



Termoelektrarna Šoštanj d.o.o.

General information



GENERAL

It is a right and duty of every visitor or person entering the secured area of the Šoštanj Thermal Power Plant to become acquainted with the rules for safe movement and other general instructions and rules before entering. These rules must be observed as long as the person is within the secured area of TEŠ. For this purpose, before entering the secured area of TEŠ, each visitor or contractor receives general information, i.e. rules that apply in the secured area of TEŠ, which he or she confirms with a signature at the reception of Termoelektrarna Šoštanj, d. o. o.

Before entering the secured area of TEŠ, everyone who enters the secured area of TEŠ – with the exception of the administrative building – must wear personal protective equipment as follows:

- ✓ ***Protective helmet***
 - ✓ ***Reflective vest***
 - ✓ ***Protective work boots or other appropriate hiking equipment.***
- **Contractor's workers** may enter the secured area of TEŠ only if the contractor has all the obligatory documentation, necessary for performing works at the Šoštanj Thermal Power Plant:
- ✓ The contractor and Termoelektrarna Šoštanj, d. o. o. must have a written Agreement on joint measures for ensuring the safety and health of workers.
 - ✓ The contractor – enterprise or private entrepreneur – must sign a Statement, declaring that the contractor's worker or worker of its subcontractor meets all the legal provisions of the Health and Safety at Work Act
 - ✓ The contractor must have a List of Subcontractor's Workers made in advance. The list is the basis for preparing an ID card for entering the secured area of TEŠ.
 - ✓ A contractor's worker is allowed to be in the secured area of Termoelektrarna Šoštanj, d. o. o. only if accompanied by a person responsible for the implementation and supervision of contractual works.

Movement of contractual workers without the supervision of a person responsible for the implementation and control may be very dangerous and is STRICTLY PROHIBITED.

- **Visitors** may enter the secured area of TEŠ only if accompanied by an authorised person. Movement inside the secured area of TEŠ is allowed only if accompanied by an authorised person and in accordance with the instructions given by the authorised personnel.



Leaving the group led by an authorised person or attendant may be very dangerous and is STRICTLY PROHIBITED.

DIVISION OF TEŠ INTO MOVEMENT AREAS

In terms of security measure levels, the secured area of Termoelektrarna Šoštanj is divided into three areas:

- AREA I. - area where free movement is allowed,
- AREA II. - area of using production devices and supervision of facilities,
- AREA III. - area that may only be entered by those employees who know the special instructions for the implementation of security measures.

MOVEMENT AREA I.

This includes workshops and their front yards, warehouses (except for flammables warehouses), wardrobes and administrative spaces. Here, persons may move around without limitations regarding occupational health and safety and fire safety.

MOVEMENT AREA II.

This includes premises with electrical and heating commands and other machinery premises (boiler rooms and engine rooms), gas turbine space, front yard of the hydrogen plant and gas cylinder warehouse, oxygen and hydrogen filling station, cable tunnels, relay areas, service tunnels for own use and free air distribution service tunnels, accumulator battery premises, house aggregate and compressor premises, coal dumping ground with transport conveyors and boiler bunkers, process water inlet facilities, water preparation facilities, ash removal facilities, cooling towers and warehouses for fuel oil and residual fuel oil.

This area is for employees who operate these machines and are properly qualified for independent work, as well as those employees who perform maintenance of the machinery or supervise their operation, cleaners of machinery premises and employees of the training department, as well as visitors accompanied by an authorised person.

MOVEMENT AREA III.

This includes high-voltage cells for own use with distribution boards, area with switchboard and distribution devices that are specially fenced, high-voltage devices that are elevated by 2.5 m and hydrogen plant with a gas storage tank and its surroundings of up to 1.5 m, as well as gas tank with a volume of 20m³ and 7.5 m around it. This area may only be entered when devices are shut off and secured, or when all the measures for safe work have been taken.

ALCOHOL AND OTHER PSYCHOACTIVE SUBSTANCES



A person is not permitted to enter the secured area of TEŠ if under the influence of alcohol or psychoactive substances. Furthermore, it is forbidden to bring such substances into the secured area or indulge in these substances while in the secured area of TEŠ. A person is considered to be under the influence of alcohol or other psychoactive substances if their appearance, demeanour, psychophysical condition and other circumstances indicate that they are not capable of controlling their behaviour.

SMOKING



In accordance with the Act Amending the Restriction of the Use of Tobacco Products Act, it is forbidden to smoke in closed work premises. Closed work premises are any premises that have a roof and more than one half of the surface of the walls completely closed.

Smoking is only allowed in certain places – smoking areas, which are marked and equipped with an ashtray.

- At the administrative building
- At the maintenance workshop
- At the entrance to Unit 5
- At the entrance to Unit 6
- On the balcony of Unit 6.

EVACUATION OF PERSONS FROM THE BUILDING OR OTHER ENDANGERED AREAS



If there is danger in the building or in other endangered areas and if evacuation is necessary, the visitor or contractor must act fast and in accordance with the given instructions.

Notifications regarding evacuation will be transmitted via a megaphone or vocally by the responsible head of evacuation.

During evacuation, each person may only take the most essential belongings:

- personal documents and money
- clothes.

Before departure, the following must be done:

- unplug electric machines and devices
- close windows and doors
- turn off the lights
- close the water.

Each person must take the shortest marked evacuation route to the assembly point.

Endangered premises must be abandoned quickly, yet carefully and patiently in order to prevent panic and the danger of injury while walking down stairs and other uneven surfaces.



Each person must follow the instructions provided by the responsible head of evacuation.

Evacuation routes must be protected from smoke accumulation – CLOSE THE DOOR.

Other employees who are in the building must be warned. Take care of those who are incapacitated or injured.

At the assembly point report to the person who is making a list of the evacuated persons who were in the building.

**ASSEMBLY POINTS FOR PERSONS WHO ARE IN THE SECURED AREA OF
TEŠ ARE AT THE
MAIN GATEHOUSE AND AT THE
WASTE METAL COLLECTION POINT**



NEXT TO THE MILL REPAIR WORKSHOP!

FIRST AID




In case of an accident, every person is obligated to immediately start providing first aid to the injured person as best as they can, and with all the resources that are available for providing first aid, if this can be done without putting their own life in danger.

In case of an accident, call the DISPATCHER at extension 3104, or telephone no. 03 8993 104. The dispatcher will then act in accordance with the instructions.

➤ SPACE FOR PROVIDING FIRST AID

At Termoelektrarna Šoštanj there is a space for providing first aid, where qualified and authorised persons can provide first aid without disturbances.

Space for providing first aid is marked with , and is located in the communal building with the main dressing room premises.

The key for unlocking the first aid room is hung on the door of the room, so that the room can be entered at any time.

In the first aid room there is a stretcher and other first aid equipment. There is also a shower for washing/rinsing injured persons.

➤ FIRST AID CABINETS

Based on the risk assessment, the size of work premises, the number of employees located in the premises and the frequency of injuries, there are first aid cabinets positioned in certain places in Termoelektrarna Šoštanj.

First aid cabinets are placed in the following locations:

IN THE ADMINISTRATIVE BUILDING:

- In the office of the Occupational safety engineer,
- In the secretary offices in TEŠ,
- At the beginning of the hallways in the first, second and third floor, in the mezzanine and the ground floor, at the elevator in the garage,
- At the IT office in the mezzanine.

UNIT 5:

- In the command room of Unit 5.

FGD UNIT 5:

- In the training centre (former FGD command of Unit 5).

UNIT 6:

- In front of the command room of Unit 6.

FGD UNIT 6:

- In the FGD command room of Unit 6.

COMMUNAL DEVICES:

- In the communal devices command room
- In the PE 44 operator room
- In the premises of dumping ground machinery operators
- In the workshop for repairing gypsum haulage machinery,
- In the premises of boiler bunker operators – bunker area of Unit 6
- In the water preparation office
- In the hydrogen plant operator room.

WORKSHOPS AND WAREHOUSES:

- In the office of heads of maintenance
- In front of heads of maintenance office
- In the precision mechanics electronics workshop
- In the EV1 electronics workshop
- In the mill workshop
- In the joinery workshop
- In the construction warehouse
- In the central warehouse at the gate for issuing goods
- In the warehouse officer's office
- In the garage area.

LABORATORY

- In the hallway at the chemicals storage area
- In the hallway on the first floor.

GATEHOUSE AND RECEPTION

- In front of the main gatehouse
- Inside the transport gatehouse.

RESTAURANT:

- In the dining room
- In the kitchen.

TRAINING AND EDUCATION FACILITY

- At the entrance to the training and education facility.

The cabinets are placed in visible spots and are available to anyone who might need them.

➤ 4. DEFIBRILLATOR

There are three defibrillators at TEŠ. One defibrillator is located on the ground floor of the administrative building at the notice board. The second defibrillator is located at the southern entrance to the workshops. The third defibrillator is located at the main entrance to Unit 6.

They are intended to be used for providing first aid, i.e. for resuscitation.

The list of persons qualified to use the defibrillator is at the reception, next to the defibrillator.

The list of persons trained to provide first aid and the list of persons qualified to use the defibrillator is in the first aid cabinet.

FIRE



For the purpose of acting in case of a fire, there are several fire extinguishers and a hydrant network with the accompanying fire extinguishing equipment within the secured area of Termoelektrarna Šoštanj.

Instructions for using the fire extinguisher are enclosed with the fire extinguisher.

➤ HOW TO ACT

In case of a fire every person is obligated to immediately start putting out a fire with all the available fire extinguishing equipment, if this can be done without putting their own life in danger. Notification must take place as soon as possible.

➤ NOTIFICATION

Every fire must be reported to the dispatcher at **038993 104** or extension **3104**!

The following information must be provided:

- ☞ name and surname of the person calling
- ☞ where is the fire?
- ☞ what is on fire?
- ☞ is anyone injured?
- ☞ how large is the fire?

EARTHQUAKE

➤ MEASURES DURING EARTHQUAKE

- ☞ If an earthquake surprises you inside a building, remain inside.
- ☞ Find shelter under massive desks, benches, under a doorway, if in a hallway stand close to inner walls.
- ☞ Avoid glass surfaces and outer walls.
- ☞ Do not use elevators or staircases.
- ☞ Do not light matches and do not use open fire.

- ☞ If you are outdoors, move away from buildings, power lines and other installations.

➤ MEASURES AFTER EARTHQUAKE

- ☞ If you are not injured, help those who need help.
- ☞ If you are trapped under rubble, stay calm, conserve your energy and tap sporadically on a wall or pipe with an object.
- ☞ Occasionally call for help, so that the rescue team can find you.

INFECTIOUS DISEASES

➤ MEASURES FOR PREVENTING THE SPREAD OF THE CORONAVIRUS

- ☞ The secured area and the premises of TEŠ may only be entered by persons who are not suspected to have an infectious disease.
- ☞ Before entering the administrative building of TEŠ, disinfecting your hands with hand disinfectant is obligatory.
- ☞ In the secured area of TEŠ, wearing a protective mask is mandatory at all times.
- ☞ While in the secured area, it is obligatory to maintain proper cough hygiene, wash hands with soap and water regularly and thoroughly, disinfect hands, and observe the rules of physical distancing.
- ☞ Used protective masks must be disposed of in the designated and marked waste collection bins.
- ☞ It is prohibited to bring any kind of food, drink or other foodstuffs into the area.
- ☞ Gathering of any kind is prohibited, unless this is required by the work process.
- ☞ Entry into the Security premises is prohibited.
- ☞ Contractors and visitors are not allowed to enter the command premises.
- ☞ Until further notice, contractors and visitors can only enter workshop premises in case of urgent works.
- ☞ If a person feels unwell during the work process, he or she must inform the responsible person and leave the secured area of TEŠ immediately.



IMPORTANT TELEPHONE NUMBERS IN TEŠ

»SECRETARY OFFICE AT TEŠ tel: 03 8993 200 or extension 3200 «,
»TEŠ SECURITY tel: 03 8993 645 or extension 3645 «,
»TEŠ RECEPTION tel: 03 8993 646 or extension 3646 «,
»TEŠ DISPATCHER tel: 03 8993 104 or extension 3104 «,

FOLLOW THE INSTRUCTIONS GIVEN TO YOU BY AUTHORISED PERSONNEL

Coordination and general affairs service