PREPARATORY TRAINING FOR OBTAINING A SITE ENTRY PASS

(SAFETY PASSPORT)

Please remember that you are in a steel mill. While on the site premises you may be exposed to a variety of risks:

- **Falling to a different level: stairs, fixed ladders, different floor levels.**
- **Falling on the same level: wet and uneven floors, tripping over objects, rails, loose materials.**
- **Falling objects: coils during handling operations, tools, suspended loads.**
- **Fire, explosions, flying particles and splashes.**
- **Level crossings with and without barriers: rail tracks.**
- **Accidents involving vehicles: trucks, fork-lift trucks, transfer cars, rail vehicles.**
- **Entrapment: rolls, machinery, vehicles.**
- **Physical agents: noise, heat.**
- **Chemical agents: splashes, gas leaks.**
- **Cuts or blows against objects.**

Therefore: Please observe the safety signs and instructions at all times and behave in a safe way while on the site premises.

DIPPED HEADLIGHTS
DIPPED HEADLIGHTS

Instructions to be observed on ArcelorMittal premises

- **Keep your entry pass with you at all times.**
- **Follow the routes indicated. If you are not familiar with the premises, please inform the gatehouse attendant.**
- **Respect the rules and traffic signs as the internal circulation rules of each factory**
- **Respect the maximum speed.**
- **Give way to vehicles coming from a road crossed by a rail track (pay special attention to give way signs).**
- **Observe rail vehicle priority.**
- **When driving inside the site, keep dipped headlights on at all times.**
- **When inside the facilities, wear the safety items indicated.**

  As a general rule, the use of the following items is compulsory:

  - **Hard hat**
  - **Safety boots**
  - **Safety glasses**
  - **Chinstrap**

  Other PPE (hearing protection, gas detectors, gloves, etc.) as indicated on the corresponding signs or as required for the work to be done. If in doubt, follow the instructions of the supervisors at the facility.

IT IS FORBIDDEN TO:

- **Enter or walk around the facilities without authorisation.**
- **Take photographs or videos without authorisation.**
- **Park outside designated parking areas.**
- **Perform any work without having received the required safety authorisation.**
- **Dispose of litter or waste outside the containers provided for that purpose.**
- **Behave in a way that may be unsafe for you or other people around you.**

IN AN EMERGENCY:

You should notify your immediate supervisor and request instructions from the staff area.

IN AN EVACUATION

Leave the area when instructed by the area personnel. Follow the evacuation instructions: evacuation signs and routes. Go to the ASSEMBLY POINT and identify yourself.

Golden Rule no. 1

I will come to work in a "fit and able" condition

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Working under the influence of alcohol or drugs is strictly forbidden.

Any worker under the influence of alcohol or drugs will immediately be instructed to leave the workplace, without prejudice to the implementation of other possible measures.

We must come to work well rested and in optimal physical and mental condition.

Working under the influence of alcohol or drugs considerably increases the risk of an accident in many cases (strong medication can cause similar effects).

Golden Rule no. 1

I will come to work in a "fit and able" condition

Golden Rule no. 2

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

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Golden Rule of Safety no. 2

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

1. No unprotected openings points

All openings in work areas must be covered or protected. Signalling tape does not serve as a **PROTECTION**, its purpose is to signal or delimit transit areas.

On the shop floor, a range of operations -some performed occasionally and others systematically- involve removing covers of openings, which may entail a risk of falling (manhole giving access to a pit, material transfer chutes, openings for roll change operations, manholes used during repairs...).

In every case, adequate protection must be provided around the opening, sufficiently in advance, to prevent the risk of falling.

2. Before starting any task, we need to identify proper anchor points

For any work carried out at a height above 1.8 metres, the use of fall protection (individual or collective protection system) is compulsory.

When we need to use a harness or install a temporary lifeline, we first need to determine the anchor point(s) to be used.

Existing anchor points must be clearly identified and provided with a calculation and installation certificate.

Structures where any doubt exists regarding their capacity to withstand the impact of a fall must NOT be used as anchor points.

3. Access to roofs, only with prior authorisation

Points of access to roofs must be identified and locked, and the keys must be kept in a safe and controlled place. Access to roofs without authorisation from the supervisors of the facility is strictly forbidden.

4. The equipment used must always be in ‘APPROVED FOR USE’ state

1.- Fixed and portable ladders

They are not work platforms; therefore, their use as such is only permitted in the following cases:

1.- If the use of any other option is technically impossible.

2.- If the use of other kind of equipment would involve a greater risk. For any work to be carried out from a ladder at a height of more than 1.8m we must use a harness attached to a fixed point.

2.- Scaffolds, work platforms, man-lifts/cherry pickers

They must be provided with a sign indicating if they are “APPROVED FOR USE” or “NOT SUITABLE FOR USE”. When using man-lifts, every person in the man-lift must wear a harness attached to the “basket” at all times.

3.- Lifelines

They must be provided with an installation certificate and be inspected regularly.

5. Areas beneath the work zone must be cordoned off and with restricted access

Where overhead work is being conducted, the work area must be cordoned off and access to the area restricted in order to protect other people from falling objects.
If it is necessary to cut off any walkway or vehicle transit area, a clearly indicated ALTERNATIVE ROUTE must be established sufficiently in advance.

6. At heights over 1,8m, use fall protection or attach harness lanyard to anchor points

A fall protection system comprises three items:

Harness, Connector and Lanyard* (when working at heights of over 4m use a shock-absorbing lanyard, see manufacturer’s instructions).
* Double lanyard: to be used when working in areas where anchorage is not continuous (where we need to detach the lanyard at some points).

Maintenance and inspections by the user:

Any item that has been subjected to a fall MUST BE DISCARDED.
In addition to the checks to be made before and after each use, the equipment must be inspected at least ONCE A YEAR.
The service life of a harness used regularly is of 5 years from the date of first use.
The other items must be inspected and discarded if damaged.

For every task requiring the use of a harness, there must be a clearly defined emergency rescue plan.

Golden Rule no. 3

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

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A machine or piece of equipment is considered to be isolated when it has been completely disconnected from every kind of energy and dangerous substance and there is no possibility of the supply being restored.

A machine needs to be isolated when any unforeseen release of energy or re-start of the machine could involve a risk for the workers.

Performing any task on a machine or piece of equipment that has not been isolated involves a high risk of a serious accident.

What types of energy are considered hazardous and therefore need to be taken into account when isolating a machine or piece of equipment?

Electric, hydraulic, pneumatic, kinetic, potential, thermal energy, gases, radiations and hazardous chemicals (toxic, corrosive, irritant, explosive and/or flammable substances).

Caution!

Engaging the e-stops or cutting the power supply to the control circuits does not provide safe isolation.

We must isolate the primary energy sources or use reliable isolation devices.

- To avoid possible feedbacks, we will use physical blocks or padlocks at the different cutting points
- Once the equipment is isolated, insulation must be checked (absence of energy) without the presence of workers exposed in the area
- Each worker must, using his personal lock, block the system and keep the key in his custody during the execution of the work
- Place your padlock where you indicate your previous command knowledge of the security perimeter of the area protected by the isolation

Golden Rule no. 4

I will follow the confined space entry procedure before entering as well as during the full duration of the task

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Identifying a confined space

A confined space is any enclosed area:

- with limited or restricted entry and exit and unfavourable natural ventilation;
- which may contain an oxygen-deficient, toxic or flammable atmosphere;
- that is not intended or designed as a permanent place of work…

All confined spaces must be clearly marked with signs indicating that access without a specific work permit is strictly forbidden.

IT IS ABSOLUTELY FORBIDDEN TO ENTER ANY CONFINED SPACE WITHOUT THE CORRESPONDING AUTHORISATION.

For any work to be carried out inside a confined space, the following is required:

- Specific training
- The relevant "HAT" (task analysis datasheet) or Safe Operating Procedure
- Checking the atmosphere inside the confined space prior to entry (to determine if it is safe to breathe)
- Pre-task safety briefing (to be conducted by the team leader with all the work team members)
- Specific authorisation for the work to be carried out (permit to work in a confined space)
- Use of safety harness
- Designation of a stand-by person (risk prevention)
- Continuous presence and look-out

Whenever technically possible, the work shall be carried out from outside the confined space

Golden Rule no. 5

I will respect all the rules of load handling at all times and never stand under a suspended load

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Rigging a load:

1.- Slings, cables and all other rigging devices must always be in good condition.

2.- Do not place hands or fingers between the sling and the load to be suspended.

Transporting a suspended load:

1.- Avoid sudden movements of the load.

2.- Radio-controlled cranes: Always keep sight of the load; do not leave the load suspended in the air; when handling dangerous loads, do not move while the crane is in motion.

Golden Rule no. 5

I will respect all the rules of load handling at all times and never stand under a suspended load

Very important:

Keep at a safe distance from the load and the lifting devices (never stand under a load or between a load and a permanent structure).

Observe the 'safety CONE': Keep away from the load, at a distance at least equal to the height at which it is suspended!

Do not place hands or fingers between the sling and the load to be suspended!

Avoid sudden movements that could cause the load to swing.

If you need to **guide the load**, do so using tools or devices that enable you to guide it from a safe distance.

If when lifting the load you notice abnormal resistance, stop the lifting operation!

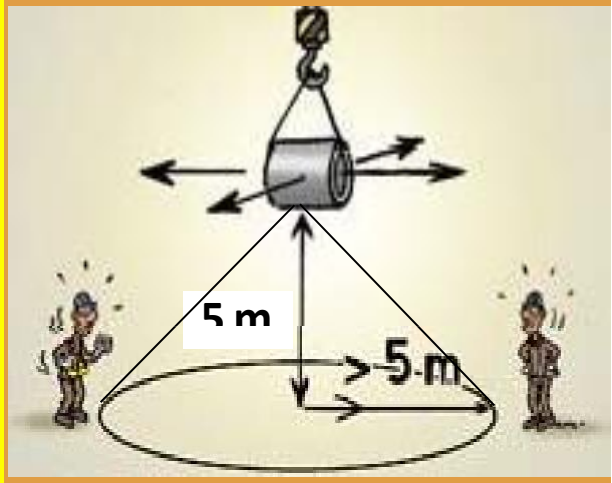
With **radio-controlled cranes:**

-Always keep sight of the load.

-Never leave the load suspended in the air.

-The crane operator is only allowed to move whilst making any crane movement (except for high-risk lifts) if: walkways are free of obstacles, the operator has a good view on the area, has a good view of the crane and the load and can perfectly see any movement of people or vehicles in the area.

Never start a lift (or stop it immediately) if there is anyone within the "danger zone" of the load and/or the lifting equipment!



Golden Rule no. 6

I will respect all the traffic rules

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Before using a vehicle you need to take the following into account :

- You must have received proper training and hold a valid driving license and permit to use that vehicle.
- A pre-use check of the vehicle must be conducted (Check list: Industrial vehicle condition check).
- It is **strictly forbidden to drive a vehicle under the influence of alcohol or drugs.**
- It is **forbidden to smoke** in any company vehicle and to **use a mobile phone** while driving.
- The use of **seat belts** is mandatory, both for the driver and for the passengers.
- Respect the rules and traffic signs as the internal circulation rules of each factory
- When driving inside the site, keep dipped headlights on at all times.
- Observe the **priority of rail vehicles** and STOP at level crossings.
- Forklift trucks shall transport the load at a height of 15-30 cm from the ground; when transporting loads that limit the driver's view, they shall travel in reverse mode.
- In the event of a breakdown or accident, install the warning triangles and wear a high-visibility vest.

Vehicles shall be parked in the areas designated for this purpose and **never**:

- On roads or pedestrian transit areas.
- At less than 5 metres from rail vehicle close clearance areas.
- Next to transformers, under belt conveyors, cranes, elevated tanks or energy network support structures.
- In front of building exits, fire escapes and fire hydrants.

The vehicles must be parked with the hand brake engaged, the engine switched off and the keys removed from the ignition (keys must not be left accessible).

If parked on a slope, vehicles shall be left with a gear engaged (first gear or reverse).

In the case of trucks, wheels must be blocked (chocks) before starting any loading or unloading operation.

Mobile safety steps and platforms shall be used to access the trucks.

During loading or unloading operations:

- If the driver is outside the cabin, he/she will stay at safe distance, in the designated waiting area (if available).

Golden Rule no. 7

I will respect rail priority and stay out of the close clearance areas without proper precautions being taken

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Interaction between rail vehicles and pedestrians or road vehicles

Drivers must strictly observe the traffic signs at level crossings.

Walking on the tracks is forbidden, except for Rail Department personnel or if expressly authorised.

Rail tracks may only be crossed at approved crossings.

Rules applicable to any work to be carried out in the vicinity of rail tracks or rail vehicles

It is forbidden to access close clearance areas around rail tracks.

Anyone required to work on or within 3 meters (10 feet) of a railway track must be protected from rail movements by track isolation using derail or switch locks.

Prior to beginning work where railroad track isolation is necessary, the supervisor, or person designated as supervisor, must alert those responsible for rail operations of the work to be performed.

Golden Rule no. 8

I will respect the rules for entering and/or working in hazardous gas areas

Before entering a gas hazard area, check that you meet the following requirements:

Training:

Basic Training: General Gas Protocol where you work.

Gas detectors:

All gas detection devices must be calibrated and checked in accordance with the manufacturer's instructions.

PRE-ALARM: dangerous situation that can be controlled without leaving the process or area, due to the low concentration of gas

MAIN ALARM: dangerous situation indicating the need to leave the work area to a ventilated place and act on ignition or gas supply

Remember:

The area must be correctly identified with the corresponding signs:

– Permanent gas hazard areas (red).

– Potentially hazardous gaseous environment (yellow)..

During the work

We must always carry a portable gas detector (placed as close as possible to the respiratory tract) suitable for the potential risk involved with the corresponding calibration according to the Gas AM standard and use test performed at the calibration station (Bump-check) once a week.

In "*Permanent gas hazard areas*":

- The duration of a worker's stay in the area must be limited to the time strictly necessary to perform the work.
- The worker must always be accompanied by another person.
- The worker must be provided with a self-contained breathing apparatus.

Golden Rule no. 9

I will not disable safety devices

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Safe operating conditions must be guaranteed during all PHASES of the use of the equipment

If we suppress one or several of the collective protection measures, the risk will no longer be under control and performing the job will pose a risk to ourselves and other colleagues, which could lead to a serious or even fatal accident. This would be totally unacceptable. Therefore:

It is strictly forbidden to disable safety devices that have been designed to protect people during the performance of certain activities.

Examples of safety systems:

- **Physical barriers: Railings, mesh screens, chains, guards, etc.**
- **Electric switches: limit switches, proximity sensors, light beams, etc.**
- **Alarms: warning lights, audible alarms.**

If we make any modification to a machine subject to CE marking, we automatically take on responsibility as "manufacturers" insofar as such modifications affect the intended use of the machine as designed by the original manufacturer and/or its basic characteristics due, for instance, to a change in the operation or the performance of the machine, or the removal or disabling of its safety devices.

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Work equipment must not be used in a way or in operations or in conditions that are contrary to the recommendations of the manufacturer. Nor can it be used without the protection items foreseen for the execution of the corresponding operations.

Very important: After a machine or piece of equipment has been repaired, any and all protection items that have been removed in order to carry out the repair must be re-installed

Golden Rule no. 10

I will respect all the H&S basic rules, standards and signals and I will wear the required PPE

The Golden Rules of Safety and their contribution to reducing accidents

Our goal is to eliminate all accidents. To this end, we have embarked on our Journey to Zero, a process by which we seek to continually improve safety conditions and the mind-set of all of us who work at ArcelorMittal in order to attain this objective.
To succeed in our Journey to Zero, we need the collaboration of everyone working in our facilities.
The basic safety indicator in our industry is the Lost-Time Injury Frequency Rate (LTIFR), which reflects the number of lost-time injuries per million hours worked.

We need to look out for each other and make sure that others apply the Golden Rules of Safety too.

We must always keep these Golden Rules at the forefront of our minds and ensure that they are applied everywhere and at all times.

In order to avoid accidents, it is essential to:

- **Follow the operating procedures**
- **Observe the safety standards**
- **Observe the safety signs**
- **Use the required personal protective equipment (PPE)**
- **Identify and control the risks (as in our motto: STOP, THINK AND ACT SAFELY)**

Regla de Oro nº10

Respetaré todas las reglas básicas,

estándares y señales de Seguridad y utilizaré los **EPI** asignados

Since January 2019 and following the guideline marked in the group ArcelorMittal is mandatory the use of chinstrap in our facilities.

Therefore remember that you must wear chinstraps when you wear the helmet.

The effective use of the helmet reduces the risk of head trauma by 80% as long as we make sure it stays in our head all the time. Make sure of it by using the chinstrap. If in any case the helmet could be detached from our head we will not be protected.

The use of the chinstrap as an essential complement to the safety helmet is very important.