



Health & Safety and Fire Protection Rules for Heidelberg Materials contractual Partners – Transport and Customers

I. Scope of application

1. The Parties are bound by the following provisions of these Rules, if and to the extent they are applicable to the subject matter of the Contract.
2. The contractual partner of Heidelberg Materials (hereinafter referred to as **the "contractual partner"**) is obliged to ensure that the obligations arising from these Rules are complied with to the same extent by the persons it uses to perform the contract (e.g. subcontractors or carriers). Where these Rules refer to an employee of the contractual partner or a driver, this shall also mean an employee of a subcontractor or other person used by the contractual partner to perform the contract. The contractual partner shall be liable for any breach of the obligations set out in these Rules by persons used by him to perform the contract.

II. General obligations in the field of occupational health and safety and fire protection

1. The contractual partner and the persons he uses to implement the contract are obliged to comply with all principles and requirements of legal regulations in the field of occupational health and safety and fire protection (hereinafter referred to as **"OHS and FP"**), occupational hygiene, environmental protection and other requirements related to these activities.
2. The Parties are obliged to cooperate with each other in ensuring OSH and FP and to inform each other in writing about the risks and the measures that will lead to the elimination or minimization of risks before starting work at the joint workplace. The contractual partner and Heidelberg Materials shall ensure that the activities and work of their employees and other persons are organized and carried out in such a way that not only the employees of Heidelberg Materials, the contractual partner or the persons they use to carry out their activities, but also all other persons are protected. The contractual partner undertakes to cooperate in providing a safe, secure and health-safe working environment for all employees and workers at the workplace.
3. In the case of contract carriers providing transport for Heidelberg Materials, Heidelberg Materials will train the contractor free of charge in the necessary internal regulations, OSH and FP training and hazard training; upon request, Heidelberg Materials will also train contractors other than contract carriers. The contractual partner shall ensure that all its employees and other persons used by it to perform the contract are trained to the same extent as by Heidelberg Materials and shall provide written proof of such training upon request. The contractual carrier undertakes not to allow its employees or persons to be involved in the performance of the contract to work unless they have been trained in accordance with this clause.
4. The contractual partner undertakes to ensure its own supervision of OSH and FP in accordance with the applicable legal regulations.
5. The contractual partner is obliged to ensure that the means of transport, machinery, technical equipment, as well as the apparatus and tools he uses are suitable for the work in which they are to be used from the point of view of occupational safety and health. In particular, the employees of the contractual partner or other cooperating persons involved in the implementation of the contract shall be obliged to observe the specified



working procedures, use the specified work equipment, means of transport, personal protective equipment and protective devices and not to arbitrarily alter or disable them.

6. The contractual partner shall record and report work accidents that occur to its employees at Heidelberg Materials' premises within the meaning of Ordinance No. 322/2025 Coll. or Decree 26/1989 Coll., and informs the relevant Heidelberg Materials company of the occurrence of the accident. If an employee of a contractual partner who does not have a designated supervisor at the Heidelberg Materials site suffers an accident at work, the Heidelberg Materials company in question must report the accident to the contractual partner without undue delay.
7. The Contractual Partner acknowledges that Heidelberg Materials CZ, a.s. has established and maintained an occupational health and safety management system in accordance with ČSN EN ISO 45001 and undertakes to respect the principles and policies of this system.

III. Requirements for personal protective equipment on the premises of Heidelberg Materials

1. The contractual partner is obliged to ensure that its employees, and other persons used by it for the implementation of the contract, always wear the prescribed personal protective equipment (hereinafter also referred to as "**PPE**") on the premises of Heidelberg Materials' facilities, according to their professions, activities, workplace risk assessments and specific working conditions.
2. The contractual partner shall ensure that all of its employees and other persons used by it to perform the contract consistently use the following personal protective equipment when moving around Heidelberg Materials' premises:
 - **an industrial safety helmet** according to local norm ČSN EN 397+A1; in case of work at heights or above a free depth of more than 1.5 m, with a chin strap; the helmet must be put on when leaving the vehicle, the driver must not move outside the vehicle without the helmet;
 - **Protective work goggles - common** for movement zones in the plant where they are required; **dust-tight** for specific activities including: working with bulk materials under pressure or air pressure, pressurized transport, handling corrosive materials, and working with dusty materials in the air;
 - **Hi-vis workwear** according to local norm ČSN EN ISO 20 471, at least safety class II. with reflective elements; in the case of handling materials irritating to the skin and risk of mechanical injury to the skin (not applicable to standard unloading of bulk packaged products), including long-legged trousers (can be replaced by Hi-vis sleeves) and long-sleeved jacket;
 - **work footwear** of at least safety class S1P or S3, sturdy, ankle and closed-toe; the footwear must be properly fitted when leaving the vehicle and the driver must not move outside the vehicle without wearing it;
 - **work gloves** when loading and unloading outside the designated safety zones (gripping, handling);
 - **respirator** - in case of an emergency or sudden material spill;
 - Other PPE as required by local safety signs and conditions.

IV. Movement of persons and driving on the premises of Heidelberg Materials

1. Drivers providing transport shall report upon arrival to the premises at the gatehouse, dispatch or the office of the premises manager, where they will receive a written summary of the basic instructions and rules for the movement of persons and driving in the premises. Individual documents are also available at:



<https://www.heidelbergmaterials.cz/cs/bezpecnost-prace-a-ochrana-zdravi-pri-praci-ve-skupine-heidelbergmaterials-cr>

2. In the premises of the establishment, drivers are obliged **to observe the rules of the road, the traffic rules of** the establishment, traffic and safety signs, to follow specific instructions for controlling parts of the equipment, to respect the information boards and restrictions in force in the establishment and to move only along designated routes and spaces (traffic routes and walking paths).
3. Drivers are obliged to take **extra care** in places for loading, unloading and reloading of materials and materials, as well as when lining up, reversing and parking vehicles and are obliged to follow the instructions specified by the shift technician or operator.
4. Basic duties of drivers (including operators of yellow equipment and construction machinery):
 - the obligation to wear **seat belts** whenever the vehicle is moving, including when reversing;
 - the obligation to **monitor the loading or unloading process**;
 - the obligation to **maintain order and cleanliness**;
 - comply with the **prohibition of mobile phone use** on the premises **when driving and tipping** (including hands-free); the use of mobile phones reduces attention and is therefore prohibited outside the cab in areas requiring attention, such as where vehicles are moving or in hazardous areas;
 - compliance with the **ban on smoking** in the premises outside designated areas (including the vehicle cab);
 - **compliance with the statutory time limit for safety breaks** and the prohibition on driving under the influence of fatigue;
 - the obligation to use fall **protection structures**, if installed;
 - Obligation to **use hose disconnection devices** (clips, whip check);
 - the obligation to comply with other **safety regulations, instructions and guidelines** in the event of an **emergency**;
 - the obligation to **cooperate** and participate in the investigation of the causes and remedy of the consequences of accidents, accidents or other **incidents** that the driver has caused or has already been involved in, including the obligation to **report all accidents, emergency situations and incidents** without delay **to** the authorised HM CZ employees (plant manager, shift technician, plant quarry);
 - the obligation to immediately contact the authorized HM CZ employees (plant manager, shift technician, plant quarry) in case of detection **of an imminent danger or possible safety hazard**;
 - the obligation to submit to an **alcohol breath test** at the request of a designated/authorised person;
 - the obligation to provide proof of **identity, proof of driver and vehicle competence** and to provide data/documentation authorising loading/unloading at the premises;
 - the obligation to **leave and secure the vehicle** and its surroundings **in the event of a fire**, to follow the fire alarm guidelines of the establishment and to call the fire brigade and the fire alarm room at the establishment.
5. Traffic and operational obligations of drivers:
 - the obligation to observe **the prohibition of stopping** in places where the vehicle **endangers the safety of work** or technical equipment or is itself endangered by work carried out in its vicinity;



- in areas with appropriate signage, **parking** is only required **in designated areas** or as instructed by the shift engineer of the establishment; parking in other areas is prohibited;
 - do not **drive into** areas where **the load-bearing capacity of** the terrain or road **does not correspond to the weight of the vehicle**;
 - Observe **the prohibition of driving in places with unsuitable gradients**, at the edges of depressions or in otherwise dangerous places and the **prohibition of driving downhill at speed**;
 - comply with the maximum permissible **weight** and functional **limits** of the vehicle - the vehicle must not be overloaded and must not carry materials other than those for which the vehicle is intended;
 - observe the **prohibition of walking or driving on the track**, except at a designated level crossing, where it is obligatory to pay increased attention and vigilance;
 - ensure that the vehicle cab is not occupied by persons whose job is not to operate the vehicle or handle the load;
 - the driver is obliged to familiarize himself with **the Signalling Regulations** valid in the given establishment and, in the case of independent operation by the driver, also with **the principles of safe operation of bunkers** when loading vehicles;
 - signal for excavator and loader operation:
1 x sound signal = STOP! WARNING! In all other cases, the driver must follow the instructions of the engineer, the operator of the construction machinery or special vehicles.
6. Obligations of drivers in establishments where mining is carried out:
- use of **orange warning lights, stroboscope** or flashing (**warning**) lights **in the mining area** when moving, in case of vehicles up to 3.5t, in addition, the obligation to use **a warning antenna** - buggy whips (2.5m long rods, measured from the ground, with reflective elements);
 - in case of **blasting** in the quarry, the driver is obliged to follow the **instructions of** the responsible personnel and patrols;
 - signals during blasting operations:
2x - clear the threatened area,
1x - within 1 min followed by a blast,
1x - after waiting time - end of blast;
 - When **depositing** waste, the vehicle may only enter the disposal site on a designated road; upon arrival, the driver must ensure that there is no other vehicle or worker on the disposal site who may be endangered by its operation. The driver shall ascertain the situation behind the vehicle and shall not reverse into the dumping site until he is satisfied that he can safely handle the vehicle on the site; if the driver cannot safely handle the vehicle, he shall wait in a safe place;
 - the driver is obliged to drive to the dumping site marked, if necessary, by the shift engineer with two red and white rubber cones, which then also form the location of the maximum range of the rear wheels of the vehicle, but in any case, **with the rear wheels** always **no more than 3 meters in front of the edge of the storage body**,
 - during unloading, the driver is obliged **to observe** in the rear-view mirror **the behavior of the vehicle, the material and the condition of the tipping edge**; if the vehicle is in danger of sliding down the slope, the driver must leave the tipping point immediately and **inform** the other drivers and the shift engineer of this event **without delay**;



- in reduced visibility (darkness, twilight, fog, thick smoke or dust), unloading must not be carried out without proper lighting of the unloading site.
7. Vehicle security requirements:
- **lights on** - compulsory except when the vehicle is stopped due to possible dazzling of drivers of handling equipment;
 - **wedging** - recommended when the vehicle is stopped, on both sides, on the unraised axle;
 - **engine shutdown** - the obligation to switch off the engine when leaving the cab and when loading the vehicle, unless this is excluded for technological reasons (weighing the vehicle);
 - **the obligation to secure the vehicle** against unauthorized misuse - keys must not be left in the vehicle when leaving the cab and the cab must be locked;
 - For vehicles over 3.5 t, a working **acoustic signal** (acoustic warning signal) **when reversing**, a reversing camera is recommended; the driver must use the front mirror to see in front of the driver's cab to ensure a 360° view around the vehicle or machine;
 - **retroreflective markings** on all parts of the vehicle (white on the front, yellow on the sides and red on the rear);
 - **the obligation to seal the cargo if loose or dusty material** is being prepared.
8. Another duty in connection with movement around the premises:
- Contractor's employees will be visibly identified on their clothing at all times while on Heidelberg Materials' premises so that they are easily distinguishable from Heidelberg Materials' employees and other persons;
 - All assets (items, materials, equipment, vehicles, etc.) to be used by the Contractor on the premises of Heidelberg Materials must be clearly marked so that it is clear that they are not the property of Heidelberg Materials;
 - Employees of the contractual partner may not use or change anything on Heidelberg Materials machines or equipment without prior written agreement.

V. Control and sanctions

1. The contractual partner undertakes to have its employees and other persons used by Heidelberg Materials for the execution of the contract checked by Heidelberg Materials to ensure that the legal regulations, the relevant internal regulations of Heidelberg Materials and the provisions of the contract, including these Rules, relating to occupational health and safety, as well as the transport and operating regulations, including the requirements for securing cargo, are complied with and that the environment on the premises of Heidelberg Materials is not damaged or endangered (e.g. leakage of liquids from the vehicle). However, this does not affect the contractor's responsibility to ensure continuous monitoring and supervision of occupational safety.
2. In the event of a breach of any of the obligations set out in Article III, paragraph 2, Article IV and Article V.1 of these Rules, the contractual partner shall be obliged to pay Heidelberg Materials a contractual penalty of CZK 5,000 for each individual breach. Payment of the contractual penalty shall be without prejudice to any claim for damages in excess of the contractual penalty paid.
3. In the event of repeated proven breaches of the obligations referred to in Article III, Paragraph 2 or Article IV or Article V.1 of these Rules, Heidelberg Materials is entitled to terminate all contracts of the contractual partner with effect upon delivery of the notice to the contractual partner; the contractual partner must be notified of the possibility of termination in advance, and the contracts may be terminated if further breaches occur after express notification.



4. In the event of an event causing pollution or environmental hazards on the premises of Heidelberg Materials, which is caused by the activities of the contractual partner, the contractual partner shall be obliged to reimburse Heidelberg Materials for all damages incurred as a result of such event, in particular all costs related to the elimination of such pollution or hazards, without undue delay after the damage has been quantified and the demand for reimbursement has been delivered.
5. Should any financial sanctions (fines) be imposed on Heidelberg Materials by public authorities as a result of the event referred to in the preceding paragraph of this Appendix, the contractual partner shall be obliged to reimburse Heidelberg Materials in full for any penalties paid in this connection.
6. For the avoidance of any doubt, the Parties expressly agree that for the purposes of this Article, a breach of obligations shall mean a breach of obligations by the Contractor, its employee, as well as the person used by the Contractor for the implementation of the Contract and its employees.
7. In the event that Heidelberg Materials fails to comply with the HSE requirements, the contractual partner is entitled not to commence or to suspend performance under the contract until the defects have been rectified. The time limit for performance shall be extended by this period. A record of this measure must be made.
8. The contractual partner undertakes that its employees shall not consume alcoholic beverages or other addictive substances before entering and while on the premises of Heidelberg Materials and shall submit to an orientation examination and a professional medical examination to determine the alcohol content. A person who is reasonably suspected of carrying out activities under the influence of alcohol or other addictive substances and a person who is reasonably suspected of having caused injury to another in connection with the consumption of an alcoholic beverage or other addictive substance is obliged to undergo an orientation examination and a professional medical examination to determine the alcohol content. Heidelberg Materials (or its designee) shall be entitled to require such person to comply with the obligation to submit to the aforementioned orientation examination and to undergo an orientation examination. For this purpose, Heidelberg Materials shall designate a person authorized to inspect persons who are engaged in activities that could endanger the life or health of themselves or others or damage property. In the event of a positive result of an orientation test for alcohol or other addictive substances, Heidelberg Materials shall immediately inform the contractual partner, prohibit the person under the influence of alcohol or other addictive substances from continuing the activity and remove him/her from the premises. In the event of a breach of this obligation, a contractual penalty of CZK 50,000 is agreed, which the contractual partner is obliged to pay to HM CZ for each proven breach of the obligations set out in this paragraph.