



OUR LIFE SAVING RULES



Target: **ZERO** Fatal Accident

SUMMARY

OUR LIFE SAVING RULES



1. DO NOT WALK OR STAND UNDER A LOAD.



2. STAY OUT OF THE PATH OF MOVING PLANT & EQUIPMENTS.



3. CLIP ON YOUR HARNESS WHEN WORKING AT HEIGHT.



4. KEEP YOURSELF AND OTHERS OUT OF THE LINE OF FIRE.



5. ONLY ENTER A TRENCH IF THE APPROPRIATE ATMOSPHERIC TEST AND WALL SUPPORTS ARE IN PLACE.



6. THE ATMOSPHERE MUST BE TESTED SAFE BEFORE ENTERING A CONFINED SPACE AND MONITORED AS YOU WORK.



7. DO NOT PERFORM HOT WORK UNLESS THE FIRE OR EXPLOSION RISKS HAVE BEEN ELIMINATED.



8. VERIFY THAT THERE IS NO LIVE ENERGY (MECHANICAL, ELECTRICAL, CHEMICAL, PRESSURE etc.) BEFORE STARING WORK.



9. FOLLOW THE DRIVING SAFETY RULES.



10. WORK AUTHORIZATION (PtW).

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1. Do not walk or stand under a load.



- I remain vigilant and look up when I am crossing a worksite.
- If I see a suspended load, I avoid the hazardous zone.
- I do not go beyond a barrier indicating a lifting zone.
- I take action if a colleague or a third party is about to walk or stand under a load.

Do not walk or stand under a load.



A suspended load is an object that is temporarily lifted and hangs above the ground. Working or walking immediately under / close to a suspended load is unsafe as the load can fall on you.

To ensure compliance with this rule you should:

- Never cross a barrier controlling an area with a suspended load without authorization.
- Follow the instructions of the Person In Charge of the lift.

If you are the Person In Charge of the lift you should:

- Mark the unsafe area and put barriers in place.
- Ensure that nobody walks under a suspended load.
- Stay on site until the lifting activity has been completed.

Hoisting is high-risk work that involves taking the following safety precautions:

- Hazardous zone identified and marked out.
- Hoisting equipment serviced and checked regularly.
- Access to the regulated zone monitored during the work.



This rule relates to the risk of being crushed when standing or walking under a load that is suspended or at a height.

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2. Stay out of the path of moving vehicles, plant and equipment.



- I stay out of the way of machinery and vehicles.
- I comply with the traffic plans and the pedestrian-only zones.
- I try to make eye contact with the operator of moving machinery.
- I stop colleagues and third parties getting near the handling zone.
- I wear high-visibility clothing.



Stay out of the path of moving vehicles, plant and equipment.

The machinery/vehicles involved are moving/operating excavators, forklift trucks, loaders, vehicles and machinery. Workplace routes should be:

- Safe for both vehicles and pedestrians at the workplace, wide enough for the largest vehicle, one-way if possible and clearly signposted to indicate speed limits etc.;
- Workplace routes should be well maintained and free from obstructions, grease or slippery substances and damage to surfaces;
- The identification and organization of flows of pedestrians and of the various types of vehicles circulating on the site, on a frequent or occasional basis.
- The identification and signposting of loading, unloading, parking and handling zones.
- Any work in the immediate vicinity of moving parts of hazardous machinery must be prepared and be covered by a Permit to Work.



This rule relates to the risk of injury or crushing while working or passing near equipment that is in operation or a moving vehicle.

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3. Clip on your harness when working at height.



Protect yourself against a fall when working at height.

- I inspect my fall protection equipment before use.
- I use suitable fall arrest equipment that is in decent condition.
- I do not work on my own.
- I do not go beyond collective protective equipment without clipping on my harness.
- I secure tools and work materials to prevent dropped objects.
- I tie off 100% to approved anchor points while outside a protected area.
- I ensure that safe guards, barriers or safety nets are in place.

Clip on your harness when working at height.

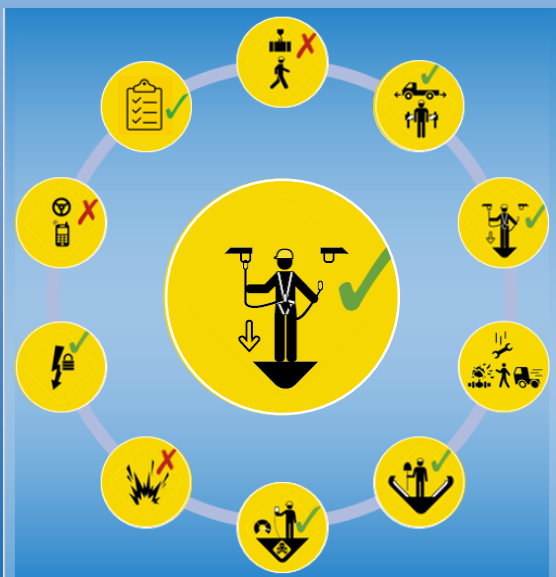


Examples are work situations:

- Involving assembling/disassembling collective protective equipment: scaffolding, guardrails, floors, duckboards etc.
- While working on scaffold or any temporary platforms.
- In cherry pickers/MEWPs/man basket.
- On roofs, on or near fragile materials or fittings.

Addition check points;

- Ensure a fall protection plan is in place that identifies fall protection equipment including fall restraint, fall arrest, approved anchor points and a rescue plan.
- Ensure workers are competent to use fall protection equipment
- All of the personal fall-arrest protective equipment must be reliable, in decent condition, appropriate and set up to minimize the distance fallen and avoid an impact.
- The work must not be carried out alone and emergency equipment should be available to deal any emergency requirement.



This rule relates to work situations and access involving a risk of death from falling from a height.

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4. Keep yourself and others out of the line of fire.



- **I position myself to avoid;**
 - Moving objects
 - Vehicles
 - Pressure releases
 - Falling/Dropped objects
- **I establish and obey barriers and exclusion zones.**
- **I take action to secure loose objects and report potential dropped objects.**

Keep yourself and others out of the line of fire.



A line of Fire definition is being in harm's way. Working in the line of fire puts you at risk for a number of injuries that can happen. These incidents are put into different categories, known as caught-in or between, struck-by, and released energy incidents. These injuries can vary from minor, serious, and even fatal.

Examples are;

- Released Energy Incidents- Hot steam releasing from a pipe causing burns.
- Caught-In or Between Incidents- Putting hands, feet, or other body parts too close to moving gears.
- Struck-By Incidents- Equipment or materials falling from above head.
- Dangers presented by the sudden release of tension.
- Moving machinery.
- Flying debris and projectiles.
- Opening and closing energy control devices.
- Pedestrians and moving vehicles.
- Contact with stationary hazards.



This rule relates to work situations and access involving a risk of death from being in a line of fire.

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5. Only enter a trench if the appropriate atmospheric test and wall supports are in place.



- I only enter a trench if I am authorized to do so. In case of doubt about the safety situation there I notify my line manager.



Only enter a trench if the appropriate wall supports are in place.

Before carrying out any work, check:

- The stability of the walls and the base of the trench and the surroundings.
- Whether the trench is deeper than 1.2m and the supports are appropriate for the excavation.
- Putting the supports in place and removing them again are critical steps. They must be carried out as much as possible outside the trench.
- The personnel responsible for putting the supports in place and removing them again must be protected against the risk of the supports caving in.
- The protective equipment must be laid down before the work starts.
- For other excavations carried out using sloping, check there has been no caving-in of the walls before entering the trench.



This rule relates to the risk of being buried during work in trenches with vertical walls.

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6. The atmosphere must be tested safe before entering a confined space and monitored as you work.



Before entering a confined space:

- I confirm energy sources are isolated.
- I confirm the atmosphere has been tested and is monitored.
- I check and use my breathing apparatus when required.
- I confirm there is an attendant standing by.
- I confirm a rescue plan is in place.
- I obtain authorization to enter.
- I monitor the atmosphere throughout the work.

The atmosphere must be tested safe before entering a confined space and monitored as you work.



Definition of a confined space: A totally or partially enclosed location that has not been designed to be occupied for a protracted period by personnel. Examples are vessel, tank, pipe, cellar or excavations. They can contain explosive gas, toxic or asphyxiating atmosphere or other dangers such as energy releases, lack of oxygen, exposure to hazardous chemicals, things that can fall on you or crush you, or that you can fall from.

Work in a confined space must never be carried out alone. If the confined space is identified and reported:

- The work team checks the atmosphere of the confined space before entering.
- The atmosphere continues to be checked throughout the work.
- In the event of an alert, the emergency equipment provided to get out of the confined space is used.

In case of doubt, if the confined space is not identified as such:

- The line management is alerted so that together the details of an intervention can be laid down.



The rule relates to the risk of suffocation, poisoning or explosion while working in a confined space.

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7. Do not perform hot work unless the fire or explosion risks have been eliminated.



I identify and control ignition sources;

- Before starting any hot work:
 - I confirm flammable material has been removed or isolated.
 - I obtain authorization.
- Before starting hot work in a hazardous area I confirm:
 - a gas test has been completed.
 - gas will be monitored continually.
- I check whether the equipment to be used is in decent condition.
- I demarcate the work zone and ensure that my work has no impact outside this zone.

Do not perform hot work unless the fire or explosion risks have been eliminated.



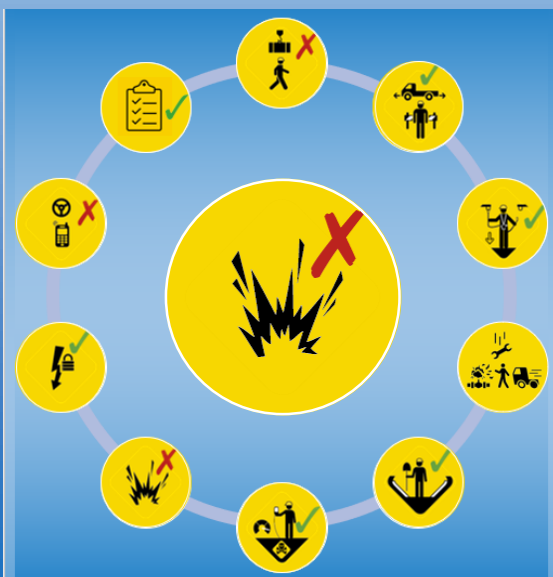
Examples of hot work: Welding, grinding, drilling, cutting.

Fire or explosion risks can be caused by:

- Equipment (e.g. oxyacetylene cutting torch).
- The presence of combustible or flammable materials in the work zone.
- Splashes of particles and/or sparks outside the zone, or bringing in substances from outside the zone (discharge of flammable vapours or gases that spread).

The work team:

- Ensures the equipment is in decent condition.
- Follows the hotwork permit procedures.
- Ensures that facilities with flammable or combustible substances are identified and secured.
- Ensures that safety measures are in place: cleaning, evacuation of risk materials, ventilation, protection, check on the presence of any risk and so on.
- Controls the risks outside the work zone.
- Uses equipment that is compatible with explosive atmospheres if necessary (anti-spark and antistatic tools, etc.).
- The risks are monitored during the work, whenever work is resumed and after the work (if there is the risk of smoldering).



This rule relates to fire or explosion risks associated with hot work.

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8. Verify that there is no live energy (mechanical, electrical, chemical, pressure, etc.) before starting work.



Before starting the work:

- I have identified all energy sources.
- I confirm that hazardous energy sources have been isolated, locked and tagged.
- I have checked there is zero energy and tested for residual or stored energy.
- I carry out the work with the system in isolated condition (power switched off), unless an exception has been authorized.

8. Verify that there is no live energy (mechanical, chemical, electrical, fluids under pressure, etc.) before starting work.



Before starting the work, the system is locked-out & tagged-out (separation, immobilization, labelling, checking on the absence of energy, additional measures if necessary).

Before starting the work the work team must:

- Understand and confirm the LOTO and obtain a Permit to Work if applicable.
- Carry out its own check on the absence of energy along with operations.
- Check on the LOTO before the work starts, whenever work is resumed and must be repeated on an ongoing basis.
- Perform, as the case may be, using a tool to verify the absence of voltage, a gas detector, a test of the start-up of the machinery, a manometer, a check on the presence of mechanic blockages and so on.



This rule relates to LOTO.

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9. Follow the driving safety rules



- I always wear a seatbelt and ensure the same on my co-passengers.
- I do not exceed the speed limit and adapt my speed for road conditions.
- I do not use phones or operate devices while driving
- I am fit, rested and fully alert while driving
- I follow journey management requirement.
- In the event of an urgent call, pull over and stop the vehicle for the duration of the call.
- I only program my GPS when the vehicle is at a complete standstill.
- I do not check or write messages while driving.



Follow the driving safety rules

The driver and passengers should take responsibility for each other's safety, including ensuring all occupants are wearing a seatbelt. Fitness for duty means assuring that an individual can complete a task safely and without unacceptable risk to themselves or other. This includes not being under the influence of drugs and alcohol.

- **The driver of a vehicle:**
 - Does not handle a mobile phone or any communication equipment while driving.
 - In case of an urgent call, pulls over and stops the vehicle for the duration of the call.
 - Programs a GPS only when the vehicle is completely stationary.
 - Does not check or write e-mails, text messages, etc. while driving.
- As a passenger, intervene if the driver handles communication equipment.
- As a colleague, avoid phoning colleagues when you know they are driving.
- Using a phone at the wheel multiplies the accident risk by five, because:
 - Concentration on driving is substantially impaired.
 - Priority is given to the phone conversation.
 - Reaction time increases.



This rule relates to road safety risks associated with the use of communication equipment while driving, either on the road or on site.

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10. Work Authorization (PTW)



Work with a valid permit when required;

- I have confirmed if a permit is required.
- I am authorized to perform the work.
- I understand the permit.
- I have confirmed that hazards are controlled and it is safe to start.
- I stop and reassess if any condition changes.

Work Authorization (PtW)



- Work authorization or Permit to Work is a legal document authorizing to start, resume, or hand-over a task safely.
- PtW Applicant must visit the worksite when planning the task.
- Permit issuing authority confirms that it is safe to start, that controls are in place and effective, and the task can be performed as planned.
- Work shall not commence without an effective permit to work/authorization and a prior risk assessment.
- Work preparation should include inspection of the work area and physical verification of the field isolations.
- PtW receiver shall verify that all locks, disabling devices and isolation tags are in place, as specified on the PtW and LOTO.
- An effective, documented toolbox talk is needed to ensure that all PtW conditions are well understood by the work team.
- Proper controls and procedures must be followed.
- Through site visits and PTW field audits, supervisors and department heads shall verify PtW is adhered to and Job Safety Plans are being followed.
- Stop work and reassess risks if conditions change.



This rule relates to Permit to Work system.