

Work Instruction

SCHAEFFLER

LuK UG



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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. U.29.0299.0023 – Rules of personal protective equipment allocation](#).

2. Scope of validity

[Production hall III/A 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 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 3rd 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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4. Description

It is mandatory to wear safety footwear in the working area subject to the policy, 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. 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 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 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 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 safety footwear of the external partner (3rd 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 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.

6.1. Related documents

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

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