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		Annexes: (part of the present directive)

## The mandatory use of the safety foot protection equipment required in Hall I

### Objective:

General accident prevention 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. T-U.29.0299.0023 – Rules of personal protective equipment allocation.

### Scope of validity:

Production hall I and the logistics areas, shops, lab facilities connected thereto, as well as other outer areas (e.g. methanol and ammonium station, gas tank storage, waste disposal site and other similar facilities).

All persons entering the areas specified above.

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	21.08 .2012	István Tamás	Rita Kenyeresné V.	Michael Reinig
	AA	Annual review	18.04 .2014	Krisztián Drienyovszki	István Tamás	Rita Kenyeresné V.
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	AC	Annual review + structure + competence (external parties) + excerpt instead of annex	01.02 .2018	István Tamás	András Gazdag	Tibor Szigeti
	AD	Branding review and point 5	29.01 .2019	Gabriella Kámán	András Gazdag	Tibor Szigeti

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**1. Objective**  
 General accident prevention 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. T-U.29.0299.0023 – Rules of personal protective equipment allocation.

**2. Scope of validity**  
 Production hall I and the logistics areas, shops, lab facilities connected thereto, as well as other outer areas (e.g. methanol and ammonium station, gas tank storage, waste disposal site and other similar facilities).  
 All persons entering the areas specified above.  
 The policy shall be valid until withdrawal.

**3. Definitions**  
Liaison (contact person): the Schaeffler 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 Schaeffler Savaria Kft., who works for Schaeffler Savaria Kft. based on valid contract or order.  
External subcontractor: an employee who gets integrated into the employee organization of Schaeffler Savaria Kft., and whose work is controlled directly by Schaeffler Savaria Kft.  
External 3<sup>rd</sup> Party: an employee who performs his/her work according to the framework requirements given by Schaeffler Savaria Kft., but who is not controlled by Schaeffler Savaria Kft. directly.

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#### 4. Description

It is mandatory to wear safety footwear in the working areas of Hall I, except for the especially designated pedestrian access route along the wall of the hall.

Another exception is the visitor(group), who is led by an appropriate number of escorts.

On the especially designated pedestrian access route along the wall of the hall, wearing sports footwear made of thin material, high-heeled shoes and stilettos, as well as sandals, slippers and other open footwear shall be avoided. On the especially designated pedestrian access route along the wall of the hall, it is recommended to wear closed footwear made of mechanically resistant material, which ensures the minimal protection of the foot.

#### 5. Process and responsibilities

The determination of the safety footwear 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 safety footwear and for keeping constant stock thereof. **Different safety equipments from the generally accepted types can only be used with the approval of the occupational health doctor and EHS team.**

The safety footwear 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 safety footwear in the departments.

If the external party gets integrated in the employee organization of **Schaeffler** (subcontractor), and the work of such party is controlled directly by any **Schaeffler** workplace executive, then the immediate **Schaeffler** workplace executive shall be responsible for the provision of the safety footwear of the external party, except if any contractual agreement provides otherwise.

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

The contact person shall decide on the foot 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 EHS 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.

### 6.1. Related documents

T-U.29.0299.0040 - The safety of pedestrian traffic on the premises of **Schaeffler** Savaria Kft.

T-U.29.0299.0023 - Rules of personal protective equipment allocation