

Work Instruction

SCHAEFFLER

LuK UG



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		Annexes: - (part of the present directive)

The safety of pedestrian traffic on the premises of LuK Savaria Kft.

Objective:

Increasing the safety of traffic on the premises of LuK Savaria Kft, as well as determining the rules applicable to traffic. Another objective is to ensure that in the production halls and other related external and internal areas the workers use the routes specified, and that they access / leave their workplaces safely.

Scope of validity:

The entire area of LuK Savaria Kft.

All persons entering the premises of LuK Savaria Kft.

The entry into force and the amendment of the present policy shall fall within the scope of power of the Managing Director. The policy shall be valid until withdrawal.

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		amendment regarding bicycles, other instruments			É V.	
	AG	Annual review, Sections 1, 2, 3, 4, 4.1, 5, 6.1	12.05.2016	Krisztián DRIENYOV SZKI	István TAMÁS	Rita KENYERESN É V.

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1. Objective

Increasing the safety of traffic on the premises of LuK Savaria Kft, as well as determining the rules applicable to traffic. Another objective is to ensure that in the production halls and other related external and internal areas the workers use the routes specified, and that they access / leave their workplaces safely.

2. Scope of validity

The entire area of LuK Savaria Kft.

All persons entering the premises of LuK Savaria Kft.

The entry into force and the amendment of the present policy shall fall within the scope of power of the Managing Director. The policy shall be valid until withdrawal.

3. Definitions

Access road: road section established for the traffic of vehicles usually serving technology or lifting machines, which road sections may be used safely by pedestrians as well, provided that they obey the traffic rules.

Pedestrian access road: road section established especially for pedestrians (separated by railing, or distinguished by painting or road surface marking, or affixed with the appropriate health protection and safety marking).

4. Description

Regulation of pedestrian traffic

In course of pedestrian traffic, the dangers arising from the machines and vehicles shall be taken into consideration. The (lifting) machines, vehicles serving technology have priority.

Key rules and regulations

- pedestrian shall always move on either side of the access road, it is prohibited to use the entire width of the access road for pedestrian traffic
- pedestrians shall give right-of-way to the lifting machines, vehicles serving technology
- eye contact shall be kept with the driver of the vehicle, especially on the dangerous road sections

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- it is prohibited to move in the blind spot of forklifts
- pedestrians shall stop and look both ways at intersections and before dangerous road sections (the mirrors placed overhead shall be used for orientation as well)
- pedestrians shall stop and look both ways before crossing access roads (the mirrors placed overhead shall be used for orientation as well)
- the vacant spaced between the production machines and the devices related thereto, as well as racks and other installations, but not designated for traffic shall not be used for traffic

Rules of pedestrian traffic in the production hall

Employees on their way to and from work, as well as during the performance of the work, may use only those access roads designated for them.

The factory may be accessed and left by pedestrians, and pedestrian may pass between halls exclusively on the pedestrian access roads.

It is prohibited to use the gates designated for forklift traffic and heavy goods traffic on foot (except if allowed by any marking, or if large cargo or load is moved manually).

Before and after work, the locker rooms and offices shall be accessed and left on the shortest safe road. This means, that the entrances and exits closest to the locker rooms and offices shall be used, and then pedestrians shall move outside of the building.

The service doors and gates designated only for escaping may be used exclusively in case of emergency.

Rules of traffic in locker rooms

Rules applicable to the traffic in the so-called Intermediate (Regál) warehouse, the Cold warehouse, and the Versand (Finished product warehouse):

- pedestrian traffic is allowed only in the designated areas, pedestrian traffic is prohibited in any other area of the warehouse
- the escape doors may be used only in case of emergency, other pedestrian traffic is prohibited
- the Intermediate warehouse facility may be entered on foot beyond the designated spots only upon executive approval or together with the regionally competent manager:

- Kanban personnel (for permanent work as well)

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- controlling of inventory stocks (logistics functions concerned by the inventory)
 - completion of special professional tasks in the so-called warehouse office or in the QA control room (competent logistics and quality assurance functions)
 - completion of maintenance, repair and cleaning works
 - use of oil container (oil container servicing and supervising staff)
 - environmental protection, work safety and fire protection + other inspection (experts of the specific area, management)
- the Versand finished product warehouse facility may be entered on foot beyond the designated spots only upon executive approval or together with the regionally competent manager:
- Kanban personnel (for permanent work as well)
 - controlling of inventory stocks (logistics functions concerned by the inventory)
 - completion of maintenance, repair and cleaning works
 - environmental protection, work safety and fire protection + other inspection (experts of the specific area, management)
- the Cold warehouse facility may be entered on foot beyond the designated spots only upon executive approval or together with the regionally competent manager:
- controlling of inventory stocks (logistics functions concerned by the inventory)
 - completion of maintenance, repair and cleaning works
 - environmental protection, work safety and fire protection + other inspection (experts of the specific area, management)
- Pedestrian traffic through the so-called WEU2 (raw material acceptance) warehouse facility!
- The WEU2 warehouse facility may be entered on foot only upon executive approval or together with the regionally competent manager:
- controlling of inventory stocks (competent logistics and quality assurance functions)

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- completion of special professional tasks in the so-called warehouse office or in the QA control room (competent logistics and quality assurance functions)
- completion of maintenance, repair and cleaning works
- environmental protection, work safety and fire protection + other inspection (experts of the specific area, management)

Rules of (motor)cycle and other instrument traffic

Motor(cycles) may be stored only outside of the factory fence, in the area designated in this purpose, motor(cycles) shall not be brought in the area of the factory yard, the halls and the warehouses!

It is prohibited to use roller skates, skateboards, rollers...., as well as other privately owned (sporting) instruments supplementing pedestrian traffic in the area of the factory yard, the halls and the warehouses!

4.1. Additional rule applicable to the external visitors visiting the occupational health service

Visitors from external companies who arrive for the purpose of medical examination may enter the premises of LuK Savaria Kft. as follows: such Visitors shall access the doctor's office after prior check-in/reporting at the security service (Gate I) and on the shortest route (the road between the offices of production hall I, the dining hall and the fence). Visitors may enter through the door between the dining hall and the doctor's office. After the medical examination, Visitors shall leave the premises of LuK Savaria Kft. via the route described above, after checking out at the security service (details according to the provisions of the contract).

5. Process and responsibilities

Tasks related to traffic safety

- a training shall be held for the workers of the company at least one yearly
- constant controlling of the observance of the prescribed traffic rules through regular site visits shall be the task of the work safety group and logistics, as well as the task of the responsible managers in course of their daily activity

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

Breach of the above rules may result in disciplinary procedure, or the termination of the employment relationship.

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6. Information and notes

See: Section 6.1

6.1. Related documents

Chapter 5.3 of the Work Safety Policy (Entrance prohibitions)

[T-U.29.0299.0041_ The safety of fork-lift trucks with driver's seat](#)

[T-U.29.0299.0042_ The safe use of electrical pedestrian-propelled trucks](#)