

Golden rules 2024



GOLDEN RULES 2024

> I KEEP MYSELF INFORMED

- I commit to comply with all safety instructions 3
- I train and keep myself informed regularly 4

> I PROTECT

- I am concerned about my health, my safety and that of my colleagues 5
- I ensure that my work equipment is suitable, inspected, and in good condition 6
- I always wear the appropriate personal protective equipment (PPE) 7

> I RESPECT GROUP RULES

- I respect traffic rules 8
- I follow the safety rules during handling operations 9
- I keep my workspace clean and organized 10

> I TAKE AN ACTIVE ROLE IN SAFETY

- I analyze a work situation and the risks before acting 11
- I have the right reflexes to handle a dangerous situation 11

> I KEEP MYSELF INFORMED

• I COMMIT TO COMPLY WITH ALL SAFETY INSTRUCTIONS



It is mandatory:

- To familiarize myself with the safety instructions of the workstation
- To apply the safety instructions of the workstation
- To report any changes to be taken into account in the safety instructions for the workstation



It is forbidden:

- To work without ensuring compliance with the safety instructions of the workstation



> I KEEP MYSELF INFORMED

• I TRAIN AND KEEP MYSELF INFORMED REGULARLY

! It is mandatory:

- To attend the HSE welcome training upon arrival at the company
- To take part in HSE audits
- To read safety information/service notes
- To complete mandatory training
- To participate in training sessions requested by the employer



> I PROTECT

• I AM CONCERNED ABOUT MY HEALTH, MY SAFETY AND THAT OF MY COLLEAGUES

! It is mandatory:

- To stop or have stopped any hazardous activity
- To prevent, alert, and provide assistance
- To assist anyone in distress
- To report any behaviour that violates a person's dignity (harassment / discrimination)
- To enforce safety rules
- To attend medical check-up

⊘ It is forbidden:

- To dismantle or disable a safety device
- To coerce an employee to violate a safety rule or instruction
- To engage in behavior that violates a person's dignity (harassment / discrimination)
- To work under the influence of alcohol or drugs
- To eat at your workstation

> I PROTECT

• I ENSURE THAT MY WORK EQUIPMENT IS SUITABLE, INSPECTED, AND IN GOOD CONDITION



It is mandatory:

- To use collective protective equipment (CPE)
- To check the proper condition of the equipment
- To use the suitable equipment or tools for the task
- To immediately report any equipment malfunction
- To issue or have issued an intervention report



It is forbidden:

- To work with defective equipment
- To modify equipment or tools



> I PROTECT

• I ALWAYS WEAR THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE)



It is mandatory:

- To wear the PPE defined for the sector and specified in the instructions
- To check that the PPE is in good condition
- To use PPE of the correct size
- To wear PPE properly
- To immediately report any defect in PPE



It is forbidden:

- To modify or damage a PPE
- To use PPE not provided by the employer

› I RESPECT GROUP RULES

• I RESPECT TRAFFIC RULES

It is mandatory:

- To use dedicated traffic lanes (pedestrian, forklift ...)
- To respect the priority of handling equipment over pedestrians
- To hold onto the handrail on stairs
- To have a valid driver's license for handling vehicle
- To check the good condition of handling equipment
- To adjust speed accordingly
- To honk at intersections
- To respect traffic regulations

It is forbidden:

- To use a phone while traveling (pedestrians and drivers)
- To run or rush while traveling
- To enter a marked-off zone
- To obstruct traffic lanes and emergency exits

› I RESPECT GROUP RULES

• I FOLLOW THE SAFETY RULES DURING HANDLING OPERATIONS

It is mandatory:

- To have a valid driving license
- To check the good condition of handling equipment (slings, straps, etc.)
- To verify the Working Load Limit (WLL) - load / handling device
- To wear appropriate PPE
- To prioritize mechanical handling

It is forbidden:

- To pass a load over a person
- To leave a load suspended (including accessories)
- To pull a load at an angle (fox pull)
- To enter an area where handling equipment is operating

> I RESPECT GROUP RULES

• I KEEP MY WORKSPACE CLEAN AND ORGANIZED

! It is mandatory:

- To regularly tidy up and clean your workstation
- To respect storage areas
- To sort waste properly
- To handle leaks with absorbent materials and mark out the area if necessary
- To report any leaks to management

⊘ It is forbidden:

- To clutter up your workstation



> I TAKE AN ACTIVE ROLE IN SAFETY

• I ANALYZE A WORK SITUATION AND THE RISKS BEFORE ACTING

! It is mandatory:

- To take time to reflect before acting
- To consult other colleagues if you have any doubts about a work situation
- To communicate and coordinate during common tasks

• I HAVE THE RIGHT REFLEXES TO HANDLE A DANGEROUS SITUATION

! It is mandatory:

- To stop the dangerous situation
- To report risky situations
- To know and apply all warning procedures (e.g. fire)
- To participate in emergency safety drills
- To assist a person in danger by following the appropriate procedure for the situation

⊘ It is forbidden:

- To let a dangerous situation persist if you have the means to remedy it



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