



# OH&S MANUAL FOR THE DRIVERS

of all types of transport

1. Our goal is ZERO accidents!
2. Don't let the same accident happen again!
3. PPE is my uniform!



## 5 CARDINAL RULES OF OH&S



Do not override or interfere with any safety provision nor allow anyone else to override or interfere with them.



Personal Protective Equipment (PPE) rules applicable to a given task must be adhered to at all times.



Isolation and Lock Out Procedures must always be followed



No person may work if under the influence of alcohol or drugs.



All injuries & incidents must be reported.

## ESSENTIAL PERSONAL PROTECTIVE EQUIPMENT (PPE) COMPULSORY IN THE PREMISES OF DANUCEM PLANTS AND ESTABLISHMENTS



- if you have to step out onto the loading area of the truck, wear a protective helmet with a chin strap,
- wear goggles with dust protection when unloading material from the tanker,
- wear S3 class safety ankle boots when moving in the plant premises,
- use high visibility clothing according to the standard ENISO20471 with the option of long trousers.

## GENERAL SAFETY INSTRUCTIONS AND WARNINGS



**Note:** All basic safety warnings and procedures apply to all companies belonging to the CRH group in Slovakia (Danucem, TransPlus, Ferrobeton, Ecorec, Premac)

## SAFETY PRINCIPLES IN THE PLANTS AND WHILE ON THE ROAD

### 1. Duties of the driver on the premises

- Observe all safety instructions, orders and prohibitions in Danucem plants as well as in the customer's plant.
- It is forbidden to enter the operating, production and storage areas without an escort and authorization.
- Use designated walkways and roads to move around the premises.
- Make eye contact with the driver or operator before approaching the vehicle and signal your intention.
- When getting on/off the vehicle or on ladders, or when walking on stairs/walkways, hold on to handrails, and observe the 3-point contact principle. Never jump.
- Do not enter the working area of the machine/vehicle and blind spots in the driver's view.
- Do not stop the vehicle outside the designated areas; when stopping the vehicle, switch off the engine and secure it with the handbrake, chock the wheel.
- Do not carry out any service or repair work in the plants for which you do not have permission from your immediate supervisor and the designated employee of that plant.
- Do not stay in areas where assembly, maintenance or hazardous work is being carried out, or near moving vehicles or machinery.
- Everyone is required to wear the prescribed PPE when in the plant (except "green zones").
- Observe all safety instructions, orders and prohibitions in Danucem plants as well as in the customer's plant.
- Do not make phone calls while driving or walking in the plants; if you need to make a call, stop in a safe place.
- When moving in Danucem plants, please keep your seat belt fastened and observe the prescribed maximum speed limit of 20km/hour (speed cameras are located at designated places in the CEM Rohožník and Turňa plants).
- Every driver must have all the documents necessary to perform his/her job valid and must have received regular OH&S training on Danucem's internal regulations (e.g. also in the form of E-learning).
- Carry out work related to your activities in the plant in accordance with the safe work procedures specified for the activities. Always review your work procedure before you start an activity.

- Smoking is prohibited in Danucem plants except in designated areas.
- It is forbidden to handle open flames and to use equipment with an initiating source in places with an increased risk of fire (fuel and flammable liquids stores, TAP, etc.).
- If you see a fire, raise the alarm, try to extinguish the fire and/or call for help; assist in any evacuation and rescue and/or move to the assembly point.
- Immediately inform your supervisor and the employee of the respective work place about the emergency situation, accident, near-miss or injury.

## 2. Pre-start inspection of the vehicle

- The driver is obliged to carry out a visual inspection of his/her vehicle before each daily drive and keep a record of this. The minimum extent of the pre-start inspection is defined by Danucem within the “Check-list for Vehicle Inspection” form (found at the end of the manual).
- Report deficiencies immediately to your supervisor or contact the Operations Manager and do not try to make arbitrary solutions.

## 3. Obligations of the driver while driving

- A road user is obliged to comply with the rules of the road traffic laid down in the Road Traffic Act and on Amendments and Supplements to Certain Acts.
- Pay full attention to driving the vehicle while driving. Do not make phone calls while driving. In an emergency, use a hands-free kit and keep the length of the call to the minimum necessary. Texting or surfing the Internet while driving is prohibited.
- Follow the principles of “Defensive Driving”. Wear your seat belt when driving, keep the prescribed speed, safe distance and distance from vehicles.
- Adapt your driving to your abilities, the characteristics of the vehicle and load, situation on the road, microclimatic conditions and road conditions.
- Never drive under the influence of alcohol or substances that could adversely affect your decision-making or reaction time.

## 4. Planning of the Rides






- When planning new rides, consult the plan with the dispatcher and provide feedback so that you can identify and mitigate all known and potential ride risks.
- Any changes regarding: routes, stops, risks, loads, people and contingency plans for emergency situations during driving, etc., should be consulted with the dispatcher.
- As part of your ride planning, assess the risks associated with long-distance driving, driving at night, using riskier routes and areas, the traffic situation and weather conditions.
- Plan your rides so that you are able to keep to the prescribed rest periods at the places you have planned in advance.
- If you have a health problem that could affect your ability to work, contact your immediate supervisor/dispatcher before you start work to discuss the situation.

## 5. Organization of the working time of drivers for freight transport over 3.5 t

Working time of transport drivers		Period of regular daily rest	Minimum 11 hours (within 24 hours)
Daily driving time	9 hours (2 x per week)	Shortened daily rest period	at least 9 hours but not less than 11 hours, with no more than 3 shortened daily rest periods between two periods of weekly rest
Weekly driving time	max. 56 hours	Period of regular daily rest – intermittent	12 hours (within 24 hours) - the drawdown is possible in two periods, although the first period must be at least 3 hours and the second period at least 9 hours
Driving time for two consecutive weeks	max. 90 hours	Period of regular weekly rest	the driver must take at least 9 hours within 30 hours after the end of the daily rest period or weekly rest period
Continuous driving time or sum of driving times	max. 4.5 hours	Shortened weekly rest period	a period of not more than 45 hours starting at the latest at the end of six 24-hour periods from the end of the previous weekly rest period
Break	min. 45 min. after 4.5 hours of driving; the break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes.	Shortened weekly rest period	rest may be shortened to a minimum of 24 hours; this reduction must be replaced by the average rest taken in its entirety before the end of the third week following the week in which the reduction took place.

## 6. General instructions for road transport safety and safety during loading and unloading of materials by type

### Packed cement loading procedure

-  During loading, shut off the engine and secure the vehicle against its movement, remove the tarp of the semi-trailer, move away from the semi-trailer work area to a designated area, and communicate and maintain visual contact with the forklift operator.
-  When transporting packaged cement and other palletized cement, the driver must secure the pallets against their movement and tilting with suitable fastening devices and edge protectors; do this in a designated place.
-  For this purpose, the semi-trailers must be equipped with certified fastening devices; the loading surface must be clean and if necessary, use a suitable platform or auxiliary ladder.
-  Load the pallets in such a way that there are no empty and unfilled spaces between the pallets and the parts of the sidewall (fill and secure them with empty pallets, for example).
-  It is forbidden to enter the handling area of the forklift truck operator during loading (it is possible only after contact the operator - visual and verbal communication).



### Procedure for loading of oversize loads

- ✔ When loading/unloading oversized materials on/off the loading area, follow local rules for safe handling. Provide a trained person and use all safety features.
- ✔ The truck driver shall follow the instructions of the crane operator and the load binder; he/she prepares the loading area and moves to a safe place. Once loaded, the load must be secured against its movement by suitable securing devices.
- ✘ Never enter a working area where oversized goods are being loaded and lifted.

### Loading of bulk material

- ✔ When loading, follow the operating instructions, park the vehicle under the loading platform according to the type of material being loaded or directly under the nozzle, switch off the engine and secure the vehicle against movement.
- ✔ The driver walks up to the platform (cage) and lowers the steps onto the tanker, takes all the necessary actions in one place (opening/closing the hatch, dusting the tanker, taking a sample if necessary).
- ✔ If you are on a loading site where there is no external platform, you are obliged to use a tanker handrail in combination with a personal fall arrest device (depending on the type)
- ✔ Move only on the tanker platform, use the designated steps and use to the handrails. Remember to return the steps back to their original position and secure them properly when the work is finished.
- ✘ Do not carry out activities unrelated to loading, it is forbidden to get off the platform and unprotected edges of the tanker.








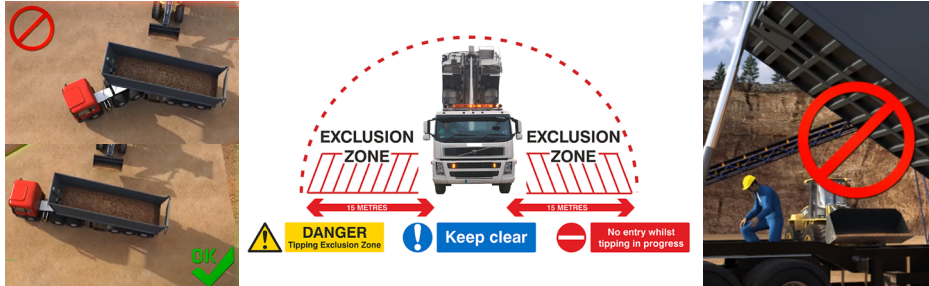
### Unloading of bulk material

- ✔ Follow the instructions in the site. If no other requirements are specified, follow standards of the company Danucem, the customer or of the site; park the vehicle as close as possible to the silo and secure it against movement.
- ✔ Connect all necessary air and cement hoses to the silo, the end of the hose must be threaded through a loop of the steel rope and all joints secured with metal clips.
- ✔ Pressurize the tank to the required pressure (must not exceed 1.8 Bar), and monitor the unloading process from a safe distance from the control panel, if you notice a problem (dusting, light or sound alarm), stop the unloading immediately and report it to the control room.
- ✔ Drain residual air into the silo only where permitted, otherwise take care to manage the pressure gradually and carefully. If there is increased dustiness, use a catch filter bag.
- ✘ Exiting/descending from wagons to close/open valves during loading/unloading without the use of fall protection equipment is prohibited.
- ✘ It is forbidden to climb on a pressurized tank and to perform any interventions that could impair the integrity of the pressure system of the tank, including its components, without depressurizing it first (loosening or tightening hatch clamps, hose connections).






## Substrate loading/unloading procedure

-  Before loading, establish communication with the operator and ensure that the load is loaded evenly and does not exceed the permissible load capacity.
-  Before unloading, make sure that the unloading point is correct, unload gradually and check that the unloading goes smoothly, make sure that the terrain is suitable.
-  Always use a suitable platform and tools to seal the trailer, in case of dusty material, to prevent it from getting wet, or to climb on the hull for cleaning.
-  During loading/unloading, the driver must be in the cab of the vehicle or at a safe distance of >10m from the vehicle being unloaded; it is prohibited to unload another vehicle at the same time (in the area affected in case of rollover of the vehicle), do not step on the unloading grates.
-  Never unload when the axle is broken or when there is a strong gust wind. It is strictly forbidden to drive with the tipping platform after unloading (only necessary movement to slide the material), to enter the chassis, under the tipping platform or the rear tipping front of the semi-trailer.












## Procedure for loading/unloading TAP Ecorec

-  Safely park the truck and secure it against movement, remove the tarp of the semi-trailer and secure the tailgate, check before loading, switch off the engine and monitor the loading process. Communication with the operator for even distribution of material.
-  The operator opens the rear door of the semi-trailer and backs the semi-trailer up to the supply line along the guide stops, the support legs are extended and the semi-trailer is secured against movement (wedge on both sides of the wheel); the unloading process starts after connection to the electrical and hydraulic connection.
-  Do not climb onto the loading area of the semi-trailer or the material bucket; use a platform and a suitable ladder for tarping. It is forbidden to enter the dock line augers, also between the dock line and the semi-trailer.



## Procedure for loading/unloading the concrete mixer truck or concrete pump

-  To load the concrete mix park the cement mixer truck under the hopper, secure it against movement, the concrete plant operator will signal you to stop loading, then rinse the hopper at the designated location.
-  Ensure clear access to the unloading site, free of obstacles (persons, pits, buildings, utility lines, overhead cable lines or pipelines), level ground capable of supporting the weight of the loaded truck.
-  Secure the truck against movement at the start of unloading and take extra care when using the additional channel.
-  When driving with the concrete mixer truck, pay attention to the position of the center of gravity of the superstructure with the concrete mix, as well as to speed, curves, inclines, so as not to overturn.
-  When unloading the concrete mix using a concrete pump, follow the same procedure as for the concrete mixer truck and pay attention to the suitability of the terrain. Secure the vehicle against its overturning by extending the support legs and secure the surrounding area.
-  The concrete mixer truck is attached to the hopper of the concrete pump, the truck driver monitors and controls the process of unloading the concrete into the pump's working basket. The pump operator operates the pump and controls performance of concreting with direct view of the operator of the end hose and concrete mixer truck.
-  After pumping is completed, the pump operator is required to secure the station against accidental movement or contact with the superstructure.
-  After pumping is completed, the operator of the concrete mixer truck and pump will clean the superstructure at the designated place (by the construction contractor); after arriving at the plant, the driver will finish the cleaning at the recycling plant.
-  Always use ladders or platforms for climbing up onto the truck body to flush the hopper; hold on to the handrails and do not climb on them.



Never unload concrete if the terrain is unstable, if there are obstacles or high voltage lines; report risky or substandard circumstances and consult them with your supervisor



Prohibited activities: When pumping concrete, do not step on the grid of the filling basket, do not reach into rotating parts of the equipment, do not disconnect pressurized hoses and do not bend or stretch the hoses by increasing the pressure when it is clogged with concrete; secure all forms of energy that could cause injury during maintenance.



## 7. Internal regulations and safety standards in transport according to 16LSR CRH (rules for saving lives)

### STOP Card - authorization for drivers to stop dangerous work

**AUTHORITY TO STOP WORK**

Your health and safety are paramount to me. This card gives you direct authority to stop any activity that cannot be carried out safely, assist in correcting it and continue working safely

*Klaus Födinger*  
Klaus Födinger  
General Director of Danucem Slovakia

OUR WORK IS IMPORTANT. SO WE MUST ALWAYS MAKE SURE WE DO IT SAFELY!



**1. STOP - STOP ACTIVITY**  
**2. INFORM YOUR SUPERVISOR**  
**3. CONNECT WITH PEOPLE WHO CAN HELP YOU SOLVE THE PROBLEM**  
**4. KEEP WORKING IF IT'S SAFE TO DO SO**  
**5. SHARE YOUR EXPERIENCE**

**SIGNATURE**

I understand that I am not expected to do work that could cause injury or harm to myself or others. I am responsible and entitled to stop work that is unsafe and to follow the steps outlined above.



## Main elements of the visual inspection of the truck



Reversing alarm

Setting of mirrors

Condition of tires

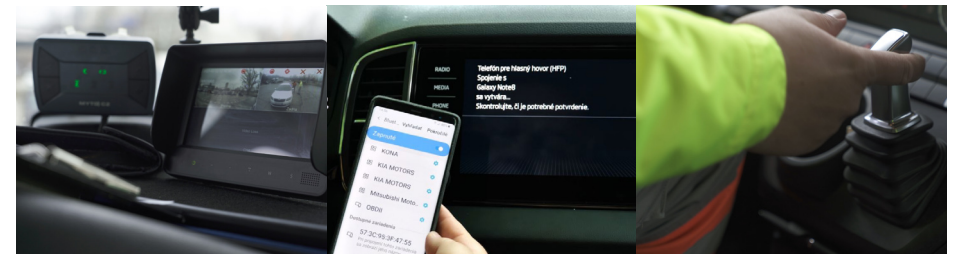


Functionality of the lights

Elements against fall

Obligatory equipment

## Equipping the vehicle with safety features



Reversing camera system

Suitable hands-free device












Handbrake not applied alarm














Warning stickers on the wheel archs of semi-trailers

Blind spots around the truck

Active safety features of the vehicle












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Company:				Plant:			Month/Year:			
Vehicle:				Semi-trailer:						
Towing vehicle:				Semi- trailer connected:						
Name of the driver:				Driver - changer 1:						
				Driver - changer 2:						
The main parts of the vehicle inspection:				OK ✓			To be repaired ✕			
Part	1.	2.	3.	4.	5.	6.	7.	8.	9.	
	Structure, chassis, hydraulics	Cement hoses, clamps and safety valve	Operating fluids, oils, car battery	Warning elements, reversing alarm and reversing camera	Tyre condition and functionality of brakes, steering	Functionality of the lights and condition of the mirrors	Handrail and ladders, protection against falling	Compulsory vehicle fittings	Safety seat belt, parking brake, hands-free	
Date										Signature

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








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








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








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**CHECK-LIST FOR VEHICLE INSPECTION**

Company:					Plant:			Month/Year:		
Vehicle:					Semi-trailer:					
Towing vehicle:					Semi- trailer connected:					
Name of the driver:					Driver - changer 1:					
					Driver - changer 2:					
The main parts of the vehicle inspection:					OK ✓			To be repaired ✕		
Part	1.	2.	3.	4.	5.	6.	7.	8.	9.	
	Structure, chassis, hydraulics	Cement hoses, clamps and safety valve	Operating fluids, oils, car battery	Warning elements, reversing alarm and reversing camera	Tyre condition and functionality of brakes, steering	Functionality of the lights and condition of the mirrors	Handrail and ladders, protection against falling	Compulsory vehicle fittings	Safety seat belt, parking brake, hands-free	
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### CHECK-LIST FOR VEHICLE INSPECTION












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








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








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








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








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








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








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For my family, colleagues and friends

## From now on, I undertake to observe the following safe driving principles:

- **Seat belts** - I always wear my seat belt and require my passengers to do the same.
- **Distractions** - I always focus on **driving** and don't engage in any distractions, including handling my mobile phone, texting or eating. I know that these and other distractions greatly affect my safety and the safety of others.
- **Regulations** - I **comply with all traffic regulations**. I do not drive in such a way that would lead to breaking the rules or endangering other road users.
- **Drugs and alcohol** - I **do not drive under the influence of substances that could affect my ability to drive**. I consult with my physician any possible negative effect of prescribed medicaments.
- **Fatigue** - I know that fatigue causes decreased reaction time and increases the risk of microsleep. **I only ride when I am sufficiently rested**.
- **Vehicle maintenance** - I know that **awell-maintained vehicle is another element that contributes to safe driving**. I make sure that I carry out a daily inspection of the vehicle and do not exceed its maximum load.
- **Qualifications** - I **meet and maintain all professional and medical requirements for performance of my profession**. I complete all the training required by my employer, including a defensive driving course.
- **Transparency** - I encourage others to evaluate my work so that I can improve. **I report all violations of OH&S rules** and traffic rules, accidents and breakdowns to my supervisor.
- **My commitment** - when I'm driving, I keep in mind the promise I made to you!

Company name		Driver	
Vehicle registration number		Signature of the driver	

## Hotline - contact phone numbers

Emergency service.....	155
Fire Brigade.....	150
Police Force.....	158
Integrated Rescue System.....	112
CEM Dispatching Rohožník.....	+421 903 453 355
CEM Dispatching Turňa.....	+421 905 903 591
Marek Ďurko.....	+421 918 322 228
OH&S coordinator for Transplus and carriers	