

# Work Instruction

SCHAEFFLER

LuK UG



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		Annexes: (part of the present directive)

## The mandatory use of the hearing protection equipment required in Hall II

### Objective:

Preserving the health of the employees through an efficiently observable and enforceable policy based on logical, practical approach. The policy only supplements and does not replace the provisions of **work instruction No. U.29.0299.0023 – Rules of personal protective equipment allocation.**

### Scope of validity:

All the production and service areas of production hall II.

All persons entering production hall II.

The policy shall be valid until withdrawal.

Change No.	Index	Brief description of the change	Date	Created/ amended by	Checked by	Approved by
	00	Creation of the document	28.10.2005	Dóra KNEFFEL	Szabolcs SZÓKE	Jürgen FREITAG
	AA	Signing chart	23.11.2005	Dóra KNEFFEL	Szabolcs SZÓKE	Jürgen FREITAG
	AB	Measurement report	10.03.2007	Eszter KOMLENEC Z	Dóra KNEFFEL	Stefan STÖCKLEIN
	AC	Measurement report	11.11. 2009	Eszter KOMLENEC Z	Rita KENYERES NÉ V.	Michael REINIG
	AD	Controlled + new measurement	09.01.2012	István TAMÁS	Rita KENYERES NÉ V.	Michael REINIG
	AE	Section 5: Responsibility – warning each other	09.07.2012	István TAMÁS	Rita KENYERES NÉ V.	Michael REINIG
	AF	Annual review + new measurement	18.04.2014	Krisztián DRIENYOV	István TAMÁS	Rita KENYERES

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				SZKI		NÉ V.
	AG	Annual review + Section 6.1	12.05.2016	Krisztián DRIENYOV SZKI	István TAMÁS	Rita KENYERES NÉ V.
	AH	Annual review + structure + competence (external parties) + excerpt instead of annex	01.02.2018	István TAMÁS	András GAZDAG	Tibor SZIGETI

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## 1. Objective

Preserving the health of the employees through an efficiently observable and enforceable policy based on logical, practical approach. The policy only supplements and does not replace the provisions of [work instruction No. U.29.0299.0023 – Rules of personal protective equipment allocation](#).

## 2. Scope of validity

All the production and service areas of production hall II.  
 All persons entering production hall II.  
 The policy shall be valid until withdrawal.

## 3. Definitions

Liaison (contact person): the LuK Savaria employee who orders/requests the work, or any person of at least middle-management position who makes the work preparations for persons carrying out the work, or hosts or escorts visitors.

External Party: a person not employed by LuK Savaria Kft., who works for LuK Savaria Kft. based on valid contract or order.

External subcontractor: an employee who gets integrated into the employee organization of LuK Savaria Kft., and whose work is controlled directly by LuK Savaria Kft.

External 3<sup>rd</sup> Party: an employee who performs his/her work according to the framework requirements given by LuK Savaria Kft., but who is not controlled by LuK Savaria Kft. directly.

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Transit = transit traffic going through the noisy area (passing from one silent area over to another silent area, without stopping in a noisy area, brief review or coordination discussion).

#### 4. Description

It is mandatory to wear hearing protection equipment in all noisy areas of Hall II, except for the transit.

The silent warehouses, as well as the noise free shops, offices, measuring rooms and other rooms of the production area usually constitute exceptions. However, it is mandatory to use hearing protection in the vicinity of sources of noise operated occasionally in silent areas. In such case, wearing hearing protection is also mandatory for the persons who are in the impact range of the sources of noise.

#### 5. Process and responsibilities

The determination of the hearing protection equipment to be provided shall be the task of the environmental protection, work safety and fire protection (hereinafter referred to as EHS) group. Based on the specifics determined by the EHS groups, the purchasing department shall be responsible for selecting the types of the concrete hearing protection gear and for keeping constant stock thereof. The hearing protection equipment may be requested and taken from the H&B warehouse on the appropriate form countersigned by the immediate workplace superiors.

The immediate workplace superiors, as well as the **liaison** (contact person) shall be responsible for the provision of the hearing protection equipment in the departments.

If the external party gets integrated in the employee organization of LuK (subcontractor), and the work of such party is controlled directly by any LuK workplace executive, then the immediate LuK workplace executive shall be responsible for the provision of the hearing

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protection equipment of the external party, except if any contractual agreement provides otherwise.

If the external partner performs his/her work according to the framework requirements given by LuK Savaria Kft., but is not controlled by LuK Savaria Kft. directly, then the external work supervisor or work foreman, or the LuK contact person shall be responsible for the provision of the hearing protection equipment of the external partner (3<sup>rd</sup> party), except if any contractual agreement provides otherwise.

The contact person shall decide on the hearing protection of visitors, after having considered the dangers and the provisions of the policy (with the involvement of the EHS group, if necessary).

All executives and contact persons shall regularly inspect the wearing of the protective equipment within their area of competence.

Breach of the work instruction may result in disciplinary procedure.

The workplace community is also obliged to warn those who violate the rules.

The policy shall be reviewed at least every 3 years. The sector leaders and the segment leaders shall notify the EWS group of all significant technological changes and / or changes concerning working methods, in order to ensure the urgent review of the policy.

The immediate workplace superiors (in case of external parties, the work supervisors, work foremen and the contact person) shall be responsible for the introduction and enforcement of the present work instruction.

## 6. Information and notes

See: Section 6.1.



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## 6.1. Related documents

[T-U.29.0299.0023 - Rules of personal protective equipment allocation](#)

[T-U.29.0299.0025 - The rules applicable to medical fitness tests](#)

The results of the medical hearing tests, the medical files of the employees.

The current working area noise exposure measurement report prepared by the accredited lab.