Skupina hse

TERMOELEKTRARNA
ŠOŠTANJ

Date: 1 October 2024

Document number: 2024/3

Subject: Occupational health and safety and fire safety at TEŠ

As a selected contract, we undertake to do the following:

1. **Respect the Slovenian regulations in the field of occupational health and safety, fire safety and other regulations in force at the Client's company.**

2. **Before entering TEŠ and commencing works, we will sign an Agreement on joint measures** for ensuring occupational health and safety at a joint worksite. For this purpose, we will send the following data to the client at vpd.tes@te-sostanj.si and the internal client at TEŠ:

   - Name of company and address,
   - Name and surname of the person representing the company and his or her title,
   - Description of the work that will be performed at TEŠ based on the contract/purchase order,
   - Number of the contract/purchase order and validity,
   - Names of companies and addresses (subcontractors if any),
   - Name and surname and mobile number of the person who will be responsible on our behalf for the health and safety of our workers at the work site at TEŠ.

3. **We will submit a written statement to guarantee** that we have the following documentation for each worker performing works at the worksite at TEŠ, including the workers of our subcontractors:

   ⇒ a valid employment contract,
   ⇒ certificate of proof of social, health, pension and disability insurance,
   ⇒ insurance in case of a work injury,
   ⇒ proof of occupational health and safety training and fire safety training,
   ⇒ proof of the worker's health capacity for the work he or she is about to perform,
   ⇒ work permit for citizens of non-EU countries.

4. **Before entering and commencing works at TEŠ,** all our workers or workers of our subcontractors, if any, will go through an obligatory test on occupational health and safety and fire safety. The workers will undergo testing via the following link:
   https://www.te-sostanj.si/preizkus-test/

   or on a computer at the lobby of the administrative building of TEŠ.

Termoelektrarna Šoštanj d. o. o. / Cesta Lole Ribarja 18 / SI – 3325 Šoštanj
T: +386 (0)3 899 31 00 / **F:** +386 (0)3 899 34 85 / **E:** info@te-sostanj.si / **www.te-sostanj.si** /
ID za DDV: SI92189903/**Matična številka:** 5040388000
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TERMOELEKTRARNA ŠOŠTANJ	OCCUPATIONAL HEALTH AND SAFETY AND FIRE SAFETY PLANNING AND MANAGEMENT (121)	Version: 2
	Instructions for work **ND 121 - 6 Instructions for action in case of an industrial accident for external contractors of TEŠ**	Pages: 1

Process owner:
, Occupational safety engineer (Coordination and General Affairs Department)
Prepared by:
, Occupational safety engineer (Coordination and General Affairs Department)

1. ACTION IN CASE OF AN INDUSTRIAL ACCIDENT

- An external contractor performing works at the work site of the CLIENT is obligated to report any injury or a dangerous phenomenon that may result in a severe injury or death to the CLIENT's Coordination and General Affairs Department.

- In case of an accident, every employee is obligated to start offering first aid to an injured person with all the available resources intended for offering first aid, if this can be done without putting his or her own life in danger.

- In case of an industrial accident or a dangerous phenomenon, an external contractor's worker must immediately inform the external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite.

- In case of a severe accident or a fatal accident, the external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite, must stop the works immediately. Until the case is investigated, the situation and circumstances must remain such as they were at the onset of the accident. Furthermore, he or she is obligated to inform the external contractor's person authorised for occupational health and safety, who must report the accident to the labour inspection, and, in case of a fatal injury, police must be informed immediately.

- In case of a severe accident or a fatal accident, the external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite, must make sure to enclose the site of the accident and prevent anyone from trying to cover up the potential causes of the accident.

- The external contractor's responsible worker, determined in the Agreement on joint measures for ensuring occupational health and safety at a joint worksite, must make sure an ambulance is called.

2. FINAL PROVISIONS

All the workers of external contractors performing contractual works at TEŠ are obligated to follow the guidelines prescribed in these instructions.

TERMOELEKTRARNA ŠOŠTANJ	EXTRAORDINARY EVENTS AND INCIDENTS (124)	Version: 1
	Instructions for work **ND 124 - 9 Instructions for action in case of extraordinary events for external contractors of TEŠ**	Pages: 1

Process owner:
, Occupational safety engineer (Coordination and General Affairs Department)
Prepared by:
, Occupational safety engineer (Coordination and General Affairs Department)

1. ONSET OF A FIRE

ACTION
In case of a fire, every worker is obligated to start to extinguish the fire immediately with all available means intended for putting out a fire. They are obligated to put out a fire if this can be done without putting one's life in danger.

INFORMING
If the worker finds that the fire has already developed to the extent that it cannot be extinguished, he/she must immediately inform the **DISPATCHER in TEŠ about the situation orally or by phone at tel. no.: 03 8993 104 or extension number 3104!**

When reporting a fire, the following information must be provided:
- **name and surname of the person calling,**
- **where is the fire,**
- **what is on fire,**
- **is anybody injured,**
- **what is the scope of the fire.**

2. EARTHQUAKE

ACTION DURING EARTHQUAKE:
- If an earthquake surprises you inside a building, remain indoors.
- Find shelter under massive desks, benches, doorways; if in a hallway, press your body towards internal walls.
- Avoid glass surfaces and external walls.
- Do not use elevators or staircases.
- Do not light matches and do not use open fire.
- If you are outdoors, move away from buildings, power lines and other installations.

ACTION AFTER EARTHQUAKE:
- If you are unharmed, help those who are in need of help.
- If you are trapped in rubble, stay calm, conserve your energy and bang an object repeatedly against a wall or a pipeline.
- Call for help occasionally, so the rescue team can find you.

3. FINAL PROVISIONS
All the workers of external contractors performing contractual works at TEŠ are obligated to carry out measures and observe the guidelines prescribed in these instructions.
In case of failure to observe and implement the provisions of these instructions, the worker holds disciplinary and damage liability.

TERMOELEKTRARNA ŠOŠTANJ	OCCUPATIONAL HEALTH AND SAFETY AND FIRE SAFETY PLANNING AND MANAGEMENT (121)	Version: 1
	Instructions for safe work **NVD 121 - 5 Instructions for safe work with portable electric tools and electric equipment**	Pages: 2

Process owner:
[redacted], Occupational safety engineer (Coordination and General Affairs Department)
Prepared by:
[redacted]

1. INSTRUCTIONS AND SAFETY MEASURES BEFORE THE BEGINNING OF THE WORKS



Become acquainted with the instructions for safe use **and follow them consistently.**

- Inspect the **surroundings of your workplace** and put it in order.
- Use only **flawless portable electrical tools and equipment**.
- Check **the functioning of safety devices**.
- **DO NOT START WORK if**:
  - You are not properly **qualified** (have the proper medical certificate, theoretical and practical training, familiar with instructions for safe work etc.),
  - You are in an improper **psychophysical state** (under the influence of psychoactive substances – alcohol, drugs, psychoactive medication etc.), ill, tired.
- In case you find any **irregularities or anomalies,** make sure to **inform the responsible person immediately**.





2. ALERT SIGNALS AND DANGERS



- **Mechanical dangers.**
- Danger of **electrocution**
  - electrocution, electric shock or burns caused by electrical malfunctions, torn cables, insufficient insulation or improper grounding.
- Danger of **slips, trips and falls.**
- Danger of **noise and vibrations.**
- Possibility of other injuries due to failure to follow the instructions for safe work.



3. SAFETY MEASURES AND OCCUPATIONAL HEALTH AND SAFETY RULES



- Portable electrical tools and electrical equipment should be used for their **intended purpose only and in accordance with the manufacturer's instructions for safe operation**.
- Handle portable electrical tools and electrical equipment in a way that does **not put your or someone else's safety or health in danger**.
- **Any interventions in a danger zone are forbidden!**



	➢ **It is forbidden to remove safety devices and safeguards or cause them to malfunction.** ➢ **Sockets and plugs must be flawless** (not damaged), dry, and may not be exposed to water or humidity. ➢ It is necessary to **check the condition of electrical connections and cables** – extensions, to make sure they are not damaged. ➢ **Protect cables from damage**. ➢ **In case of damaged** electric cables or portable electrical tools, **works must be stopped and damage eliminated.** This should be done by a qualified professional – electrician. ➢ **After the works are finished,** portable electrical tools must be **turned off and cables – extensions put away.** ➢ Do not leave portable electrical tools unattended if turned on.	

4. PERSONAL PROTECTIVE EQUIPMENT

	➢ Personal protective equipment must be in accordance with the valid standards. ➢ When working, workers must **use personal protective equipment consistently** and in accordance with the manufacturer's instructions, clean and maintain it regularly **and make sure it is flawless.** ➢ A user of electrical work equipment must use the following personal protective equipment: - protective **helmet,** - **work clothing,** - protective **goggles,** - **ear protection,** - protective **gloves,** - protective **footwear with a cap**.	

5. ACTION AND INSTRUCTIONS IN CASE OF DEFECTS

	➢ **If you find any damage or defects** on portable electrical tools or equipment **that may threaten future safe work** before the onset of work or during work, **turn off the tools and equipment immediately and inform a superordinate.** ➢ Place a **sign "ATTENTION! DO NOT USE, THIS TOOL IS OUT OF ORDER!!!"** on the defected portable electrical tool.	

6. FIRST AID AND RESCUE

	➢ In case of operational defects, **activate emergency switch-off, turn off the main switch** and **inform a superordinate.** ➢ **In case of an accident involving portable electrical tools, switch the tool off and remove the injured person** from the danger zone. ➢ **Inform the emergency service** – REPORT AN ACCIDENT at **112**. ➢ Offer an injured person **first aid** until the paramedics arrive or accompany them to a medical facility.	**112**

7. CONSEQUENCES OF VIOLATION OF OCCUPATIONAL SAFETY INSTRUCTIONS

	➢ Health consequences: **work injury, health defects, death**. ➢ Legal and employment consequences: **warning, formal notice, termination of employment**.	