

Work Instruction

SCHAEFFLER

LuK UG



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Date of change: 01.02. 2018	Checked by: András GAZDAG SZIGETI Tel.: 6978	Approved by: Tibor Tel.: 6016
		Annexes: (part of the present directive)

The mandatory use of the eye protection equipment required in Hall II

Objective:

Preserving the health of the employees and general accident prevention through an efficiently observable and enforceable policy based on logical, practical approach. The policy only supplements and does not replace the provisions of **work instruction No. U.29.0299.0023 – Rules of personal protective equipment allocation.**

Scope of validity:

The present policy applies to all LuK Savaria employees, external parties and visitors, provided that

- they perform work or stay at the production workplace specified in Section 4.1
- and they carry out the activity detailed in Section 4.2 in production hall II and in the related service areas, and in the offices of the hall, as well as in other outer areas.

The policy shall be valid until withdrawal.

Change No.	Index	Brief description of the change	Date	Created/ amended by	Checked by	Approved by
	00	Creation of the document	09.01.2012	István TAMÁS	Rita KENYERESN É V.	Michael REINIG
	AA	Clarification (Section 3: external parties, Section 4: exceptions)	28.03.2012	István TAMÁS	Rita KENYERESN É V.	Michael REINIG
	AB	Section 4: obligation of abrasive blaster Section 5: Responsibility – warning each other	09.07.2012	István TAMÁS	Rita KENYERESN É V.	Michael REINIG
	AC	Annual review	18.04.2014	Krisztián DRIENYOVS ZKI	István TAMÁS	Rita KENYERESN É V.
	AD	Annual review + description	12.05.2016	Krisztián DRIENYOVS ZKI	István TAMÁS	Rita KENYERESN É V.

Work Instruction

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Nr.: T-U.29.0299.0022	Original prepared by: István TAMÁS	Page: 2/6
Current index: AE	Tel.: 6138	Datum: 09.01.2012

	AE	Annual review + structure + competence (external parties) + excerpt instead of annex	01.02.2018	István TAMÁS	András GAZDAG	Tibor SZIGETI
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Table of contents

1. Objective	3
2. Scope of validity	3
3. Definitions.....	3
4. Description.....	4
4.1. Workplace-specific obligation to wear eye protection equipment.....	4
4.2. Activity-based obligation to wear eye protection equipment.....	4
5. Process and responsibilities	5
6. Information and notes	6
6.1. Related documents.....	6

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Nr.: T-U.29.0299.0022 Current index: AE	Original prepared by: István TAMÁS Tel.: 6138	Page: 3/6 Datum: 09.01.2012
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1. Objective

Preserving the health of the employees and general accident prevention through an efficiently observable and enforceable policy based on logical, practical approach. The policy only supplements and does not replace the provisions of [work instruction No. U.29.0299.0023 – Rules of personal protective equipment allocation.](#)

2. Scope of validity

The present policy applies to all LuK Savaria employees, external parties and visitors, provided that

- they perform work or stay at the production workplace specified in Section [4.1](#)
- and they carry out the activity detailed in Section [4.2](#) in production hall II and in the related service areas, and in the offices of the hall, as well as in other outer areas.

The policy shall be valid until withdrawal.

3. Definitions

Liaison (contact person): the LuK Savaria employee who orders/requests the work, or any person of at least middle-management position who makes the work preparations for persons carrying out the work, or hosts or escorts visitors.

External Party: a person not employed by LuK Savaria Kft., who works for LuK Savaria Kft. based on valid contract or order.

External subcontractor: an employee who gets integrated into the employee organization of LuK Savaria Kft., and whose work is controlled directly by LuK Savaria Kft.

External 3rd Party: an employee who performs his/her work according to the framework requirements given by LuK Savaria Kft., but who is not controlled by LuK Savaria Kft. directly.

Nr.: T-U.29.0299.0022 Current index: AE	Original prepared by: István TAMÁS Tel.: 6138	Page: 4/6 Datum: 09.01.2012
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4. Description

If the use of the protective equipment is prescribed by the user manual or other manufacturer's documentation, then that rules shall be observed. In addition, we regulate the rules of wearing protective equipment with workplace-specific and activity-based approach.

4.1. Workplace-specific obligation to wear eye protection equipment

The use of mechanical safety glasses shall be mandatory in Hall II, in all departments of the Cutting area as follows: it is mandatory to wear eye protection equipment within the technological boundaries marked with yellow paintwork. In addition:

- at the adjusting collar pre-assembly workplaces of the XSG area
- at the adjusting collar pre-assembly workplaces of the EK area

Exceptions are all visual inspections, measurements, which are carried out in the danger – free situations specified in Section 4.2.

Other exceptions are the road sections designated for moving between the machines.

4.2. Activity-based obligation to wear eye protection equipment

It is mandatory to wear mechanical safety glasses

- for all activities in course of which grains and shards may spring into the surroundings of the work (e.g. for drilling, milling, grinding, surfacing, pressing, riveting, rapid cutting, hammering processes), and
- for all operations with compressed air (e.g. with hand pistol), when the work is carried out with a medium of high energy, and it may snap up solid grains

It is mandatory to wear chemical-resistant safety glasses

- for all works with chemicals (the prevailing document is the safety data sheet), and
- for all activities when the work is carried out with a (chemical) medium of high energy (high-pressure washer), and chemicals may splash out or pressurized chemical may shoot out

Chemical-resistant field of view may also be used for protection against the solid substances springing out (appropriate plastic profile or metal mesh), against liquid splashes, vapour

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Nr.: T-U.29.0299.0022 Current index: AE	Original prepared by: István TAMÁS Tel.: 6138	Page: 5/6 Datum: 09.01.2012
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spouts – following discussion with the environmental protection, work safety and fire protection (hereinafter referred to as EHS) group.

The obligation to wear eye protection equipment shall also apply to the persons staying within the impact range of the activity.

The mandatory use of safety glasses is shown by safety and health (work safety) signs as well at the sites.

5. Process and responsibilities

The determination of the eye protection equipment to be provided shall be the task of the environmental protection, work safety and fire protection (hereinafter referred to as EHS) group. Based on the specifics determined by the EHS groups, the purchasing department shall be responsible for selecting the types of the concrete hearing protection gear and for keeping constant stock thereof. The eye protection equipment may be requested and taken from the H&B warehouse on the appropriate form countersigned by the immediate workplace superiors.

The immediate workplace superiors, as well as the **liaison** (contact person) shall be responsible for the provision of the eye protection equipment in the departments.

If the external party gets integrated in the employee organization of LuK (subcontractor), and the work of such party is controlled directly by any LuK workplace executive, then the immediate LuK workplace executive shall be responsible for the provision of the eye protection equipment of the external party, except if any contractual agreement provides otherwise.

If the external partner performs his/her work according to the framework requirements given by LuK Savaria Kft., but is not controlled by LuK Savaria Kft. directly, then the external work supervisor or work foreman, or the LuK contact person shall be responsible for the provision of the eye protection equipment of the external partner (3rd party), except if any contractual agreement provides otherwise.

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Nr.: T-U.29.0299.0022 Current index: AE	Original prepared by: István TAMÁS Tel.: 6138	Page: 6/6 Datum: 09.01.2012
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The contact person shall decide on the eye protection of visitors, after having considered the dangers and the provisions of the policy (with the involvement of the EHS group, if necessary).

All executives and contact persons shall regularly inspect the wearing of the protective equipment within their area of competence.

Breach of the work instruction may result in disciplinary procedure.

The workplace community is also obliged to warn those who violate the rules.

The policy shall be reviewed at least every 3 years. The sector leaders and the segment leaders shall notify the EWS group of all significant technological changes and / or changes concerning working methods, in order to ensure the urgent review of the policy.

The immediate workplace superiors (in case of external parties, the work supervisors, work foremen and the contact person) shall be responsible for the introduction and enforcement of the present work instruction.

6. Information and notes

See: Section 6.1.

6.1. Related documents

User manuals, other manufacturer's documentation

T-U.29.0299.0023 - Rules of personal protective equipment allocation