

Work Instruction

SCHAEFFLER



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The safety of works with entry into confined spaces		
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Annexes:

Annex 1: Authorization of works with entry into confined spaces

Number: U.29.0299.0071 Current index: AA	Date of creation/change: 18.04.2014	Page number: 2/6
The safety of works with entry into confined spaces		

Table of contents

1. Objective	3
2. Scope of validity	3
3. Definitions	3
4. Description	4
5. Process and responsibilities	5
6. Information and notes	6
6.1. Related documents	6
6.2. Bibliography	6

Number: U.29.0299.0071 Current index: AA	Date of creation/change: 18.04.2014	Page number: 3/6
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The safety of works with entry into confined spaces

1. Objective

Specifying the rules applicable to various works with entry into confined spaces (sampling, cleaning, maintenance, repair, etc.) so that such work are executed safely and without affecting the health of the workers.

2. Scope of validity

The scope of the instruction covers all work processes and activities with entry into confined spaces (e.g. sampling, cleaning, maintenance, repair, etc.) carries out on the premises of LuK Savaria Kuplunggyártó Kft.

The personal scope of the instruction shall cover the controller authorizing the work in confined spaces, and to both own employees and the employees of the external partner who carry out the work with entry into confined spaces.

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

Work with entry into confined spaces:

All activities performed in spaces not designed for human stay (hereinafter referred to as dangerous equipment), which may be carried out by leaning into such spaces or staying inside such spaces shall be considered as work with entry into confined spaces.

Dangerous space:

All spaces or places (bunker, storage and shipping tank, shaft, sewer, etc.) in which dangerous and/or harmful production factors (e.g. corrosive, toxic, explosive gases, gases which are heavier than air) may be generated in course of the technological process (storage, processing, shipping, etc.) or may be released and/or may accumulate in course of the activity with entry into confined spaces.

Number: U.29.0299.0071 Current index: AA	Date of creation/change: 18.04.2014	Page number: 4/6
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The safety of works with entry into confined spaces

The executive controlling the work directly:

The directly appointed or assigned leader of the work, workplace with entry into confined spaces.

4. Description

The personnel requirements of the work with entry into confined spaces

- Women, young and elderly workers shall not be assigned with work with entry into confined spaces.
- The minimum number of workers in case of work carried out on dangerous equipment is 3 persons. One person who enters into confined spaces, 2 persons standing by for possible rescue.
- Only that person above the age of 18 may be assigned with work with entry into confined spaces, who
 - is medically and physically capable, and has the valid fitness test specified in the Work Safety Policy,
 - has the professional, work safety and fire protection knowledge necessary to carry out the work with entry into confined spaces safely, and without affecting the person's health,
 - has been educated regarding the tasks to be completed, the dangers to be expected and the protection against those,
 - was given personal written assignment in the permit for works with entry into confined spaces.

Training

Before the commencement of the work with entry into confined spaces, the executive controlling the work directly shall ensure the work safety training of the workers participating in the work. In course of the work safety training, the dangers accompanying the entry into confined spaces, the

Number: U.29.0299.0071 Current index: AA	Date of creation/change: 18.04.2014	Page number: 5/6
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The safety of works with entry into confined spaces

regulations and rules of conduct applicable to the protection against the dangers, and the use of the personal protective equipment and practicing the rescue shall be ensured.

The procedure of periodical safety reviews

The regular periodical safety review of the work equipment and personal protective equipment subject to the present Instruction and periodical safety review shall be ensured by the executive controlling the work.

Procedure of the inspections

The executive controlling the work subject to the present Instruction shall continuously monitor whether the personnel and material facilities comply with the requirements, whether the workers know and observe the regulations applicable to the work.

5. Process and responsibilities

The general requirements of works with entry into confined spaces

The dangerous equipment shall be prepared before starting the work with entry into confined spaces, and the measures to be taken during the preparation shall be established in writing. The concrete requirements of the work with entry into confined spaces shall be specified in the permit for work with entry into confined spaces included in the annex.

The permit for work with entry into confined spaces shall – among others – specify the following:

- tasks related to air space analysis,
- the protective tasks and equipment necessary if there are flammable, explosive gases, vapours, dusts harmful to health,
- tasks related to terminating the connection with other equipment, pipelines, etc., or to the disconnection thereof,
- tasks related to exclusion of starting and eliminating the voltage of rotating-moving internal structures and mixers,
- the necessary work equipment,

Number: U.29.0299.0071 Current index: AA	Date of creation/change: 18.04.2014	Page number: 6/6
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The safety of works with entry into confined spaces

- considering the provisions of the Work Safety Policy of LuK Savaria Kuplunggyártó Kft., the necessary personal protective equipment.

Authorization of works with entry into confined spaces

Confined spaces may be entered into, and the cleaning, maintenance, repair and/or alteration of such spaces may be started only after the permit as specified in the annex and issued by the executive who uses such equipment properly and controlling the work directly, and in the presence of the executive assigned with controlling the work.

The permit shall be prepared in two copies. The original copy shall be kept on the scene, and shall be invalidated after the conclusion of the work.

The permit for entry into confined spaces shall specify the following:

- The exact description and location of the work with entry into confined spaces.
- The list of the measures preparing the entry into confined spaces.
- The tasks to be completed.
- The name and signature of the permitting party.
- The name and signature of the party controlling the work.
- The names of the persons performing the work.
- The list of the necessary work equipment and personal protective equipment.

6. Information and notes

Documents to be retained: Permit for entry into confined spaces

6.1. Related documents

Work Safety Policy

Fire Protection Policy

6.2. Bibliography

None.