



HOFER KG
Corporate Buying

A-4642 Sattledt · Hofer Straße 2
Tel: +43 (5) 7030 699 0 · Fax: +43 (5) 7030 699 91600 oder 91700
ATU 249 63706 · FN 26451z · Wels Regional Court · DVR 0719277

Agreement on Observing Safety Measures at the Lukovica Logistics Centre

Dear Sir or Madam,

Slovenian legislation requires all suppliers to sign an agreement regarding the safety measures to be observed within the Lukovica logistics centre. This agreement must only be confirmed once, meaning prior to the first delivery to the warehouse in Slovenia.

As a result, we ask you to please return a signed copy of the enclosed agreement via fax as soon as possible. In doing so, you confirm that your company and/or hauler will comply with the statutory conditions when making deliveries to Lukovica.

Should you have any questions please refer to your contact person.

Kind regards,

HOFER KG
Corporate Buying

Written agreement on mutual safety measures regarding the joint work site for the company, Hofer, Lukovica Logistics Centre, Kranjska cesta 1, 1225 Lukovica

Article 1

In accordance with Article 39 of the Occupational Health and Safety Act, the Official Gazette of the Republic of Slovenia, No. 43/2011, the responsible persons of the company, Hofer, and the Contractor listed in Article 2, hereby conclude an agreement on the safe working operations conducted at the joint work site of the company **Hofer – Lukovica Logistics Centre**. This Agreement defines the joint safety measures, the organisation of safety provisions at work, and the rights and obligations of workers tasked with ensuring a safe working environment and safe working conditions at the joint work site. By signing this Agreement, the Contractor undertakes to act in accordance with the aforementioned legislation and to take into consideration all the particular hazards and requirements defined in this written Agreement. Work shall be organised in such a manner that ensures the safety of its workers on the site, and does not endanger the health and safety of other contracted personnel.

Article 2

This agreement on safety measures regarding the joint work site is concluded by:

Principal: Hofer – Logistics Centre, Lukovica Logistics Centre
Kranjska cesta 1, 1225 Lukovica

The responsible head of the Logistics Centre: Marko Polak

Deputies to the responsible head of the Logistics Centre: Dejan Žiško, Sladjan Dujić, Rok Cizej

Contractor – supplier/transport operator: _____

Responsible person for the contractor: _____

Deputy responsible for the Contractor: _____

Date: _____

Signature: _____

Article 3

Validity of the agreement:

1. The Agreement becomes valid only when it has been signed by the authorised representatives, and this is to be undertaken before the Contractor starts any work on the joint work site.
2. The Contractor shall ensure that all personnel performing any work are informed of this Agreement and are to comply with this Agreement.
3. The head of the Logistics Centre shall possess a current copy of this Agreement.

Article 4

The terms listed in this Agreement are interpreted as follows:

1. The Principal is the legal entity for which the works are performed.

Hofer trgovina d.o.o.

2. The Contractor is a legal entity or natural person(s) working for the Principal and with whom the Principal has concluded a contract (or submitted an order).
3. The Contractor's responsible work manager is a natural person responsible for the performance of any contractual work, who works on behalf of the Contractor, and is responsible for the health and safety of their employees.
4. The deputy to the responsible head of the Logistics Centre is a natural person appointed by the Principal to coordinate and implement, on behalf of the Principal, the safety measures to be observed by all the contractors at the Logistics Centre.
5. The joint work site is a technical and location-related term and encompasses the entire area where all works at the Logistics Centre are undertaken.
6. Other important information, instructions and other safety directives at the Logistics Centre are kept at the goods' entrance office.

Article 5

Obligations of the Contractor – supplier/transport operator:

- By signing this written Agreement, the Contractor acknowledges that it is fully informed of this written Agreement and is appropriately qualified to undertake the safe operation of the manual electric pallet forklift and other work equipment, and is also fully informed about the transport and logistics regulations of the company, Hofer.
- The Contractor may only use machines and devices in good working order (the manual electric pallet forklift and other work equipment), and the Contractor shall check and ensure that the machines and devices are in good working order before operation. If any deficiencies are discovered then the responsible person for delivery or deputy to the responsible head of the Logistics Centre must be immediately notified. All machines and devices must not, under any circumstances, endanger the health and/or safety of users or other persons.
- The supplier/transport operator only has access to the area for goods deliveries or the area defined by the head of goods deliveries or by the deputy to the responsible head of the Logistics Centre.
- The Contractor is obliged to organise first aid in the event of an accident at work. The Contractor is to be fully informed of the first aid cabinets by the head of goods deliveries or by the deputy to the responsible head of the Logistics Centre.
- To ensure the safe handling of goods, and to take into consideration the properties of goods and the type of transport packaging.
- Walking areas shall be kept separate from traffic routes. Passages are to be at least 60 cm wide, manual storage maintained up to a maximum height of 200 cm.
- To ensure that the electric pallet forklifts are correctly parked, secured and equipped with all the necessary safety components.
- To ensure that loads are correctly secured and to prevent any excessive loading of the electric pallet forklift when transporting, lifting and handling heavy loads.
- Before undertaking any emergency works on accesses or passages, to ensure safety and to notify the responsible head of goods deliveries or the deputy to the responsible head of the Logistics Centre, in order to arrange any alternate access.

Hofer trgovina d.o.o.

- To ensure that the existing infrastructure installations and the surrounding area of the Logistics Centre are protected against any damage that might occur due to its operations. The rectification of any damage caused is the responsibility of the person who caused it.
- The contractor is to organise the regular removal of waste, collected separately at specific locations, and for the immediate cleaning within the Logistics Centre, otherwise the Principal performs any cleaning with any costs incurred being borne by the contractor.
- The Contractor is obliged to have, and use, any personal protective equipment (steel-capped boots, gloves, clothing and other personal protective equipment, based on the Contractor's risk assessment and the properties of any respective goods/materials, etc.).
- The Contractor is obliged to stay within the area where any work is performed. Any exception requires the approval of the head of goods deliveries or the deputy to the responsible head of the Logistics Centre.
- The Contractor is obliged to familiarise himself with the regulations governing instances of fire, the evacuation plan and those instructions for persons who occasionally perform servicing or other operations within the facility. The use of open flame and heating appliances in all indoor or outdoor areas throughout the entire location of the Logistics Centre, including any vehicles, is strictly forbidden.
- The Contractor is obliged to inform the head of goods deliveries or deputy to the responsible head of the Logistics Centre regarding any irregularities, unfulfilled safety measures, fire hazards and any other potential hazard that presents a risk to work safety at the work site. If a person fails to act accordingly, the Contractor shall stop all working operations.
- The Contractor is obliged to collect from the Principal, the responsible head of goods deliveries or the deputy to the responsible head of the Logistics Centre all the additional information required for implementation of the safety measures at the Logistics Centre.

Article 6

Obligations of the deputy responsible head of Logistics Centre or head of goods deliveries:

- To inform the contractors of any internal safety measures, and the hazards and limitations arising from the regular working processes of the company at the Logistics Centre.
- To provide the Contractor with the necessary surface areas, equipment (manual electric pallet forklift and any other necessary work equipment) and the necessary energy supply products to perform operations within the Logistics Centre.
- To coordinate the implementation of safety measures between individual contractors at the joint work site.
- On the initiative of responsible work managers, to participate in establishing and coordinating the necessary safety measures during work operations.
- To control processes at the Logistics Centre. In the event of detecting non-compliance with any safety measure, then they are to prevent the Contractor from continuing any further operations until the situation is deemed to comply with all the regulations governing health and safety at work.
- In the event of gross violation of the Agreement – such as risk of explosion, fire, intoxication and disorder – then they shall immediately remove the person(s) in question from the Logistics Centre.

Article 7

Special safety measures (in respect of specific areas of the work site and environment):

- The contractors shall only have access to the loading and unloading area; access to other areas of the location is forbidden.
- Motor vehicle parking is allowed only within the external parking area or in accordance with the instructions of the head of goods deliveries or the deputy to the responsible head of the Logistics Centre.
- Access to all other areas at the location is forbidden.
- The toilet facilities are to be used appropriately in the immediate vicinity of the loading/unloading areas in accordance with the agreement with the head of goods deliveries or the deputy to the responsible head of the Logistics Centre.
- Contractors shall organise their meals outside the Logistics Centre.
- Other limitation: access to other areas of the Logistics Centre is strictly forbidden. If access is required, the deputy to the responsible head of Logistics Centre must be notified.

Article 8

Joint tasks of the Principal and the contractors:

- To coordinate and adapt safety measures required for the situation at the work site.
- To adapt procedures and the order of work to meet the adopted safety measures.
- To routinely install safety elements (fences, etc.) and signs to ensure safety at work.

Article 9

Notification:

Contractors are obliged to immediately inform the responsible head of goods deliveries or the deputy to the responsible head of the Logistics Centre about any changes that affect the safety of persons on the work site.

The Contractor is obliged to immediately notify the responsible head of goods deliveries or the deputy to the responsible head of the Logistics Centre regarding any accident at work, as well as the Labour Inspectorate of the Republic of Slovenia and the nearest police station in the event of a serious accident.

Hofer trgovina d.o.o.


Important information:
Principal's authorised representatives

	Position	Name	Telephone
1.	Responsible technician at the Logistics Centre	Janez Jerič	051 631 908
2.	Responsible technician at the Logistics Centre	Roman Cerar	031 735 722
3.	Regional head of logistics	Sladjan Dujic	051 631 902
4.	Regional head of logistics	Rok Cizej	051 631 901
5.	Regional head of logistics	Dejan Žiško	051 631 906
6.	Authorised organiser for health and safety at work	Marjan Krnc	040 215 546

IMPORTANT TELEPHONE NUMBERS:	
EMERGENCY DEPARTMENT	112
FIRE DEPARTMENT	112
POLICE	113
RESCUE CENTRE AT THE MEDICAL CENTRE	01 522 50 50
RECEPTIONIST	01 8346 600
NAMES OF EMPLOYEES QUALIFIED TO OFFER FIRST AID	
- Rok Cizej	051 631 901
- Sladjan Dujic	051 631 902
- Dejan Žiško	051 631 906
- Dejan Osredkar	040 491 534
- Mateja Ferš	01 8346 737
- Miha Kern	01 8346 856
- Janez Jerič	051 631 908
- Andrej Burja	051 305 187
- Gregor Zalaznik	051 305 187
- Matjaž Gašperlin	051 305 187
- Gregor Muzga	040 491 528
- Matej Toman	040 491 528
- Damir Mijatović	040 491 528
- Roman Cerar	031 735 722
- Monika Vesel	01 8346 675
- Petra Bergant	01 8346 741
- Valerija Omahna	01 8346 900
- Katja Žakelj	01 8346 739
- Boštjan Požun	01 8346 921
- Grega Satler	01 8346 858
- Vanja Petrović	01 8346 946
- Ada Valenčič	01 8346 947
- Martin Dolar	040 491 528
NEAREST PHYSICIAN ZD LUKOVICA, Trojanska cesta 13, 1225 Lukovica	01 7235 006
AUTHORISED PHYSICIAN: ZVD d.o.o., Chengdujska 25, 1260 Ljubljana-Polje: Dr. Davor Romih Dr. Maja Mikša	(until 14.00) 01 585 51 78 (after 14.00) 01 585 51 94, 041 943 421
EMPLOYEES RESPONSIBLE FOR FIRE SAFETY – TO DEAL WITH INITIAL FIRES AND TO EVACUATE EMPLOYEES	
MATEJ TOMAN	040 491 528
DAMIR MIJATOVIĆ	040 491 528

Hofer trgovina d.o.o.

MARTIN DOLAR	040 491 528
GREGOR MUZGA	040 491 528
ROK CIZEJ	051 631 901
DEJAN OSREDKAR	040 491 534
ANDREJ BURJA	051 305 187
MIHA KERN	051 305 187
GREGOR ZALAZNIK	051 305 187
JANEZ JERIČ	051 631 908
SLADJAN DUJIĆ	051 631 902
ROMAN CERAR	031 735 722



Hofer 20
trgovina d.o.o.
Kranjska cesta 1
SI-1225 – Lukovica