



# Contractor Safety Handbook

Plant Continental Puchov

# DISCLAIMER INFORMATION

- ▶ The newest version of the **Contractor Safety Handbook** is valid and can be acquired via Purchasing or the respective Continental Contractor Responsible.
- ▶ Associated documents, such as training documents, templates for risk assessment incl. necessary measures or any other stated, can be acquired via **Purchasing department** or the respective **Continental Contractor Responsible**.
- ▶ If the contractual services, or parts thereof, are **subcontracted to a third party**, Contractor shall be and remain solely responsible towards Continental for the acts, omissions and defaults of the subcontractor in relation to the contents of this handbook as if they were Contractor's own acts, omissions or defaults.
- ▶ **The Handbook** describes requirements of the respective plant it has been issued for. Additional requirements can be varying based on local laws and regulations.
- ▶ **This Handbook** defines a worldwide standard at Continental Tires locations and is edited by the local document owner to ensure compliance with local requirements of any kind, including legal aspects.
- ▶ The content of this handbook is protected by copyright and the names, logos, mascots and other design elements used herein are or may be trademarked by **Continental Reifen Deutschland GmbH**, its affiliated companies or licensors. Any use thereof without prior consent is strictly prohibited.



# WELCOME !

At Continental, Safety is our priority. Our aim is to ensure that every single person who enters our locations has all required information at their disposal and has received the necessary training to work safely.

We've created this Handbook to present you our Safety requirements. We are looking forward to future collaboration.

**We are partners, we work safely together.**

A blue ink signature of Ing. Ladislav Rosina, PhD., consisting of several loops and a final flourish.

.....  
**Ing. Ladislav Rosina, PhD.**  
Plant manager PLT

A blue ink signature of Ing. Anton Vatala, featuring a prominent vertical stroke and a sweeping horizontal line.

.....  
**Ing. Anton Vatala**  
Plant manager CVT

A blue ink signature of Ing. Peter Mojto, with a long vertical stroke and a horizontal line.

.....  
**Ing. Peter Mojto**  
ESH manager

A blue ink signature of Ing. Jaroslav Krasňan, characterized by a large, stylized 'A' shape.

.....  
**Ing. Jaroslav Krasňan**  
Safety manager

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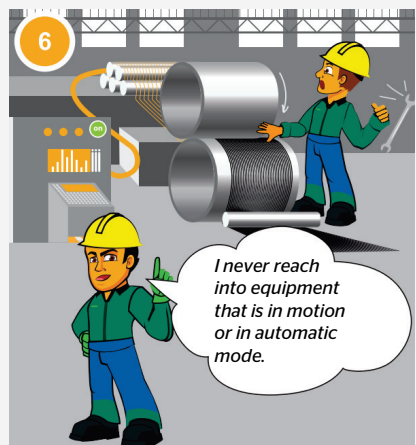
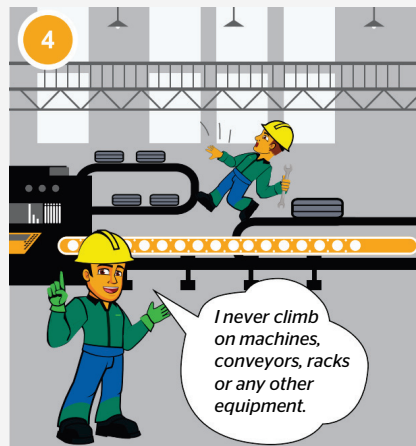
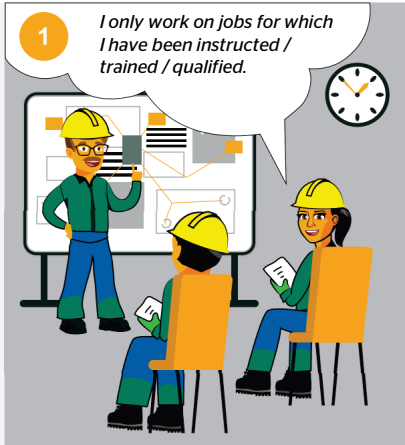
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# 1 10 Basic Safety Rules





## Additional Safety Rules



The complete **Safety rules training** is available via the Contractor Responsible.



**Safety rules training records** for the relevant contractor workforce must be provided beforehand.



Additional Safety rules can apply following the **risk assessment and defined measures**.

# 2 Roles & Responsibilities

Safe work is only possible if the work is coordinated. Coordination requires roles and responsibilities.



## Everyone

- ▶ **Safety First** is implied for all involved roles.
- ▶ If an acute hazard is identified, every person is responsible to act.

## Contractor Supervisor

- ▶ Is a reliable interface for Continental.
- ▶ Is aware of misbehavior consequences.
- ▶ Conducts Safety trainings & the risk assessment.
- ▶ Implements safety measures.
- ▶ Is responsible for its workforce's behavior.
- ▶ Is available or substituted via nominated deputy when a service is conducted.
- ▶ Reports accidents, near misses and unsafe situations to Continental.



## Contractor Workforce

- ▶ Is aware of misbehavior consequences.
- ▶ Follows the safety rules.
- ▶ Reports accidents, near misses and unsafe situations to the Contractor Supervisor.



## ESH Continental

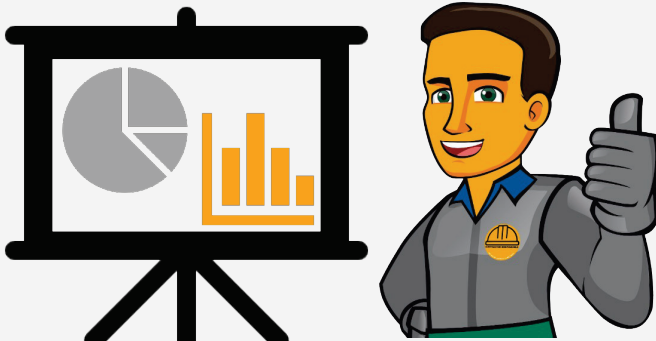


PROTECT  
YOUR  
FUTURE.  
ACT NOW!  
**ESH**

- ▶ Implements guidelines in the location and ensures their application.
- ▶ Trains Continental Contractor Responsibles.
- ▶ Organizes regular spot checks of other roles.
- ▶ Collects and stores data.
- ▶ Forwards safety performance data to purchasing.

## Continental Contractor Responsible

- ▶ Is a reliable interface to the Contractor Supervisor during service.
- ▶ Ensures safe working conditions.
- ▶ Participates in the risk assessment.
- ▶ Organizes regular spot checks of other roles.
- ▶ Receives relevant data, records and provides it to ESH.

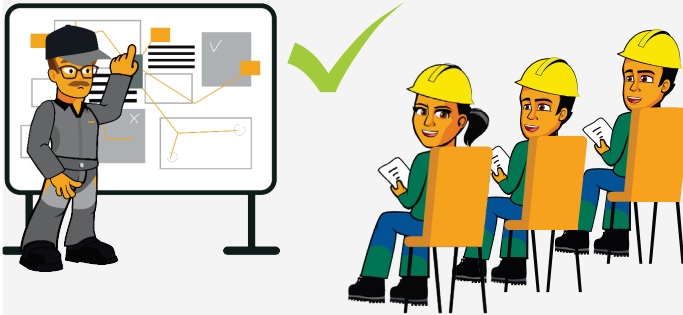


## Purchasing Continental

- ▶ Is a reliable interface to the Contractor company before, during and after service.
- ▶ Communicates safety performance including complaints.
- ▶ Considers safety performance in evaluation.
- ▶ Administers the contract.

# 3 Service Preparation

A meeting with the Contractor Supervisor, Continental Contractor Responsible and optionally an ESH specialist (e.g. for permits) should be organized before the project starts.



A risk assessment must be fulfilled, safety measures discussed and written down.



The Contractor Company must train its Workforce to the Continental Safety rules. All required documents, licenses, permits and safety training records must be checked by the Continental Contractor Responsible before arrival.\*

## Work permit & additional specific trainings

A **RISK ASSESSMENT** ensures that the necessary work permits are available, hazards mitigated and trainings carried out.



Risk assessment documents are available via Contractor Responsible

# 4 Arrival at the Location

## Contractor Workforce registration

- ▶ **All Individuals** of the workforce, as well as subcontractors, **must be announced in advance by the supervisor** (e.g. 3 days in advance; company name, date of birth and names of individuals must be specified).



- ▶ **Plant entry point** needs to be **agreed upon in advance**.  
(Gates are identified on the location map - see handbook cover).
- ▶ If the contractor needs a **car or truck entry**:
  - It needs to be agreed upon in advance.
  - The **registration plate** and **vehicle type** must be specified.
  - If they need to **enter inside a hall or a building** it must be agreed upon in advance.
  - Parking is allowed only in **defined areas**.



## Contractor Workforce identification

Contractor's employees need to show their **ID card** in case of request.

Contractor's employees need to be identified at all time with **Contractor's company name on their company-specific clothing**.

Contractor's employees must have their Supervisor and the Continental Contractor Responsible **contact information available** at all times.



## Safety induction Contractor Workforce

- ▶ A **Safety induction will be performed.**
- ▶ Successfully passing the session is a **prerequisite to start the work.**
- ▶ The Safety induction is **valid maximum 12 months** for each individual.
- ▶ **Necessary equipment** (e.g. PPE) and documents (e.g. safety training records, permits etc.) **will be checked for completeness** by the Contractor Responsible.



# 5 Conducting the Purchased Service

## Measures resulting from the risk assessment

- ▶ As preparation for the service, the Contractor Company needs to **provide a risk assessment** which needs to be **performed beforehand**.
- ▶ Within the assessment, **potential hazards** for the Contractor Workforce, Continental and its employees or other parties **must be identified**.
- ▶ **Appropriate measures to mitigate these risks** must be planned and applied by the Contractor Company.
- ▶ **Necessary equipment** and other efforts of any kind **must be provided** by the Contractor Company and included into the price offer.



## Examples for measures to mitigate risks

Isolation of the working area from production are:

- Fences
- Plastic walls
- Warning tape
- Signs



Measures during interruption of work:

- Access control
- Cleaning of area
- Isolation of Hazardous Energies

Measures against fall of:

- Persons
- Items

## Checking for compliance of rules

- ▶ The Contractor Supervisor should **check its Workforce** constantly - **daily presence is expected.**
- ▶ **Incidents** of any kind, **unsafe conditions** and **misbehavior must be reported** to the Contractor Responsible or ESH.
- ▶ Additionally, the Continental Contractor Responsible and ESH Department will conduct **spot checks.**
- ▶ Reports should contain the information shown on the templates below.

## Communication & documentation

- ▶ The Contractor Supervisor or the nominated deputy must **always be available** when its Workforce is working on site.
- ▶ **Communications** to Continental must be made **via the Continental Contractor Responsible**; in **urgent cases, ESH** can be directly contacted.
- ▶ The Workforce must be **able to provide information** about its Supervisor and its **Continental Contractor Responsible at all time**, including name, contact data, etc.
- ▶ **The Contractor must provide all necessary documentation**, including documented spot checks, incident reports, permits, qualification and training records and all other documents that are required to comply with this handbook.

Continental S			Regular Contractor Checklist
Type of Work	Location	Company	
Building & Area	Type of Work		
To be checked			
PPE (1) <input type="checkbox"/>			
<input type="checkbox"/>	Identification of contractor's staff (place, contact person, license and passport)		
<input type="checkbox"/>	Risk analysis (preliminary evaluation, visit of site, work, work building)		
<input type="checkbox"/>	PPE (Personal Protective Equipment) is used (including LEDV devices), the		
<input type="checkbox"/>	Identification person and equipment (if applicable) are available		
<input type="checkbox"/>	Condition of machines, tools, support equipment		
Signatures List			
Position	Name in block letter	Signature	
Contractor			
Local Auditor			
Copy/Distribution list:			
Identification phone			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

Continental S	Contractor Safety Incident Reporting	ESH
Who is reporting?		
Full Name	Last Name	
Company		
When did the incident happen?		
Date (DD/MM/YYYY)	Time (HH:MM)	
What did happen?		
<p>SAFETY: Any misbehavior, near miss or accident or other safety incident of any kind has to be reported. Describe as detailed as possible the steps that lead to the incident as well as effects, the resulting injuries or damages, health pictures, drawing or similar others, possible.</p>		
What is the Root-Cause?		
<p>SAFETY: Identify the root cause with the maximum involvement of the non-accident using the question: "Why" this incident happened. When you have identified the root cause, ask how you can avoid this, being again "Why" the reported issue had after the first iteration.</p>		
1. Why _____		
2. Why _____		
3. Why _____		
4. Why _____		
5. Why _____		
ESH refers to be filled out by local ESH Department		
Name of ESH Employee Filling _____		
Reporting Date of Report _____		
Safety & Health - Manufacturing & Logistics Team		

The **regular Contractor checklist** & the **Contractor Safety incident reporting** are available via the Contractor Responsible

# 6 Misbehavior Procedure

- ▶ Contractor Workforce misbehavior will be reported via the respective on-site check documentation, signed by the Contractor Supervisor, the Continental Contractor Responsible and forwarded to the ESH department.
- ▶ Based on the severity of the rule violation, the frequency and the reaction to the claim, consequences for both the individual who conducted the violation as well as the Contractor Company will be applied.
- ▶ The consequences for the Contractor Company will result in a negative supplier Evaluation (see chapter 7).
- ▶ In case of repeated violations of the Workforce during a service, the Contractor Company must put measures into place to improve its Workforce's behavior immediately.

## BE AWARE!

*The Contractor Company must **compensate any efforts** resulting from the application of consequences due to non-compliances to the Handbook or any other rule violations.*





1

**SAFETY RULE OR REQUIREMENT VIOLATION**

**LOW**

**EXAMPLE**

I only use cell phones in a safe place while standing still.

**MEDIUM**

**EXAMPLE**

I always wear required personal protective equipment which is in proper condition.

**HIGH**

**EXAMPLE**

I never work under the influence of alcohol or illicit drugs.

2

**REPORTING TO ESH FOR ASSESSMENT**

3

**CONSEQUENCES BASED ON SEVERITY & FREQUENCY**

**FORMAL  
WARNING**

**24H  
EXPULSION**

**PERMANENT  
EXPULSION**

# 7 Evaluation



## EVALUATION SHEET

- Reaction after findings
- Cooperation in case of incidents
- Number of Low findings per unit\*
- Number of Medium findings per unit\*
- Number of High findings per unit\*
- Availability of Contractor Supervisor on site

\*Unit = per week (5 working days); see Contractor Safety Rule Training for Severity Level definitions



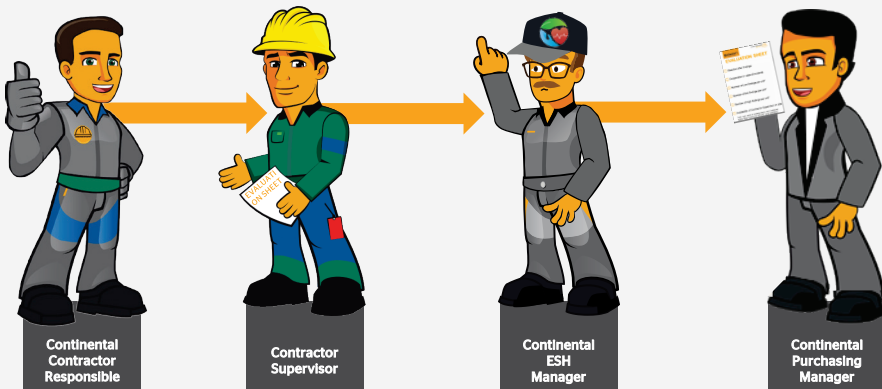
Stop  
Business

Negotiation  
Impact

Improvement  
Plans

**WE EXCLUDE CONTRACTORS  
WITH LOW SAFETY PERFORMANCE**

Evaluation sheet to be filled out after selected services by the Continental Contractor Responsible and provided to the Contractor Supervisor and ESH



ESH provides Safety performance data for Supplier evaluation to Continental purchasing

Improvement Plans

Continue Business

Continue Business

WE RECOGNIZE CONTRACTORS WITH HIGH SAFETY PERFORMANCE



# 8 Plant Continental Puchov -Location Specific Requirements

## Emergency contacts

- ▶ Fire brigade: +421 / 42 / 461 2222
- ▶ First aid: +421 / 42 / 461 2222
- ▶ Plant security: +421 / 42 / 461 3333
- ▶ Security manager: +421 / 42 / 461 3595



## Good to know

- ▶ Smoking is allowed only in defined areas (smoking corners)
- ▶ All injuries of contractor's employees need to be registered by Continental ASAP
- ▶ The usage of photo-cameras and devices of any kind are forbidden without a formal documented permission on any location of Continental.
- ▶ Personal protective equipment (supplied by contractor)
- ▶ LOTO procedures and equipment

# PERSONAL PROTECTION EQUIPMENT



## PROHIBITIONS



# 9

## Location Map

### Zoznam objektov

1. Výroba osobných plášťov
2. Výroba osobných plášťov
4. Príprava zmesi 1
5. Energetika
6. Dopravné pásy 1
7. Výroba nákladných plášťov
8. Dopravné pásy 2
9. Sklad EDC
10. Príprava zmesi 2





Skúšobné centrum GEP  
Admin. budova AB 1,2  
Informácie  
TCP 6  
Technologické centrum 1  
Závodný hasičský útvar  
Admin. budova AB 3

26. Conti Kit  
27. Technologické centrum 2  
28. Zberný dvor CMTT  
29. Externé firmy  
30. Rework CMTT  
31. Sprinklerová stanica  
32. Chladiace veže  
33. Sklady energetiky CMR  
34. RTO

35. Rozvodňa 110 kV  
36. Sklad materiálov  
37. Sklad horľavých kvapalín  
38. Stáčanie olejov  
39. Centrálny zberný dvor  
40. Trafostanica TS14  
51. ČOV  
53. ZV1  
61. Vrátnica sever (V2)  
62. Vrátnica juh (V3)  
Zhromaždiská



Gate „SOUTH“

The map shows an industrial site layout with various buildings and infrastructure. A red arrow points to a specific location on the left side of the map, which is highlighted with a yellow box and labeled 'Gate „SOUTH“'. The map includes numbered areas (7, 8, 9) and a blue river at the bottom. A legend on the right lists various facilities and their locations.

**CONTRACTOR  
SAFETY**



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**Continental Matador Truck Tires, s.r.o.**  
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