



The Golden Rules of Safety

Purpose, Scope and Target Audience	1
Introduction	2
Purpose of Golden Rules of Safety	2
Responsibilities	3
The AM Golden Rules	4
I will come to work in a “fit and able” condition	4
I will use fall protection or prevention whenever and wherever required according to our standards.....	4
I will follow the lockout/isolation procedure when working on equipment.....	4
I will follow the confined space entry procedure before entering as well as during the full duration of the task.....	5
I will respect all the rules of load handling at all times and never stand under a suspended load	5
I will respect all the traffic rules	5
I will respect rail priority and stay out of the close clearance areas without proper precautions being taken	6
I will respect the rules for entering and/or working in hazardous gas areas.....	6
I will not disable safety devices	6
I will respect all the H&S basic rules, standards and signals and I will wear the required PPE	6
AM Fatality Prevention Standards	7

Purpose, Scope and Target Audience

Purpose:

This Document describes The Golden Rules of Safety
 Purpose is to have an easily understandable common vision by all the workers (internal workers, temporary workers, contractors) in AM plants worldwide, of what is compulsory and of what is forbidden.

Scope:

This document applies globally to all Business Units, plants, departments and companies where The AM Group has management responsibility. Relevant Golden Rules also apply to all Global Support Functions.

Target audience:

The Golden Rules of Safety apply to all workers (Internal, temporary, contractors) and visitors to our sites

Introduction

Health & Safety:

H&S is the first priority of our Group which underpin our decisions, actions and behaviours as defined in our 7 JTZ principles;

- All injuries and work related illnesses can and must be prevented.
- Management is accountable for the Health and Safety performance.
- Communication, involvement and training of all employees are essential in Health and Safety excellence.
- Everyone has a role to play in preventing injuries and illnesses.
- Excellence in Health and Safety supports excellent business results.
- Health and Safety must be integrated into all business management processes.
- Product Stewardship aiming at eliminating Health and environmental impact for customers

Our commitment to H&S is evident in our Health and Safety Policy

- We will work vigorously towards a goal of zero accidents and injuries. To achieve this we will:

1. Identify, evaluate and eliminate Health and Safety risks to ensure that hazards are managed.
2. Establish an effective process for preventing all injuries and work related illnesses.
3. Build a supportive culture that requires visible Leadership with clear accountability.
4. Provide everyone with effective training so that we are all able to work safely.
5. Investigate all incidents in order to prevent a recurrence.
6. Establish a culture where work will be stopped if it is unsafe.
7. Establish measurable objectives to monitor progress through regular audits and reporting.
8. Comply fully with all legal requirements and meet or exceed these expectations wherever we operate in the world.
9. Update and test emergency procedures.

Purpose of Golden Rules of Safety

The aim of the Golden Rules of Safety is to prevent serious injuries and fatalities.

The Golden Rules of Safety are based on incidents and experiences in our company and also reflect legal and regulatory requirements that apply in many of the countries in which we operate.

The Golden Rules of Safety reinforce those critical areas of our existing management system that present a high risk of serious injury or fatality if not followed. Therefore, they must be adhered to at all times by everyone.

Disregard for the Golden Rules of Safety will be dealt with by line management and HR.

Responsibilities

Senior managers:

- Must ensure The Golden Rules of Safety are fully communicated and embedded in their organizations.
- Should regularly review significant incidents relating to Golden Rules of Safety to confirm that appropriate actions have been taken and should monthly carry out a Shop Floor Audit or a layered evaluation.

HR Heads:

- Should ensure the effective consequence management process is applied to support the Golden Rules of Safety.
- This process should include assessment of all relevant factors, both personal and organizational, and apply appropriate and consistent consequence measures.
- The consequence measures should be applied to those people responsible at the appropriate levels of the organization.

Managers/Supervisors:

- Must communicate the Golden Rules of Safety requirements to all employees and contractors (and any third parties visiting our sites as applicable) in their area of responsibility to ensure that:
 - Their subordinates know and understand the Golden Rules of Safety.
 - Both short and long term contractors know, understand and comply with the relevant Golden Rules of Safety.
- Must ensure on-going compliance with Golden Rules of Safety by regular Shop Floor Audit/ Layered Evaluation, communication and coaching, positive reinforcement and application of consequence management, as appropriate.
- Must ensure their own behaviours comply with and actively promote the principles and requirements of the Golden Rules of Safety.

H&S Heads

- Must ensure the Golden Rules of Safety are sustainable by implementing actions such as integration of Golden Rules of Safety into new/transferred employee induction processes, contractor supplier agreements and induction processes etc.
- Must ensure implementation and maintenance of the relevant key Safety Management System standards.

Employees

- Should ensure they understand the requirements of the Golden Rules of Safety that are applicable to their daily work.
- Should ensure their own safety behaviours and actions comply with the Golden Rules of Safety at all times.

Contractors

- Should ensure they understand and comply with the Golden Rules of safety at all times whilst working for AM.

Globally (Fair Play policy)

- Each worker has the responsibility to participate on active following of safe work and is responsible not only for his safety but the one of his colleagues as well. He has ethic duty to report all dangerous or exemplary behaviour to his superiors and thus help to safe atmosphere in whole team.
- Each member of management takes responsibility for uncompromisingly reinforce this policy and above all the overview of balance between the compliments and punishments with only one goal – structurally reduce the risk that could incur any of our employees

The AM Golden Rules

The principles and basic requirements of the Golden Rules of Safety are described and summarized in this section. They are linked to the Fatality Prevention Standards.

Golden Rule of Safety 1



I will come to work in a “fit and able” condition

I will come to work with all the skills required by my job. That means:

- Being in order of medical visits required by my job.
- Having a clear mind and not being under the influence of alcohol or drugs.

If I have an adapted job, I will respect the restrictions given by physicians. If I observe a not “fit and able” condition from a colleague, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.

Golden Rule of Safety 2



I will use fall protection or prevention whenever and wherever required according to our standards

I will only work at heights of 1.8 metre (or lower if the regulation requires it) or more above the ground when:

- Risks have been assessed and suitable safety controls and safe methods of work were established.
- Special equipment suitable for the task, such as scaffolding, mobile access platforms or fall arrest equipment, have been put in place and these have been verified by a competent person with regards to design, installation and condition.
- I am competent to perform the work.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.

Golden Rule of Safety 3










I will follow the lockout/isolation procedure when working on equipment

I will only work on equipment when I will have received the permit including isolation procedure.

The isolation procedure will be established following the rule “one person, one lock, one key” and the FPS 001.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing

<p>Golden Rule of Safety 4</p>	<p><i>I will follow the confined space entry procedure before entering as well as during the full duration of the task</i></p>
	<p>I will only enter a confined space when I will have received the entry permit. The confined space entry procedure will be established following the FPS 002 If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.</p>
<p>Golden Rule of Safety 5</p>	<p><i>I will respect all the rules of load handling at all times and never stand under a suspended load</i></p>
	<p>I will only conduct lifting operations under the following circumstances:</p> <ul style="list-style-type: none"> - The risks have been assessed and suitable safety controls were established either: <ul style="list-style-type: none"> - under a lifting plan, taking into account the lift method, the equipment, responsibilities and communications (typically for higher risk or more complex lifts involving specialized equipment), or - under an approved Work Method, Work Procedure or Instruction (typically for routine lifts of low or insignificant risk). - I and other people involved in the lifting operation (e.g. riggers of the load) are competent and authorized for the lifting equipment and lift method to be used. - The lifting equipment is 'fit for purpose' in terms of its design, load capacity, condition and test status. <p>If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.</p>
<p>Golden Rule of Safety 6</p>	<p><i>I will respect all the traffic rules</i></p>
	<p>I will only drive a vehicle used for work purposes if:</p> <ul style="list-style-type: none"> - The vehicle has been subject to a risk assessment and a maintenance plan. - I have carried out an appropriate pre-operation safety check based on this risk assessment. - I have a valid site license or permit. - I respect all the traffic rules <p>If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.</p>

<p>Golden Rule of Safety 7</p>	<p><i>I will respect rail priority and stay out of the close clearance areas without proper precautions being taken</i></p>
	<p>I will come to a complete stop prior to crossing any rail track. I won't walk on the tracks. I won't access to close clearance areas unless the track is isolated. I will access to close clearance areas only by following a documented procedure developed from a risk assessment. If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.</p>
<p>Golden Rule of Safety 8</p>	<p><i>I will respect the rules for entering and/or working in hazardous gas areas</i></p>
	<p>I will only enter and/or work in Hazardous Gas Areas under the followings circumstances:</p> <ul style="list-style-type: none"> - A risk assessment has been done to develop the most appropriate safe work procedure - There is a process where a written permit is used to plan and control the work involved in isolating, purging and making the area safe for maintenance and other activities. - Appropriate gas monitoring must be done before, during and after work has been completed. <p>If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.</p>
<p>Golden Rule of Safety 9</p>	<p><i>I will not disable safety devices</i></p>
	<p>I will not disable safety devices. If a need occurs to disable a safety device, a complete risk assessment will be carried out. If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what could be the right way of processing.</p>
<p>Golden Rule of Safety 10</p>	<p><i>I will respect all the H&S basic rules, standards and signals and I will wear the required PPE</i></p>
	<p>My life and the life of my colleagues are too important</p>

AM Fatality Prevention Standards

These Golden Rules of Safety are linked to the Fatality Prevention Standard;

- AM Safety ST001 Isolation
- AM Safety ST002 Confined Space
- AM Safety ST003 Working at heights
- AM Safety ST004 Rail safety
- AM Safety ST005 Shop Floor Audit
- AM Safety ST006 Vehicles and Driving
- AM Safety ST007 Cranes and Lifting Equipment
- AM Safety ST008 Contractor management
- AM Safety ST012 Working in Gas Hazard Areas