

RULES FOR VISITORS

**Instructions for persons visiting the premises of Wotan Forest, a.s. Provoz Horka
(i.e., visitors, carriers, suppliers, customers, users of services, etc.)**

The most significant risks/dangers:

- Collision of persons or vehicles with a vehicle, forklift, loader (hereafter only handling equipment);
- Falling of materials, especially when using handling equipment;
- Slipping or falling of a person while moving around in the premises;
- Catching, trapping, hitting a person or body part while reaching into dangerous parts of machines, technology;
- Occurrence or spreading of fire, explosion;
- Leakage of chemical substances.

Obligations of external persons when entering and moving at the site of Provoz Horka, Wotan Forest, a.s.:

1. Comply with legal and other requirements of safety assurance and protection at work, fire protection, and environmental protection.
2. Mind your safety and the safety of other persons and make sure not to create risk situations while conducting activities in the company's premises.
3. Before entering/driving into the company's site, report to the reception desk and then proceed in accordance with the escorting employee's instructions.
4. Comply with and follow the site rules and restrictions, information, and warnings communicated in the form of instructions, signals, and cautionary signs, in particular:

“No entry to unauthorized persons”



“No smoking and handling of fire”

Smoking permitted only in a designated area



ZÁKAZ KOUŘENÍ
A MANIPULACE
S PLAMENEM



PROSTOR
VYHRAZENÝ
PRO KOUŘENÍ

“Speed limit 15 km/h”



When exiting “STOP”



“Yield to VZV”



“Do not enter the working area of the machine”



NEVSTUJ
DO PRACOVNÍHO
PROSTORU STROJE

5. Enter this area solely when escorted by the company's employee or with his permission.

All persons must use personal protection equipment in warehouses and other premises, i.e., firm and closed shoes, reflective vest and a protective helmet – as required in the rules applicable to the specific workplace

The escorting senior employee is always responsible for the safety of strangers in the premises.



6. Traffic of persons in the company's premises and buildings is only allowed for a specific purpose along marked paths and sidewalks.
7. Comply with traffic regulations, pay attention to the traffic in the premises to avoid potential risk of an accident, injury, or endangerment of other persons, vehicles and property. Maximum permitted speed is 15 km/h.
8. Parking of vehicles is permitted only in designated areas.

9. Do not enter the handling area or driving path of handling equipment, keep a safe minimum distance of 2 m from the operating equipment.
10. Do not enter the space under the loads lifted by handling equipment.
11. When loading or unloading products, goods and materials, be particularly cautious and follow the instructions of the company's employees and, if necessary, ensure safe entry and exit from the premises. Drivers of vehicles who entered the premises for the purpose of loading or unloading goods or materials must keep their vehicle under control at all times. In cases where they have to discuss matters related to transport purposes, the vehicle must be secured against accidental movement, with the engine switched off, the handling arm in transport position (if/as applicable), and the driver's cabin locked.
12. Work activities must be limited to activities agreed on and approved in advance by the center's responsible employee of Provoz Horka. Do not start any work without prior discussion or a written permission.
13. Do not hamper with the company's mechanical, technological, distribution or other equipment without the consent of the responsible employee of Provoz Horka.
14. Respect the prohibition of bringing in or consuming alcohol, use of addictive substances, and prohibition of entry while under the influence of such substances. Respect the ban on bringing in weapons or other dangerous objects or materials to the company's premises.
15. The use of open flame and smoking is prohibited in all of the company's premises, except for a designated area marked as "Smokers' area".
16. In the event of causing or noticing a fire incident, make sure that a fire alarm is activated, use available extinguishing means, and call the firefighters' unit (HZS), if/as applicable.
17. In the event of a fire alarm, participate in the evacuation and follow the evacuation manager's instructions.
18. Use the shortest exit route to leave the building to get to an open area – follow the fire escape signs, escape directions/exit signs.
19. If you are a carrier, stop the vehicle so that it does not obstruct the passage route.
20. All waste should only be disposed of in designated containers – follow waste-sorting rules.
21. In the event of a leakage of harmful substances, prevent their spreading and inform the company's employees immediately.
22. **It is prohibited:**
 - to pollute the company's premises with petroleum products, chemical substances and waste;
 - to pollute the air and disturb the surroundings with excessive noise;
 - to use technology that does not meet the relevant legal requirements of environmental protection.

Immediately report any injury, fire, leakage of substances, emergency, accident, damage to property, etc. to the responsible employee of Provoz Horka.



Czech Police 158



Firefighters 150

Integrated Rescue System 112

Reception (fire reporting) line 28 or 702 216 893

Rescue & emergency services:

water supplier (SČVK)601 267 267 / 840 111 111

electrical power supplier (ČEZ Energetické služby).....800 850 860