

Conditions for Ensuring OSHP and FP for Suppliers of Work and Services in the Buildings and Workplaces of Orange Slovensko, a.s.

Notice:

part B, C, D, E, F is part of the information for suppliers - General Terms and Conditions for Suppliers published on the web page of Orange Slovensko a.s.

B.

Hazards and risks that may occur during and in connection with work
precautionary and safety measures

Hazard	Risk	Precautionary and Safety Measures
Technological sites Technological rooms (MSC) MTS BA1 (“TechPark”) Kopčianska 92/C, Bratislava		
Confined space, sharp edges	* injuries to various body parts during the work	– increase care when working
	* scratches, cuts, slashes, etc., occupational injuries	PPE (safety helmet, protective gloves)
Electrical equipment and wiring	* undesirable effects of electrical current when working on electrical equipment and wiring	– a person with the required degree of both professional and health qualification to work on a technical electrical equipment may only work on electrical equipment
		PPE for work with electrical equipment by type of work
If the technological site includes a diesel generator + MSC diesel generators:		
Adverse effects of noise (from the operation of diesel generators)	* disruption of operator’s concentration (making erroneous actions), hearing impairment	– in the case of increased noise from the operation of a diesel aggregate find the cause and take measures (maintenance, replacement of worn parts that affect the noise level)
		PPE (industrial ear muffs)
Handling chemicals and products – diesel fuel (maintenance, operation of diesel generators and refueling)	* undesirable effects of contact with skin, eyes (e.g. after accidental spill of a chemical, when handling a substance, after an accidental spill of such substance)	– prevent direct contact of chemicals with skin and eyes
		PPE (protective gloves for handling chemicals, protective face shields for chemical laboratory)
		– after contact with skin wash thoroughly with soap and water, rinse
		– after contact with eyes wash thoroughly with water and seek medical treatment

Technological rooms (MSC)
MTS BA1 ("TechPark") Kopčianska 92/C, Bratislava

Unsecured, freely accessible pit, gap	* falling into an unsecured, freely accessible gap (protruding floor brick or open part of the technological floor)	<ul style="list-style-type: none"> – increase carefulness and vigilance when moving around unsecured, freely accessible gaps, – preplace all covers, lids, perforated floor components, floor bricks, etc., after completing the work
Electrical equipment and wiring	* undesirable effects of electrical current when working on electrical equipment and wiring	<ul style="list-style-type: none"> – only persons with the required professional and health qualifications to work on technical electrical equipment may work on electrical equipment <p>PPE for work with electrical equipment (insulating gloves (up to 1kV), overshoes, protective shields for operating electrical equipment, safety helmets)</p>
MSC areas secured with a gas (INERGEN) stable extinguisher (SE) with self-activation	* entry to the MSC area protected by SE and subsequently remaining in the room after activating gas extinguishing – after activation, the air is unbreathable due to gas	<ul style="list-style-type: none"> – persons in the room are obliged to immediately interrupt their work and evacuate the area after the activation of the acoustic warning signal. When leaving, they are obliged to close the door behind them – re-entering the area after the system has been activated, including re-opening the door, is strictly prohibited – the area may only be re-entered when it has been ventilated and entry has been approved by OSK's responsible person

**DNI LAB – server room (17th floor, the Central office)
MPR – server room (8th floor, the Central office)**

Electrical equipment and wiring	* undesirable effects of electrical current when working on electrical equipment and wiring	<ul style="list-style-type: none"> – only persons with the required professional and health qualifications to work on technical electrical equipment may work on electrical equipment
		PPE for work with electrical equipment by type of work
The DNI LAB/MPR area secured with a gas (NOVEC) stable extinguisher (SE) with self-activation	* entry to the DNI LAB/MPR area protected by SE and subsequent stay in the room after activating gas extinguisher – after activation, the air is unbreathable due to gas	<ul style="list-style-type: none"> – persons in the room are obliged to immediately interrupt their work and evacuate the area after the activation of the acoustic warning signal. When leaving, they are obliged to close the door behind them – re-entering the area after the system has been activated, including re-opening the door, is strictly prohibited – the area may only be re-entered when it has been ventilated and entry has been approved by OSK's responsible person

Locations with explosion hazard:

MSC 1, MSC 5, MSC 4-6, MSC 7, MTS BA1 Kopčianska BA – buildings with permanently installed diesel generators

Technological sites with permanently installed diesel generators

OSK Jegorovova 20 and 22, Banská Bystrica – natural gas shut-off, separator of oil substances

Ivanka pri Dunaji central warehouse – natural gas shut-off, warehouse of propane-butane tanks

Explosion hazards – initiation of explosive atmosphere	* explosion, fire, burns	<ul style="list-style-type: none"> – familiarization with the applicable Rules of Operation for Work in Explosive Environments that apply to the relevant building – follow all safety measures stipulated in the applicable <u>Rules of Operation for Work in Explosive Environments that apply to the relevant building</u> and in the <u>permit to perform work in an area with explosion hazards</u>
		PPE (ESD clothing and ESD shoes) if an activity with the possibility of an explosive atmosphere is performed in a location with explosion hazards

Technological sites

<p>Adverse effects of electromagnetic radiation from EM radiation sources (antennas for spreading MT signals, in particular GSM, DCS, UMTS, LTE antennas, antennas for the transmission of data among individual network points / MW antennas/)</p>	<ul style="list-style-type: none"> * effects of electromagnetic radiation and damage to health due to radiation * direct biophysical effects: exposure to electromagnetic field with frequency above 100 kHz causes overheating through energy absorption (overheating of the entire body or body parts, such as extremities and head). At highest frequencies of 6 GHz and more – overheating of skin. Impulse radio-frequency fields may induce a sensory perception in the form of “microwave sensory effect” (buzzing, clicking or cracking). If a person in a high-frequency field touches a conductive object, the risk of electric shock or burn arises * indirect effects: interference with active implantable medical devices or equipment (such as pacemakers), health devices attached to a body (insulin pumps), passive implants (artificial joints, metallic discs, wires, nails), effects on piercing, tattoos, electric shock or burns due to a contact current if a person touches a conductive object in an electromagnetic field, while one of them is grounded and the other not 	<ul style="list-style-type: none"> – if the technological site shows excessive radiation values, respect the ban on remaining in a zone with excessive EM radiation values – if it is necessary to perform work in a zone with excessive electromagnetic radiation values, such work may only be performed in one of the following manners: <ol style="list-style-type: none"> 1. to switch off transmission from the generator to the transmitting device (antennas, parabolas) by switching off the relevant generator module before commencing work. Thus, the operation of the part of the generator that works for the transmitting device will be shut down, preventing EMP exposure. The transmission (module) will be re-activated when the work is completed. The transmission from the generator to the transmitting device may only be switched off based on a written agreement with OSK 2. meet the conditions of taking the applicable safety measures, including the applicable PPE /protective clothing/ (based on the decision of the relevant Public Health Regional Authority on the declaration of hazardous work) 3. through a supplier who will perform the work and meet the conditions of the applicable safety measures, including the applicable PPE /protective clothing/ (based on the decision of the relevant Public Health Regional Authority on the declaration of hazardous work) – comply with the provisions of the <u>Rules of Operation for high and very high frequency generators</u> – supplier's workers with implanted passive or active medical devices (such as pacemakers); these facts must be subject to assessment on a case-by-case basis when performing entry, periodic or extraordinary medical examinations related to work
<p>Biological hazard (birds, rodents, insects ...) during technical activities</p>	<ul style="list-style-type: none"> * hazards due to contact with birds, rodents, insects, etc., their droppings, dead body parts, feathers, etc. * breathing in of contaminated dust 	<ul style="list-style-type: none"> – in places with the presence of birds (roofs), rodents (interiors) or insects, prevent contact with them, do not breathe in dust, feathers, etc.
<p>Weight of a cover (roof hatch)</p>	<ul style="list-style-type: none"> * falling of the cover on a worker when manipulating with it (if the cover is unsecured/poorly secured or if it slips out of the worker's hands) * slamming, pinching, bruising of fingers when manipulating with the cover 	<ul style="list-style-type: none"> – use appropriate equipment (devices and tools) when opening (taking out) or closing (putting back) covers and shaft lids – do not use damaged, wet or greasy gloves – properly secure the cover when open against undesirable or uncontrollable movement, check on whether the cover is properly secured <p>PPE (safety helmet)</p>

Various objects, dust particles, parts of structures, snow and ice, liquids, etc., falling or running down the cover (roof hatch)	<ul style="list-style-type: none"> * hitting body parts, in particular face/head when opening a roof cover on a ladder * slamming, pinching, bruising of fingers by a falling roof cover * loss of stability and subsequent fall from the ladder 	<ul style="list-style-type: none"> – open covers slowly, anticipate the possibility of danger due to the stirring of dust particles, being struck by object/snow/parts of structures, etc. <p>PPE (eye protection)</p>
Unsuitable condition of terrain, floor	<ul style="list-style-type: none"> * tripping, falling on a flat surface * tripping, foot sprains, stubbing, snagging on various terrain barriers and protruding parts * slippage when walking on wet, greasy, dirty or dusty surfaces 	<ul style="list-style-type: none"> – increase attention and carefulness when moving around unobstructed terrain <p>PPE (protective ankle footwear)</p>
Movement and work at height and over free depth and on roofs	<ul style="list-style-type: none"> * risk of falling from height – from free unsecured edges of buildings, structures, scaffolding, etc., when performing technical, inspection activities, etc. * falling through dangerous openings – gaps in the floor * falling when ascending, descending floor elements of buildings, structures, scaffoldings, etc. * falling of material or objects from height (such as icicles and ice in the winter, etc.) * falling when moving on a roof to reach a designated place of work * tripping on protruding parts of a roof (such as lightning rod wire, doorsill, skylights, etc.) * falling when ascending roof ladder * slipping on a wet or icy roof surface 	<ul style="list-style-type: none"> – technical activities using speleological, mountaineering or other specialized equipment may only be performed by persons with valid professional qualifications to work at height using specialized mountaineering and speleological equipment – comply with the provisions of the applicable Technological Procedures for Work at Height on Technological Sites and Technological Procedures for Workplace Evacuation <p>PPE (equipment to prevent falling – complete gear to prevent falling, including all necessary accessories)</p> <p>PPE (safety helmet)</p>
Unsecured, freely accessible openings, pits, etc.	<ul style="list-style-type: none"> * falling into depth * falling into an unsecured, freely accessible opening 	<ul style="list-style-type: none"> – increase carefulness and attention when working and moving around open pits – replace covers/lids when the work is finished

Ivanka pri Dunaji central warehouse

Charging station for forklift accumulators (adverse effects of electrolytes, ignition of combustible gases)	<ul style="list-style-type: none"> * being hit by a caustic during contact with electrolyte * fire as a result of ignited combustible gases from excessively heated terminals and sparking of pole outlet battery terminals; fire as a result of activity with an increased fire hazard 	<ul style="list-style-type: none"> – comply with the provisions stipulated for the charging station for accumulators (<u>Rules for Warehouse and Forklift Operation</u>) – activities with an increased hazard of fire (welding, soldering, etc.) in the area of the charging station for accumulators may only be performed based on a written approval. Issuance of such approval will be arranged by OSK's designated person <p>PPE (protective face shields, protective gloves against chemicals and biological effects, mask with an acid gas filter)</p>
Manipulation and loading surfaces, falling of material on a person, falling of material on a person's foot	<ul style="list-style-type: none"> * slippage, tripping, foot spraining on manipulation and loading surfaces * fall of material on a foot/ person 	<ul style="list-style-type: none"> – maintain roads and passages free and unobstructed without blocking them with any material – increase attention and carefulness when manipulating with material <p>PPE (protective footwear, safety helmet)</p>
Undesirable contact of a moving forklift with a person	<ul style="list-style-type: none"> * pressing of extremities to a floor with a burden loaded on forks * pressing of a person with a moving part of a forklift * falling of a burden from the forks of a forklift on a nearby person * running over, hitting, pressing of a person with a vehicle 	<ul style="list-style-type: none"> – prohibited movement of persons in the imminent proximity of a vehicle, forklift, forks and under a lifted burden – persons moving on roads used by motor vehicles must keep to the left and pay full attention to moving vehicles – comply with the provisions of the (<u>Rules for Warehouse and Forklift Operation</u>)
Motorized lifting gates	<ul style="list-style-type: none"> * hitting, closing the gate on a body part * injuries due to rotating parts of gates when touching moving parts of gates 	<ul style="list-style-type: none"> – prohibited manipulation with equipment by unauthorized persons – maintenance, operation and repair of equipment may only be performed by professionally qualified persons trained and instructed in the conditions of the operation of equipment and safety regulations

C.
Personal protective equipment

Workplace at OSK	PPE
Technological sites	<ul style="list-style-type: none"> – safety helmet – protective gloves – PPE for work with electrical equipment according to type of performed work – respirators/surgical masks – protective gloves against biological effects – eye protection – protective ankle footwear – equipment to prevent falling – complete gear to prevent falling, including all necessary accessories <p>Technological sites with diesel generators:</p> <ul style="list-style-type: none"> – protective gloves for handling chemicals, protective face shields for chemical laboratory – industrial ear muffs – ESD clothing and ESD shoes if an activity with a possibility of explosive atmosphere is performed in a location with explosion hazard
Technological rooms (MSC), MTS BA1 (“TechPark”) Kopčianska 92/C, Bratislava	<ul style="list-style-type: none"> – safety helmet – protective gloves – PPE for work with electrical equipment by type of the performed work <p>Diesel generators:</p> <ul style="list-style-type: none"> – industrial ear muffs – protective gloves for handling chemicals, protective face shields for chemical laboratory – ESD clothing and ESD shoes
<u>Locations with an increased hazard of explosion:</u> OSK Jegorovova 20 and 22, Banská Bystrica – natural gas shut-off, separator of oil substances Ivanka pri Dunaji central warehouse – natural gas shut-off, warehouse of propane-butane tanks	<ul style="list-style-type: none"> – ESD clothing and ESD shoes if an activity with the possibility of explosive atmosphere is performed in a location with explosion hazards
DNI LAB – server room (17th floor, the Central office) MPR – server room (8th floor, the Central office)	<ul style="list-style-type: none"> – PPE for work with electrical equipment according to the type of the performed work
Ivanka pri Dunaji central warehouse	<ul style="list-style-type: none"> – protective footwear – safety helmets <p>Charging station for forklift accumulators:</p> <ul style="list-style-type: none"> – protective face shields, protective gloves against chemicals and biological effects, masks with an acid gas filters

D.

Measures and steps in the case of damage to health, including the provision of first aid, fire-fighting, rescue operations and evacuation

1. Measures and Steps in the Case of Damage to Health, including the Provision of First Aid

The workers of the supplier of the work and services are obliged to:

- **immediately report** any **hazardous event** that occurs on OSK's premises or during the performance of the agreed work to the supplier's responsible person;
- **immediately report** any **injury** (of another person as well) that occurs on OSK's premises or during the performance of the agreed work to the supplier's responsible person and have the injury **treated**;
- **cooperate** on treating the injury and rectifying the hazardous event;
- **immediately report** any indisposition or other events that may affect OSHP to the supplier's responsible person and interrupt the work in progress;
- **to the best of one's ability, provide first aid** to a person whose health or life is at risk (ascertain what happened, evaluate the situation, call for assistance and act) by using all available first aid equipment until the person is attended to by a doctor; and
- **notify** the supplier's responsible person that equipment from OSK's first aid kit has been used.

The responsible person of the supplier of the work and services is obliged to:

- **immediately report** any **hazardous event** or **injury** that occurs on OSK's premises or during the performance of the agreed work to OSK's designated person;
- **ensure** that the hazardous event or injury is recorded and follow the instructions of OSK's designated person; and
- **cooperate** in the treatment of the injury and the rectification of the hazardous event.

Provision of first aid kits on OSK's premises:

- workplaces fully equipped with permanently provided kits: OSK building II at Jegorovova 20 Banská Bystrica, OSK building I at Jegorovova 22 Banská Bystrica, the Central office at Metodova 8 Bratislava, the Košice office, the Žilina office, the Nitra office, the Prievidza office, Ivanka pri Dunaji central warehouse, technological rooms (MSC), MTS BA1 Bratislava.


All first aid kits are located at an accessible and visible place and duly marked - .

The responsible person of the supplier of the work and services is obliged to notify OSK's designated person that equipment from OSK's first aid kit has been used;

- the MPR server room (8th floor, the Central office), the DNI LAB server room (17th floor, the Central office) and the technological sites (including diesel generators) are not equipped with first aid kits. The supplier of the work and services is obliged to have its own at its disposal a first aid kit that is appropriately equipped with regard to the agreed work to be performed there.

2. General Requirements regarding Fire Protection in OSK's Buildings/Premises

If the workers of the supplier of the work and services notice a fire, they are obliged to:

- **immediately report** any fire that occurs in the workplace pursuant to the Fire Alarm Instructions (posted on the walls of the building), either by activating the electronic fire signalization  (if located in the building), or by loudly calling "**HORÍ!**";
- **immediately report** any fire to the Fire Station;
- **attempt to** extinguish the fire using all available means;
- **respect** the Fire Evacuation Plan for the building (graphic and text parts) and Fire Alarm Instructions for the building posted on the walls of the building;
- **follow** the instructions of OSK's designated person or supplier's responsible person and **proceed** to the assembly point as instructed;
- **not to leave** the assembly point – only return to the OSK building/workplace when so instructed by OSK's designated person or the supplier's responsible person.

If a fire alarm is declared, the workers of the supplier of work and services are obliged to:

- **follow** the instructions of OSK's designated person or the supplier's responsible person after the fire alarm has been activated;
- **proceed** to the assembly point as instructed by OSK's designated person or the supplier's responsible person;
- **remain at** the assembly point – and only return to OSK's building/workplace when so instructed by OSK's designated person.

For safety reasons, elevators do not work upon the activation of a fire alarm; they are not intended for evacuation and cannot be used.

E.

Specific requirements regarding OSK'S workplaces

A supplier of work who is performing construction, assembly, maintenance, preparatory and related work is only entitled to commence the work in the following OSK workplaces after such supplier has been provably instructed on the conditions for the safe performance of the agreed work as stipulated by the applicable Rules of Operation for the relevant OSK workplace.

The provable instruction must be provided to each worker of the supplier of the work, as well as all new workers of the supplier of the work who join the existing workers during the performance of the agreed work in the OSK workplaces.

When working in OSK workplaces, the workers of the supplier of work are obliged to abide by the following specific requirements regarding OSK's workplaces:

Ivanka pri Dunaji central warehouse:

- Rules for Warehouse and Forklift Operation;
- Rules of Operation for Work in Explosive Environments – warehouse of propane-butane tanks, gas shut-off;
- comply with the measures stipulated in the Rules of Operation and in section B of OSK's OSHP and FP Conditions;
- warehouse of propane-butane tanks – it is prohibited to obstruct the buffer zone of 5 m around the cage of propane-butane tanks with any flammables or smoke or to manipulate with naked flames without permission.

DNI LAB – server room (17th floor, the Central office), MPR – server room (8th floor, the Central office):

- Basic OSHP Principles for Persons entering and performing work in DNI LAB;
- Rules of Operation for MPR Central;
- comply with the measures stipulated in the Rules of Operation and in section B of OSK's OSHP and FP Conditions;
- before performing any welding, construction, installation or other work in DNI LAB/MPR which could activate the automatic fire alarms (formation of smoke, dust), the responsible person of the supplier of the work is obliged to notify OSK's designated person of such work and to take measures to prevent the undesirable release of extinguishing substances from the installed extinguisher. Such measures (blocking of the device) may only being instructed or taken by the appropriate OSK person (OSK person responsible for the DNI LAB/MPR workplace).

Locations with increased explosion hazard

- MSC 1, MSC 5, MSC 4-6, MSC 7, MTS BA1 Kopčianska BA – buildings with permanently installed diesel generators
- Technological sites with permanently installed diesel generators
- OSK Jegorovova 20 and 22, Banská Bystrica – natural gas shut-off, separator of oil substances
- Ivanka pri Dunaji central warehouse – natural gas shut-off, warehouse of propane-butane tanks

On locations with an explosion hazard, the supplier of the work is obliged to comply with the following instructions:

- Rules of Operation for Work in Explosive Environments for the relevant locations;
- comply with the measures stipulated in the Rules of Operation and in section B of OSK's OSHP and FP Conditions;
- any used equipment, machines and materials must be designed for the relevant environment with an explosion hazard;
- it is prohibited to install or use gauge and regulation equipment and devices that create electric charges when switched on;
- it is prohibited to use any materials that may accumulate electric potential or electrostatic discharge;
- it is prohibited to use cell phones;
- use appropriate PPE that are electrostatically conductive;
- have a working calibrated portable air analyzer available when performing maintenance or repair;
- in the case of hazardous activities or activities that may trigger an explosion hazard when combined with other work, a written permit for such work is necessary; such permit will be arranged by OSK's designated person;
- respect the designated explosion hazard zones.

Technological rooms (MSC) and MTS BA1 ("TechPark") Kopčianska 92/C, Bratislava:

- Rules of Operation for Employees of Suppliers Performing Work in MSC-MTS;
- comply with the measures stipulated in the Rules of Operation and in section B of OSK's OSHP and FP Conditions;
- respect the ban on cutting, sharpening, sanding, welding, etc., and the ban on naked flames. Such work may only be performed based on a written permit to be arranged by OSK's designated person;
- notify OSK's designated person in advance of any construction or other dusty work and ensure immediate efficient dust extraction by one's own means;
- the supplier of the work is obliged to prepare a technological working procedure for the performed work (which must be part of the technical documentation) and to ensure the provable familiarization of all workers with such documentation.

In the case of the activation of a stable INERGEN extinguisher which is activated:

- automatically when sensors detect fire; or
- after manual activation using a fire alarm button.

INERGEN creates an unbreathable atmosphere in a protected area, therefore:

- after the warning light and tone signal is activated, it is necessary to immediately evacuate the room (INERGEN fills a room within 60 seconds after the activation of warning);
- if persons are located in the affected area and are unable to safely evacuate within 60 seconds, it is necessary to use the STOP button which will prevent the release of INERGEN;
- after the room is evacuated, the supplier's responsible person is obliged to contact the Supervision Team, telephone number 0905 012 418, and OSK's designated person;
- in the case of medical issues, the afflicted person must be moved to fresh air and, if necessary, provided with professional medical care;
- if the following sign is lit above the door: **"SHZ NA INERGEN SPUSTENE, ZAKAZ VSTUPU"**, entering the room is prohibited. Entry is possible after the area has been thoroughly ventilated and the air quality is checked.

MTS BA1 („TechPark“), Kopčianska 92/C, Bratislava:

- MTS BA1 diesel aggregates are designated as a location with an increased fire hazard;
- Fire Rules for MTS BA1 Diesel Aggregate:
- comply with the provisions of the Rules of Operation.

Technologické site:

- comply with the provisions of the applicable Technological Procedures for Work at Height, Technological Procedures for Workplace Evacuation and Technological Procedures for High and Very High Frequency Generators;
- comply with the measures stipulated in the Rules of Operation and in section B of OSK's OSHP and FP Conditions;
- the supplier of the work is obliged to prepare a technological working procedure for the performed work and ensure the provable familiarization of all workers with such documentation.

If a technological site shows excessive electromagnetic radiation values:

- respect the ban on being in a zone with excessive electromagnetic radiation values;
- respect the ban on the movement of persons with active implantable medical devices;
- if it is necessary to perform work in a zone with excessive electromagnetic radiation values, such work may only be performed in one of the manners specified in section B of OSK's OSHP and FP Conditions;
- comply with the provisions of the Rules of Operation of High and Very High Frequency Generators;
- comply with the measures stipulated in the Rules of Operation and in section B of OSK's OSHP and FP Conditions..

**F.
Safety Marks at OSK**

Locations with increased explosion hazard



Explosive!



Explosive!



Authorized
personnel only!



No smoking
and no naked
flames



Switch off
cell phone

Locations with an increased hazard of electromagnetic radiation (technological sites)



Authorized
personnel only!



No smoking



WARNING
Electromagnetic
radiation



No access
for persons with
pacemakers



No access
for persons with
mettalic implants



No smoking
and no naked
flames



Authorized
personnel only!



Do not extinguish
with water



Wear
eye protection



Wear
eprotective
gloves



Wear
face mask
against fumes

Other signs at OSK, that must be followed



Smoking
allowed



Wear
protective
footwear



Wear
protective
gloves



Wear
safety
helmet



Wear
hearing
protection



Wear
respirator



Wear
protective
clothing



Wear
face shield



Use
pedestrian walkway



General
mandatory sign



WARNING
Electricity



WARNING
Flammable



WARNING
Caustic



WARNING
Poisonous



WARNING
Trip hazard



WARNING
Sudden drop



WARNING
Laser
radiation



WARNING
Crush
hazard



WARNING
Hot
surface



WARNING
Overhead
loads



WARNING
Forklift
in operation



Other
hazard



No smoking



No entry



General prohibition



Do not touch



No access
for forklifts



Non-portable water



Exit



Emergency exit
(to the left, right, down)



Direction



First aid kit



Emergency
stretcher



Emergency
telephone



Emergency
eyewash station



Assembly point



Fire hose reel



Fire extinguisher



Fire alarm station



Fire alarm



Fire escape ladder



Direction



Warning
yellow and black sign



Warning
white and red sign



SIGN-IN SHEET for Conditions for Ensuring the OSHP and FP

Instruction of Suppliers of Work and Services in the Buildings
and Workplaces of Orange Slovensko, a.s.

Document: OSHP and FP 3 – Conditions for Ensuring the OSHP and FP Instruction of Suppliers of Work and Services in the Buildings and Workplaces of Orange Slovensko, a.s., (available at OSK's webpage <https://www.orange.sk/onas/tlacove-centrum/vseobecne-podmienky-pre-dodavatelov>).

Supplier of Work/Services – Business Name:

By signing this sheet, the worker of the supplier of work acknowledges that he/she has received these instructions in person and understands and agrees to respect them.

S. No.	Date of Instruction	Information on Supplier's Worker Who Received Instruction			Supplier's Responsible Person Who Provided the Instruction (name, surname, signature)
		Name, Surname, Degree	ID Card No.	Signature	
1.					
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20.					

Orange Slovensko, a.s.
Metodova 8, 821 08 Bratislava

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(P5)

Workplace handover/takeover



– Familiarization with workplace at Orange Slovensko, a.s.

A.	Identification of workplace at Orange Slovensko, a.s. (OSK)				
Workplace subject to handover/takeover:					
Party handing over - business name and reg. office:		ID No:	35 697 270		
Orange Slovensko, a.s., Metodova 8, Bratislava		Person responsible for handing over (name, surname)			
Party taking over - business name and reg. office:		ID No:			
		Person responsible for taking over (name, surname)			
Date and time - commencement of work:			Date and time - completion of work:		
Date and time of handing over/taking over the workplace - familiarization with workplace at OSK::			Entry identification number:		
B.	Agreed conditions/workplace requirement (TBS by OSK's designated person)				

C.	Familiarization by the supplier's responsible person			
<p>The supplier's resp. person represents and by signing this document acknowledges that he/she was familiarized by OSK's d. person with:</p> <ul style="list-style-type: none"> – conditions for ensuring OSHP and FP on the OSK's premises where the supplier will perform the agreed work, – occupational hazards and risks and risk assessment results, – precautionary and safety measures taken to ensure OSHP related to the agreed work to be performed, – measures and steps in the case of damage to health, including the provision of first aid, as well as measures and steps in the case of fire fighting, rescue operations and evacuation, – conditions specified in sections B to F of this document, 				
– and the following OSK's regulations that regulate OSK workplaces (TBS by OSK's designated person):				
	Name, surname	Position	Signature	
Supplier's responsible person:				
OSK's designated person:				

D. Specific OSK workplace conditions and requirements			
Conditions for entering and moving around OSK workplaces and premises (including the method of transporting material to workplace):			<input type="checkbox"/>
.....			
Requirement regarding necessary barriers:	<input type="checkbox"/>	Deployment of fire ext. devices (SE, el. fire sig.):	<input type="checkbox"/>
.....			
Requirement regarding workplace delimitation (marked/delimited area of work in progress):	<input type="checkbox"/>	Deployment of fire ext. devices (fire extinguishers, hydrant):	<input type="checkbox"/>
.....			
Location and methods of connecting water and electricity sources:	<input type="checkbox"/>	Deployment of main water and gas shut-off and main electricity switch:	<input type="checkbox"/>
.....			
Storage areas for material and equipment:	<input type="checkbox"/>	Method of activating fire alarm (fire alarm instructions) and method of evacuation according to fire alarm evacuation plans:	<input type="checkbox"/>
.....			
Requirement regarding PPE:		Requirement regarding specific tools, equipment:	

Required professional and health qualifications of supplier's workers:

E. Measure and steps in the case of damage to health, including the provision of first aid, firefighting, rescue operations and evacuation	
Deployment of first aid equipment	Fire report station telephone number
	

F. Instructions for supplier's workers
The supplier's responsible person agrees to familiarize all workers who will perform the agreed work in OSK buildings/premises with these conditions before assigning them to perform the work. The supplier's responsible person also agrees to keep records of provable familiarization under the previous sentence using a sign-in sheet (Sign-In Sheet for Familiarization with Workplace) and provide the sign-in sheet to the OSK's designated person.

G.	Workplace handover/takover from supplier to – after completion of work		
Date and time completion of work:			
Meeting of agreed conditions/workplace requirements:			
Status of workplace in terms of health&safety:		Identified nonconformities of workplace:	
		Deadline for correction of nonconformities – deadline for supplier:	
		Control of correction of nonconformities – status: (TBS by OSK's designated person):	
Comments/Others:			
Date and time of handing over/taking over the workplace from supplier:	Name, surname	Position	Signature
Supplier's responsible person:			
OSK's designated person:			

Handing over/taking over the workplace from supplier to OSK can be signed only after doing correction of nonconformities by supplier. OSK's designated person is responsible to control of workplace.



Sign-in sheet for familiarization with workplace

Supplier of Work – Business Name:

Workplace of Orange Slovensko, a.s.:

Entry Identification Number:

(insert a number from “Workplace Handover/Takeover – Familiarization with Workplace at Orange Slovensko, a.s.)

By signing this sign-in sheet, the worker of the supplier of work acknowledges that he/she has received these instructions in person and understands and agrees to respect them.

S. No.	Date of Instruction	Information on Supplier's Worker Who Was Instructed			Supplier's Responsible Person Who Provided the Instruction (name, surname, signature)
		Name, Surname, Degree	ID Card No.	Signature	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Orange Slovensko, a.s.
Metodova 8, 821 08 Bratislava

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