

# Work Instruction

**SCHAEFFLER**

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## Safety regulations of the E-mobility plant

### Objective:

Determine the basics of non-hazardous and safe work for the transitional period of the factory, trial production and machine installation.

### Scope of validity:

E-mobility plant areas that taken back from the constructor by Schaeffler Savaria Kft.

Everyone who enters the E-mobility plant of Schaeffler Savaria Kft.

The policy shall be valid until withdrawal.

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## 1. Objective

Determine the basics of non-hazardous and safe work for the transitional period of the factory, trial production and machine installation.

## 2. Scope of validity

E-mobility plant areas that taken back from the constructor by Schaeffler Savaria Kft.

Everyone who enters the E-mobility plant of Schaeffler Savaria Kft.

The policy shall be valid until withdrawal.

## 3. Definitions

Pedestrian handling material: a person who manually moves loads on foot (eg. pushing a trolley, carrying a large object)

Pedestrian-restricted area: an area enclosed by a “no pedestrian” sign or tape.

Contact person: the Schaeffler Savaria Kft. 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.

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).



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## 4. Description

### 4.1 Traffic regulations

#### Basic rules

- Basically, the pedestrian has priority over the machine serving the technology and over all other vehicles

#### Pedestrians

- Walking through freight gates or passageways is banned, except if it is marked or if large loads are handling manually.
- Within the technological boundaries of the production area only pedestrian traffic with the purpose of work (eg machine service, repair, quality control, inspections) is allowed, transit traffic is prohibited.
- During pedestrian traffic, you always have to count with the dangers may arising from the movement of machines and vehicles.

#### Pedestrian attitude when a forklift or other vehicle appears:

- Standing in the dead space of the truck or other lifting machine and vehicle is banned
- Make eye contact with the driver of the vehicle
- There is no priority for the loading truck. The pedestrian must be out of range of the truck (minimum distance: stack height + 1.5 m)
- Standing on the fork of the truck is banned, even when it is low
- Standing on or cross the raised forks of the truck or any raised load is forbidden

Employees of Schaeffler Savaria can travel unsupervised between their changing rooms, social facilities and places of work in accordance with the privileges assigned to their card.

External employees can only use footpaths leading to or directly connected to their workplace. They cannot leave their workplace for going other work areas. They can only use the dining and rest rooms and social rooms close to their workplace.

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Visitors may travel within the company either accompanied by the contact person or in accordance with the authorization assigned to the magnetic card by the Security Service (of course with the strict adherence of the company's traffic rules).

## Forklifts, other vehicles

They are obliged to comply with the current internal traffic safety rules and the signs of the Highway Code.

## Forklift truck

- It can run one-way or two-way on designated or defined sections of traffic.
- Pedestrians and tow trucks take precedence over forklift trucks.
- Within the safe speed limits, the speed must be chosen in such a way that no accident, dangerous tilting of the load, overturning, damage to property, objects or building components can occur

## Towing truck

- May carry one-way or two-way traffic on designated or defined sections
- Pedestrians take precedence over tow trucks
- Within the safe speed limits, the speed must be chosen in such a way that no accident, dangerous tilting of the load, overturning, damage to property, objects or building components can occur.

## Pedestrian who handling material: (eg. pushing a trolley, carrying a large object)

- He/she can move on other road sections and move into other production or handling areas.

## Other self - propelled machines, vehicles

- After prior consultation, they can drive into those areas where it fits safely and does not critically obstruct other traffic during operating



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- they have to select and keep a speed like a human walking speed to prevent accidents, dangerous tipping, overturning, damage of property and building components
- Pedestrians have priority over other self-propelled machines and vehicles

## Rules of traffic with (motor)cycle and with other vehicle

Motor(cycles) can be stored only outside of the fence of the factory, in the area designated in this purpose, motor(cycles) shall not be brought in the area of the factory yard, in the halls and the warehouses! It is prohibited to use roller skates, skateboards, rollers, etc., as well as other privately owned (sporting) instruments supplementing pedestrian traffic in the area of the factory yard, the halls and the warehouses!

A 4.1. The subjects listed under point 6.1 may waive their priority under point 6.1. as set out in the other rules referred to in.

## **4.2 Rules of wearing personal protection equipments**

### 4.2.1 Hearing protection

It is mandatory to wear hearing protection equipment in Schaeffler Savaria Kft areas where installed machines with the relevant "hearing protection personal protective equipment is mandatory" mark is visible, except for the transit.

The silent area of the logistics zone and 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.

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## 4.2.2 Safety footwear

Only safety footwear with a closed upper may be worn, open safety footwear (eg sandals) is prohibited. In special places, safety footwear specified in the protective equipment benefit rules must be worn.

It is mandatory to wear safety footwear in Schaeffler Savaria Kft areas, laboratories, and other external areas! Exception is the fenced parking zone and the offices.

## 4.2.3 Eye protection

If the wearing of eye protective equipment is required by a manual or other manufacturer's documentation, then it is mandatory to use it. It is also mandatory to use of safety glasses when it shown by work safety signs. In addition, in this work instruction, the rules for wearing an eye protective equipment are regulated for a workplace-based and activity-based approach.

It is mandatory to wear mechanical safety glasses

- for all activities in course of which grains and shards may spring into the surroundings of the work (e.g. for drilling, milling, grinding, surfacing, pressing, riveting, rapid cutting, hammering processes), and
- for all operations with compressed air (e.g. with hand pistol), when the work is carried out with a medium of high energy, and it may snap up solid grains

It is mandatory to wear chemical-resistant safety glasses

- for all works with chemicals (the prevailing document is the safety data sheet), and
- for all activities when the work is carried out with a (chemical) medium of high energy (high-pressure washer), and chemicals may splash out or pressurized chemical may shoot out

Chemical-resistant field of view may also be used for protection against the solid substances springing out (appropriate plastic profile or metal mesh), against liquid splashes, vapour



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spouts – following discussion with the environmental protection, work safety and fire protection (hereinafter referred to as EHS) group.

The obligation to wear eye protection equipment shall also apply to the persons staying within the impact range of the activity.

## 5 Process and responsibilities

### 5.1 Tasks related to traffic safety

- a training shall be held for the workers of the company at least yearly
- constant controlling of the observance of the prescribed traffic rules through regular site visits  
shall be the task of the responsible managers in course of their daily activity
- changes in the Work instruction are needed to be communicated with the external companies by the contact person

In an emergency, the competent manager may issue instructions deviating from the above written regulations with the involvement of the HES team if necessary.

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

Violation of the above rules may result in disciplinary procedure.

### 5.2 Process of distribution of PPE

For the employees of Schaeffler Savaria Kft., the determination of the 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 protection gear and for keeping constant stock thereof. Different safety equipments from the generally accepted types can only be used with the approval of the occupational



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health doctor and EHS team. The eye 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 eye protection equipment 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 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 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 eye protection equipment of the external partner (3<sup>rd</sup> party), except if any contractual agreement provides otherwise.

The contact person shall decide of the 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.

Violation of the work instruction may result in disciplinary procedure.

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

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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

The following documents are also obligatory in the E-mobility plant!

- T-U.29.0299.0009\_ Prohibition to bring any proprietary electrical equipment to the workplace
- T-U.29.0299.0015\_ The rules of using and storing chemical substances
- T-U.29.0299.0025\_ Procedure of medical suitability for work
- T-U.29.0299.0026\_ Accident handling, reporting, accident investigation process
- T-U.29.0299.0041\_ Safety of Forklift trucks
- T-U.29.0299.0043\_ Safety of electric towing trucks
- T-U.29.0299.0050\_ Management of external companies
- T-U.29.0299.0051\_ Operational policy
- T-U.29.0299.0061\_ Smoking policy
- T-U.29.0299.0068\_ The work safety regulations applicable to wearing jewellery