Record on informing other employers and entrepreneurs of risks arising from the activities of service technicians of STILL ČR

**Records on mutual informing of ENTREPRENEURS and other EMPLOYERS whose employees are subjected to risks arising from the activities of service technicians and their worksite in the place of operations of the informed entity**as per § 101 par. 3[[1]](#footnote-1) of Act 262/2006, as amended, on the written informing of employees.

**Employers, Entrepreneurs and other workers of the customer (informed entities) subjected to risks at the worksite of a service technician of STILL ČR (informing entities)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and surname**  **(informed entity)** | **Company Reg. No.** | **Name of employer** | **Date of informing** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name and surname of the informing entity…..………..……Signature:…………………..

Location: ………………………………..

**a) Hazards and risks**

(1) The following hazards and associated risks were identified for all persons who may be present in the designated area for activity by the employees of the informing entity, whereas the informing entity’s activities form the source of the risks.

(2) Based on § 101 par. 3 of Act 262/2006, as amended (the Labor Act), the informing entity hereby informs the informed entities of the hazards and risks threatening the life and health, the life and health of their employees, suppliers as well as third persons (hereinafter the informed entity’s employees). The informed entity is obliged to demonstrably familiarize their employees and other affects persons with such risks and hazards and to adopt appropriate safety measures in order to exclude risk to the health and life of persons and property damage.

(3) The informed entity declares that they were asked by the informing entity to ensure collaboration on informing about risks and measures against such risks.

(4) The tables containing information about hazards and risks list the minimum safety measures which the informed entity must implement and maintain. The informed entity may also decide to implement other safety measures if these are at least as effective as those listed in the tables.

**b) Agreement on coordination of safety measures and procedures**

(1) Based on § 101 par. 3 of Act 262/2006, as amended (the Labor Act), the participating employers (subjects) have agreed that the informed entities as per this agreement is responsible for coordinating the implementation of measures for the protection of the health and lives of employees and the procedures leading to their implementation.

(2) The informed entity is obliged to, at their own expense, continuously, in a timely manner and duly, accept and implement measures for the protection of the health and lives of employees and the procedures leading to their implementation which target hazards and risks that occur or may occur during their presence or during work carried out (by them or other workers) at the worksite. The safety measures must ensure the protection of the health and lives for all involved parties (especially the employees of the informing and informed entities, customers, neighbors, suppliers, the public etc.).

(3) When carrying out construction work in dangerous environments or areas (especially during activities which place personal entities in increased risk of injury or death), the informed entity is obliged to secure additional personal protection equipment (PPE) for the employees of the informing entity and/or equipment that is not standard for the informing entity (e.g., PPE for working in heights or above depths, PPE against chemical hazards, dangerous radiation etc.).

(4) The Informed entity is obliged to ensure that the informing entity’s employees are familiarized with all locally binding regulations and instructions related to OHS, in the necessary scope.

**c) Final provisions**

(1) By signing below, the informed entity confirms especially that they were duly informed about the risks of possible hazards endangering the lives and health of persons, which may arise from the activities of the informing entity, and that they fully understood these risks and the associated safety measures.

(2) By signing below, the informing entity declares that all of their employees who take part in the works are professionally and medically capable of performing the contractually specified works.

(3) Performance of initial training and provision of information when entering the worksite of the informed entity for the employee of the informing entity regarding OHS and related matters concerning workers of other companies, fire safety and environmental protection – training and provision of information is carried out by the worksite foreman.

(4) It is the duty of the informed party to provide the service worker of STILL ČR spol. s r.o. performing repairs and technical inspections of the handling equipment a predetermined area where he is able to safely perform these service operations without endangering others. This clearly defined workplace is not specified in the traffic regulations as a road or a dedicated road, where at the same time a group T or C driving licence is not required under the legislation for driving handling equipment.

If the above-mentioned area or workplace cannot be provided by the informed party due to operational reasons,the informed party shall notify the service provider of this fact in a timely manner.

1. Informed employees were familiarized with the following, as per Act 262/2006, Act 309/2006, government directive 591/2006, government directive 362/2005, CUBP directive 48/1982 as amended by directive 192/2005, government directive 378/2001, government directive 101/2005, Ministry of the Interior directive 246/2001, and government directive 201/2010, as amended, on the manner of documenting injuries and the associated reports:

* Risks, the building, worksite where the work activities will be carried out,
* Access and escape routes and premises with increased risk of fire and injury, main power switches,
* Location of fire extinguishers, hydrants, the functioning, system and location of electronic fire sensors and manual switches (if installed),
* The obligation to maintain and respect safety measures, warning signs and instructions of responsible employees of the company,
* The obligation to only stay in the premises delimited by responsible employees of the company as required for his/her activities and the ban on handling machine, electrical and other devices which were not designated for his/her work,
* The obligation to use personal protective equipment designated for his/her work,
* The principles governing fire safety, fire alarm directives, the fire evacuation plan, principles of evacuating persons in the building or at the worksite, emergency exits, auxiliary fire extinguishers,
* The ban on entering all worksites when under the influence of alcohol and/or other narcotics and the ban on bringing such items to the worksite, especially in relation to the Labor Act and Act 305/2009,
* The placement of the first aid kit,
* **The work procedures for their work**, with a special emphasis on activities which may pose a risk to the health and lives of workers.

1. In case of a work injury, accident or fire on the worksite, the informed employee is **obliged** to inform the responsible company foreman/manager or his/her representative **immediately**.
2. The informed employee was trained in the analysis of life and health threatening risks that are characteristic for his/her activity and worksite.

**RISKS ASSOCIATED WITH THE WORK and measures for reducing their impacts are specified in the next site.**

1. The informed employee was also informed with the **manuals for operating machines, devices and other equipment** which he/she may use during his/her activities.
2. The informed employee was also familiarized with the **work procedures** of employees of the informing entity**.**

| Risk source (hazard) | Safety measures (measures to reduce risk) |
| --- | --- |
| kinetic energy and the weight of the transport means and self-propelled machinery (motorized trucks/forklifts etc.); (impact, pressure, crushing) | At the informers’ premises and other places the informed person and their employees are obliged to observe the same transport rules as stipulated by the special regulations for road traffic. It is strictly forbidden for the informed person and their staff to drive the informer’s vehicles and machines and to service their parts, to enter the vehicle track, to walk behind and under vehicles and stand in places where the driver might not see them. ATTENTION! At most operations, the transport means and the self-propelled machinery can move in all directions (unless otherwise specified by a local regulation). The informed person and their employees must always give way to a self-propelled machine (motorized truck/forklift) that is reversing. |
| the weight and kinetic energy of falling loads or reduced stair clearance; (smothering, pressure, crushing, impact, jolting, etc.) | Whilst at the informer’s workplaces and other areas, the informed person and their employees must always have a protective helmet in the protective position (except when the informed person’s employee is only sitting in the transport means or is in the administrative areas). It is forbidden for the informed person and their employees to move under the workplace at heights or above an open void.  It is forbidden to stay at workplaces where assembly and dismantling work is carried out, unless the informed person and their employees are supplying them. |
| the weight and kinetic energy of stored materials and other loads; (smothering, pressure, crushing, cutting, etc.) | It is strictly forbidden for the informed person and their employees to move around or climb on stored material (this ban also applies to material placed in transport means). It is forbidden for the informed person and their employees to take material from piles and stacks (unless they are a supplier who is rightfully taking the material using a self-propelled machine). |
| sharpness and other dangerous properties of particles and liquids that may get in the eyes; (mechanical injuries, eyes and other body parts being hit by particles) | While staying in areas where it is possible that an object may come into contact with the eye, the informed person and their employees must have protective goggles in their protective position. |
| dangerous heights or voids and the dangerous content of the areas over which a worker is working or moving over; (people falling from a height or into a void) | The informed person and their employees are only allowed to work at heights or above an open void if it is necessary to carry out the delivery. The informed person, at their own cost, must protect themselves and their employees against a fall, to secure and properly mark a dangerous area under a workplace when working at heights and above an open void so that other persons in the informer’s workplace are not at risk. |
| compression and getting caught in steel ropes for hoisting devices; (compression, crushing, capture, arrestment) | The informed person and their employees are allowed to enter rope winch spaces only if such entry is strictly necessary to carry out the delivery. It is forbidden for the informed person and their employees to put any body part in the vicinity of the rope winches unless the controls of the winch motors are switched off and secured against being unintentionally started by other persons, automatically, etc. The informed person is responsible for the due provisions and constant control. |
| infrared heat radiation and high temperature of the particles or liquids emitted and high surface temperatures; (turning to ash, igniting) | It is strictly forbidden for the Informed person and their employees to stay in an area where welding work is carried out and in the danger zone (where sparks, hot particles etc. may possibly strike), 5 metres in all directions from the person performing the welding work is considered the minimum safe distance. |
| Infrared, visible and ultraviolet light; (damage to eyes and sight) | It is strictly forbidden for the informed person and their employees to look at the welding site during welding work in their vicinity. |
| pressure from closing segments; (compression and crushing) | It is strictly forbidden for the Informed person and their employees to leave any part of the body in the butterfly valve area (especially in the space between the valve and its contact surface) and it can only be cleaned with a suitable tool, NOT by hand. |
| noise;  (hearing damage) | When staying in areas where the noise limit (85 db) is exceeded, the informed person and their employees are required to have an ear protector (plugs or muffs) in the protective position. |
| other potential hazards | The informed person and their employees may only use the controls of the informer’s machines, machinery and technical equipment or move on the machines, machinery and technical equipment on the basis of written permission from the informer. |
| other potential hazards | The informed person and their employees may only move around the informer’s workplaces when accompanied by one of the informer’s employees. |
| other potential hazards | The informed person and their employees are obliged to carry out all the work only after duly informing the informer’s senior manager about the work procedures, individual tasks, the necessary co-operation. The informed person and their employees must read the accompanying and operational technical documentation for the machines, machinery and other equipment to be the subject of the work supplied (this documentation contains other hazards, risks and protective measures not mentioned above). If communication with remote operators is necessary, the informed person is required to provide the operator with the necessary communication means and to agree in advance on the signals to be used. The informed person and their employees are only allowed to enter the informer’s areas if such entry is strictly necessary to carry out the delivery. Before starting work in areas with machines, machinery and other equipment, ensure that the informer’s operator has properly secured them against unintentional activation by other persons, automation, etc. The informed person is responsible for the due provisions and constant control. |
| sharps and pressure from cutting room; (stamping or finger amputation) | It is strictly forbidden for the user and their employees to manipulate a motor vehicle/forklift and other machinery and equipment where there is a defined risk. |
| hazardous properties of chemical mixtures, especially mixtures of irritants. | When staying in areas where mixtures are handled the informed person and their employees are obliged to have suitable protective goggles, in the protective position, complete working clothes and gloves to prevent these mixtures coming into contact with the skin. Prior to commencing work, the informed person is obliged to duly and demonstrably familiarize their employees with the safety data sheets for all the mixtures that are to be handled. |
| cutting, pressing and other dangerous places (movable parts) of any machinery (capture, arrestment, compression, cutting, tearing, amputation) | It is forbidden for the informed person and their employees to get closer than 2 metres in any direction from a motorized vehicle/forklift.  **It is strictly forbidden to remove the guards from any of the machinery.** |
| other potential hazards | The informed person and their employees may only use the controls of the informer’s machines, machinery and technical equipment or move on the machines, machinery and technical equipment on the basis of written permission from the informer. |
| falls, sprains of various parts of the body after a fall in the production area, sprains of the foot while walking on floors, working steps, temporary stairs, ramps, balancing bridges, ladders, scaffolding floors, platforms and other auxiliary workplaces, (communications).  tripping, leg sprains, collisions, getting trapped in various obstacles and protruding elements in the production premises,  slipping while walking on the terrain, muddy, snowy and icy roads and outdoor production areas,  stepping on a nail and cutting the sole by other sharp-edged parts,  people falling into hollows, shafts, canals, holes, pits;  falling due to insufficiently rigid and load-bearing hatches and man-hole covers; falling through non-loadbearing elements and constructions located on the walkways of production areas. | * safe floor surfaces inside the buildings, especially the entrance to the buildings, highly frequented corridors and internal roads; * maintaining, cleaning and tidying floors, walkways and communications; * keeping communications and passages free and open, with no obstacles and stoppage due to materials, operating equipment, etc.; * ensuring power lines and electricity cables are kept away from the communications; * timely removal of communication barriers; * suitable and undamaged work shoes (according to OPIE risk assessment); * providing sufficient electrical lighting at night, under reduced visibility (in basements, cellars, rooms without windows and daylight, in channels, etc.); * removing obstacles that can be tripped over - lids and hatches raised above floor level, hoses, cables (e.g. in entrance areas, corridors, etc.); * suitable choice of routes, identification and establishment of entrances to building, production communications and access paths, pavements; * cleaning and maintaining them, especially during winter and in rainy weather; * removing ice, snow, spreading grit in the winter; * tidying up and removing material with sharp edges as soon as possible; * suitable work shoes with a firm sole; * securing dangerous holes, apertures, etc. (more than 25 cm in size) with adequate hatches, coverings, conspicuous barriers or a rigid railing; * covers secured against sliding horizontally; |
| Foot contusion by being run over by a truck (e.g. forklift) | − use low-lift trucks fitted with sliding forks, located in front of each wheel and rear; − distribute the load evenly;   * the operator should not push the cart from the side; |
| overworked worker;  injuries to muscles and tendons when strained due to excessive exertion; | * the option to choose an appropriate type and size of truck; * do not exceed the truck’s load capacity; * instead of pulling, push the truck (pushing is easier); * a truck with a lock should be pushed or pulled from the end where the lock is; * when the truck goes downhill, the operator should be behind the truck; * the force exerted when moving loads using hand trucks depends on the truck’s technical condition, the terrain, floors, including flatness, etc. The initial towing force for women must not exceed 115 N and the compressive force 160 N, once moving the towing force must not exceed 90 N (for pregnant women 50 N) and the compressive force 130 N (for pregnant women 100 N). |
| The truck/forklift hitting someone, running over a foot moving with the truck, endangering people whilst moving and working with the truck,  colliding with another machine, transport means or vehicle in road traffic; | * driver concentration, monitoring traffic, reasonable speed; * loads do not prevent the driver from seeing; * keeping to free communications profiles, storage areas, * before reversing, the driver checks that no one will be in the way and thus injured when reversing the truck; * ensuring no one is in the truck’s path, especially when reversing; * keep the truck clean to make it easier to detect loose or damaged parts; * lifting equipment, lifting means, pedals, steps and trolley floors must be free of grease, oil, mud, etc., * regularly check and maintain: * the exhaust system and the connection of the carburettor, evaporator and the combustion engine’s fuel pump, * check the tyres for damage to the tread, sidewall and rim, * tyres stick fully to the metal strips or rims, if necessary, remove foreign bodies from the tread, * brakes, steering, control mechanisms, warning devices, lighting, regulators, overloading devices, * all of the parts for the lifting and tipping mechanisms and chassis parts (give these parts a regular, careful inspection), * protective and safety devices, * rechargeable batteries, motors, regulators or contactors, limit switches, protective devices, electrical wires and connectors, * hydraulic systems, cylinders, valves and other similar parts, * a defective or damaged truck (which could endanger the safety of personnel or the safety of their work and which could cause a hazard) – must be taken out of operation until it is in full working order, * the approval of the Police of the Czech Republic is necessary to use the truck on roads (including loading and unloading on roads and local communications), * if the conditions of use so require, the truck is equipped with additional warning devices (lights and blinkers), |
| moving entry portal; being crushed or hit by the entry portal | Prior to entering the premises, the informed person and their employees are obliged to ensure that the entry portal is open, cannot close on its own or be blown shut by the wind. |

1. (3)  If employees of two or more employers carry out tasks at a single workplace, the employers are obliged to inform each other in writing regarding the risks and adopted measures to protect against such risks related to the given work and worksite, and to collaborate while securing the OHS of all employees on the worksite. Based on a written agreement between the employers, an employer is responsible for the task of coordinating the implementation of measures for the protection of the health and lives of employees and the procedures leading to their implementation. [↑](#footnote-ref-1)