

# SAFETY CULTURE

## of the company ARAKO spol. s r.o.

Company ARAKO spol. s r.o. puts emphasis on each individual employee's awareness of the main thrust of safety culture. A high level of the security of any system is achieved by awareness of personal responsibilities, a high level of personal knowledge & skills and a compliance with the internal written procedures and statutory regulations.

### Company ARAKO spol. s r.o. has established fundamental safety rules based on:

#### 1. EFFECTIVE COMMUNICATION

- To eliminate an ineffective and unnecessary activity in the process.
- To transfer the information promptly, without delay.
- To be most helpful and collegial.

#### 2. AWARENESS OF THE PERSONAL WORKING CONSEQUENCES

- To continuously think about the impact of daily personal work.
- To be continuously aware that the outputs of the activities of somebody's work are an input of the work of his/her colleague.
- To be aware of the fact that somebody's imperfect work may endanger anyone outside of parent company.

#### 3. KNOWLEDGE OF THE PERSONAL WORKING PROCEDURES AND PERSONAL RESPONSIBILITIES

- To perfectly know the written internal procedures within somebody's personal process and personal work.
- To respect the internal procedures and to warn of any discrepancies in case of knowledge of that they can be more efficient.
- To know that it is necessary to accept the personal responsibilities and, therefore, to avoid transferring the personal responsibilities to other employees.

#### 4. AWARENESS OF THE RISKS AND AVOIDANCE TO THEM THROUGH PREVENTION

- To continuously keep in mind the potential risks arising from the personal work which may result in an impact on the personal health and, consequently, on the health of each individual colleague.
- Due to the above mentioned circumstances, to think about personal safety and safety of other employees.
- To know that it is necessary to warn promptly about the risks and to be active in proposing preventive actions.
- To know that the person to whom the information was forwarded accepted his/her personal responsibility, proposed effective actions and gave a feedback.
- To actively require an application of corrective actions to remove unsatisfactory conditions.

#### 5. KNOWLEDGE OF THE LIMITATIONS AND BOUNDARIES OF THE PERSONAL WORKING ACTIVITIES

- To be familiar with the personal working procedures within the personal process as well as the limitations and boundaries arising from the relevant process.
- Awareness of the fact that a failure to meet strictly defined limits or characteristics may result in a risk to not only personal health and safety but also global safety.
- Awareness of the fact that it is always necessary to warn the responsible personnel of the situations when the limits and boundaries have become endangered as well as to know what kind of information shall be forwarded and to whom.

## 6. SYSTEMATIC CLEANNESS

- Awareness of the fact that each material, tool, waste and chemical shall have its unique place and shall be handled in accordance with the internal written rules.
- Awareness of the fact that if working tools have not their places, the work may be delayed (not only the personal one), which may not only result in a decrease in the productivity but also, consequently, the overall effectiveness.
- Awareness of the fact that not only a personal productivity and the overall effectiveness decrease in such cases but also, and primarily, the personal level of safety and, consequently, the safety level of the entire company decrease.

**ALL EMPLOYEES ARE AWARE OF THE RULES HEREIN AS WELL AS RESPECT  
AND FOLLOW THEM.**



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Rovshan Abbasov  
General Manager

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Opava, date



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Josef Švamberg  
QMS Management Representative