

WORK AND FIRE SAFETY REQUIREMENTS FOR EXTERNAL EMPLOYEES WHO WORK IN THE SPAR STORE NETWORK

WORK SAFETY

Pursuant to Act XCIII of 1993, responsibility for providing a briefing on work safety requirements and conducting work-safety training lies with the employer.

- While working, activity must be performed having regard to people present in the effective range of work, and preferably, work should be separated in space and time (by fencing off or locking-out) from people present in its effective range (customers...).
- If an external employee notices an accident on store premises (Spar Kft. employee, customer, supplier, etc.) or where they are injured on the premises themselves, they shall be required to report that immediately to the manager who is on site.
- Machinery and equipment located on store premises are the responsibility of Spar Magyarország Kft's employees; operating and using them will be prohibited for external employees, unless their operation has been explained to them and they satisfy the criteria described in the annex. **Operating the paper press, electric transport/lifting equipment and cleaning machines is prohibited for third-party company employees!**
- External employees may only bring machines, devices and equipment in impeccable technical condition to the store premises.
- **Providing personal protective equipment** associated with the respective activity to external employees will be the **third-party employer's task**. Specific requirements may be defined in the agreement regarding working clothes.
- Should the employee of a third-party company observe any irregularity of whatsoever nature on store premises that might compromise the health and safety of people present on store premises and its surroundings, they shall be required to notify the store manager on site immediately.

Providing a briefing on all other work-related requirements will be the task of the third-party company employer. Providing an introduction to the working environment to the third-party company employer by the store manager is mandatory, and their employer is obliged to relate whatever will have been said to the third-party company employees.

Use of chemicals – If chemical substances are used, Safety Data Sheets must be stored on site, in an accessible location.

FIRE PREVENTION

1 General Requirements

- Employees in management positions and other employees, tenants and people present at the facility (customers, suppliers, third-party company employees) shall be obliged to implement and abide by fire-prevention rules without being specifically called upon to do so and notwithstanding specific measures, as well as to take action to eliminate any such in the case of irregularities.
- Store premises may only be used as intended, for the purposes specified in the respective occupancy permit.
- The accessibility of fire extinguishers, exits, electrical installations and opening and closing mechanisms for operating utilities must be ensured, and these may not be obstructed even temporarily.
- During opening hours, the doors to premises where people are present may not be locked.
- At the premises, external employees may not engage in any activity posing a fire hazard (unless based on a specific permit).
- If an employee of the third-party company observes any circumstance posing a fire hazard or that could cause a fire, they shall be required to report it immediately to the manager who is present.

2 Smoking

- Smoking is only permitted in the duly designated areas on the store premises. Smoking is FORBIDDEN in the retail area and the warehouses on fire-safety grounds.
- In the designated smoking room:
 - Discarding any burning tobacco product, matches and ignition sources in places where this could cause a fire is prohibited.
 - Pouring the contents of ashtrays into collection containers made of a combustible material or discarding any burning tobacco product and matches into a waste paper basket is prohibited.

3 Requirements Applicable to Premises

- Storing any combustible materials or liquids that are not intended to be in the respective room is not allowed, even temporarily.
- Where flammable and explosive materials are used (e.g. aerosols), they must be kept separated from other materials, and may only be stored on shelves made of non-combustible materials and protected from tipping over. The store manager must be notified of the quantity of flammable and explosive materials stored in the respective store. No other flammable and explosive materials may be stored on the premises.
- Domestic electrical consuming appliances (e.g. coffee machines, microwave ovens, etc.) can be placed in the rest-area kitchenette designed for that purpose.
- In the event of an electrical appliance malfunction, it must be de-energised, and its repair taken care of.
- Passageways in premises must be kept free at all times.
- Before daily closing, the person who is tasked with closing shall be required to confirm that all circumstances that might be indicative of a fire hazard are eliminated (de-energize electrical appliances, empty ashtrays, etc.).

4 Fire-extinguishing Equipment

- A specified number of fire extinguishers are placed and fire hydrants installed in stores, taking the respective floor space into account.
- Should the third-party company observe a malfunction of the fire alarm or fire-extinguishing equipment or if using it is necessary, that must be indicated immediately to the manager who is present.

5 ACTIONS TO BE TAKEN IN CASE OF FIRE

In case of fire, the employees of the third-party company will have the task of providing assistance in raising the alarm, extinguishing the fire and rescue using all necessary means. External employees must act according to guidance provided by the store manager present or their deputy.

List of equipment used by Spar Magyarország Kft

Knives, cutting equipment – None provided for work

Step ladder (round rolling step stool), 2 to 3 rung ladder

- Not subject to qualifications
- Its faultless state must be verified by every user.
- The use of crates as step stools is PROHIBITED.

Moving materials with accessory equipment

1 Shopping trolley

- Not subject to qualifications
- Safety gloves are recommended when moving materials

2 Four-wheel mini trolley

- Not subject to qualifications

Annex

- Safety gloves are recommended when moving materials
- 3 Sack truck
 - Not subject to qualifications
 - Safety gloves are recommended when moving materials
 - 4 Box bin cart
 - Not subject to qualifications
 - **Use of safety footwear is mandatory**
 - Safety gloves are recommended when moving materials
 - 5 Manual hydraulic lift (stacker)
 - Not subject to qualifications
 - **Use of safety footwear is mandatory**
 - Safety gloves are recommended
 - 6 Electric lifting machinery – **USE PROHIBITED!**