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NAME: EQUIPMENT FOR SMOOTH TRANSPORT OF LOADS		
Manager: Safety Department		
Date of first effect: February 15, 2025		
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		No. of copy / revision / 0
		Effective from: February 15, 2025

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1 INTRODUCTION

This safety instruction sets out the basic safety requirements for work in terms of technical equipment and operation, maintenance, repairs, and inspections of equipment for the continuous transport of loads.

The instructions apply to belt conveyors, chain conveyors, bucket elevators and accessories, chain conveyor lines, rope conveyors, feeders, unloaders, loaders, mechanical shovels, pneumatic conveyor systems, robotic conveyor systems, mobile support structures for conveyor equipment (e.g., stacking and reclaiming equipment) that are operated independently or are part of other machines.

When drafting these operational safety regulations, care was taken to ensure that their provisions were in accordance with the provisions of the following generally applicable safety regulations of fundamental importance:

- Act No. 262/2006 Coll. Labor Code (Chapter V – Occupational Health and Safety),
- Act No. 22/1997 Coll. on technical requirements for products,
- Government Regulation No. 378/2001 Coll., laying down detailed requirements for the safe operation and use of machinery and technical equipment,
- Government Regulation No. 390/2021 Coll., on detailed conditions for the provision of personal protective equipment, washing, cleaning, and disinfecting agents,
- Government Regulation No. 101/2005 Coll. on detailed requirements for workplaces and the working environment,
- Decree No. 48/1982 Coll., laying down basic requirements for ensuring the safety and technical equipment,
- ČSN ISO 1819 (26 0005) – Equipment for continuous transport of loads. Safety regulations. General provisions.
- ČSN ISO 2148 (26 0009) – Continuous-action handling equipment. Terminology.
- ČSN ISO 7149 (26 0006) – Continuous material handling equipment. Safety requirements. Special provisions.
- ČSN EN 620 (26 0085) – Continuous handling equipment and systems – Safety and electromagnetic compatibility requirements for fixed belt conveyors for bulk materials.

The employer and its employees are obliged to comply with the above regulations to the extent necessary, without prejudice to their obligation to comply with other provisions of generally applicable safety regulations, if they are familiar with them and are required to do so.

Various types of equipment for continuous transport of loads are used in the company. This is equipment for continuous or intermittent movement of bulk materials or individual loads in a specified path or guide, in one direction. Equipment for continuous transport of loads includes, in particular:

- loading and unloading equipment – e.g., various unloaders, loaders, mechanical shovels, etc.,
- storage equipment – in particular hoppers, bunkers, and silos
- feeders,
- conveyors, elevators, and accessories,
- pneumatic transport systems,
- mobile support structures for transport equipment (e.g., stockpiling and removal equipment)

It follows from the above that transport or conveyor equipment, as well as conveyors, form part of equipment for the continuous transport of loads. This equipment is designed to transport both piece loads and bulk materials. For the proper design, but especially the operation, not only of individual transport equipment, but of the entire set of equipment for the continuous transport of loads, it is necessary for the relevant managers or responsible employees to have the necessary knowledge of both the classification of piece loads and, in particular, the sorting indicators and characteristics of bulk materials, including their risk factors. They should be able to make optimal use of this knowledge, especially when ensuring the safety of transport equipment and its operation.

Given the high risk of accidents when operating this equipment, it is necessary to strictly comply with the applicable safety regulations for its operation, maintenance, and testing.

Prepared by: Marek Ferenc, lead department Head of Security Department	Reviewed by: Martin Čech Director of HSE&Q, PVISŘ	Approved by: Martin Čech Director of HSE&Q, PVISŘ	No. of copy / revision / 0
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2 SCOPE OF APPLICATION AND DISTRIBUTION LIST

These safety instructions are binding for all departments and their employees and other persons who operate continuous transport equipment and perform related activities (e.g., operation, adjustment, maintenance, and repairs).

This safety instruction is distributed:

- to company departments – in electronic form in the Lotus Notes environment and in the Dok-system application.
- to external entities – on the SPOLANA s.r.o. website at <http://www.spolana.cz/> under "Services and premises / Legislation – Binding standards and information".

3 HEALTH HAZARDS AND RISKS

When operating, maintaining, and cleaning transport equipment, there is a particular risk of very serious injury due to the mechanical effects of this equipment (moving parts), electric current, or the effects of the substances being handled.

4 TECHNICAL REQUIREMENTS

- (1) Only equipment for the continuous transport of loads whose safety has been demonstrably verified may be put into operation.
- (2) Equipment for the continuous transport of loads must be located so that there is sufficient space for its operation, inspection, cleaning, maintenance, and repair.
- (3) Equipment for the continuous transport of loads that cannot be fully observed from the control station must be equipped with a safety switch that allows it to be stopped from any point along its entire length and with appropriate signaling to warn of its movement. The warning signal must be audible along the entire route and must be activated automatically before the continuous load transport equipment is started.
- (4) In the event of a failure of any of the interlinked devices for the continuous transport of loads, an automatic signal must be activated or the entire device must be shut down. The interconnection of individual machines must be designed so that the devices are started gradually in the opposite direction to the movement of the material and stopped gradually in the direction of its movement.
- (5) The tensioning of weights must be secured against falling. When tensioning with a trolley, access to the tensioning trolley, its path, and the tensioning rope must be prevented.
- (6) The travel of the belt conveyor must be fenced off. If this is not possible, track wipers must be attached to all wheels in both directions of travel, as well as to both ends of the lower frames, designed to reliably move away the endangered part of the operator's body.
- (7) The device for lifting and lowering the unloading end of the mobile conveyor must be self-locking.
- (8) Bucket and similar elevators must be enclosed on all accessible sides over their entire height, except for the areas necessary for their operation.
- (9) The arrangement of equipment for the continuous transport of loads and its design must comply with the provisions of the applicable ČSN standards on permissible limits of noise, vibration, and other factors adversely affecting the human organism during operation.
- (10) The design of equipment for continuous transport of loads must comply with applicable fire protection regulations (note: conveyor penetrations through partial structures in industrial buildings).
- (11) Areas near continuous cargo transport equipment with a risk of fire must be equipped with hand-held fire extinguishers.
- (12) The structural parts of continuous cargo transport equipment must not have sharp edges that could cause injury during operation and maintenance of this equipment. If they are necessary from a functional point of view, they must be covered.
- (13) On inclined sections of continuous load transport equipment, the position of piece loads relative to the plane of the conveyor must be secured in the same way as when they were loaded.
- (14) The design of equipment for the continuous transport of loads must be such that the load being transported cannot fall, especially at points where it is transferred from one transport device to another or to other equipment.
- (15) In the case of inclined or vertical continuous load transport equipment, the possibility of spontaneous movement of the carrying device with the transported load must be excluded in the event of any shutdown of the drive mechanism.

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- (16) Wire and link belts on which manual work is performed must not have openings larger than 8 mm (diameter).
- (17) Mobile loading and unloading parts of continuous load handling equipment must be equipped with limit switches to prevent them from leaving the guide track in their end positions. In each working position, they must be secured against movement and must not compromise the overall stability of the transport equipment.
- (18) The design of loading and unloading mechanisms used in continuous load transport equipment under normal operating conditions shall be such that there is no jamming or sticking of the transported loads, no spillage of bulk materials, no falling out of piece loads, and no overloading of conveyors.
- (19) The design of protective covers and guardrails on continuous load transport equipment must meet the following requirements according to their purpose:
- prevent free access by persons to sources of danger for accidents or falls into hazardous areas
 - prevent unwanted foreign objects from entering mechanisms and equipment
 - prevent accidental falls of objects and transported loads
 - reduce dust and noise
- (20) In areas of continuous load transport equipment where people are likely to be present, these areas must be covered or otherwise protected. This includes:
- periodically serviced inspection openings of transfer points, hoppers, etc., located at the loading and unloading points of continuous cargo transport equipment
 - passages (driveways) under continuous material handling equipment
 - sections of the route of continuous cargo transport equipment where the passage of persons is prohibited, using railings at least 1 m high from the level of the road (floor) at a safe distance from continuous cargo transport equipment,
 - spaces under the tensioning device and around its perimeter.
- (21) Moving parts of equipment for continuous transport of loads (drive, tensioning, and deflection drums, tensioning devices, ropes and pulleys of tensioning devices, belt or other transmissions, couplings, etc. as well as support rollers and rollers of the lower branch of the belt in the work area of conveyors) that are accessible to operators and persons working near the continuous load handling equipment must be protected by covers.
- (22) Continuous load transport equipment that is mobile on rails and not covered by special covers, and continuous load transport equipment located in industrial buildings below floor level, must be fenced off along its entire length with a railing at least 1 m high from floor level (communication) at a safe distance from the continuous cargo transport equipment. Railings enclosing continuous cargo transport equipment located below floor level must be fitted with a protective strip at least 0.1 m above floor level.
- (23) Protective covers covering openings in floors (platforms, walkways, etc.) must be installed in such a way that they cannot be moved spontaneously and unintentionally.
- (24) Protective covers must be equipped with a device to secure them in the covered (working) position and, if necessary, when the cover is removed (opened), the cover must be blocked by switching off the drive of the continuous load transport device. A cover that can only be removed (opened) with a tool does not need to be blocked with the drive of the continuous load transport device.
- (25) Each continuous load transport device must have controls located in a suitable and clearly visible place.
- (26) Emergency controls must be red in color and differ in shape from other controls.
- (27) In technological lines consisting of several devices placed in series and operating simultaneously for the continuous transport of loads in connection with other machines (feeders, crushers, etc.), the drives of these devices and all machines must be blocked so that in the event of a sudden stop of any machine or device, the preceding machines or devices are automatically shut down and the following ones continue to operate until the transported material is completely emptied.

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- (28) Continuous load transport equipment must be equipped with emergency stop switches at the start and end points to stop operation. This provision does not apply to continuous load transport equipment equipped with continuous emergency stop switches along the entire length of the route, as well as portable and mobile conveyors and feeders. Emergency shut-off (emergency shut-off controls) must be located at the loading, unloading, and controlled transfer points and where continuous operation of the continuous load handling equipment takes place.
- (29) Mobile equipment - accessories (hoppers, chutes) and moving parts of equipment for continuous transport of loads (boom) powered by motor or manually must have safety devices to prevent spontaneous movement (sliding, tilting, turning) even in the event of accidental failure of the driving force. Their movement must be limited in extreme positions by stops that allow loading even with the transported load. Manual drive systems (cranks, levers, wheels) must be equipped with means to prevent kickback. The controls of lifting and lowering systems shall be designed in such a way that they cannot be set in motion spontaneously or accidentally.
- (30) Transition bridges for pedestrian access must be installed at the necessary points along the route via continuous load transport equipment longer than 20 m and located at a height of less than 1.20 m from floor level to the lowest protruding part of the continuous cargo transport device, transition bridges for the passage of persons and operators of the continuous cargo transport device, fenced with a railing at least 1 m high, must be installed at the necessary points along the route. Walkways shall only be installed where it is necessary to cross from one route to another.
- (31) Walkways must be positioned so that the clearance height from their floor to the lowest protruding parts of building structures (communication systems) is at least 2 m. The width of walkways must be at least 1 m. The dimensions of access openings in the floors of platforms and walkways must not be less than:
- 0.7 m for frequently used access openings (permanent workplaces)
 - 0.6 m for less frequently used access openings (temporary workplaces). The dimensions of access openings must not be reduced by ladders or steps.
- (32) Equipment for continuous transport of loads, which has drive and tensioning drums, pulleys, and sprockets at a height greater than 1.5 m from floor level, shall have a platform for operators. The vertical distance from the floor of the platforms to the protruding parts of the building structures (clearance height) must be at least 2.1 m. The platforms must be enclosed by a railing at least 1 m high and equipped with a protective strip at least 0.1 m high from the floor level of the platform.
- (33) Floors must be made of non-combustible material.
- (34) When using perforated material, the side of the holes (diameters) must not exceed 30 mm.
- (35) Grating floors and stair treads must not be used where workplaces would be significantly affected by chemical pollutants or dust from other floors.
- (36) In the event of a power failure and its restoration, automatic restarting of the equipment must be prevented.

5 ENSURING SAFE OPERATION

5.1 Training and instruction of workers

Only employees over the age of 18 who have been trained for the task and are medically fit, and who have been authorized in writing by the relevant manager, may operate equipment for the continuous transport of loads.

Part of the employee training is demonstrable familiarization

- with these safety instructions
- the manufacturer's instructions for use of the relevant equipment (or local operating safety regulations (BI, PI or PrŘ), which contain safety instructions relating to the operation of equipment for the continuous transport of loads).

In addition, they must also be familiarized to a limited extent with the necessary provisions

- Government Regulation No. 378/2001 Coll., which specifies detailed requirements for the safe operation and use of machinery and technical equipment

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- Government Regulation No. 390/2021 Coll., on detailed conditions for the provision of personal protective equipment, washing, cleaning, and disinfecting agents
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- ČSN ISO 1819 (26 0005) – Continuous handling equipment. Safety requirements. General provisions.
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Trained employees must be tested on the content of the above regulations and must demonstrate satisfactory knowledge of them. Due to the risk of occupational accidents, this training and testing must be repeated annually.

The manager of the relevant department is responsible for the proper training of equipment operators and determines the necessary duration and focus of the training.

During training, the operator of the equipment must learn, in particular,

- compliance with safety regulations, especially the use of prescribed protective equipment (covers, etc.),
- performing routine operation, maintenance, and adjustment of the equipment, safe handling of materials during processing,
- proper use of prescribed personal protective equipment.

The manager of the relevant department shall designate an employee responsible for supervising the employee undergoing training and shall specify the details of the supervision.

5.2 Safety requirements for operators

- (1) Use the equipment only for its intended purpose.
- (2) Strictly follow the manufacturer's instructions for operating the equipment and other safety regulations for this equipment.
- (3) Ensure that loads are placed correctly on conveyors and prevent them from being overloaded.
- (4) If the device malfunctions or its smooth operation is disrupted, stop it immediately.
- (5) Report any malfunctions and defects to your supervisor immediately.
- (6) Before restarting equipment that has been shut down due to an emergency or accidental stoppage, verify that the causes of the stoppage have been identified and eliminated.
- (7) Do not allow access to the transport equipment to persons who are not designated for this purpose.

5.3 Prohibited activities when operating the equipment

- (1) Persons who are not authorized in writing to do so must not work on the equipment.
- (2) Making changes to the design or electrical equipment of continuous load transport equipment.
- (3) Repairing equipment without the knowledge of the supervisor.
- (4) Start up equipment with a malfunctioning safety device (e.g., audible alarm).
- (5) Feed material into stopped equipment.
- (6) Start up the equipment when it is loaded with material. If it is necessary to remove material from the conveyor, the relevant workplace manager shall establish a separate work procedure.
- (7) Manually assist in starting up the equipment, roughen the drive drums during operation, etc.

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- (8) Climb onto, over, under, or walk under the conveyor while it is running, except in areas specifically designated for this purpose.(9) Use the equipment to transport people.
- (10) Remove any protective devices from the equipment.(11) Open the inspection openings while the equipment is in operation.
- (12) Disable any safety devices.
- (13) Work with the equipment if it malfunctions or its smooth operation is disrupted.(14) Narrow or block the space intended for feeding or removing the transported material.
- (15) Leaning any objects against the conveyor.
- (16) Clean the equipment while it is running and remove any material that has fallen from it while the conveyor is running.(17) Overload the equipment beyond the parameters specified by the manufacturer.
- (18) Inspect, clean, lubricate, adjust, or repair the moving parts of the conveyor while it is in operation.(19) Work without proper lighting.
- (20) Manipulate the load being transported by the equipment while it is in operation, unless the equipment is designed for such manipulation.
- (21) Wear rings when manually handling wire conveyors.
- (22) Do not drive the moving parts of the equipment onto the safety limit switches (except during functional testing)(23) Do not touch the moving parts of conveyors.
- (24) Manually handle piece loads at higher speeds of the conveyor and with heavier loads than specified by ČSN.
- (25) Walking or driving on covers and grates that are not designed for this purpose.(26) Staying in marked hazardous areas.
- (27) Transporting people on the load-bearing means of the equipment.
- (28) Disable safety devices and remove safety signs, tables, and covers.(29) Modify (reduce) the space for loading and unloading cargo.

5.4 Workplace safety requirements

- (1) The workplace where the equipment is located must be maintained in a condition that does not endanger the safety and health of persons. Equipment operators must ensure that no materials or objects are stored in the operating area.
- (2) To meet this requirement, the relevant manager of the employer must designate persons whose duties include ensuring safe operation, tidying, and cleaning the workplace.
- (3) All areas providing access to switches that can stop the equipment must be kept clean and free of obstacles.
- (4) In operating buildings, tunnels, bridges, and platforms along the route of equipment for the continuous transport of loads, the minimum widths and heights of passageways for safe operation, installation, and repairs must be observed.
- Width of passageways for operation
 - 0.75 m along a single conveyor (except for link conveyors)
 - 1.00 m between parallel conveyors (except for link conveyors) 1.00 m along a single link conveyor
 - 1.20 m between parallel chain conveyors.
- If the transport equipment is covered along its entire length by a solid or mesh fence, the passage width may be reduced to 0.70 m.
- 0.40 m passage width for maintenance and assembly

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- Passage heights
 - 2.10 m in areas of operation and supervision
 - 1.90 m in areas of exceptional passageways and on platforms and footbridges The ceiling must be free of sharp protrusions.
 - In cases where the passage height is less than 1.90 m, it is recommended to provide access via a transition (staircase, transfer footbridge, etc.).
- (5) Platforms or similar structures located higher than 1.50 m 1.00 above the base level must have fixed access.
- Access should preferably be provided by sloping walkways with ribs or stairs. The angle of the stairs in relation to the horizontal plane must not exceed 60°.
- If ladders are used, the width between the side rails must be at least 0.35 m; on the access side, the free space between the ladder and the continuous obstacle must be at least 0.65 m; this free space may be reduced to 0.40 m in the vicinity of a local obstacle of small width; on the opposite side, the free space between the ladder and the obstacle must be at least 0.18 m. If the ladder is positioned vertically or at an angle equal to or greater than 70° and its vertical height is equal to or greater than 5 m, protection (a protective cage) must be provided, ending 2.5 m above the starting level of the floor.
- Platforms or landings must, where practical, be provided at intervals of not more than 9 m, and if the platform handrail cannot be grasped with the palm of the hand, the ladder must extend at least 1 m above each floor or landing.
- (6) Floors in the workplace must not be slippery and must be free of operational fluid spills.
- (7) All floors of platforms or walkways and stair treads and steps must have a non-slip surface.(8) All passages through hazardous areas must be clearly marked.
- (9) The workplace must be adequately lit. The lighting of equipment for the continuous transport of loads must comply with the applicable ČSN standards.
- (10) If the transport equipment is out of sight of the control point, it must be equipped with an audible or visual signal that is activated immediately before the equipment is started.
- (11) If a cover is removed in the work area or in a passageway for persons, this area must be secured against access by persons while the equipment is in operation.
- (12) All moving parts of the equipment that are accessible in passageways (crossings, underpasses) must be covered so that they cannot be opened while the equipment is in operation and so that the equipment cannot be started when the cover is open.
- (13) Places for loading and unloading material at transport equipment with a continuous conveyor must be designed in such a way as to prevent access to the moving parts of the equipment.
- (14) The relevant operating instructions or a copy thereof must be stored at the workplace where the conveyor equipment is operated.

5.5 Use of personal protective equipment

- (1) The method, conditions, and duration of use of personal protective equipment are specified in the organizational directive on the provision of PPE based on identified risks.
- (2) Employees must be familiarized with the assigned personal protective equipment and its use. The familiarization shall be carried out by the relevant workplace manager, and the employee shall confirm this by signing the PPE record sheet upon assignment.
- (3) Operators are required to use the assigned personal protective equipment that corresponds to the risks of the workplace and the work performed. This obligation is also described in the safety and work instructions for individual workplaces.

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5.6 Operating documentation

- (1) The operating documentation (BI, PI, or PrŘ for the workplace) for the use of equipment for the continuous transport of loads must include (specify) the following information in particular:
 - instructions for starting up and operating the equipment
 - contact with related equipment
 - termination of operation
 - Requirements for personnel responsible for the operation of continuous cargo transport equipment
 - Requirements for personnel responsible for operation, maintenance, and repair
 - number of operating personnel
 - method of reporting and rectifying faults
 - securing equipment for continuous transport of cargo during repairs
 - agreed warning signals and signs
 - dates of regular inspections and preventive maintenance
- (2) Operational technical documentation must be kept f o r the continuous transport equipment - an operational log. All faults, modifications, and changes made to the continuous transport equipment during its operation must be recorded in this log.
- (3) The operation of continuous load transport equipment must be ensured in such a way that the load-bearing means of the continuous load transport equipment is not overloaded and that the loading and unloading of transported loads is carried out in accordance with the procedure specified by the manufacturer.
- (4) Dangerous areas of continuous load handling equipment that could not be covered for technical reasons must be permanently and clearly marked and must be indicated in the manufacturer's operating instructions and the user's operating documentation.
- (5) Operational technical documentation must be kept for continuous cargo transport equipment - an operational logbook. All faults, modifications, and changes made to the continuous cargo transport equipment during its operation must be recorded in this logbook.
- (6) Before starting operation of the continuous load transport equipment, all passages, crossings, underpasses, protective railings, and other protective devices must be installed.
- (7) When operating continuous cargo transport equipment, the following must be monitored in particular:
 - operation of the conveyor (deviation, abrasion, etc.)
 - material feed and discharge (quantity, dimensions, uniformity of filling or storage, etc.)
 - function of safety devices
 - function of additional equipment and accessories (suction, cleaning, etc.)
 - noise level of the drive
 - lubrication and temperature of bearings and functional surfaces
 - stability of portable and mobile conveyors

These provisions do not apply to the continuous transport of loads with automatic control operations and unattended operation.
- (8) If a defect is found that jeopardizes operability and work safety, the continuous load transport equipment must be stopped.
- (9) Electrical equipment found to be damaged in a way that could endanger the health or life of persons must be immediately disconnected and secured against restarting.
- (10) Before restarting a continuous material handling device that has been shut down due to a detected fault or accidental shutdown, an inspection must be carried out to determine the cause of the shutdown. Deficiencies and faults and the method of their removal must be recorded in the operating documentation (operating log). The continuous load transport device may only be put into operation after the fault has been removed and in accordance with the organizational arrangements specified by the user of the continuous load transport device.

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6 TERMINATION OF OPERATION

- (1) If the transport equipment is equipped with a main control switch, it must be switched off and secured against accidental switching on. For portable and mobile conveyors, the power supply cables must be disconnected.
- (2) The mobile parts of the transport equipment and mobile conveyors must be secured against spontaneous movement.
- (3) All identified deficiencies and faults from the previous operation of the transport equipment must be recorded in the operating documentation (operating log).
- (4) The transport equipment must be properly cleaned and prepared for further operation.

7 REPAIRS, ADJUSTMENTS, MAINTENANCE, AND CLEANING OF EQUIPMENT

- (1) Transport equipment, in particular the drive mechanism, conveyor and moving parts, must be maintained in good working order, regularly inspected, tested and cleaned in accordance with the manufacturer's instructions. The frequency and scope of inspections, tests, maintenance, and cleaning of transport equipment are based on working conditions, operating time, and the type of cargo transported, and are specified in the technological operating documentation.
- (2) No repairs or modifications that could reduce operational safety or overload the transport equipment may be carried out on the transport equipment.
- (3) Repairs to the equipment may only be carried out by designated personnel from a professional service organization. Equipment operators are not permitted to carry out this activity on their own initiative.
- (4) Before starting repairs and maintenance, the transport equipment must be stopped, the main control switch must be secured (closed), and the power supply must be disconnected for portable and mobile conveyors. Measures must be taken to prevent accidental start-up.
- (5) Inspection and adjustment of the transport equipment during operation may only be carried out if hazardous areas are covered. If inspection and adjustment work can only be carried out during operation and after removing the covers, the uncovering must be limited to the minimum necessary. The work must be carried out with the utmost caution from a fixed workplace, in the presence of another worker familiar with the operation of the transport equipment. The principles for carrying out this work from a safety perspective must be specified in the operating documentation (BI, PI, PrŘ).
- (6) If covers are removed in areas where people pass through, workplaces, or temporary workplaces, measures must be taken to prevent unauthorized persons from entering these areas.
- (7) After inspections and repairs (maintenance) have been carried out, the transport equipment may only be put into operation after all protective covers and safety devices have been returned to their original locations.
- (8) Maintenance and repairs of transport equipment must be carried out professionally, in accordance with the technical documentation and manufacturer's instructions.
- (9) Repairs and adjustments to electrical parts and safety devices of transport equipment must be carried out in accordance with the relevant regulations and technical standards.
- (10) Regular maintenance also includes the prescribed lubrication of machinery. Lubrication of equipment must not be carried out while the equipment is in operation, except in specifically designated areas. Rollers and drums must be lubricated at least once a month with the power supply switched off.
- (11) Based on the results of the equipment inspection, any common faults found are repaired.
- (12) Repairs and removal of protective covers may only be carried out after the transport equipment has been stopped and secured against start-up by the responsible person. The equipment may only be put back into operation after the protective covers have been replaced and on the basis of an order issued by the responsible employee.
- (13) Necessary work on the equipment that can only be performed with the protective covers removed and while the equipment is in operation may only be performed from a stable location by authorized persons who are familiar with the hazards involved. To ensure the safety of the employee performing the work, another employee who is familiar with the operation of the equipment must supervise the employee from a location near the control for stopping the equipment.
- (14) Any work on electrical equipment may only be carried out by personnel with the appropriate electrical engineering qualifications, employees of the company authorized to perform this activity.

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- (15) Repairs, adjustments, maintenance, and cleaning of equipment may only be performed when the equipment is disconnected from the power supply.
- (16) If it is necessary to repair or maintain equipment while it is connected to the power supply, the relevant manager must give their consent.
- (17) Before starting repairs, measures must be taken to prevent unauthorized persons from coming into contact with the equipment, in particular to prevent it from being accidentally started up.
- (18) Repairing, adjusting, lubricating, or cleaning moving parts of the equipment is only possible when the machine is not in operation.
- (19) Once every three months, a senior employee must check the technical condition of the transport equipment and check the entries in the equipment logbook, confirming the check with their signature.
- (20) The equipment operator is responsible for routine maintenance, while the senior employee is responsible for ensuring the maintenance of electrical equipment and inspections of electrical equipment.

8 INSPECTIONS AND REVIEWS

- (1) Before putting the equipment into permanent operation, the employer must ensure that the following has been carried out:
- an initial inspection of its electrical equipment,
 - a check of the safe installation of the equipment,
 - a check of the reliability of all control elements of the equipment,
 - a check of the completeness and functionality of the installed protective equipment.
- (2) Check the function of the safety devices (stop buttons!) daily before starting operation.
- (3) During operation, the operator must continuously check the order in the workplace and the use of personal protective equipment, the operation of the device, and the function of its individual control and protective devices.
- (4) The equipment may only be checked during operation with the covers in place. If this activity can only be performed after removing the covers, it must be done to the minimum extent possible, in the shortest time possible, and with limited access to hazardous areas.
- (5) An employee designated by the employer must continuously check
- whether work on electrical equipment is being carried out by employees without the appropriate electrical engineering qualifications,
 - the technical condition of the electrical equipment,
 - whether the movable power supply cables of the electrical equipment are damaged,
 - whether the individual controls of the electrical equipment are damaged.
- (6) The person designated by the employer must perform an inspection at least once a month focused on
- technical condition of equipment,
 - functionality of protective equipment,
- The inspection, its results, and any measures taken shall be recorded in the operating log.
- (7) The manager designated by the employer is obliged to ensure that the electrical equipment is inspected within the prescribed time limit and scope (according to ČSN 33 1600).
- Any other periodic inspections and revisions must be carried out in accordance with the manufacturer's instructions in the machine's operating manual or in accordance with the provisions of other generally applicable special regulations.

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9 WORK RISKS AND MEASURES TO ELIMINATE THEM

The employer is obliged to ensure the safety and health protection of employees with regard to the risks of possible danger to their lives and health. Therefore, they must first and foremost identify the specific risks that occur in the workplace, the nature of their occurrence, their sources and causes, and the dangers they pose to workers.

Based on the results of these investigations, appropriate measures must be taken to eliminate them. The most significant hazards that occur during the operation of this equipment are:

Mechanical hazards - exist in the event of a risk of injury

- direct contact with moving equipment,
- being struck by parts of faulty equipment,
- transported or unloaded materials.

Risks **of crushing and shearing**, e.g.

- moving parts that pose a threat to employees moving on walkways or in conveyor passageways,
- by passing the correct position, e.g., when loading or unloading material,
- tensioning devices with counterweights.

Risk **of cuts or shearing** - these can be caused in particular by

- unprotected sharp edges,
- transported material,
- broken glass panes.

Risk **of entanglement, pulling in, or trapping** – may occur especially at the belt run-up points on the drums or rollers of the conveyor.

Danger **arising from ejected parts of machinery** or handled materials, e.g.:

- from parts of the equipment being ejected due to a malfunction,
- due to spillage, falling, slipping, or the release of accumulated transported materials.

The risk **of slipping, tripping, and falling** is particularly high

- under the conveyor,
- around the ends of conveyors and in places where material is unloaded,
- on walkways and in passageways,
- at control stations and work platforms.

Electrical hazards caused by contact with live electrical equipment.

Electrical hazards caused by electrostatic charges.

Thermal hazards arising from contact with high-temperature materials, which may cause burns or scalding

- when coming into contact with high-temperature parts of the equipment
- when in contact with hot transported materials.

Thermal hazards arising from exposure to hot or cold working environments. **Fire or explosion** hazards – may arise, for example, from

- handled materials,
- a burning belt.

Hazards to the musculoskeletal system caused by neglecting ergonomic principles – may arise in particular from requirements to exert excessive effort.

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Hazards **arising from power supply failures** – may arise as a result of the conveyor running freely due to its inertia when the power is interrupted.

Hazards arising from **malfunction of safety devices or controls** – may arise

- due to unexpected start-up, speed change, or start-up or stop failure,
- control failure due to temperature, water or moisture penetration,
- inappropriateness, malfunction, or failure of controllers.

Hazards **occurring during inspections, maintenance, and cleaning**, e.g.

- if the equipment can be in operation even when safety measures, e.g., protective covers, have been removed,
- inappropriate location of control and locking devices,
- violation of safety regulations or principles during cleaning or maintenance.

10 MEASURES IN THE EVENT OF AN EMERGENCY

- (1) An emergency is defined as a fire, explosion, or workplace accident.
- (2) The measures that the employer must take in the event of such incidents are described in the Organizational Guidelines for Emergencies.

11 RESPONSIBILITY

- (1) All employees of the employer are responsible for complying with and monitoring the implementation of the provisions of this regulation within the scope of their duties arising from their job classification.

In this regard, the responsibility of the relevant workplace manager and the responsibility of the employee authorized to operate the equipment are particularly important.

- (2) The relevant workplace manager is responsible in particular

- for ensuring that the employee operating the equipment is authorized in writing to perform this activity,
- for designating persons whose duties include maintaining the workplace in a condition that does not endanger the safety and health of persons,
- for assigning the prescribed personal protective equipment to the employee operating the equipment and for familiarizing them with the use of this equipment,
- for the timely repair of equipment,
- for carrying out checks to ensure that the prescribed maintenance of equipment, periodic inspections, and revisions are carried out in accordance with the established regulations,
- for identifying specific risks of possible injury or health hazards in the workplace,
- for implementing the prescribed measures in the event of an emergency.(3)

The employee authorized to operate the equipment is primarily responsible for

- fulfilling the requirements prescribed for the operation of the equipment,
- complying with the prescribed prohibited activities when operating the equipment,
- maintaining order in the workplace,
- consistent use of assigned personal protective equipment,
- correct adjustment of the equipment,
- timely performance of prescribed equipment maintenance,
- Take measures to ensure that, if the operator performs repairs on the equipment themselves, unauthorized persons do not come into contact with the equipment, in particular to prevent it from being accidentally started up.

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12 ADDITIONAL SAFETY INSTRUCTIONS FOR OPERATORS

- (1) It is prohibited to use the transport equipment for purposes other than those for which it is intended.
- (2) Keep the workplace tidy, keep the area around the transport equipment clean, and do not block access to the operators' stations and main control devices.
- (3) Immediately notify your supervisor if you do not feel well enough to perform your work for health reasons.
- (4) Before starting cleaning work when the conveyors are at a standstill, make sure that the starting devices (electrical equipment) are secured by an electrician against being started up by another or unauthorized person. For simple (portable) conveyors, disconnect them from the mains.
- (5) Ensure that all rotating and moving parts of conveyors that pose a threat to your safety are properly covered with protective covers (drums, pulleys, sprockets, chains, worm gears, gear wheels, etc.) when the conveyors are in operation. When removing a protective cover, ensure that it is reinstalled before starting the conveyors. This provision applies to all types of transport equipment.
- (6) When operating transport equipment, wear properly fastened, close-fitting clothing without loose ends – there is a risk of entanglement and injury!
- (7) It is prohibited to load and unload material from conveyors outside the designated areas.
- (8) Exercise increased caution when walking under conveyors in designated underpasses. It is prohibited to walk under or crawl under conveyors in operation in places other than designated underpasses – risk of injury from entanglement in the lower branches of the conveyor!
- (9) Transporting mobile conveyors behind towing vehicles is permitted provided that applicable traffic regulations and ordinances are observed.
- (10) Before pushing transporters into wagons (when filling or loading products or other materials using transporters), secure stationary wagons against spontaneous movement.
 - Always check the safety measures in advance.
 - Activate the light signals or install warning signs to secure stationary wagons against possible movement of the factory siding.
 - In areas where products are being loaded into railcars using conveyors, it is prohibited to move or otherwise manipulate the railcars.
 - All repairs and maintenance work on conveyors must only be carried out when they are completely extended from the wagon and secured.
- (11) When a large amount of material has accumulated on the belt, it is prohibited to assist the operation of the belt manually or by means of a drive. The material must be removed when the conveyor is at a standstill, and only then can the belt be restarted.
- (12) Ensure that inspection windows and other openings on elevators are closed with (openable) covers while the conveyor is in operation. It is prohibited to reach into the elevator shaft (with your hands or various objects) while it is in operation – risk of injury!
- (13) It is prohibited to throw transported material (e.g., fallen on the floor) back into the screw conveyor without using a sieve.
- (14) The transport of pressure vessels and containers with hazardous contents (explosives, corrosives, flammables, etc.) is permitted in compliance with the applicable regulations for the transport of these substances.

13 RELATED DOCUMENTS

Act No. 262/2006 Coll. Labor Code (Chapter V – Occupational Health and Safety), as amended

Act No. 22/1997 Coll. on technical requirements for products, as amended

Government Regulation No. 378/2001 Coll., laying down detailed requirements for the safe operation and use of machinery and technical equipment, as amended

Government Regulation No. 390/2021 Coll., on detailed conditions for the provision of personal protective equipment, washing, cleaning and disinfecting agents

Government Regulation No. 101/2005 Coll. on detailed requirements for workplaces and the working environment

Decree No. 48/1982 Coll., laying down basic requirements for ensuring the safety of technical equipment, as amended

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ČSN ISO 1819 (26 0005) – Continuous handling equipment. Safety requirements. General provisions. ČSN ISO 2148 (26 0009) – Continuous handling equipment. Terminology.
ČSN ISO 7149 (26 0006) – Continuous material handling equipment. Safety requirements. Special provisions.
ČSN EN 620 (26 0085) – Continuous handling equipment and systems – Safety and electromagnetic compatibility requirements for fixed belt conveyors for bulk materials.
ČSN EN 50110-1 ed. 2 – Operation and work on electrical equipment
S-3.8.9 Training

14 RECORD

Written authorization to operate equipment for continuous transport of loads – Chapter 5.1, Chapter 11 Issued by the workplace manager for the period of validity of the authorization.

Demonstrable familiarization of operators of continuous load transport equipment – Chapter 5.1 Issued by the workplace manager for the period of validity.

Operating log – Chapter 5.6 – Chapter 5.6, Chapter 6

Stored by the operator of the specific equipment (current logs). Logs collected from individual workplaces are stored by the senior employee in whose possession the equipment is located for the entire lifetime of the equipment.

Record of technical inspection of transport equipment once every three months in the equipment logbook – Chapter 7
Performed by a senior employee by making an entry in the logbook.

Record of inspection once a month in the operating log – Chapter 8
Performed by a designated employee by making an entry in the operating log.

15 EXPLANATION OF TERMS AND ABBREVIATIONS

The interpretation of common (frequently used) terms and abbreviations used in this directive and not listed below is part of the "Company Legislation" database in Lotus Notes.

Transport equipment – equipment for the continuous transport of cargo
Conveyor – Conveyor

16 FINAL PROVISIONS

16.1 It is the responsibility of managers to ensure that subordinate employees responsible for the operation and maintenance of transport equipment are thoroughly familiar with this BI.

16.2 With the issuance of this BI, I hereby revoke the previously valid BI 00-07 "Safety Instructions for Transport Equipment" from 2001.

17 LIST OF APPENDICES

None

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