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**HSE - /HEALTH, SAFETY AND ENVIRONMENT/ AND FIRE PROTECTION**

**SAFETY INSTRUCTIONS FOR CONTRACTORS /AND VENDORS/**

**(English version)**

**SCOPE OF WORK**  
**for contractors and vendors**

**INDEX**

- 1. Scope ..... 3
- 2. Definitions ..... 3
- 3. HSE education ..... 4
- 4. DS Smith`s responsibility ..... 4
- 5. The Contractor`s responsibility ..... 5
- 6. Team`s responsibility ..... 6
- 7. Handling of Confidential information ..... 6
- 8. Special regulations ..... 7
  - 8.1 Traffic rules for the area of DS Smith ..... 7
  - 8.2 Food and drink..... 7
  - 8.3 Working time ..... 8
  - 8.4 Emergency exits..... 8
  - 8.5 Accidents ..... 8
  - 8.6 Photo and audio recordings ..... 8
  - 8.7 Smoking ..... 9
  - 8.8 Danger of fire and explosion ..... 9
  - 8.9 Ban of alcohol and drugs ..... 9
  - 8.10 Lost and found objects ..... 9
  - 8.11 Carried in materials, objects, equipment ..... 9
  - 8.12 Usage of equipment and service tools, their handling, entering rooms .....10
  - 8.13 Permission of dangerous work.....10
  - 8.14 Safe work.....11
  - 8.15 Soil and water protection .....11
  - 8.16 Refuse disposal .....11
  - 8.17 The order of work.....12
  - 8.18 Work and fire protection.....13
  - 8.19 Environmental protection .....14
- 9. Offences against work-order .....15

## **1. Scope**

The scope of this document is for all employees employed by contractors and vendors ensuring and improving their safety, health and environmental protection through safety arrangements. Their work must be organized to avoid endangering human life and health; even the least possible risk or danger should be kept on the lowest level.

In accordance with the Act of the National Council of the Slovak Republic no. 124/2006 Coll. as amended the employer is obliged to ensure that the employees of other employers performing work on its premises are given the necessary information and instructions to ensure HSW(health and safety at work) pertaining to its premises.

Contractors and vendors must consider and observe all the standards, regulations and laws referring to environmental protection, occupational safety and fire protection /included in the Act of the National Council of the Slovak Republic no. 124/2006 on HSW as amended and the Act of the National Council of the Slovak Republic no. 314/2001 Coll. on protection against fire as amended/.

## **2. Definitions**

This scope of work is applied to all facilities at Robotnícka 1, 036 80 Martin; Priemyselná 8, 924 01 Galanta; Kukučínova 477, 019 01 Ilava: all the buildings, buildups, open areas, shopfloors, roads which are owned, handled, hired and used by DS Smith Slovakia.

The scope of this document is part of contracts, assignments and expenditure conditions made with DS Smith Slovakia.

The Contractor in charge is bound to inform his employees /sub-contractors/ about the scope of this document before starting the work. The contractor is bound to get the sub-contractors to keep the regulations.

The Contractor must make it possible, that the assigned representative of the DS Smith Slovakia – in the presence of the contractor's representative – is able to check the contractor's vehicles, safety work performance , contractor`s employees' clothes, their personal hygiene, the usage of prescribed PPE, condition of the closed area or the designated area available for the Contractor and whether the occupational safety, fire and environmental protection rules are kept.

On the base of their common interest DS Smith Slovakia and the Contractor co-operate in determination and execution of the necessary arrangements on control.

### **3. HSE education**

It is the Contractor's duty and responsibility – observing the above stated rules – to give his own employees appropriate education on occupational safety, fire and environmental protection. In case of work being done close to production equipment the appointed specialist from DS Smith Slovakia educates the Contractor's employees on special studies referring to the specified working area.

### **4. DS Smith`s responsibility**

The safety and healthy condition of all employees being present at DS Smith`s premises, regardless of being internal or external employee, is DS Smith`s concern with the highest priority. At DS Smith`s premises can every employee encounters with or can face a plethora of risk or danger inducing situations and conditions. Therefore it is DS Smith eminent obligation to deliver actual and comprehensive information related to possible risk and dangerous situations as well as deliver wholesome information related to safety measures, instructions, directives valid at DS Smith`s premises.

Every person frequenting the area of DS Smith`s premises can be potentially exposed to following general risk inducing situations or dangerous conditions:

- Encounter with several types of vehicles (trucks, forklifts, lifting moveable platforms, etc.).
- Slip, trip, fall situation (uneven terrain, bumps, depressions, cavities, slippery floor, steps, potholes, etc.).
- Contact with moving machinery (service intervention, inspection, diagnosis, general overhauling, repair, etc.).
- Contact with hot surface (especially at corrugator).
- Contact with chemical substances (detergents, inks, cleaning fluids, lubricants, additives, etc.).
- Contact with electricity (servis intervention, machine repair, installation, etc.).
- Contact with hydraulic system (maintenance related tasks).
- Contact with pneumatic system and compressed air (maintenance related tasks, cleaning tasks).
- Contact with water (maintenance related tasks, cleaning).
- Contact with hot steam (maintenance related tasks).
- Manual handling (production support, maintenance, cleaning, etc.).
- Contact with sharp objects or tools.
- Work at height.
- Noisy ambient.

- Contact with falling or moving objects (warehouse, shopfloor area, etc.).

These above mentioned are general risk inducing situations or dangerous conditions, which are to be communicated with contractor and contractor`s employees prior to agreed task execution. If specific situation or task arise which entails a specific risk or dangerous condition being beyond the scope of this document, it has to be communicated by DS Smith representative or specialist with contractor and its employees prior to task execution.

## **5. The Contractor`s responsibility**

In addition to the responsibility taken on the base of the confirmed order or signed contract the Contractor is also responsible for the occupational safety, fire and environmental protection, hygiene and secrecy rules and regulations.

The Contractor must keep these rules and get his employees to keep them.

If the Contractor calls in a sub-contractor for doing any part-work – on the base of a preliminary agreement with DS Smith Slovakia – the Contractor`s responsibility must also cover the sub-contractor`s activity.

The contracting company has to submit at the request of DS Smith following information prior to execution of agreed task or work:

- Current health and safety policy, incident data and details of any H&S prosecutions within the last 5 years;
- Details of previous professional experience in the task and references from previous projects;
- The name of any Contractors that will be used and a declaration that no other Contractors will be brought onto site without prior consultation and agreement from the site;
- Certificates confirming public liability insurance coverage of the Contracting Company and any Contractors that it proposes to use.
- The name, title and contact phone number of the Contracting Company`s manager or supervisor who will be responsible for the conduct of Contractors on site and confirmation he / she can speak the local language;
- An assurance that only those persons skilled, experienced, fit for work and competent in the performance of their trade or task are engaged on the contract;
- Confirmation that any plant or equipment that the Contracting Company intends to bring on to the site complies with legal and industry standards and is maintained to those required standards;

- The Contracting Company's agreement to comply with the site's safety rules and all legal requirements whilst on site and;
- A method statement and risk assessment detailing how the work will be undertaken and details of the plant, equipment and materials to be used. If any hazardous materials are to be used or brought on to site, recent assessments demonstrating compliance with all legal and industry requirements are required.

## **6. Team`s responsibility**

If the Contractor charges or employs more than one employee at the same time, he must appoint one person as the responsible one for the whole team and must inform the DS Smith Slovakia`s representative or responsible person in charge to supervise and to communicate with contractor`s responsible person before work is getting started.

In order to carry out task or work in a safe and health protecting way only persons who are capable of such a work must be employed, especially in the case of those types of work and work phases which belong under special conditions (work at height, work in confined spaces, work with electricity or another kind of energy media, etc.).

## **7. Handling of Confidential information**

The Contractor handles in private all items of confidential information that he becomes aware of during contracting or work.

If the Contractor desires to use the work done for DS Smith Slovakia as reference work he must make an agreement about it with DS Smith Slovakia in advance.

## **8. Special regulations**

### **8.1 Traffic rules for the area of DS Smith**

1. In the area of DS Smith the driving and the parking rules of the Highway Code are prevailing /valid/. The traffic signs must be taken into consideration as the official traffic signs.
2. The maximum speed is 15km/h in the area of DS Smith.
3. The people must use the designated areas for passengers.
4. Parking is permitted in designated parking places only.
5. Reverse parking everywhere applied.
6. The entrances of buildings, fire hydrants, escape routes, emergency exits, rescue routes must be kept free, they mustn't be blocked.
7. The damages to the parking vehicles, special events, accidents must be reported to the DS Smith Slovakia`s representative or contact person immediately.
8. Every trucks after being unloaded or loaded is leaving DS Smith area without a prolonged hesitation. If trucks, lorry, dump truck or any kind of contractor`s vehicle needs to abide at DS Smith Slovakia`s site for certain period of time, it has to be communicated with DS Smith Slovakia`s responsible person. Without responsible person`s permission is no vehicle allowed to stay longer than a time necessary for loading, unloading, administrative procedure.
9. All tools, materials must be on a list to get transported into and out of the area of DS Smith Slovakia . It is checked by the entrance Security Service.
10. All arriving and leaving vehicles` drivers must comply with security`s staff instruction and with instruction of responsible DS Smith Slovakia`s person.
11. The general rules of traffic accidents are fixed, DS Smith Slovakia is responsible just in the frame of legal standards.

### **8.2 Food and drink**

Eating and drinking is permitted only within the areas designated as a resting area or the area designed for food consumption.

Any food consumption at shopfloor area is strictly forbidden. Hot beverages are generally not allowed at shopfloor unless being kept in closed receptacle.

The shopfloor is equipped with water stations accessible for every employee.

Cold beverages must be kept in original packaging with original label so as to be able clearly identify any liquid present within the confines of DS Smith.

Though preferable a usage of water stations is welcomed, there is a strong recommendation, especially during hot summer period, to drink a bottled mineral water.

### **8.3 Working time**

Daily working time must be agreed with the contact person of the Contractor as far as possible according to DS Smith Slovakia`s working hours. Work which must be done beyond/out of production time must be agreed with the competent person of DS Smith Slovakia.

The contractor`s country legislation concerning allowed amount of daily working hours, weekend working hours, overtime hours and working breaks has to be communicated to DS Smith Slovakia`s responsible person prior to task or work get started.

DS Smith Slovakia has to take this informaton into consideration when plannig a time frame for particular task or work. If DS Smith Slovakia requires contractor`s employees to work out of the legally regulated frame of particular contractor`s country legislation, it has to be agreed upon with contractor.

### **8.4 Emergency exits**

Traffic and rescue routes, emergency exits, safety equipment, routes to fire extinguishers, hydrants and electrical appliances **mustn't** be blocked.

### **8.5 Accidents**

Even the least injury arisen during work must be reported immediately to the responsible person of the Contractor and to the contractor`s contact person, to DS Smith Slovakia`s responsible person or to DS Smith Slovakia HSE manager.

In case of emergency the instructions of DS Smith Slovakia must be followed.

Giving first aid is the responsibility of every employee who is present at the accident site at the time of accident regardless of being DS Smith Slovakia`s employee or contractor`s employe.

### **8.6 Photo and audio recordings**

Taking pictures, making videos and sound recordings in the areas of DS Smith Slovakia is permitted wiht the consent of the Plant Manager/General manager or his Deputy.

Otherwise DS Smith Slovakia is authorized to demand the video and audio recording and is allowed to destroy them.



## **8.7 Smoking**

Smoking is strictly forbidden in the territory of DS Smith Slovakia, except for assigned smoking places.

## **8.8 Danger of fire and explosion**

The signs of prohibition must be taken into consideration strictly. In case an activity like welding, grinding, cutting or any other activity that may induce a fire is needed, a special permission is requested, which can be issued by local maintenance (Hot work permit).

In the course of such activity must be always present extinguisher, bucket with water and if necessary a fire resistant protective sheet must be applied.

In rooms with a risk of explosion and/or a fire, only special equipment and those tools are permitted to be used, which are protected against explosion and/or fire.

## **8.9 Ban of alcohol and drugs**

Consumption of alcohol and drugs is strictly forbidden.

DS Smith Slovakia HSE manager or another responsible person is authorized to carry out either random or targeted alcohol check of contractor`s employees especially if suspicion of intoxication by means of alcohol or another kind of drug is detected.

People under the influence of alcohol or drugs mustn't stay within the confines of DS Smith Slovakia. They will be banned from DS Smith Slovakia area and not to be allowed to return back unless completely sober and repeatedly checked for alcohol or drug presence.

The contractor is fully obliged for all accrued costs and any other inconvenience caused by contractor`s employee not being able to perform agreed or ordered task or work due to being intoxicated by alcohol or any other drug.

## **8.10 Lost and found objects**

Objects, which are found in the territory of DS Smith must be submitted to Security Service staff or to DS Smith Slovakia`s responsible person.

## **8.11 Carried in materials, objects, equipment**

Carried in objects, materials and tools should be insured by the Contractor against unauthorized usage and appropriation. DS Smith Slovakia is not responsible for the loss of the property.

All tools and all materials transported into the area of DS Smith Slovakia should be accompanied by a list of transported tools and materials.

This list can be checked by Security Service at the entrance or by a responsible person at request.

Only the tools and/or materials which are needed for the certain work to be done are permitted to carry in. Not used materials and all the least garbage must be cleaned up and carried out of the factory or disposed of according to agreement with responsible person from DS Smith Slovakia.

### **8.12 Usage of equipment and service tools, their handling, entering rooms**

In the area of DS Smith Slovakia unauthorized usage of service tools, e.g. fork lifts, machines, lifting platforms is strictly forbidden.

The usage of these tools or devices must be discussed with the responsible person from DS Smith Slovakia and the Contractor`s employees must have a permission for the utilization of such a device or machine.

To populate the other areas of DS Smith Slovakia premises, which are not subject to contracted service intervention or any contracted work is generally prohibited. To frequent such areas is possible only with the permission of DS Smith Slovakia`s responsible person.

Before any machine in the property of DS Smith Slovakia is going to be used by contractor`s employees a permission by the responsible DS Smith Slovakia`s person must be issued. Damages caused by accidents or any other financial damages are charged for the person who caused them.

### **8.13 Permission of dangerous work**

Agreement is needed between the Contractor`s responsible person and responsible person from DS Smith Slovakia – on a condition they have a written permission, in case of the following work types:

- Welding, sealing, grinding and hot works dealing with flammable materials /work with fire risk/.
- In case of work done in narrow rooms, containers, ditches, canals /confined spaces/.
- In case of work done on fire extinguishers, signaling and warning equipment.
- Usage of dangerous materials is permitted according to the order referring to dangerous materials.
- Removing protecting equipment.
- In case of work done on tanks, vessels and pipes.
- In case of work done on electrical appliances, on territories with radioactive, fire or explosion hazard.

## **8.14 Safe work**

### **Working tools /tools, instruments...etc./**

Every single tool used by the contractor`s employees must be properly designed and assigned for an intended job. Its technical condition must be flawless and that tool must comply with safety rules and regulations. It is strictly prohibited to use damaged tools or tools unsuitable for intended job.

### **Checking regulations and control mechanisms (LOTOTO, hot work permit...)**

All checking and control mechanisms applied by DS Smith Slovakia must be observed.

### **Evacuation of the building**

In case of emergency /e.g.: fire, explosion, bomb risk/ evacuation of the DS Smith Slovakia`s buildings can be ordered. The evacuation order obliges the people present in the building to leave the rooms immediately but calmly, to go to the assembly point and stay there till an order comes from the Plant Manager of DS Smith Slovakia or his Deputy about the following duties.

### **Personal protecting equipment**

The personal protecting equipment must be worn within the confines of DS Smith Slovakia. Wearing safety shoes, working clothes or safety jacket and ear protection is compulsory in the production areas.

### **Order in work- and service places**

Work- and service places must be kept tidy. Materials, tools must be stored safely.

## **8.15 Soil and water protection**

Using and storing materials dangerous for waters must be done according to the valid acts and orders. Materials endangering waters are prohibited to store in the open air. Dangerous liquid materials should be stored on detention tanks.

## **8.16 Refuse disposal**

The Contractor must collect, store and transport the garbage produced during work so that he wouldn't endanger the activity, order, hygenical and environmental protection conditions of DS Smith Slovakia.

All garbage produced during work is owned by the Contractor or sub-contractor and must be removed at his expenses according to the legal regulations unless agreed otherwise

with DS Smith Slovakia (this mainly applies to construction or engineering work; replaced spare parts or exchanged oil and other lubricants are to be disposed of by DS Smith Slovakia).

The Contractor must keep the law referring to the transportation, placement and usual handling of dangerous and non-dangerous waste even outside the territory of DS Smith Slovakia.

## **8.17 The order of work**

### **Entering or leaving the workplace**

Every contractor will receive in advance a safety document, which has to be read, fully understood and signed by all of contractor's employees due to visit DS Smith Slovakia to carry out contracted duties. This signed safety document will be at their arrival to DS Smith Slovakia handed over to HSE manager or to DS Smith Slovakia's responsible person.

Security Service of DS Smith Slovakia is informed about every possible visit due to enter all DS Smith Slovakia areas. Every contractor's employee will be checked upon the arrival, will be listed into our internal system and will be given a visitor card. This card is to be kept by every contractor's employee till the moment of final leaving DS Smith Slovakia – then this card is handed over back to Security Service.

When leaving the area of DS Smith Slovakia Security Service is entitled to check the contractors as it is done in a case of the factory workers.

### **Entering or leaving of vehicles**

Only those transportation vehicles are permitted to enter the area of DS Smith Slovakia, which serve the execution of the specific work. After finishing the task in connection with the work these vehicles must leave the area of DS Smith Slovakia immediately. The entrance Security Service is entitled to check the leaving vehicles, which can be extended for the platform and the driver's cab.

### **Ensuring a storing place**

DS Smith Slovakia's responsible person and the Contractor - if it's necessary – can make an agreement regarding storing place (which can be closed or opened) and they can decide about securing this area. If it is the contractor's responsibility according to the agreement, then contractor is bound to dismantle this place. The proper use of this place, keeping the order, and the occupational, fire and environmental protection

regulations is the contractor's responsibility even if the place was set at the contractor's disposal by DS Smith Slovakia. In the closed storing place only those materials can be kept which are closely connected to the work being done.

One copy of the key to closed storing place must be marked and placed at the entrance Security Post.

### **Safe execution of work**

Every activity done by contractor's employees must be done in a compliance with local legislative directives and DS Smith safety standards.

If possible, always separate contractor's employees' activity from DS Smith employees' activity so as to avoid any undesirable interaction. If there is no possibility for such a segregation, an agreement has to be made, which explicitly defines all rules by which every employee, either internal or external, is fully protected from the view of all crucial safety aspects.

### **8.18 Work and fire protection**

It's the Contractor's duty and responsibility to be aware of the complexity of work to be done, fire protection regulations valid for that work to be done, keeping these rules, and ensuring the necessary conditions:

- Working and protective clothes, personal protection tools, fire extinguisher
- Proper condition of tools, machines and other instruments according to the legal requirements.
- Ensuring work descriptions, work instructions on the base of the above written requirement

In compliance with all this the contractor is bound to supply his workers with those protective clothes and personal protective tools, which are required in accordance with the work being done and required on the base of valid rules.

Even the least serious accident, small fire or any other event which could have led to an accident or serious fire must be reported immediately to the DS Smith Slovakia's responsible person or to HSE manager.

In case of accident or fire the Contractor must co-operate with the DS Smith Slovakia during the investigation, determination of necessary arrangements and executing arrangements in the interest of both the Contractor and DS Smith Slovakia.

## **8.19 Environmental protection**

It's a basic principle, that the Contractor working within the confines of DS Smith Slovakia must do his work in a way, which does not cause any damage to the environment, or if it's not possible, the damage should be as little as possible in order of reaching following target:

The Contractor must accept and keep all the international, national, local and factory orders and standard regulations which are valid for DS Smith.

If it can be seen in advance that the work can be done with producing dangerous waste or an effect which is harmful for the environment and can't be avoided /noise, water-pollution, smoke...etc./, the contractor must call DS Smith Slovakia's attention to this fact before starting work. In this case DS Smith Slovakia and Contractor has an agreement or making a plan of arrangements with the topic: How to prevent environmental damage or decrease it to the lowest possible level, and agree to cooperate in executing this plan.

If the dangerous waste or other pollution effect wasn't seen in advance, or the Contractor is not sure about the waste, the situation or the evaluation of the case and the danger, the Contractor must suspend his work and inform DS Smith Slovakia's person responsible for environmental protection as well as DS Smith Slovakia's person responsible for the supervision of contracted work.

Visitors and official persons can stay in the territory of DS Smith Slovakia just with an assigned attendant.

The contractor's employees doing work and services can stay exclusively in designated areas after marking and showing them the transportation roads.

The Contractor's employees can move exclusively inside the working areas and they are allowed to reach and leave these areas in the shortest way, which is designated by DS Smith Slovakia's responsible person.

## **9. Offences against work-order**

Serious offences against work order (positive alcohol or drug test, flagrant non-compliance with local rules and DS Smith standards, etc.) entitle DS Smith Slovakia to expel every person who made the offences from the territory of DS Smith Slovakia.

In serious cases DS Smith Slovakia is entitled to abrogate the agreement, when it comes to serious offences against work order and work safety.

The Contractor is responsible for all the damages or loss, which is caused, because the Contractor, his workers or the sub-contractor don't obey this work-order and work safety.

Undersigned /name/ ...../company/ .....acknowledge receipt of 'Scope of work for Contractors and Vendors' document, which contains occupational, fire and environmental protection regulations referring to work and services done in DS Smith Slovakia.

We inform our employees about its content and make it compulsory to keep these regulation in the territory of DS Smith Slovakia.

.....

Place, Date

.....

Signature, Stamp