

Golden rules 2024



## **GOLDEN RULES 2024**

### > I KEEP MYSELF INFORMED

<ul> <li>I commit to comply with all safety instructions</li> </ul>	
<ul> <li>I train and keep myself informed regularly</li> </ul>	4

### > I PROTECT

(PPE)

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

### > I RESPECT GROUP RULES

• I respect traffic rules	
<ul> <li>I follow the safety rules during handling operations</li> </ul>	
<ul> <li>I keep my workspace clean and organized</li> </ul>	1

### > I TAKE AN ACTIVE ROLE IN SAFETY

• l a	nalyze a work situation and the risks before acting	11
•   }	ave 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

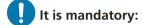


### It is forbidden:

- 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** 



- 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 ALWAYS WEAR THE APPROPRIATE PERSONAL **PROTECTIVE EQUIPMENT (PPE)** 



- To wear the PPE defined for the sector and specified in the instructions
- To check that the PPE is in good condition
- To use PPF 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

