We're partners, We work safely together!
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.

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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.

…………………..
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Plant manager CVT

…………………..
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Plant manager PLT

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ESH manager

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TABLE OF CONTENT
1. 10 Basic Safety Rules & Additional Safety Rules
2. Roles & Responsibilities
3. Service Preparation
4. Arrival at the Location
5. Conducting the Purchased Service
6. Misbehavior Procedure
7. Evaluation
8. Plant Continental Puchov—Location Specific Requirements
9. Location Map
10 Basic Safety Rules

1. I only work on jobs for which I have been instructed / trained / qualified.

2. I always wear required Personal Protective Equipment (PPE) which is in proper condition.

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

4. I always use designated walkways.

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

6. I never reach into equipment that is in motion or in automatic mode.

7. I always use handrails on stairs.

8. I never climb on machines, conveyors, racks or any other equipment.

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

10. I always wear required Personal Protective Equipment (PPE) which is in proper condition.
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.
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**

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

**WORK PERMIT**
- Provides general information about required permits
- Provides examples for hazardous tasks
- Is reviewed by Continental

**RISK MITIGATION**
- Identifies Hazards
- Defines PPE
- Defines other Mitigation Measures
- Prepares working environment

**TRAINING(S)**
- Identifies additional required trainings
- Communicates training records

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 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.
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

*The completeness of measures needs to be ensured by the Contractor Company. See chapter 2 for more details.*
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.

The regular Contractor checklist & the Contractor Safety incident reporting are available via the Contractor Responsible
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.
SAFETY RULE OR REQUIREMENT VIOLATION

1. LOW
   - EXAMPLE
   - I only use cell phones in a safe place while standing still.

2. MEDIUM
   - EXAMPLE
   - I always wear required personal protective equipment which is in proper condition.

3. HIGH
   - EXAMPLE
   - I never work under the influence of alcohol or illicit drugs.

REPORTING TO ESH FOR ASSESSMENT

1. LOW
   - FORMAL WARNING

2. MEDIUM
   - 24H EXPULSION

3. HIGH
   - PERMANENT EXPULSION

CONSEQUENCES BASED ON SEVERITY & FREQUENCY
### 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

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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.

WE RECOGNIZE CONTRACTORS WITH HIGH SAFETY PERFORMANCE.
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
Location Map

Zoznam objektov
1. Výroba osobných plášťov 1
2. Výroba osobných plášťov 2
4. Priprava zmesí 1
5. Energetika
6. Dopravné pásky 1
7. Výroba nákladných plášťov
8. Dopravné pásky 2
9. Sklad EDC
10. Priprava zmesí 2

Gate „NORTH“

Information
<table>
<thead>
<tr>
<th>Název</th>
<th>Popis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skúšobné centrum GEP</td>
<td>Admin. budova AB 1,2 Informácie TCP 6 Technologické centrum 1</td>
</tr>
<tr>
<td>Závodný hasičský útvar</td>
<td>Admin. budova AB 3</td>
</tr>
<tr>
<td>26. Conti Kit</td>
<td>27. Technologické centrum 2</td>
</tr>
<tr>
<td>28. Zberný dvor CMTT</td>
<td>29. Externé firmy</td>
</tr>
<tr>
<td>30. Rework CMTT</td>
<td>31. Sprinklerová stanica</td>
</tr>
<tr>
<td>32. Chladiace veže</td>
<td>33. Sklady energetiky CMR</td>
</tr>
<tr>
<td>34. RTO</td>
<td>35. Rozvodná 110 kV</td>
</tr>
<tr>
<td>36. Sklad materiálov</td>
<td>37. Sklad horfávých kvapalin</td>
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<tr>
<td>38. Stáčanie olejov</td>
<td>39. Centrálny zberný dvor</td>
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<tr>
<td>40. Trafostanica TS14</td>
<td>51. ČOV</td>
</tr>
<tr>
<td>53. ZV1</td>
<td>61. Vrátnica sever (V2)</td>
</tr>
<tr>
<td>62. Vrátnica juh (V3)</td>
<td>Zhrumaždiská</td>
</tr>
</tbody>
</table>

![Map with Gate "SOUTH" highlighted]
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