

General rules

	<p>Access to the premises by car is only possible with the permission of Ganz TVF Kft. Delivery in and out materials can only be done on the basis of delivery notes and tool lists. Baggage and vehicle checks are carried out before entering and exiting the premises. The work tools used during the work must be provided with a clearly visible unique identifier, the suitability of the tool must be verified with the identifier (label or other means) displayed on the work tool</p>
	<p>Any employee of Ganz TVF Kft. has the right to check the work and, if there is an activity different from the one authorized or if there is a danger, they have the right to suspend the work upon notification to the GANZ contact person. Observations are documented in written. The work can be continued or restarted after the necessary corrective measures have been taken with the permission of Ganz TVF Kft.</p>
	<p>Ganz TVF Kft. can order the 3rd parties to conduct an alcohol test on his employee in the case of an employee who intentionally or negligently caused damage or an accident, and who suffered an accident, if the condition of the person who suffered the accident allows it after first aid. Ganz TVF Kft. provides the entrepreneur with an official breathalyzer measuring device. Ganz TVF Kft. can immediately suspend the activity of an employee who prevents or refuses to carry out the inspection, or who is found to be under the influence of alcohol.</p>
	<p>Safety- health protection and fire protection signs must be taken into account and followed:</p> <ul style="list-style-type: none"> • mandatory sign • prohibition sign • warning sign • first aid or escape sign • fire safety information sign
	<p>Smoking is only permitted in designated smoking areas throughout the site.</p>
	<p>Property protection: The unauthorized possession and storage of materials, semi-finished and finished products owned by Ganz TVF Kft. is prohibited in the premises managed by the 3rd parties, as well as in the lockers, storage rooms and vehicles of its employees. An exception to this is the materials and equipment required for the work, handed over to the 3rd parties by a representative of Ganz TVF Kft. If any of the above-mentioned material assets are still found during an asset protection and safety inspection, we consider it an attempt of theft. Ganz TVF Kft. will immediately ban the 3rd parties' employee from the premises in the event of misappropriation (expropriation), or in the case of a confirmed intent to theft.</p>
<p>In case of violation of the regulations, Ganz TVF. Kft. is entitled to take measures and sanctions commensurate with the extent of the violation. This can be a ban for a few days or even a permanent ban from the site (company premises). In addition, depending on the degree of violation, financial sanctions ranging from HUF 5,000 to HUF 500,000 per event will be deducted from the 3rd parties's account. In the event of damage, the Contractor shall also be responsible for compensation for the material damage caused and any loss of production.</p>	
<h3 style="text-align: center;"><u>Before starting work</u></h3>	
<p>Risk assessment</p>	
	<p>The task of the 3rd parties is to carry out an EHS and safety risk assessment for the activities of employees employed by third parties - for the activities at the premises of Ganz TVF Kft. Before starting the work, the 3rd party must present the document confirming this. Ganz TVF Kft. evaluate and make suggestions, which 3rd parties must include in their risk assessment, and the document must be presented repeatedly.</p>
<p>Occupational Health</p>	
	<p>Employees employed by the 3rd parties may only work at the premises of Ganz TVF Kft. if they have a valid medical fitness test. Before starting work, the Contractor must present this document or a declaration of valid suitability tests.</p>

Hot work activities	
	<p>An employee employed by the 3rd parties may perform Hot Work activities on the premises of Ganz TVF Kft only with a written permit issued by the company's EHS department.</p> <p>During Hot Work activities, a fire extinguisher suitable for the task must be available and kept on site.</p>
Jobs subject to qualifications	
	<ul style="list-style-type: none"> • lifting machine operator authorization, rigging • hot work license • machine operator examination • industrial alpinist qualification
<p>An external employee may only carry out activities requiring special qualifications in the area of the site if s/he has the qualifications for this activity and the corresponding medical examination. The certificate containing the validity of the test and entitling to activities tied to education must be kept on site, the documents are checked by the competent employees of Ganz TVF Kft., EHS department.</p> <p>The 3rd party may only employ employees for the defined activities with a fire protection examination in the areas of Ganz TVF Kft. Before starting work, the Contractor must present the valid fire protection examination certificate(s) to the EHS department.</p>	
Education	
	<p>The 3rd party can start his activities after receiving special knowledge and training related to the given workplace and activity, which he receives from the EHS specialist of Ganz TVF Kft.</p> <p>Occupational fire and environmental education.</p>
<u>Work protection</u>	
Personal protective equipment	
	<p>The 3rd parties' employees must have the necessary quantity and quality of personal protective equipment for their activities and must wear it for the entire duration of their work at the Ganz TVF Kft. The CE certificate of conformity of these devices must be presented to the EHS department of Ganz TVF Kft. The use of appropriate work clothes with visible indication of the contractor (long-sleeved, closed, shoulder-covering, waist-covering) safety shoes (toe-cap, nail-penetration protected) safety helmet (only hard-hat acceptable) is mandatory throughout the site excluding office areas and sanitary facilities. For construction- demolition works and areas high-visibility vest, clothing with visible indication of the contractor must be worn.</p>
Machine safety	
	<p>The 3rd party may bring onto the territory of Ganz TVF Kft. only machines and equipment that comply with the legal and standard requirements (e.g. they have undergone periodic safety inspections, electrical safety measurements) and do not endanger the physical integrity of the employees or the work areas of the site.</p> <p>In the case of machines and equipment considered dangerous from an occupational health and safety point of view, the Contractor must present a document ordering the commissioning of the machine or equipment or a periodic safety review before starting work.</p> <p>Operations involving the dismantling of machines, equipment, and systems may only be started in a de-energized state. All work machines must be lockable with a key as designed by the manufacturer, or must be capable of preventing unauthorized handling in other ways designed by another manufacturer.</p>
Construction contractor activity	
	<p>During his work, the 3rd party is obliged to comply with the 4/2002. (II. 20.) SzCsM-EüM joint decree on minimum occupational health and safety requirements to be implemented at construction workplaces and during construction processes.</p> <p>The work area must be fenced off in cases where there is a risk of injury to people in the environment, especially when working at a height. The company/contractor performing the work must provide the tools necessary for fencing. Those entitled to enter the fenced-off area must be indicated on a sign. Required means of fencing: buoy, cordon, fence (tape is not accepted). Display the name and contact information of the given company on the board.</p> <p>Temporary storage at the workplace is only possible with the permission of the company. The storage areas must be fenced off with a minimum of tape, clearly signposted, and the company name, foreman's name and phone number must be indicated on the signboard.</p> <p>Ganz TVF Kft. owned machines, equipment, work tools may not be used by external employees only with permission. The occupational safety documentation for the machines, equipment and work tools used at the site must be submitted to the EHS department of Ganz TVF Kft. before the start of work and must be available at the workplace during work.</p>

Use of dangerous technology, dangerous substance	
	<p>In case the 3rd party wants to use dangerous technology/equipment, Ganz TVF. Kft.'s EHS department (ehs@ganzelectric.com) must send the manual, the EC certificate of conformity, the hazardous technology risk analysis, the instructions for use in Hungarian, the safety data sheet in Hungarian for hazardous materials.</p>
Work at height and/or work involving the risk of falling and/or the risk of falling objects	
 	<p>Work on the roof or with risk of falling from a vertical height or of falling objects When working at a height/on the roof, a sign reading “Danger! Men working above” (Vigyázz, a tetőn dolgoznak!) must be placed on the level where traffic is present. If needed, fencing must be used to ensure that no one gets as close to the endangered zone as to get hurt from falling objects (safety cones, cordon – tape not allowed). Fencing must be done such way as to ensure a safety distance of minimum 5 meters or 1/6-th of the building’s height. Warning signs must be placed in locations where normally pedestrian traffic can be expected.</p> <p>During work at height or with risk of falling, ensuring collective protection against falls is mandatory (protective or warning rails in compliance with Standard MSZ EN 13374:2013 placed at 2 meters from the edge). In the event collective protection cannot be put in place (no rails available in the height of min. 1.1 m):</p> <ul style="list-style-type: none"> - personal fall protection equipment must be used (a per MSZ EN 795 or equivalent anchor point of 1.2 tons/ person strength, MSZ EN 354, MSZ EN 355, MSZ EN 360 lanyard, MSZ EN 361 full body harnesses). - The method used for ensuring adequate protection against falls shall be recorded in the Protection Against Falls and Rescue Plan approved by the Ganz TVF Kft. <p>Theoretical and practical trainings must be organized on the Protection Against Falls and the Rescue Plan!</p>
Rules for works at height of 1 m or above - Use of ladders and scaffoldings:	
 	<p>General rules:</p> <ul style="list-style-type: none"> - Climbing up or down, stepping to or back from the work level shall not increase the risk of falling - It must be ensured that handhold and standing are safe at all times - Carrying a load on the ladder must not impede safe handhold - Falling of objects must be prevented (using cones or cordons) - is it FORBIDDEN to connect personal fall protection equipment to ladders, scaffoldings - Wherever possible, appropriately built standard mobile scaffoldings must be used. Mobile scaffoldings should include vertical extension elements of 0.5m and/or 0.3m in order to ensure optimal adjustment to the inside height, and that the waist-height of 3-line guardrail could be built at minimum 1.1 m height. - In places where mobile scaffoldings cannot be used due to the characteristics of work or work place, standard work stages with 3-line guardrails must be used - In places where the use of work stages is not feasible either (e.g.: narrow work areas), standard stepladders (with wide steps, waist or chest support) must be used - Leaning ladders and their rungs can be used as working level only if, based on risk assessment, the use of other safer equipment is not justified <ul style="list-style-type: none"> ▪ due to low risk, ▪ short intended use ▪ due to specificities of location that cannot be changed by the employer. <p>The use of leaning ladders in any other case is strictly FORBIDDEN!</p> <ul style="list-style-type: none"> - Leaning ladders can only be used in justified cases and for short lasting work (e.g. hanging loads), ensuring 1 securing person and 3 contact points at all times (2 feet and 1 hand, 2 hands and 1 foot, and/or 2 feet and waist or chest support) - to bridge difference of levels, standard stair flights/stair tours must be used. Leaning- access ladders can be used for bridging level differences if based on risk assessment, the use of stair flights or stair tour or other more appropriate device is not justified and the use of access ladder in compliance with requirements can be ensured - in case of electrical work <ul style="list-style-type: none"> ▪ insulated ladder insulation layer must be placed under the ladder, and ▪ the work area must be inspected for preventing that any part under voltage be touched accidentally during work - For all scaffoldings, adequacy documentation must be available and shall be verified in advance by the Ganz TVF Kft.. - Scaffoldings built on site (heavy scaffolding and/or scaffoldings of non-standard elements) must be put into service in a documented way - While building scaffoldings, auxiliary scaffoldings or 3-line guardrail work stages must be used; if this is not possible, personal fall protection equipment must be used. - Personal fall protection equipment must not be connected to scaffolding. - Mounting instructions of manufacturer must be posted on the scaffolding - scaffolding/ladder-sign must be used for all ladders and scaffoldings - if collective fall protection cannot be ensured for work on a ladder, personal fall protection equipment must be used, the method should be recorded in advance in the Protection Against Falls, and Rescue Plan

Accident at work	
	<p>If a work accident or near-miss has occurred, it must be reported IMMEDIATELY.</p> <p>The 3rd party investigates the work accident of the employee it employs, but the accident must be reported to the Ganz TVF Kft contact person and the EHS department.</p> <p>First aid is provided by authorized persons in the area. The contractor must ensure the personal (qualified first aid) and physical (first aid equipment) conditions for first aid.</p>
<u>Fire protection</u>	
Fire protection rules	
	<p>Emergency exits, escape routes, fire extinguishers, utilities switchboards and distribution boards MUST NOT be obstructed, not even temporarily!</p> <p>Roads and areas reserved for firefighters must always be left clear. It is forbidden to park in front of fire hydrants, exits, gates or narrow passages.</p> <p>In case of fire, the fire extinguishers must be used, and the fire alarm must be started at the nearest manual call point, while concurrently notifying the Security Service thereof.</p> <p>In case of sounding of sirens (fire alarm), you must line up at the Assembly Points located at several points on the site and remain at the assembly point until further instructions, in this case the employee of the external company may not leave the site without permission.</p>
<u>Environmental Protection</u>	
	<p>Into the public sewer or it is strictly FORBIDDEN to pour hazardous waste or material into the rainwater channel!</p> <p>Activities with dangerous chemical substances and preparations may only be carried out with verifiably registered or registered dangerous substances or preparations in Hungary.</p> <p>Before starting the activity, a risk assessment for the chemicals to be used must be submitted to Ganz TVF Kft. The safety data sheet of the materials must be available at the point of use, and the use of a damage recovery tray is mandatory at the site of activity and during storage.</p> <p>In case of chemical, solvent spillage in closed spaces intense ventilation must be ensured!</p> <p>Hazardous liquids spilled on the floor within the premises, inside facilities must be absorbed with appropriate material (contractor shall make available Spill Kits needed for any specific activity) and the absorption agent contaminated with the hazardous material has to be disposed of as hazardous waste.</p> <p>Both hazardous and non-hazardous waste generated during works must be removed and disposed adequately by the respective company/contractor. Any other agreement must be recorded in a contract.</p> <p>Selective waste is collected at the site, so the container for storing selective waste must be used accordingly.</p>

	GANZ LIFE SAVING RULES				
	Always protect yourself from falling when working at height!		Keep flammable materials and ignition sources under control.		Always obtain permission before temporarily overriding the security functions!
	Plan the lifting operation and keep the area under control!		Follow the rules of safe driving!		Before starting the work system, check that the energy has been isolated and disconnected and that it is free of energy!
	Keep yourself and others away from danger zones!		Where necessary, only work with the appropriate work permit!		Always ask for permission before doing work involving boarding!