

Work Instruction

LuK UG

SCHAEFFLER



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		Annexes: - (part of the present directive)

The work safety regulations applicable to wearing jewellery, long hair and other accessories

Objective

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 Safety Policy.

Scope of validity:

The entire area of LuK Savaria Kft. (H-9700 Szombathely, Zanati u. 31.).

All employees, as well as all persons who enter 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.

Change No.	Index	Brief description of the change	Date	Created/ amended by	Checked by	Approved by
	00	Creation of the document	18.04.2014	Krisztián DRIENYOVSZKI	István TAMÁS	Rita KENYERESNÉ V.
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1. Objective

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 Safety Policy.

2. Scope of validity

The entire area of LuK Savaria Kft. (H-9700 Szombathely, Zanati u. 31.).

All employees, as well as all persons who enter 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

Jewellery constituting risk of accident: all jewellery, wearing which there is real chance

- that it gets stuck,
- the rotating, moving parts of the machines snap it up, and pull the employee or any body part of employee to a dangerous space, or
- the employee suffers electric shock through it.

Such jewellery are e.g. jewellery worn on the hand (bracelet, wristwatch, ring), long necklaces, long ear jewellery which hang beyond the line of the earlobe.

Tying up the long hair: wearing hair hanging below the line of shoulders in a design which prevents the hair, hair braid from being stuck in or pulled to rotating, moving machine parts.

Other accessory causing risk of accident: tie, hanging watch, key or keycard holder ribbon, chain or band, and any other decorative element hanging from or out of the clothing, or any accessory not serving the production or work.

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Transit = traffic, site visit or controlling passing through the designated or official access route running in a safe distance from the rotating-moving machines, machine parts which cause risk of accident.

4. Description

In the production area and on any other worksite (e.g. shop...), in the immediate vicinity of rotating and moving machine parts, parties shall not wear their hair long unless tied up, as well as it is prohibited to wear jewellery and other accessories which cause risk of accident, except for the transit.

Regarding the wearing of jewellery and other accessories, and the tying down of long hair – with the involvement of the work safety group as necessary – the manager controlling the work, or in case of external parties, the contact person shall make decisions and take measures.

It is an important aspect, that the length of the hair shall be shorter than the distance between the head and the danger zone.

5. Process and responsibilities

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.

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

Breach of the work instruction may result in disciplinary procedure.

The work safety group and all workplace executive shall be responsible for recognizing the danger in the topic concerned, as well as they shall note the dangerous working environment, and shall make proposals regarding the appropriate precautions, and shall participate in the inspections.

The policy shall be reviewed at least annually.

6. Information and notes

See: Section 6.1.

6.1. Related documents

Chapter 6.5 of the Work Safety Policy.

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