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1. Objective

Increasing the safety of traffic on the premises of Schaeffler Savaria Ltd., as well as determining the rules applicable to traffic. Another objective is to ensure that in the production halls and other related external and internal areas the workers use the routes specified, and that they access / leave their workplaces safely.

2. Scope of validity

The policy shall cover all employees who belong to the staff of Schaeffler Savaria Ltd. In addition, the policy shall cover any person who is not an employee of Schaeffler, but uses the site and premises thereof in course of maintaining contact with the factory.

The territorial scope of the policy shall extend to the entire area of Schaeffler Savaria Ltd.

The policy shall be valid until withdrawal.

3. Definitions

Pedestrian access road: road section especially for pedestrians separated by railing, or distinguished by painting or road surface marking, or affixed with the appropriate health protection and safety marking.

Forklift access route: a route designed and marked for **vehicle serving technology** and for the traffic of **lifting equipment**, on which pedestrians are not allowed to walk.

Mixed traffic road section: a section of road designated for **vehicle serving technology** and for the traffic of **lifting equipment** can drive and work in compliance with the traffic rules.

Mixed traffic zone: a coincident area in production and transport where pedestrian **traffic is created beside** the controlled traffic of machinery.

Logistic field: warehouses used by Logistics, logistics loading-storage, server and transfer zones.

Foreign pedestrian traffic an entry is prohibited at these areas. Only persons performing the work may be present.

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

Pedestrian route - gray bar with yellow border and "pedestrian" sign

The marking of Pedestrian crossing- "zebra", white striped painting

Route closed for pedestrians- **"no pedestrians"/„gyalogosok számára tilos"** sign

Marking the road of forklift and other vehicle - white forklift illustration

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Tow truck only- white tow truck illustration
 Area closed from **forklift truck**- "enter with forklift is banned" illustration
 "No entry" marking - horizontal white bar on a red background
 Mixed road section - gray lane with yellow dashed border and "pedestrian" sign
 Logistics area - for access points: "Logistics area" and "No unauthorized persons" marking

4. Description- traffic regulation in defined areas

- Basically, the pedestrian has priority over the **machine serving the technology** and over all other vehicles
- Approaching and leaving the factory and passing through the halls can only take place on pedestrian route.
- Pedestrians are not allowed to walk on the **forklift truck** routes
- It is banned to walk through freight gates or passageways, except if it is marked or if large loads are handling manually.
- You must walk outside the building coming to and from work, and entrances and exits closest to the changing rooms and offices are have to be used

Pedestrian route:

- Pedestrians are obliged to follow the route assigned to them
- Pedestrian routes are two-way
- **Forklift trucks** and other vehicles must not travel on these route sections

Truck route:

- On these sections, speed-limited **forklift trucks, walkie trucks, tow trucks**, other mobile hoists, rarely other vehicles can travel.
- The truck route can be one-way or two-way, and the detailed rules are must be applied according to the highway code.

Mixed traffic route section:

- Pedestrians have priority on these road sections

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- Forklifts and other vehicles can use it only in justified cases, taking into account the priority of pedestrians

Mixed traffic zone:

- Forklifts and other vehicles can use in accordance with the rules laid down and taking into account the priority of pedestrians
- Pedestrians have to walk on the side of the road, parallel to it, occupying the smallest space of it
- Pedestrians must stop and orientate before changing direction or passing through the road. These maneuvers can only be performed if they are safe.
- Pedestrians should walk in a way that facilitates safe and unobstructed traffic of implements

Material can only be loaded or stored at designated locations in a mixed traffic zone.

Logistical field:

Only competent persons with specific purpose can enter to the field on foot (e.g.: check inventory, perform maintenance and cleaning tasks, and colleagues coming to the inventory to pick up materials). Escape doors must not be used for pedestrian traffic in the plant but only in case of emergency.

4.1. The order of movements

Pedestrians

- Basically, the pedestrian has priority over the **machine serving the technology** and all other vehicles over traffic
- Approaching and leaving the factory and passing through the halls can only take place on pedestrian route
- Pedestrians are not allowed to walk on the **forklift truck** routes
- 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

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- During pedestrian traffic, you always have to count with the dangers may arising from the movement of machines and vehicles.

Pedestrian traffic at zebras and passages

- Pedestrians are obliged to stop at the zebra before crossing and make sure of the safety of the crossing in advance, as well as be informed in traffic safety mirrors.
- If the traffic is controlled by a traffic light, you need to stop (red signal) or continue (green signal) according to the lights.
- In the case of a traffic light failure, the floor markings shall prevail (STOP, you need to stop and make sure about the safety of crossing)

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.

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. An exception is the **walkie forklift truck** because it does not travel in the classic sense.

Forklift truck

- It can run one-way or two-way on designated or defined sections of traffic

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- It cannot drive on a route for pedestrians
- It can drive onto the pedestrian lane of a mixed traffic road section if justifiable.
- In mixed traffic zones it can run according to the safety requirements and rules specified there
- Have to take into account road markings and other traffic safety signs
- It must comply with the signals about priority regulation on the two-way truck routes
- Driving into the zones marked "Do not drive with a forklift" is forbidden
- 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

Tow truck

- May carry one-way or two-way traffic on designated or defined sections
- It cannot drive on a route for pedestrians
- It can drive onto the pedestrian lane of a mixed traffic road section if justifiable.
- In mixed traffic zones it can run according to the safety requirements and rules specified there
- Have to take into account road markings and other traffic safety signs
- It must comply with the signals about priority regulation on the two-way truck routes
- It can drive into the zones marked "Do not drive with a forklift"
- Entering to the zones marked "no entry" is forbidden
- 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

Walkie truck

- It cannot drive on a route for pedestrians
- It can drive onto other sections of traffic and move in other production or material handling zones

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<p>- Pedestrians, tow trucks and forklift trucks take precedence over walkie trucks</p> <p>Pedestrians handling material manually (e.g.: pushing a maintenance trolley, moving large objects) are subject of the traffic regulations for walkie trucks. An important exception is that a pedestrian handling material can use the routes for pedestrians and other road sections and zones too, if it is needed.</p> <p>Other self - propelled machines, vehicles</p> <ul style="list-style-type: none"> - After prior consultation, they can drive into those areas where it fits safely and does not critically obstruct other traffic during operating - Step speed must be selected to prevent accidents, dangerous tipping, overturning, damage of property and building components - Pedestrians have priority over other self-propelled machines and vehicles <p>Rules of traffic with (motor)cycle and with other vehicle</p> <p>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, the halls and the warehouses! It is prohibited to use roller skates, skateboards, rollers..., as well as other privately owned (sporting) instruments supplementing pedestrian traffic in the area of the factory yard, the halls and the warehouses!</p> <p>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.</p> <p>4.2. Additional rule applicable to the external visitors visiting the occupational health service</p> <p>Such Visitors shall access the doctor's office after prior check-in/reporting at the security service and on the shortest route.</p> <p>5. Process and responsibilities</p> <p>Tasks related to traffic safety</p> <ul style="list-style-type: none"> - a training shall be held for the workers of the company at least yearly 		

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<p>- constant controlling of the observance of the prescribed traffic rules through regular site visits shall be the task of the work safety group and logistics, as well as the task of the responsible managers in course of their daily activity</p> <ul style="list-style-type: none"> - changes in the Work instruction are needed to be communicated with the external companies by the contact person <p>In an emergency, the competent manager may issue instructions deviating from the above written regulations with the involvement of the HES team if necessary.</p> <p>The workplace community is also obliged to warn those who violate the rules.</p> <p>Breach of the above rules may result in disciplinary procedure.</p> <p>6. Information and notes</p> <p>See below point 6.1.</p> <p>6.1. Connected documents</p> <p>T-U.29.0299.0041_ Safety of Forklift trucks</p> <p>T-U.29.0299.0042_ Safety of electric walkie trucks</p> <p>T-U.29.0299.0043_ Safety of electric tow trucks</p>		