constant supervision to a hospital.

## 11.7 First Aid for Fractures

### How to Recognize a Fracture:

- Change in the shape of the limb
- Abnormal movement of the limb
- Severe pain in the area of the fracture when moving
- Swelling at the fracture site with possible bruising
- Skin tearing, bleeding, and sometimes protruding bone

### How to Treat a Fracture:

**Fracture of the Leg:** If the skin is broken due to the fracture and the wound is bleeding, or if a bone is protruding from the wound, we must first cover and bandage it sterilely. Only then do we immobilize the fracture. The splint should be applied in a way that covers the joint above and below the fracture.

**Fracture of the Skull and Spine:** The most important thing is to move the injured person onto a flat, hard surface (e.g., a removed door, a board, etc.). Do not place anything under the back. Avoid unnecessary movement of the injured person. The head must not be turned during the transfer and should remain in line with the body. **Never lift the injured person by their arms or legs!** In the case of a neck spine injury, prevent head movement by supporting it from the sides. Ensure immediate transport to a hospital.

**Fracture of the Pelvis:** Carefully place the injured person on their back on a firm, hard surface, bend their knees, and tie the thighs firmly together.

**Fracture of the Arm:** Bend the limb at the elbow, hang it in a sling, and tie it to the body of the injured person.

## 11.8 First Aid for Shock

Shock leads to the failure of vital functions and, if untreated, can result in death.

1. **Causes of Shock:** Significant blood loss, heart attack, burns, poisoning, allergic reactions, severe inflammation, colicky pain, and some injuries without apparent blood loss, among others.
2. **Factors That Contribute to the Onset of Shock:** Pain, fatigue, exhaustion, fear, heat, cold, etc.
3. **Symptoms of Shock:**
  - Restlessness
  - Exaggerated or insufficient response to pain
  - Noticeable pallor
  - Cold skin and cold sweat all over the body
  - Rapid, weak pulse that gradually disappears
  - Thirst



- Vomiting
- Unconsciousness
- Collapse of blood circulation leading to eventual arrest

**4. Counter-Shock Measures:**

- Stop any bleeding
- Ensure sufficient breathing
- Place the injured person in a shock position: lay them on their back and elevate their lower limbs approximately 50 cm above the level of the surface
- Calm the injured person and relieve their pain
- Protect them from hypothermia or overheating
- Alleviate thirst by wiping the mouth with a wet sponge
- **Never give the injured person food or drink**
- Ensure transport to a hospital
- Throughout, act calmly and thoughtfully, ensuring the injured person remains calm

### 11.9 First Aid for Carbon Monoxide Poisoning

When rescuing an individual from a contaminated environment, ensure your own safety first! Quickly remove the affected person from the contaminated area. If they are unconscious, lay them on their back on a hard, flat surface.

**Unconsciousness poses an immediate threat to life!** We must ensure adequate breathing as soon as possible, maintaining an open airway (artificial respiration or artificial respiration combined with indirect heart massage).

#### Ensuring an Open Airway

1. **Tilt the affected person's head back, gently pull the tongue forward, and push the lower jaw forward.**
2. If the individual does not start breathing, immediately begin artificial respiration.

Always transport the affected person to the hospital, even in cases of mild poisoning where they may be conscious.

### 11.10 First Aid for Eye Injuries

#### Foreign Body in the Eye

- **If a foreign body is lodged in the conjunctival sac:** Carefully remove it using the edge of a damp tissue and flush the eye with clean water.
- **If a foreign body is embedded in the cornea:** Do not attempt to remove it. Apply a protective dressing and transport the affected person for professional medical treatment.

**Chemical Burn to the Eye**

- Perform thorough irrigation of the eye with clean water, apply a protective dressing over both eyes, and transport the affected person for professional medical treatment.

**Blunt Eye Injuries and Lacerations of the Eyelid**

- Apply a protective dressing and transport the affected person for professional medical treatment.

**11.11 Wall-Mounted First Aid Kit**

A wall-mounted first aid kit for providing first aid is located in every workplace and construction site within the office of the construction supervisor / foreman. The respective leading employee is responsible for the first aid kit.

**Contents of the First Aid Kit****a) Bandaging Materials:**

- Gauze 10x10 cm: 3 pcs
- Gauze 7.5x7.5 cm: 2 pcs
- Hydrophilic bandage 6 cm: 2 pcs
- Hydrophilic bandage 10 cm: 1 pc
- Ready-made bandage No. 2: 2 pcs
- Quick bandage 8x4 cm: 3 pcs
- Omnistrip 6x76 mm: 1 pc
- Eycopad 70x85 mm: 1 pc
- Triangular bandage: 3 pcs
- Elastic bandage 6 cm x 5 m: 1 pc
- Elastic bandage 8 cm x 5 m: 1 pc
- Elastic bandage 10 cm x 5 m: 1 pc
- Wadding for bandages: 1 pc
- Tampons 60x30 mm: 4 pcs
- PVC mask 20x20 cm: 1 pc
- Rubber tourniquet: 1 pc
- Spofaplast 2.5 cm x 2 m: 1 pc

**b) Medications:**

- Opthal 2x50 ml: 1 pc

- **Septonex:** 1 pc

#### c) Medical Supplies:

- **Anatomical tweezers:** 1 pc
- **Thermometer:** 1 pc
- **Scissors:** 1 pc
- **Safety pins:** 8 pcs
- **Rubber gloves:** 3 pcs
- **Resuscitation mask:** 2 pcs
- **Thermal blanket:** 1 pc

## 12. Warehouse and Handling Regulations

### 12.1 Responsibility for Occupational Health and Safety (OHS) in Warehouse Management

The employer is obliged, within the scope of its operations, to ensure the safety and health of employees at work in accordance with the provisions of the Labor Code (ZP), the Occupational Health and Safety Act (BOZP), and related regulations. This includes taking necessary measures, including ensuring prevention, providing necessary resources, and establishing an appropriate system for managing workplace safety. To implement these measures, the employer issues internal and organizational instructions.

1. In accordance with the provisions of Act No. 124/2006 Coll. of the National Council of the Slovak Republic, § 5, as amended, and in compliance with STN 26 9030, the following WAREHOUSE and HANDLING REGULATIONS of the company have been developed and approved.
2. The duties and rights arising from the warehouse regulations and related regulations apply to all employees of the company.
3. The warehouse managers are responsible for the implementation of the tasks arising from this document within the scope of their job responsibilities.
4. The managers referred to in point 3 are entrusted with leading and are responsible at various levels of management for the safe and reliable operation of the warehouse management, in accordance with the Labor Code. They are authorized to assign work tasks to subordinate employees, organize, manage, and control their work.

### 12.2 Qualifications Requirements

Knowledge of legal and other regulations to ensure safety and health protection at work is an integral and ongoing part of the qualification prerequisites for all employees.

The requirements for employee training in warehouse management, according to the provisions of the Labor Code, the Occupational Safety and Health Act, and internal documents in the field of occupational safety and health, are as follows:

- **Initial Training:** Each newly hired employee who has been transferred from another workplace to the warehouse management must undergo initial training.

- **Management Employees:**
  - Recurrent training once every two years, with knowledge verification.
  - Specialized training according to job classification.
- **Other Employees:**
  - Unless regulations require otherwise, they must participate in recurrent training on occupational safety and health regulations at least once every two years.
- **Employees in Specialized Professions:**
  - Operators of Motor Vehicles (MV) must have qualifications - a certificate for operating MV, with recurrent training at least once a year, including knowledge verification.
  - Operators of lifting devices must receive training according to regulatory requirements at least once a year, with knowledge verification.
  - For specialized professions, it is necessary to fully respect the accompanying technical documentation and performance instructions (§ 6 of the Occupational Safety and Health Act).
- **Training of External Persons:** (Individuals who are present in the company's premises with the employer's knowledge).

### 13. General Principles of Safe Behavior in the Workplace

1. Comply with regulations to ensure safety and health protection at the assigned workplace and in the work you perform
2. Fully dedicate yourself to assigned tasks, do not act recklessly or carelessly. Do not distract your coworkers.
3. Respect and comply with orders, prohibitions, and other instructions to ensure occupational safety and health protection, as established in organizational guidelines.
4. Perform your work activities in accordance with the regulations that apply to them, in a way that ensures neither you nor your surroundings are endangered.
5. Always follow safe work procedures established by organizational regulations and with which you have been properly and demonstrably informed.
6. Always use protective equipment and prescribed personal protective work gear while working.
7. Never work with equipment that is broken or shows signs of malfunction.
8. Use only correct and approved work tools and equipment while working. Never use faulty tools. Always adhere to designated storage places and methods for storing tools.

9. Always use protective devices built into the equipment, operation, and premises of the organization while working. During the operation of the equipment, all protective devices must be in working condition. Check the functionality of the safety device before starting work.
10. work only with equipment you have been authorized to operate and with which you are familiar regarding safe operation.
11. never allow unauthorized persons to handle the equipment (work with or interfere with the equipment in any way)
12. Only perform tasks during equipment operation for which you have the necessary qualifications and authorization.
13. Perform assembly, repairs, and maintenance on equipment for which you are authorized and obligated in the prescribed manner. Never attempt repairs for which you do not have the necessary qualifications or training.
14. Perform cleaning, lubricating, and repairs only when the equipment is at rest or properly secured to prevent dangerous situations.
15. Do not touch electrical wiring. Do not perform repairs on electrical equipment. Immediately report any malfunction to your supervisor.
16. Use only designated paths and walkways for movement within the workplace, stay in areas designated for performing your work, and do not pass through dangerous technological areas and spaces.
17. Do not loiter without reason in hazardous areas (such as near energy equipment, places where hazardous materials are handled, areas with potential special transport risks, loads and burdens, or sharp edges).
18. Ensure that escape routes, working spaces around equipment, and areas in front of electrical panels and fire extinguishers remain unobstructed, clear, and clean.
19. Maintain order at your workplace. Always remember that order is the foundation of safe work, quality production, good interpersonal relationships, a hallmark of the workplace, and the employer's good reputation.
20. Pay attention to, respect, and follow all safety symbols, sound signals, and written instructions that are on equipment, in the operation area, on walls, or otherwise posted. Be cautious while working.
21. Immediately report any injury that occurs at the workplace to your supervisor. Have even minor injuries treated.
22. In case of illness or other circumstances, immediately report this to your supervisor or coworker and stop the work being performed.
23. Immediately notify a supervisory employee upon discovering a malfunction.
24. Before leaving the workplace, tidy up and secure the equipment you worked on against unauthorized use. Ensure that electrical and gas appliances are turned off.

**It is forbidden**

1. Entering and staying at the workplace under the influence of alcohol or other addictive substances is prohibited.
2. Smoking and handling open flames are prohibited in areas designated as such.
3. Performing any manipulation with equipment for which you have not been authorized and do not have the necessary documentation is prohibited.
4. Performing any work-related tasks if you are physically, mentally, or otherwise exhausted is prohibited.
5. Leaving operating equipment unattended.
6. Starting up equipment until you are certain it will not endanger yourself or another employee.
7. Any hazardous manipulation while the equipment is running, which could lead to injury."
8. Entering workplaces where you are not assigned to work without reason.
9. To move and set aside tools while their parts are in motion.

## 14. Protection of Non-Smokers

In accordance with Act No. 124/2006 Coll. on Occupational Safety and Health as amended, and § 7, paragraph 1, letter g) of Act No. 377/2004 Coll. on the Protection of Non-Smokers and Amending Certain Laws

### **Article 1 Introduction**

The purpose of this directive is to create conditions to protect employees of AAH Plastics Slovakia s.r.o. Solčany (hereinafter referred to as "employees") from the harmful effects of smoking and other forms of tobacco product use that harm the health of both smokers and non-smokers directly exposed to the effects of smoking.

### **Article 2 Definition of Basic Terms**

For the purposes of this directive, the following definitions apply:

- a) **Smoking Room:** An enclosed and directly ventilated room designated for smoking.
- b) **Smoking Area:** Generally, an open space where smoking is permitted.
- c) **Publicly Accessible Spaces:** All areas of official buildings and facilities, cinemas, galleries, etc.
- d) **Workplace:** A space or organizational unit where the employee performs work (a list of workplaces is in Annex No. 1).

### **Article 3 Smoking Ban**

Smoking is prohibited:

- a) During work and in the indoor areas of the company.

b) At meetings, consultations, and discussions held in the company's premises at the workplace (Annex No. 1).

#### **Article 4**

##### **Designation of Smoking Areas**

1. Smoking areas are designated at individual workplaces in Annex No. 2.
2. The smoking area will be visibly marked and equipped with a standing ashtray.
3. Other publicly accessible spaces within the buildings will be visibly marked with the pictogram "No Smoking".

#### **Article 5**

##### **Control**

1. Compliance with this directive will be monitored by:
  - a) The employer
  - b) All supervisory employees
  - c) The labor inspection authorities

#### **Article 6**

##### **Violations**

1. Violation of this directive will be considered a breach of workplace discipline.

#### **Article 7**

##### **Final Provisions**

1. Supervisory employees are obliged to ensure the material conditions for compliance with this directive.

## **15. Drinking Regime for Employees**

### **The employer shall provide employees:**

- a) With drinking water immediately at the workplace when permissible values of microclimatic conditions are exceeded,
- b) With additional beverages that replenish the loss of fluids and minerals lost through sweating and breathing if there is a long-term or short-term expectation of exceeding the reference values of thermal stress, or during long-term work in outdoor environments on particularly hot days.

#### **Note:**

Microclimatic conditions and reference values for long-term and short-term thermal stress are specified in the annexes of the Ministry of Health of the Slovak Republic Regulation No. 99/2016 Coll. concerning details about protecting health from heat and cold stress at work.

The employer shall provide employees with beverages that replenish heat loss in the body during increased cold stress, especially:

- a) During long-term work in an enclosed workplace where the temperature is 4 °C or lower for technological reasons,
- b) During long-term work in outdoor environments if the average air temperature during the work shift is below 4 °C.

The employer shall ensure:

- a) That the drinking regime compensates for at least 70% of the water lost through sweating and breathing during the work shift in cases of heat stress,
- b) That at least half a liter of warm beverage is provided per work shift in cases of cold stress,
- c) That beverages provided for heat or cold stress are at an appropriate temperature.

Direct sunlight infiltration into the workplace is prohibited, meaning direct sunlight should not penetrate through windows or skylights. Shading with blinds or curtains is required. If there is no air conditioning at the workplace, increased air circulation through ventilation must be ensured.

When using fans, they must be positioned and directed so that they do not cause undesirable direct cooling of the body surfaces of employees.

If necessary, employees are allowed breaks to cool down by showering or washing their skin with cold water.

Any necessary adjustments to work and rest schedules, especially for jobs with excessive physical stress (e.g., changes in the start time of the work shift, length and placement of breaks, etc.)

#### **1. Protective beverages must:**

- a) Be health-safe,
- b) Have suitable taste properties and temperature,
- c) Contain as little sugar as possible, no more than 6% (sweet beverages increase thirst),
- d) Given that employees do not perform work categorized in groups 3 and 4 according to work categorization, providing drinking water that is freely available from the tap will suffice.
- e) In case of exceptional situations described above (the occurrence of high temperatures at the workplace exceeding 30 degrees Celsius), employees will have access to protected and ventilated areas (changing rooms) for rest during extraordinary breaks, along with drinking water and beverages for cooling down.

**Responsible:** Production Manager and production supervisors.

## 16. Consumption of Alcoholic Beverages in the Workplace

In accordance with § 4, paragraph 2 of Act No. 219/1996 Coll. on the protection against the abuse of alcoholic beverages and the establishment and operation of detoxification centers, and Act No. 124/2006 Coll. on occupational safety and health, as amended, this internal regulation is established to ensure compliance with the prohibition of alcoholic beverages at the workplaces of AAH Plastics Slovakia s.r.o. Solčany.

### **Article 1**

#### **Introduction**

Alcoholic beverages include spirits, distilled drinks, wine, beer, and other beverages containing more than 0.75% by volume of alcohol.



**Article 2****Restrictive Measures**

The following is prohibited: a) Bringing and consuming alcoholic beverages at all workplaces.  
b) Holding celebrations, meetings, and gatherings associated with the consumption of alcoholic beverages at all workplaces.

**Article 3****Employee Responsibilities**

All employees are required to undergo testing to determine if they are under the influence of alcohol or other intoxicating substances. The procedure for ordering testing and the authorities entitled to mandate such testing are outlined in the health and safety policy.

**Article 4****Sanctions**

Violation of this regulation will be considered a serious breach of workplace discipline, and the following sanctions will be imposed on the offending employee: a) Upon the first occurrence – reduction or denial of personal allowances, with a warning regarding the possibility of termination of employment.  
b) Upon further occurrences – termination of employment.

**Article 5****Final Provisions**

Supervisors are obliged to inform all subordinate employees of this regulation and ensure compliance with it.

## 17. Prohibited Work for Minors

In accordance with Act No. 124/2006 Coll. on Safety and Health at Work as amended, § 175 of Act No. 311/2001 Coll. Labor Code as amended, and Government Regulation No. 286/2004 Coll. establishing the list of works and workplaces prohibited for minor employees, and which establishes certain obligations for employers when employing minor employees,

I hereby issue

**Directive on Prohibited Work for Minors****Article 1****Purpose of the Directive**

The employer is obligated to assess and evaluate all risks to the safety and health of minor employees in all works and workplaces associated with specific risks of exposure to harmful effects of physical, chemical, and biological factors, influences, and processes. Based on the professional assessment of the relevant physician regarding the health capability of the minor employee, the employer must decide on the necessary measures to be implemented.

## **Article 2 Prohibited Work**

A minor employee must not:

- a) act in violation of the established and valid work regulations,
- b) bring and use alcoholic beverages and other intoxicating substances in the workplace,
- c) work without personal protective equipment if provided for the specific work,
- d) use paper packaging as lampshades for light bulbs,
- e) engage in activities at the workplace for entertainment purposes that may lead to injury,
- f) climb on chairs, tables, shelves, window sills, etc.,
- g) work with exceptionally high risks of mechanical vibration transmitted locally or overall, especially with physical exertion,
- h) perform work permanently exposed to microclimatic conditions that excessively burden the body (i.e., extreme heat, cold, temperature fluctuations),
- i) work at heights and depths,
- j) perform tasks prohibited by a physician,
- k) perform work with loads that are long-term and regular.
  
- l) perform work that does not comply with occupational safety and health regulations (BOZP) or is associated with a threat to health, excessive physical strain, or work with a risk of infection,
- m) perform assembly or disassembly of structural elements,
- n) carry out activities that endanger everyone in the immediate environment,
- o) perform work on electrical and technical devices according to the following stipulations:
  - oa) operate all electrical and technical devices without the necessary qualifications, certificates, or without the provided personal protective equipment (PPE) specific to that activity along with operating instructions,
  - ob) remove protective covers from electrical machines and devices while working,
  - oc) perform any repair or assembly on electrical devices without qualifications,
  - od) manufacture, adjust, replace working tools, or repair electrical extension cords,
  - oe) take over and use electrical devices without verifying functionality,
  - of) transport electrical devices under voltage,
  - og) repair electrical installations except for replacing a light bulb, for which the employee must be properly instructed,
  
- p) perform work with shelves on ladders and in warehouses according to the following stipulations:
  - pa) store materials in shelves that have not been inspected and approved,
  - pb) overload shelves beyond the specified limit indicated on the labeling,
  - pc) store materials in shelves in such a way that they exceed their footprint, may slide off, and endanger passersby,
  - pd) not lean any objects against walls if there is a risk of sliding and they may exert pressure on partitions that are not designed for it,
  - pe) store and hang materials on pipes and electrical wiring,

- pf) place materials, objects, and working tools on the floor in a way that makes the floor inaccessible for cleaning and not maintaining a distance of at least 0.8 m between shelves,
- pg) ascend and descend a ladder only facing the ladder and holding on with both hands,
- ph) use ladders as benches or makeshift walkways,
- pi) use ladders without checking for stability and strength, without a safety chain, and without proper documentation of the inspection,
- pj) carry loads heavier than 20 kg while ascending a ladder,
- pk) have two people working on a ladder above each other or ascending behind one another,
- pl) climb a ladder while wearing shoes without a heel with slippery soles,
- pm) rest or eat on a ladder,
- pn) lean ladders against doors that are not locked or otherwise secured.

## 18. Prohibited Work for Women, Pregnant Women, Mothers Until the End of the Ninth Month After Childbirth, and Breastfeeding Women

In accordance with Act No. 124/2006 Coll. as amended by Act No. 309/2007 Coll. on Occupational Safety and Health, Sections 160-162 of Act No. 311/2001 Coll. Labor Code as amended by Act No. 479/2007 Coll., and Government Regulation No. 272/2004 Coll. establishing the list of work and workplaces prohibited for pregnant women, mothers until the end of the ninth month after childbirth, and breastfeeding women, as well as workplaces associated with specific risks for these women,

I hereby issue the directive on prohibited work for these groups.

### **Article 1**

#### **Purpose of the Directive**

The employer is obligated to assess all work and workplaces associated with specific risks that expose women, pregnant women, mothers until the end of the ninth month after childbirth, and breastfeeding women to harmful factors, influences, processes, or working conditions. The employer shall evaluate the nature, degree, and duration of such exposure. Based on a medical assessment of the employee's health concerning potential effects on pregnancy or breastfeeding, the employer shall determine and implement necessary measures to ensure their safety and health.

### **Article 2**

#### **Prohibited Work for Women, Pregnant Women, Mothers Until the End of the Ninth Month After Childbirth, and Breastfeeding Women**

Women, pregnant women, mothers until the end of the ninth month after childbirth, and breastfeeding women are prohibited from:

- a) Acting contrary to established and valid workplace regulations.
- b) Bringing and using alcoholic beverages and other narcotic substances in the workplace.
- c) Working without personal protective equipment (hereinafter referred to as "PPE"), when such equipment has been provided for the given work.
- d) Using paper packaging as lampshades for bulbs.

- e) Engaging in activities for entertainment purposes at the workplace that could lead to injury.
- f) Climbing on chairs, tables, shelves, windowsills, etc.
- g) Working with an exceptionally high risk of mechanical vibration (shock) that is transmitted locally or overall, especially with physical exertion.
- h) Performing work that is continuously exposed to microclimatic conditions that excessively strain the body (i.e., extreme heat, cold, temperature fluctuations).
- i) Working at heights or depths.
- j) Performing tasks prohibited by a medical professional.
- k) Carrying out work on electrical and technical devices as outlined below:
- **ka)** Operating all electrical and technical equipment without appropriate qualifications, certificates, or PPE that have been provided for the activity with operating instructions.
  - **kb)** Removing protective covers from electrical machines and devices during work.
  - **kc)** Performing any repair or assembly work on electrical devices without proper qualifications.
  - **kd)** Making, adjusting, or replacing tools or repairing electrical extension cords.
  - **ke)** Accepting and using electrical devices without a functionality test being performed.
  - **kf)** Transferring electrical devices under voltage.
  - **kg)** Repairing electrical installations except for changing light bulbs, for which the employee must be adequately instructed.
- l) Performing work involving loads that are long-term and regular.
- m) In cases where lifting loads is unavoidable, the weight of the load must not exceed 15 kg, and it can be lifted continuously for no more than 10 minutes. Breaks between lifting periods must not be shorter than 10 or 15 minutes, as appropriate.
- n) When working while seated, lifting a load with one hand must not exceed 5 kg.
- o) When manually handling loads, it is essential to adhere to the recommendations of the relevant medical professional regarding adjustments to work and rest schedules.
- p) Performing work with shelves on ladders and in warehouses according to the following list:
- pa) Storing materials in shelves that have not been checked and approved.
  - pb) Overloading shelves beyond the limits indicated on the labeling.
  - pc) Storing materials in shelves in a manner that causes them to exceed their footprint, making them prone to sliding and endangering bystanders.
  - pd) Leaning any objects against walls if there is a risk of sliding and they could exert pressure on partitions that are not designed for such loads.

- pe) Storing and hanging materials on pipes and electrical wiring.
  - pf) Storing materials, objects, and tools on the floor in a way that prevents the floor from being cleaned and failing to maintain a minimum distance of 0.8 m between shelves.
  - pg) Climbing up and down a ladder while facing the ladder and holding on with both hands.
  - ph) Using ladders as benches or crossing bridges.
  - pi) Using ladders without a stability and strength check, without a safety chain, and with appropriate documentation of the check.
  - pj) Carrying loads heavier than 20 kg while on a ladder.
  - pk) Working on a ladder with two people above one another or climbing over each other.
  - pl) Climbing a ladder in shoes without a heel and with a slippery sole.
  - pm) Resting or eating on a ladder.
  - pn) Leaning ladders against doors that are not locked or otherwise secured.
- r) Performing work that does not comply with occupational safety and health regulations (BOZP) or is associated with risks to health, excessive physical strain, or exposure to infectious hazards.
- s) Performing the assembly or disassembly of structural elements.
- t) Performing tasks and activities that pose a risk to all individuals in close proximity.

### **Article 3**

#### **Special Provisions on Prohibited Work for Pregnant Women**

A pregnant woman must not:

- a) Perform work with inappropriate movement, pressure on the abdomen, work continuously standing or sitting, and work that threatens the pregnancy.
- b) Handle loads; if she must handle loads, it is recommended to reduce the weight guidelines for women listed in Tables 1 and 2 to less than half.

## **19. Compliance**

AAH PLASTICS s.r.o. will comply with all applicable health and safety legislation and strive for continual improvement in our health and safety performance.

