



ABF, a.s. Guideline

No. 5/2021

Overview of Risks in the Activities of External Suppliers and Their Elimination

Article 1

Purpose and scope of validity

(1) The following Overview of Risks is intended to provide information about the risks of activities at the PVA EXPO PRAGUE Exhibition Centre in Letňany /hereinafter referred to as the PVA EXPO PRAGUE/ to the entities performing works and activities at the PVA EXPO PRAGUE on the basis of a contractual relationship.

(2) The information about the risks is based on the assumption that third parties working simultaneously at the same workplace with employees of ABF, a.s. must be familiarised to the necessary extent with the regulations relating to the work and movement of persons in the Exhibition Centre of the company according to Section 101(3) of the Act No. 262/2006 Coll., Labour Code, as amended.

(3) A basic condition of cooperation is the demonstrable acquaintance of third parties with the following Guideline.

Article 2

Basic instructions and prohibitions

(1) The workers of third-party entities who are present in the Exhibition Centre of the company are obliged to:

- a) When carrying out any joint works, the workers must follow the instructions of the work supervisor exactly.
- b) They shall not, of their own volition, undertake any activities which could lead to mutual endangerment of workers in direct or indirect contacts and which have not been approved by the work supervisor, except to avert danger.
- c) Respect all restrictions and prohibitions:
 - marked with warning signs and commands,
 - prohibition of drinking alcoholic beverages and other addictive substances,
 - prohibition of any tampering with any equipment of the organisation
- d) Behave in such a way that their activities do not cause fire or injury when using heat, electric, gas and other appliances.
- e) Stay only at designated workplaces, not to leave them arbitrarily, not to enter other areas without the permission of managerial staff members.
- f) Move only on the paths which are marked or maintained as clear and freely passable.
- g) Maintain order and cleanliness, not to damage buildings, sanitary facilities and other property.
- h) Do not block escape routes, access to fire extinguishers, hydrants, main switches with any objects or material. These areas must remain permanently clear. Designated traffic routes must remain clear at all times for operational purposes.
- i) Respect the fire regulations of the workplaces.

(2) Report to managerial staff any accident occurring while on duty or on the premises. Co-operate effectively in the preparation of an accident or fire report and in the course of further investigation.

(3) Draw the managerial staff's attention to defects which could compromise fire protection and occupational health and safety.

(4) The workers must not enter areas where there is an increased risk, without the knowledge of a managerial staff member of the company, nor operate any machinery or equipment unless they are authorised to do so and are familiar with the operation.

Article 3 Means of transport

(1) Ensure that the cargo and loads are safely stowed and secured (fixed) during transport, unloading from vehicles and removal of cargo so that it can be possible to ensure its stability, strength and rigidity. Secure and fix the cargo, e.g., with tie-downs with clips (self-clamping, crimping, plastic for different tie-down systems), steel straps or a wire. The driver shall secure the load taking into account that when the vehicle is moving, the load is subjected to shocks, vibrations, which cause an increase in static forces with a dynamic component. The size depends in particular on the type, technical condition and equipment of the means of transport, on the weight of the load, on the speed of the means of transport, the method of storage and fixation of the material and also on the type and condition of the road – selected route.

(2) The driver must not handle/ride transport means with loads after removing the lashing or anchoring systems of the loads.

(3) In order to reverse and turn safely, if circumstances require it, in particular insufficient visibility, the driver is obliged to arrange for this activity (guidance) by an instructed person (a person who is of sufficient age and mental maturity to safely arrange the action required by the driver) and to use predetermined signals and signs so that there is no misunderstanding between the driver and the person guiding.

If the driver, as the recipient of a hand or voice signal, is in doubt that the command cannot be carried out safely, they shall interrupt the controlled action and ask the signaller for a new signal.

(4) Do not park the vehicle in an unsuitable place where the vehicle interferes with the safety of work and the operation of technical equipment or would be endangered by work taking place in its vicinity, and do not drive onto places where the road surface at the place of loading or unloading is not sufficiently firm, wide and passable.

(5) Do not push another vehicle by motorised force without using a bar, which must be properly secured on the vehicles.

(6) No persons shall be on or in the trailer when coupling or uncoupling trailers unless otherwise specified in the road vehicle manufacturer's operating instructions. The driver shall apply the brakes and secure the chocks to the attached vehicles when they are to be parked. Observe the correct position of the guiding worker and the procedure for handling the trailer couplings.

Before uncoupling the vehicles, the driver shall apply the brakes and secure the vehicle against spontaneous movement.

The driver must not allow the person guiding the driver during the reversing movement to enter between the vehicles to be coupled. If the hitch of the towing vehicle is 0.25 m away from the eye of the trailer, the driver may only complete the reversal to the hitch stop on the signal agreed upon.

(7) Containers containing flammable liquids, highly flammable or explosive substances, volatile and toxic substances and poisons must not be transported in the cabs of the drivers of the vehicles, which must always be properly sealed during transport, marked with the type and quantity of the substance transported, secured against overturning and mechanical damage, spontaneous movement and must not be subjected to thermal stress in the vehicle.

(8) Ensure the removal of dirt on the vehicle (before entering the road) and, in cooperation with the head of the workplace, the cleaning of the dirty road if necessary.

(9) Do not park the vehicle where it could form a communication barrier.

(10) Unless otherwise specified in the road vehicle manufacturer's instructions, do not allow persons to stay on or in trailers when coupling or uncoupling them.

(11) The driver must secure the vehicle against unwanted movement during loading and unloading. Leave the danger area when there is an imminent danger of the load tipping over or collapsing. When loading, unloading and otherwise handling, secure the piece of material, if necessary, with suitable aids and devices to prevent the load from sliding, falling or overturning.

When loading and unloading, do not stay in the immediate vicinity of the lifted load, do not pass under the lifted load and do not hold the load during the operation of the handling equipment.

(12) When opening the side boards, hatches and tailgate, the person opening them shall ensure that no one can be struck by them or by the loose load.

(13) Do not lean heavy objects against the side boards or tailgate, secure tall objects against loss of stability accordingly.

(14) Use appropriate means for hanging and gripping loads.

(15) Ensure that the materials being transported do not fall out of the vehicle load area (especially for bulk materials).

(16) Do not throw long and flexible objects (bar material, unbundled pipes, etc.) on the ground or floor when unloading, so that their possible ejection shall not cause injury to persons in the vicinity of the handling operations.

(17) Carry out loading and unloading operations with the necessary number of instructed persons, by using appropriate technical means and handling equipment. Before starting unloading and loading operations, the driver(s) and persons loading and unloading vehicles must be rendered familiar with the communication for the transmission of voice signals, which must be performed in the form of simple, intelligible short words, groups of words or hand signals that must be precise, simple, distinguishable and not confusable with other signals.

(18) The driver must not transport any persons in the cargo transport area of the vehicle. The maximum speed limit in the Exhibition Centre on the outside roads is set by road signs, and vehicles shall be parked in designated areas and designated places for individual buildings.

List of risks

Description of the risks	Elimination of the risks
Floors and pathways	
Possibility of tripping, spraining and bumping feet on various protruding edges of obstacles and protruding elements in the workshop area	Removal of passage obstacles that can be a cause of tripping when passing over them – bolts of lids and raised hatches above floor level, hoses, electric cables, etc. Timely cleaning and removal of material featuring sharp edges from the area of movement of workers.
Slipping, spraining a leg, bumping and falling of a person on the workplace floor, on internal pathways, corridors, staircases, etc.	Flat and hard condition of floor and pathway surfaces, free of unevenness, potholes; maintenance, cleaning and cleansing of floors, timely repair of damaged spots, unevenness, etc. Coloured markings of traffic pathways and corridors, and their continuous maintenance.
Gate doors and windows	
Spontaneous closing of the wings or leaves, e.g., due to wind, may result in persons being struck.	Securing the wings against spontaneous closing - install stoppers, hooks, pulls. Carry out safety marking of the door stop edges up to at least 150 cm. Mechanical securing of the gate door leaf track against falling out.
Cutting on the glass of a broken glass filling	Visibly marked all-glass door leaves.
Danger of bumping into the door frame when passing with a vehicle	Carry out safety marking of the inner side of the door frames up to a height of approx. 150 cm
Outdoor roadways and pathways	
Slipping when walking on slippery roadway surfaces:	Regular inspections of the condition of outdoor roadways, especially in the winter season and continuous removal of pollution from the roadway surface.
Outdoor areas – muddy roads, snowy, icy surfaces, etc.	In winter, de-icing and snow clearing and removal. Carry out anti-slip spraying. Maintain order on the pavement in front of the building.

	If the road becomes contaminated with material which causes a slippery surface, it must be removed.
Traffic on internal company roadways	
Various injuries, accidents and property damage incurred by vehicles in operation	Familiarisation of the driver with the internal regulations for intra-company transport. Familiarise yourself with less common dimensions of vehicles, loads or transport routes.
Accidents at the Exhibition Centre area	Respect the relevant road markings and signs (one-way traffic, right of way, maximum speed, etc.). Safety markings – black-and-yellow hatching of narrowed edges up to the height of the seated driver. When reversing, ensure that the vehicle is not overlooked, avoiding the presence of persons behind the vehicle.
Contact between the vehicle and the person involved in the accident:	Do not stay behind the reversing vehicle and in the reversing lane, look around before entering the roadway.
Collision, running over, catching, striking and hitting a worker by a passing vehicle.	Observe the safety principles of moving on roads.
Pinning or pressing a person by a vehicle to a part of a building or another fixed structure.	Take extra care when moving on internal roadways.
Crashing, collision with another vehicle, vehicle hitting an obstacle, vehicle overturning.	The driver must have the professional and medical (physical and mental) capacity to drive the vehicle. Respecting the road traffic rules in the Exhibition Centre area.
A vehicle runs off the road and a person is trapped or struck by the vehicle.	Dedicate yourself fully to driving the vehicle. Monitor the situation on the roads. Adapting the driver's driving behaviour to the road and traffic conditions, the traffic situation and to their own abilities. Use for driving only a vehicle meeting the specified conditions
Danger to persons when reversing and turning.	Bringing in the necessary number of competent and instructed persons, if required by traffic operation safety, to reverse only after receiving signal agreed upon. The person providing guidance to the reversing driver must be in the driver's field of vision at all times. Familiarise yourself with the less common dimensions of the vehicle, load or traffic routes before driving.
Unwanted starting to move of a parked vehicle.	Securing the vehicle with brakes, chocks, gears or a combination of these measures.
Dropping, falling, overturning of cargo or material during the travel or loading operations.	Secure the vehicle against movement during loading and unloading, or adjust the vehicle to a suitable and safe position. Ensure the stability of the objects, loads and materials being unloaded and loaded. Ensure the correct position of the load and the stability of the load being transported (by fixing, etc.). Ensure sufficient lighting during loading or unloading in reduced visibility. Do not crawl over the material being unloaded or loaded on the loading area of the vehicle. Use of appropriate work equipment and mechanisation (use of lifting heads, hydraulic arms, handling trucks, etc.).
Administrative premises and sanitary facilities	
Appliances - coffee machines, microwave ovens, etc.	Use undamaged appliances and only in accordance with the manufacturer's instructions. Carry out regular inspections and checks.
Possibility of burns, cuts on sharp edges of utensils, etc., accidents caused by an electric shock	Use extra caution when preparing hot drinks and food. Use undamaged utensils, they can be a source of cuts. Do not carry out repairs to electrical equipment and do not tamper with them arbitrarily.
Slipping when walking on wet or greasy floor surfaces	Immediate removal of spilled cutting fluid or lubricating fluids from road surfaces.
Painting material preparation and painting (spraying) operations	
Danger of respiratory system damage. Possibility of nausea, headache, etc.	During the preparation of painting materials and their application by spraying, wear the prescribed respiratory protective personal equipment – half-mask with a two-way filtration system.

Danger of eye damage from painting material entering the eyes.	Wear safety goggles when preparing (mixing and adding paint to the container) paints for painting and application
Risk of fire resulting in a possible injury – burn to worker.	The worker must be demonstrably familiar with the fire regulations of the workplace and other safety instructions. Have a minimum amount of painting materials available at the workplace – only what they can process during the shift. Carry out regular cleaning of the workplace, dust removal and ongoing removal of painting materials settled and built up.
Surface treatment of materials	
Possibility of arising of minor injuries cause during handling of cut or puttied parts.	Take extra care when handling. Observe the established work procedures, use suitable work gloves as protection against the risk of cutting on sharp edges.
Danger of respiratory system damage due to exposure to dust generated by the grinding out of puttied parts of painted and varnished components.	Employees are obliged to use prescribed personal protective equipment in accordance with the requirements of the Labour Code, which have been included, on the basis of Government Regulation no. 495/2001 Coll., into the Safety Guideline for the Provision of PPE according to the risks assessed.
Possibility of arising of nausea caused by inhalation of dust particles.	Employees must not eat or drink while working.
Effect of microclimatic conditions associated with fumes and vapours from released from sealants.	Comply with the R- and S-phrases stated on the packaging by the manufacturer and use the prescribed PPE and disinfectants and cleaning agents.
Dividing of the material	
Cuts on the hands.	Protection against the possibility of the operator's hands being endangered by a shearing knife or a holding device. The design of the viewing holes must prevent the insertion of fingers into the shearing area. Fixed guards must close off access to the shearing knives. Installation and use of protective systems. Guards on the side of the machine against hand access to the shearing area.
Cuts on sharp edges of sheet metal during manual handling of sheet metal.	Use of protective gloves
Danger of hands being pinched by the part being bent.	Compliance with the principles of occupational safety at work on forming machines. Inspection and method of material fixing. Workplace tidiness, good condition.
Danger of being struck by the moving arm of the bending machine	Maintain a safe distance from the moving arm
Metalworking machines – stand drill	
Eye injuries, burns to the eyes and face	Use of goggles or of a face shield
Splinter cuts Cutting hands on drill blades	Use brushes, scrapers, brooms, or air blow guns to remove chips. Use gloves, but only handle the workpiece when the tool is at rest. Observing the prohibition of removing chips with bare hands or with hands in gloves
Catching and subsequent winding of the hand in contact with the rotating drill bit or chuck - catching loose ends of work clothes, unbuttoned sleeves, scarves, watch, various chains, bandages, gloves, etc.	Do not remove chips and splinters by hand. Do not hold the spindle with the chuck by hand. Do not reach into the working area you're your hand if the system is running. Remove the handle after tightening the drill in the chuck. Do not use gloves when operating the machine. Wear suitable clothing without loose parts of the clothing, properly tightened sleeves or use leather sleeves, etc. Before starting to work on a drilling machine, the worker must put off all rings, chains, etc.
Tear wounds, operator's contusions caused by ejection of the wrench from the clamping device	Proper technical condition of the chuck and handle gearing. Do not leave the handles in the chuck.
Metalworking machines – pedestal grinding machine	
Injury to eyes, face by hitting flying debris, small particles and dust from grinding or sharpening of the grinding wheel.	Use of hinged covers made of shatterproof glass, or goggles or a face shield.

Catching and dropping the workpiece, pulling it including the hand between the grinding wheel and the inner edge of the support or cover in case of wedging the ground workpiece between the front edge of the support and the grinding wheel, especially when grinding below the horizontal axis of the wheel, when freehand grinding.	Correct handling and holding of the workpiece. The grinding wheel may only be clamped on the grinding machine by an authorised person. Do not remove the protective covers of the grinding tools. When grinding by hand, use adjustable supports. Correct adjustment of the support in relation to the grinding wheel reduces the risk of wedging or jamming the workpiece. Do not use an excessively worn wheel... Timely adjustment of the gap between the support and the circumference of the grinding wheel (max. 3 mm). Keeping the front edge of the support straight and uncut.
Hitting, bruising, striking the operator with a flying workpiece.	Do not slow down the running disc finishing its operation. Use an undamaged, tested disc and clamp it correctly. Right storage and handling of the discs. After clamping the disc, perform a trial run.
Catching the loose-fitting end of a work garment, sleeves not fastened, hair, scarf, bandages on hands by uncovered end of a spindle with a clamping nut.	No grinding from the side of the disc after removing the cover. Correct operator's clothing. Loose-fitting ends of clothing must be tight/fastened.
Metalworking machines – lathes	
Catching of hands, loose end of work clothes, unbound sleeves, hair, scarf, etc. by a rotating chuck.	Use proper operator's clothing with no loose parts. Wear a hat or properly tied scarf to avoid possible hair entanglement hazards.
Injury to the operator and other persons by a rupture of the chuck body.	Do not overload, clamp material appropriate to the chuck design. Do not use a wrench with an enlarged lever to exert greater clamping force.
A serious source of risk of injury to the operator can be caused by ejecting the spanner from the clamping device. This results in lacerations, contusions and other injuries to the operator.	Respecting prohibited manipulations – only perform workpiece changes when the machine is at rest. Observe the correct working procedure.
Danger to the worker by unwanted start-up of the lathe. This can result in an injury from a moving spindle, entanglement, winding, etc.	When removing chips, use hooks, brooms, brushes, scrapers. Use protective hinged covers or drift plates featuring a rotary shape.
The operator or a person in the vicinity can also cause a blow to various parts of their body by the vibrating end of the material when machining a protruding unprotected bar workpiece	To prevent access to rotating workpieces that protrude out of the machine into the aisle and to prevent bending of the workpiece, Use of a protective guide tube when machining long material pieces (bar stock, tubes, etc.)
Cutting hands on tool blades when workpiece clamping, changing, cleaning; Cutting on a coiled chip	Keeping the workplace clean and tidy. Timely and regular waste removal. Use of gloves (but not when actually operating the lathe).
Cutting of feet and toes by sharp splinters (after cutting through the sole of the shoe) -serious injuries caused by a contact with long splinters	Use of mats at the operator's station. Keeping the workplace clean and tidy. Timely and regular waste removal
Metalworking machines – metal saw	
Unreliably and imperfectly secured cut material – resulting in a fall of the cut material on the operator's lower limbs – bruises, abrasions.	Properly support and fix the material being cut
Tripping over clamped cut material protruding into the aisle. Tripping over accumulated uncleared scraps. Possibility of worker slipping on floor soiled with splashed coolant.	Ensure order around the sawmill. Maintaining clear handling and service aisles. Continuously remove cuttings and other debris. Use suitable lines and cutting fluid collectors. Prevent leakage and spillage of cutting fluid or coolant onto the floor. Clean it up in a timely and ongoing manner.

Use of contaminated cutting fluid – possibility of skin and infectious diseases from contact of the contaminated cutting fluid with unprotected skin.	Limit direct skin contact with the liquid as much as possible, use protective gloves consistently when preparing liquids and cleaning machines. Carry out regular flushing of the machine's cooling system.
Metalworking machines – milling machines	
Flying of splinters, endangering workers with flying metal particles.	Inconsistent milling, appropriate choice of tool diameter, optimum engagement, chip deflectors
Rotating tool cuts to the operator's hand	Use of PPE to protect eyesight and possibly face. Installing and using an easily adjustable protective cover.
Cutting hands on tool blades (cylindrical and circular cutters, milling heads, compound milling tools, saw blades), on splinters or chips on the tool, (when the tool is running and at rest), on the workpieces to be clamped	Observance of the prohibition on removing chips and splinters with bare hands or in gloves.
Lacerations, contusions and other injuries caused by the operator being struck by a punched workpiece.	Perfect clamping of the workpiece in the clamping device.
Catching, winding the hair (scalping) with the protruding head of the tool clamping screw and the mandrel.	Proper operator clothing (work clothes without loose-fitting ends, with fastened sleeves, work without scarves, rings, chains, bracelets, watches, bandages on hands, etc.);
Electric welding	
Possible risk of electric shock.	Wear the prescribed protective work equipment (leather gloves, leather aprons, protective work boots, sleeves, etc.). Perform welding work in a dry environment. In damp, wet or rainy conditions, such work is prohibited without special precautions. Use undamaged welding pliers and cables. Regularly check that cable clamps are properly tightened. The employee carrying out welding work must have a valid certificate to carry out such work.
Damage to the respiratory system from fumes arising from molten metal or from burning impurities contained on welded parts.	Before starting the welding work, clean the parts to be welded properly (grease, paint residuals, etc.) Ensure extraction of fumes from the welding process. Provide ventilation in the workplace with sufficient fresh air supply.
Possibility of burns either by dripping or splashing of molten metal, or burns from hot metallic material.	Wear the prescribed protective work equipment (leather gloves, leather aprons, protective work boots, sleeves, etc.).
Stresses and possible damage to eyesight.	Wear appropriate work eye protection equipment – welding hood. Perform welding work in sufficient lighting.
Risk of arising of a fire as a result of the carrying out of welding work.	Prior to commencing the work, inspect and assess the condition of the workplace or equipment on which the work is to be carried out. On the basis of these findings, take appropriate measures to protect against fire (equip the workplace with portable fire extinguishers, provide fire supervision, provide supervision at the workplace after completion of welding work).
Gas welding	
Damage to the respiratory system from fumes from molten metal or from burning impurities contained on welded parts.	Before starting the welding work, clean properly the parts to be welded (grease, paint residuals etc.). Ensure extraction of fumes arising from the welding process. Provide ventilation in the workplace with sufficient fresh air supply.
Eye fatigue associated with possible eye damage.	Wear appropriate work eye protection equipment – welding hood. Perform welding work in sufficient lighting.

Possibility of burns either by dripping or splashing of molten metal, or burns from hot metallic material.	Wear the prescribed protective work equipment (leather gloves, leather aprons, protective work boots, sleeves, etc.).
Risk of arising of a fire or explosion as a result of the carrying out of welding work.	Prior to commencing the work, inspect and assess the condition of the workplace or equipment on which the work is to be carried out. On the basis of these findings, take appropriate measures to protect against fire (equip the workplace with portable fire extinguishers, provide fire supervision, provide supervision at the workplace after completion of welding work).
Pressure cylinders	Secure gas cylinders against tipping or rolling. When working with several sets at the same workplace, the sets must be at least 3 m apart from each other or separated by a fireproof wall. For one burner set, have only two storage cylinders of each gas used at the workplace. The gas cylinders must be protected from radiant heat or open flame. The hoses for the supply of flammable gas from the cylinders to the burners must be marked with safety markings. Oxygen cylinders, fittings, welding machine valve cylinder seals or their accessories must not come into contact with grease. Transport pressure cylinders only in a pressure vessel enclosure, e.g., by means of a handling trolley, on the loading area of a road vehicle, etc.
PB pressure cylinders and PB equipment	
Possibility of PB leakage, explosion, fire, burns. PB is a mixture of hydrocarbons. It is easily volatile, colourless, has a specific odour, is flammable, explosive, non-toxic. When it escapes, it sinks to the ground and floods areas below ground level. It is transported in a liquid state in bottles. At a contact or touching of the hand with the bottle jacket, there is a risk of frostbite formation.	When replacing PB bottles, check the condition of the seals, hoses and burners. After tightening the connecting bottle, open the bottle valve, test the tightness of the connections between the bottle neck and the regulator and the bottle valve. Perform a leak check after each bottle and hose change. Possibility to use a spray or detection device. Connect the shortest possible hoses with hose clamps. Do not use damaged PB equipment and hoses. Do not leave a lit burner unattended. Observe fire precautions. Do not place PB bottles in unventilated enclosed spaces or public areas. Protect service and spare bottles from direct sunlight and other sources of heat. Handle and transport carefully without impact and damage. In the event of a PBA leak, ensure that the room is free from open flames and other sources of ignition, ventilate affected rooms.
Hand power tools – drilling machine	
Bruising of the hand, dislocation, breakage, deep cuts caused by jamming of the workpiece and its subsequent entanglement.	Always clamp the drilled object properly and secure it against accidental dislodgement. Use suitable drill bits and pre-drill large holes with smaller drill bits. Always clamp drill bits properly in the drill chuck. Damaged drill bits such as burrs in the tool chuck should be put out of operation and you should have them sanded down.
Damage to eyesight from flying splinters or steel filings and chips.	Use of PPE
Slipping of the drill out of the hands, running and crushing the tool while working with the tool and injuring the operator – especially the hands and front part of the body.	If necessary, use an additional handle - be aware of the drill's reaction torque when locking the drill Use the appropriate type of the drill for the job – do not overload The system. Keep handles dry and clean – protect from grease and oils.
Wrapping of clothing or its loose parts, hair, gloves on a rotating tool – drilling bit.	Appropriate worker's clothing with no loose-flying parts of clothing. Do not work while wearing gloves. Do not wear unfastened clothing, watches, chains, etc.
Electric shock – in case of hand-held power tools, there is increased probability of occurrence of this type of injury.	Carry out regular inspections and checks of hand tools. Do not use damaged tools or tools which cannot be switched on and off by using the dedicated switch. Protect supply cables from mechanical damage – protect them from sharp edges to prevent them from being cut through.
Hand power tools – angle grinding machine	

Possibility of eye damage from flying parts of the cut or ground metal or particles from the grinding or cutting wheel.	Wear protective work goggles or face shield. Always carry out grinding or cutting of the material so that the sparks flow can be directed away from the worker and shall not endanger other persons present in the workplace.
Possibility of an injury due to the breaking of the grinding wheel. As a rule, it is usually the lower parts of the body that are affected.	Visually check the condition of the grinding wheel before clamping it in the tool. If any damage is found, discard the wheel. Use protective covers on the tool. Use and select the appropriate grinding or cutting wheels according to the material to be processed and the respective working power of the tool. When fixing the grinding wheel to the tool, always ensure that it is properly tightened and secured against rotation.
Risk of a fire – possibility of subsequent burns.	Before commencing grinding work, check that no flammable or combustible substances are present at or near the workplace. If these substances are present at the workplace and cannot be removed, the work must be carried out under fire supervision.
Electric shock – in case of hand-held power tools, there is increased probability of occurrence of this type of injury.	Carry out regular inspections and checks of hand tools. Do not use damaged tools or tools which cannot be switched on and off by using the dedicated switch. Protect supply cables from mechanical damage – protect them from sharp edges to prevent them from being cut through.
Lever scissors	
Cutting off the fingers, pressing and holding the fingers against the upper blade when cutting shorter pieces	The right way to cut. Cutting to be done by one worker only. Hold the cut sheet by hand at a sufficient distance from the cutting surface.
Injury to hands on sharp edges of material during handling.	Proper gripping and holding of material, use of gloves.
Hitting of the head or of the arm or shoulder by a control lever.	Locking the control lever after completion of the cutting operation with the locking device.
Hand tools (hammers, chisels, screwdrivers, etc.)	
Cutting, stabbing, slashing, lacerations, pinching, bruising, contusions – in case of unwanted contact with tools by the worker's hand.	To minimise the occurrence of these injuries - training in the handling or the use of this type of the tool. Choose the appropriate size of tool.
Injuries resulting in visual impairment - flying metal fragments (hammer + chisel or cleaver).	Use of chisels, punches, headers, hammers and similar tools without cracks and burrs. Use of personal protective equipment for eye protection. Use of undamaged tools with good blades and chisels
Striking a worker with a loose tool	Do not use damaged tools.
Hitting a worker with a tool in the vicinity of another worker.	Maintain sufficient safe distances between the individual workers.
Woodworking machines – milling machine	
Cut on contact of hand with knife shaft	The knife shaft and the feed and pressure rollers of the milling machine must be safely covered by a protective cover during operation. All protective devices must be functional and must not be removed. Before starting work, check the fixing of the knives in the knife shaft. If the smooth machining process is disturbed, the machine operation must be stopped immediately. The worker must not move away from the machine if the tool is moving. The workpieces must be longer than the distance between the infeed and outfeed rollers of the milling machine. Use the specified working aids to feed the material into the operation area during the phase of final cutting. Do not remove sawdust, chips, cuttings and similar waste from the machine table by hand while the machine is running.

Wood throwback	<p>The milling machine must be fitted with an operational anti-backfiring device.</p> <p>On a milling machine with a mechanised feed system, there must be a limiter for the workpiece thickness. Do not feed the wood into the cutting system too quickly.</p> <p>Do not remove a chip which is too thick from the material to be milled at once. Stand aside from the material to be inserted during the milling operation. Do not press the material to be milled against the knife shaft with your body. Do not perform simultaneous machining of multiple pieces of unequal thickness.</p>
Tripping, falling	<p>Timely cleaning of cuttings, sawdust and similar material from the machine and its surroundings.</p> <p>Keeping the machine tidy and maintaining clear space at the operation and service area of the machine.</p>
Band saw	
Hand cut by contact with saw band	<p>Do not continue cutting if the saw develops any malfunction or if its smooth cutting action is disturbed.</p> <p>Do not overload the saw beyond the technical parameters set by the manufacturer. All protective equipment must perform its function and must not be dismantled. The adjustable cover must be set just above the material to be cut. When finishing the material, use the prescribed work equipment or work aid to feed it.</p> <p>Do not remove the workpiece by hand in dangerous proximity to the saw band.</p> <p>Do not remove sawdust, chips or other waste material, etc. from the machine table by your hand while the machine is running. Do not use a damaged or incorrectly connected saw band for cutting. Wear suitable gloves when handling the saw band. Replace the saw band according to the manufacturer's instructions.</p> <p>Exclude the automatic restart of the saw in case of interruption of power supply and its restoration.</p>
Injury by back-throw of material	<p>Carefully handle the material to be cut in the saw area. Do not overload the saw beyond the technical parameters set by the manufacturer. Do not push the material to be cut by using your body. Do not move the material into the cut too quickly.</p> <p>Ensure that the upper and lower band systems are securely covered.</p>
Tripping, falling	<p>Timely cleaning of cuttings, sawdust and similar material from the machine and its surroundings.</p> <p>Keeping the machine tidy and maintaining clear space at the operation and service area of the machine.</p>
Circular saw	
Cutting on contact with the saw blade	<p>Do not cut material unless the saw is equipped with a cutting wedge.</p> <p>Do not carry out operations that do not guarantee reliable guidance of the material into the cut. (E.g., cutting wedges, blocks, etc.)</p> <p>Do not continue cutting if the saw blade overheats. Do not cut logs without the appropriate jig. Do not use gloves when manually feeding material into the cut.</p> <p>Do not move the material into the cut in such a way that the operator's hands are at the same level as the cut. Do not shorten the travel of the saw blade by braking with your hands or in any other inappropriate manner.</p> <p>When finishing the material, use a sliding work tool to feed it into the cut. Do not cut the material if its height exceeds the height of the saw blade above the table.</p> <p>Do not continue cutting if the saw develops a fault. Do not overload the saw beyond the technical parameters set by the manufacturer.</p> <p>Do not dismantle any of the protective devices.</p> <p>All protective equipment must perform its function.</p> <p>When finishing the material, use the prescribed work tool to feed the material. Do not remove the workpiece by hand in dangerous proximity to the saw blade.</p> <p>Do not remove sawdust, chips or other waste material, etc. from the machine table by your hand while the machine is running. Do not use a damaged or incorrectly connected saw blade. Wear suitable gloves when handling the saw blade.</p>

	Exclude automatic restart of the saw in the event of power interruption and its restoration.
Injury to the body by the material thrown back	Carefully handle the material to be cut in the saw area. Do not overload the saw beyond the technical parameters set by the manufacturer. Do not push the cut material into the cut with your body. If metal objects or parts of metal objects are found in the material to be cut, do not continue cutting.
Tripping, falling	Timely cleaning of cuttings, sawdust and similar material from the machine and its surroundings. Keeping the machine tidy and the service area clear.
Belt grinding machine	
Hand cut by contact with abrasive belt	Do not continue grinding if the grinding machine develops any malfunction or if its smooth grinding is disturbed. Do not overload the grinding machine beyond the technical parameters specified by the manufacturer. All protective equipment must perform its function and must not be dismantled. Do not manually remove the workpiece in dangerous vicinity of the abrasive belt. Do not remove dust, waste etc. from the machine table by hand while the machine is running. Do not use a damaged or incorrectly connected abrasive belt. Wear suitable gloves when handling the abrasive belt. Replace the abrasive belt according to the instructions of the manufacturer. Exclude the automatic restart of the grinding machine in case of power supply interruption.
Bruising, fractures or other serious injuries to the limbs	Carefully handle the material in the grinding machine area. Do not overload the grinding machine beyond the technical parameters specified by the manufacturer. Ensure that the tracks are securely covered.
Injury by the material being thrown out	Press the pressure segment slowly against the abrasive belt. Do not grind the material whose shape or design of the bottom unmachined side do not allow reliable holding on the machine table – it may only be machined under special precautions against material ejection. Precautions - the technological procedure shall be determined by the competent manager
Dust entering the lungs during prolonged exposure	Use of prescribed PPE
Tripping, falling	Timely cleaning of cuttings, sawdust and similar material from the machine and its surroundings. Keeping the machine tidy and maintaining clear space at the operation and service area of the machine.
Lifting equipment	
Load drop, impact, entrapment and hitting of a worker in the vicinity of the load being carried.	Suspension of loads on the crane's support body and other tie-down work – to entrust only a qualified person, i.e., a slinger with a professional qualification.
Fall of the load on the slinger after unprofessional tying and swinging of the load, slipping of the suspended load from the hook	Proper suspension or slinging of loads, use of suitable ties and other means of gripping loads with appropriate load capacity according to the type, characteristics and shape of the load. Safe tying devices. Observance of the prohibition of the presence of persons in the area of possible fall of the suspended and settled load and its parts (exclusion of the presence of persons in the zone of danger of kinetic or potential energy, i.e., under the load and in the places within the reach of the crane). Use of a pre-arranged warning sign by the crane operator to warn persons, who may be endangered by the crane or load. Correct load handling when controlling crane movements (lifting to be done sensitively, movements to be carried out smoothly), in particular to avoid dangerous oblique pulling.
Pinning and pressing of a worker against a fixed structure or an internal wall of a building due to unwanted movement of the load - when it swings.	Use of crane hook with safety lock. Workers working under hoists and in the raw metal material warehouse must be equipped with protective work helmets. It is a duty of their supervisor to monitor the use of this PPE. Correct handling of the load when controlling the crane movements (lifting to be done sensitively, movements to

	be performed smoothly), especially to avoid the development of dangerous oblique pull. Before lifting the load, the lifting rope must be vertical and level of the crane boom. Maintain sufficient distance from the load handled by the crane, use guide ropes, etc.
Attachment of the limb between the load to be lowered and the fixed structure, substrate	Use of a warning sign by a crane operator to warn persons who may be endangered by the crane or load
Breaking of the lashing or slipping means, the lashing of such means from the eye of the crane hook (wire rope, chain, strap).	Do not allow the crane operator or other persons on the job site to dwell in the exposed space between the load and the floor. Designate / mark / emphasise on the floor the areas with no entry when working with the lifting equipment. The correct way of giving information, signs and signals to the crane operator. Correct crane operator action (observing safe distances).
Dropping of unstable loads, overturning Of the load after release of the hanging on a person (the slinger).	The correct way of giving information, signs and signalling for the crane operator. Correct crane operator's actions (observing safe distances).
Freight elevator	
Threats to lift users	Maintain proper technical condition (revisions, inspections, troubleshooting). Rendering the operators demonstrably familiar with the operation of this equipment, providing regular training and keep records thereof. Inadequate protection of entering persons from the action of anti-clamping devices in the case of shaft door securing, elevator crashes when any mechanical part fails, when a mechanical part of the brake fails, undesirable tampering with important parts and components of the lift (such as the door locking system) on the part of unauthorised persons, the cage falls when the supporting systems (ropes) break.
Storage - handling of loads	
Danger of worker being struck by falling loads being handled or being put in motion during the handling of other loads.	Compliance with the prohibition of staying in the zone of possible undesirable movement of the load and under the load. Compliance with the prohibition on disturbing the stability of the stacks, e.g., pulling objects and elements out from underneath or from the side of the stack. The employer must provide the workers concerned with demonstrable training in the correct and safe handling of the material /loads/. Compliance with the prohibition on climbing and stepping on stacked material stored. When stacking material, create safe and stable stacks. Ensuring movement coordination by directing handling operations by a designated worker in the event of multiple workers handling one load. Before commencement of the works, it is necessary to check the condition of the load to be handled. Use of appropriate and suitable handling aids (belts, straps, guide rails, handling tongs, clamps, suction cups)
Possibility of collapsing of stacked piece material after loss of stability. The consequence may be that the worker is struck by falling material.	Placing the material on a firm, level, load-bearing and flat substrate which is compacted. Preventing one-sided tilting of the stack (maximum stack height being 2 m) during manual stacking
When handling loads containing sharp or pointed parts, the worker or workers concerned may suffer cuts or puncture wounds	Workers must wear the appropriate type of protective gloves. Where technically possible, make adjustments to the load - to protect sharp points, edges and other dangerous parts
Mechanised material handling	
Danger of collision between warehouse worker and mechanised transport vehicles or material being	Move along the marked roadways. Take extra care. Ensure sufficient space for travel and handling with the use of a handling trolley. Widths and heights of the handling aisles serve also for the

transported. This can result in more severe injuries with long periods of hospitalisation of the affected worker.	movement of the material handling truck with/without materials, marking in sufficient extent taking into account the maximum dimensions of transported material – according to ČSN 26 90 10:1993 dealing with the width and height of aisles. Entrances into workplaces where such machinery is used for handling shall be properly marked with appropriate signs.
Danger of overturning of the material being transported, with the possible consequence of a fall on the worker.	Carry out regular inspections of the condition of the road surface. Remove identified defects as soon as possible. Roads used by trucks must have a level, hard surface, and anti-slip.
Risk to the health of the trolley operator or other workers present at the workplace as a result of unprofessional technical faults on the trolley removed.	For personnel carrying out maintenance or repair of such equipment, demonstrably ensure that they are trained and instructed in the maintenance of the type of the trolley in use. Arrange for a professional company to carry out the repair work. Keep the prescribed records for the operation of the trolleys.
Storage - racks	
Danger of overloading the rack - the possibility of it collapsing and overwhelming the worker.	Before commissioning, each rack must be checked to ensure that its condition is in accordance with the relevant technical documentation. Within the framework of checks, it is necessary to check its stability, the rigidity of the joints, the verticality and horizontality of the rack structure. Racks whose technical condition could endanger the safety of persons must not be used. Such racks must be decommissioned, clearly marked and prevented from being used again.
Possibility of the load falling on the worker due to insufficient handling space around the rack	Safe access and access to the racks and sufficient clear working space in front of the racks must be provided. Nothing shall hinder or restrict workers carrying out the work from stowing or removing handling units and materials off the shelf.
Working at heights - portable ladders	
Ladder and worker fall after loss of stability	Use ladders only on a short-term basis, for the work which is not physically demanding, using simple hand tools. Maintain ladders in proper technical condition.
Fall of a person from a ladder when ascending or descending; fall of a worker from a ladder due to excessive deflection from the ladder, when the ladder is placed on uneven ground and support; when overloading and uneven ladder loading	Observe the prohibitions when using ladders: <ul style="list-style-type: none"> - Do not use damaged ladders - Do not use work above other persons on the ladder and ascending and descending the ladder is forbidden to more than one person at the same time - Do not dangerously and excessively lean out of the axis of the ladder - Do not climb up the ladder with damaged and dirty shoes
Possibility of the ladder being knocked over by another person or by a passing vehicle or a means of transport.	Perform visual inspections of the ladder before each use. To ensure stability, secure the ladder against displacement, lateral deflection, reversal or expansion.
Work on roofs, terraces, walkways and auxiliary structures	
Falls of workers from height – from loose unsecured edges of buildings, structures, etc.	Work at height and above free depth is defined as work and movement of a worker where the worker is at risk of falling from height, to depth, sinking or sliding. During such work, the worker must be secured against falling.
Work and movement of persons on scaffolding when removing loads transported by electric winch, gantry, crane on unsecured floors.	Continuous securing of all free edges of the building where the difference in height is greater than 1.5 m by collective securing (guardrail with stop or other equivalent alternative), in particular free edges of floors of unsecured walls with a height of at least 60 cm. These are openings in the perimeter walls of free stair arms and landings, roofs, terraces, galleries, etc.
When working and moving in the vicinity of free unsecured openings in perimeter walls (balcony doors, loggias, etc.), stair arms, landings, elevator shafts, openings and penetrations in floors larger than 25 cm.	Securing workers at heights where collective securing by personal securing cannot be used, e.g., for work on roofs and other short-term work at height. The responsible worker shall determine the anchorage points (anchoring). Development of a technological procedure including a work safety solution for the implementation of more demanding work at heights, in the case of not setting up collective safety measures. Securing – there must be created conditions for the use

	of means of personal restraints. Assurance of safe means for ascending to elevated places (ladders, stairs, ramps)
Falls from precarious structures and objects not intended for work at height or for ascending to elevated workplaces	Prohibition of the use of unstable and unsuitable objects for work and for raising the workplace (crates, pallets, packaging, barrels, etc.)
Falling objects and materials from height on a worker with a risk of head injury (brick, fragment) - transported material	Secure fastening of the material. For transport purposes, use transport means – transport cages, etc. Safe storage of material on floors at a sufficient distance from the edge. Delineation and fencing of a protection zone below the work at height, excluding overhead work and access of persons below the work at height. Establishment of safety canopies over entrances into buildings.
Hazardous waste	
The possibility of damage to health during handling can be caused by improper handling / tampering /unprofessional handling/.	Demonstrably familiarise workers with the hazardous properties of waste. Ensure and continuously control that hazardous materials are handled in a manner that prevents harm to workers. Store hazardous substances only in places designated for such purpose.
Work on the plot	
Slipping, tripping, falling on unpaved terrain. Fall of persons in the field.	Increased caution. Suitable work footwear. Choosing the optimum place for storing the material and individual batches, so as to limit walking and carrying of the material as much as possible (use of mechanisation for transporting the material to the place of consumption and use). A correct way to carry tools.
Stings, punctures, bites by stinging poisonous insects (wasps, hornets),	Appropriate clothing and PPE according to the hazard and local conditions.

**Article 4
Final provisions**

This Guideline supersedes Guideline no. 18/2010.
This Guideline shall enter into force on 20 September 2021.