



KEEPING US SAFE

11 GOLDEN SAFETY RULES



At Applus+ we believe that all incidents are preventable. It is responsibility of everyone (people who organize work, people who carry out work and people who inspect it) to work in a safe manner and ensure that we all go home safe everyday. Golden Safety Rules will help in KEEPING US SAFE all the time.

PRINCIPLES

- Everyone has a responsibility to themselves and others to act and work safely.
 - Carefully planned work will prevent unsafe situations.
 - Learning from our experience will improve our HS performance.
 - Support of our principles by suppliers and subcontractors will assist us in improving our standards.
 - Empowering all employees and contractors to stop unsafe acts will reduce incidents and personal injury.
-

Our organization is diverse with many H&S risks which need to be managed. The safety of everyone requires commitment, leadership, and the willingness to intervene when you see someone working unsafely or when a situation deteriorates. A key requirement of our Corporate HS strategies and principles is to reinforce and promote individual employee 'self-responsibility' for health and safety and to 'Watch Out' for each other.

That is why Applus+ has developed the Golden Safety Rules. The Golden Safety Rules are part of the Applus+ HS Management System when conducting any work on behalf of Applus+.

These Applus+ Golden Safety Rules provide basic guidance which is based on our experience and lessons learned. They reinforce and complete our procedures for identifying hazards and controlling risks. Compliance with the rules is essential in preventing personal injury and ill

health and adherence to them is mandatory. Applus+ Golden Safety Rules will make a real contribution to strengthening a culture of safety within our organisation.

The primary purpose of the Applus+ Golden Safety Rules is TO PROTECT you and your work colleagues. The rules apply to everybody on our premises or working under our control: employees, contractors, service suppliers and visitors; and it is essential that you take the time to familiarize yourself with the Applus+ Golden Safety Rules and their applicable operating standards.

The Applus+ Golden Safety Rules do not cover all operational risks and consequently it is important that you make yourself aware of any other safety requirements before undertaking and during the course of your work. If you or your work colleagues are in any doubt about their operating standards and how they apply to you and your work, I urge you to stop work and discuss any

concerns with your immediate supervisor.

This booklet provides a personal checklist that will help you to ensure your actions at work comply with the following operating standards:

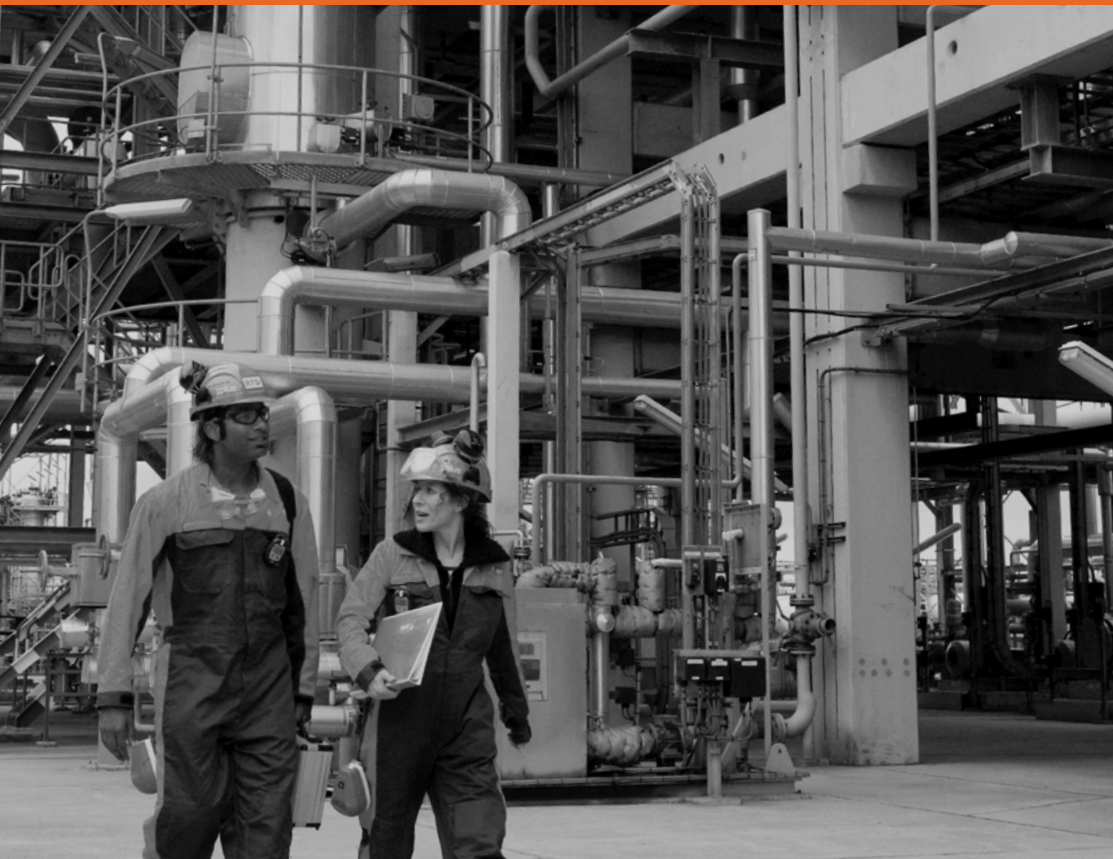
- The Foundations
- Fitness for work
- Manual handling
- General driving safety
- Travel security
- Coordination activities
- Confined spaces
- Hazardous substances
- Ionizing radiation
- Working at heights
- Working in excavations and trenches
- Isolation of plant and equipment

By understanding the hazards that you face and following the rules you can keep the workplace safe and prevent any injury to yourself or others. These Golden Rules are inviolate and appropriate disciplinary action will be taken against anyone who is found to breach the rules. Applus+ is committed to the Golden Safety Rules and expects that everyone who works for Applus+ shares this commitment and follows the rules at all times.

Fernando Basabe

Applus+ CEO

FOUNDATIONS – THE FUNDAMENTALS



FOUNDATIONS – THE FUNDAMENTALS



No work shall be undertaken without implementing these fundamental requirements which underpin the Golden Safety Rules:

- Work shall not be commenced without conducting a **pre-job risk assessment** and a safety discussion.
- Personnel shall be **trained, competent and fit** (unaffected by drugs and alcohol) to conduct work activities.
- **Equipment** shall be fit for purpose and shall be maintained.

- **Personal Protection Equipment** appropriate for the task shall be worn and maintained in good condition.
- Personnel shall be **concerned** about safety, be aware of their surroundings and **report** about any unsafe conditions observed.
- Personnel have the right to **stop work that they considered unsafe**. With this right, comes an obligation to act. Applus+ management supports everyone in their right to exercise their **Stop Work Authority**.
- Personnel shall know what to do in an **emergency situation** and will ensure that appropriate response equipment is in place before any activity begins.



Foundations: Pre-job checklist

Are the following in place?

Y/N

- Have you completed a personal pre-job risk assessment and discussed the safety issues and controls?
- Is everyone involved in the task trained, competent and fit to conduct the activity?
- Is appropriate PPE used for the activity and are the employees trained in its use?
- Is all equipment to be used fit for the purpose and in proper working conditions?
- Have you reviewed the potential emergency situations associated with the job?
- Have you put in place appropriate rescue and recovery plans and required equipment before work begins?
- Are the people involved aware of the fact that they must stop work if they think it is unsafe?



01

FITNESS FOR WORK



One of our primary considerations is to promote good health in the workplace – our aim is to ensure that all employees are in good condition (physical and mental) that enables them to perform assigned tasks in a manner which does not compromise or threaten the safety and health of themselves or others. In order to achieve this you shall:

01

FITNESS FOR WORK

- Ensure adequate rest is achieved before commencing work, especially during shift works (and more important during the night shifts).
- Not be under the influence of alcohol or other drugs.
- Manage fatigue issues (e.g. Heat stress, dehydration, physical exertion, etc) when working.
- Inform your supervisor of any issues (e.g. Medications, stress, mental and physical health, etc) that may affect your work performance.



Fitness for work: Pre-job checklist

Are the following in place?

Y / N

- Are you rested and feel fit to work?
- Are you free from effects of alcohol or other drugs?
- Have you informed your supervisor if you are taking medication that may affect your work?



02

MANUAL HANDLING



02

MANUAL HANDLING

Think through and plan ahead for the lifting and moving process. Use lifting equipment or devices to move objects; but, if you must manually handle, proceed only if:

- Options to eliminate the need to manual handling have been evaluated.
- Personnel are trained and aware of manual handling and lifting techniques.
- A risk assessment has been conducted for the task and effective control measures have been implemented to eliminate or reduce the impact of hazards and risks.
- Personal Protective Equipment, if necessary, is available, adequate for the task and is used.
- The area is clear around the object to give yourself plenty of room to maneuver and be sure your moving path is clear. Watch where you are going when carrying a load.
- You are sure you have a good grip on your load and that it will not fall apart and has no sharp edges.



Manual handling: Pre-job checklist

Are the following in place?

Y/N

- Has the need for manual handling been evaluated?
- Are you aware of proper lifting techniques?
- Has a risk assessment been conducted for the task?
- Is adequate PPE available for use during the task?

03

GENERAL
DRIVING SAFETY

General driving (it does not include driving tests or driving in proving grounds) may only proceed if:

- The vehicle is regularly inspected and maintained by a competent person.
- The vehicle is suitable for the task and the local driving conditions.
- Drivers assess the suitability and safety of the vehicle prior to any journey being undertaken.



03

GENERAL DRIVING
SAFETY

- Drivers are appropriately licensed, trained and medically fit to operate the class of vehicle being used for the local driving conditions.
- Drivers are not under the influence of alcohol or drugs and must be fit to drive. Drivers are aware of and adhere to local road rules, site traffic rules and speed limits.
- The number of passengers does not exceed the design specifications of the vehicle and 3 point seat belts are fitted and are worn by all occupants.
- Loads are secured and do not exceed the design specifications for the vehicle. We should avoid 2 point seat belts that still can be found.
- Passengers and equipment are not transported in the same compartment.
- A Journey Management Plan is in place when travelling in designated areas.
- While driving, drivers should refrain from activities that may distract them from focussing on traffic and may limit their ability to control their vehicle. Drivers should ensure that they are able to keep both hands at the wheel at all times. In some business units / countries, even handsfree use of phones may be prohibited. Drivers should ensure that they are aware and adhere to the rules.



General Driving Safety: Pre-job checklist

Are the following in place?

Y / N

- Is there evidence that the vehicle has been regularly inspected and maintained?
- Has the vehicle been assessed as suitable for local driving conditions?
- Does the driver hold the appropriate licenses for the vehicle to be used and, where appropriate, is the driver trained for the vehicle being used and the local conditions?
- Is the driver medically fit, not under the influence of alcohol and/or drugs and not suffering from fatigue?
- Are three point seatbelts installed and will they be worn by all passengers (1 each only)?
- Are all loads secure and do not exceed the manufacturer's design specifications or legal limits for the vehicle?
- Is the driver aware of local road rules and the requirement to adhere to the speed limit?
- Has the need for a Journey Management Plan been considered?
- Is the driver aware that he/she has to refrain from activities that may distract them and limit their ability to control the vehicle?



04

TRAVEL
SECURITY

04

TRAVEL SECURITY

The risks and hazards of travel generally depend on your destination, how informed and prepared you are before departure, your state of health, and your perceived level of importance to those who might wish to cause harm. Consequently, to achieve this they shall only proceed if:

- Options to avoid the need to travel have been evaluated.
- A risk assessment is undertaken to assess potential medical and security risks.
- Training shall be done when the country rate risk is high or extreme (according ISOS rates).
- Travelers shall make sure their documents are valid and their inoculations are up-to-day.
- Travelers shall learn and check for up-to-day information available regarding safety and security issues at the destination.
- A travel risk management plan is in place that clearly specifies information detailed about the destination and which includes an Emergency Response Plan when traveling to high or extreme risk countries.
- Travelers shall be aware of this Plan and know how to get help.



Travel Security: Pre-job checklist

Are the following in place?

Y / N

- Has the need for travelling been considered?
- Has a risk assessment been conducted to determine the medical and security risks?
- Have you been trained in case of traveling to high or extreme risk countries?
- Are your documents valid and your inoculations up-to-day?
- Have you learnt and checked for up-to-day information available about your destination?
- Is there a travel risk management plan in place when traveling to high or extreme risk countries and you know and understand it?
- Are you aware of getting help in an emergency situation?



05

COORDINATION ACTIVITIES AT WORK



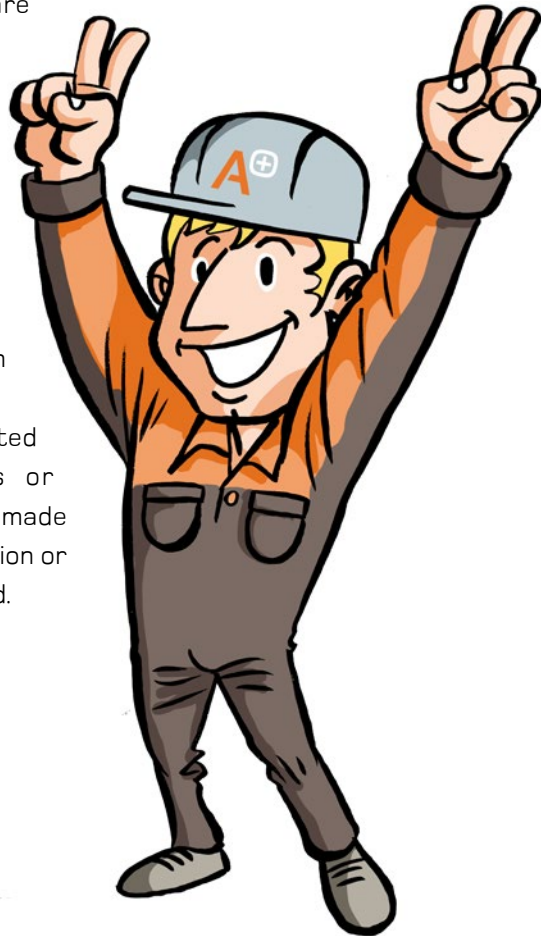
05

COORDINATION ACTIVITIES AT WORK

Ensure that, so far as is reasonably practicable, co-operating and coordinating activities with employees, customers, contractors, sub-contractors and any others who are involved in the same work at same time in the workplace. Consequently, to achieve this:

- Share information needed for health and safety purposes (e.g.: hazards and risks associated with their activity). Do not obstruct communication and respond to reasonable requests from other duty holders to assist them in meeting their duty.

- Identify who has control or influence over aspects of the work or the environment in which the work is being undertaken.
- Confirm there are no conflicting activities and identify whether the activities of others may introduce or increase hazards or risks and if it is the case, put in place the necessary controls.
- Identify when and how each control measure shall be implemented, ensure control measures complement each other and verify they are effective.
- Ensure everybody involved in the activity and those who may be affected by the activity knows and understands how, when, where activities are carried out, what substances may be used and the controls put in place.
- Where there is an unexpected change of circumstances or conditions, work is stopped, made safe and further communication or coordination shall be required.



Coordination activities at work: Pre-job checklist

Are the following in place?

Y / N

- Have you received and given any information related to health and safety with regards to the activities you are carrying out?
- Have you identified the appropriate hazards and risk assessed taking into account other works being undertaken in the same area?
- Have you ensured there are no conflicting activities?
- Are the control measures defined, complement each other, put in place and verified as being effective?
- Has an appropriate pre-job briefing been conducted that includes everyone involved and communication be maintained throughout the activity?

06

CONFINED SPACES

**Entry into a confined space shall only proceed if:**

- Options to eliminate the need for confined space entry have been evaluated.
- There is an Emergency Response Plan, risk assessment and valid permit for entry in place.
- The people involved are trained and competent to do the work associated with the confined space.
- The conditions of the permit have been communicated to and understood by



06

CONFINED SPACES

everyone involved in or affected by the activity.

- All sources of energy and fluids affecting the confined space are isolated and locked out.
- Equipment has been approved for use in confined spaces.
- Testing of atmospheres is conducted, verified and repeated as often as defined by the permit.
- A standby person is in place at all times to raise the alarm – they should not enter the confined space.
- Unauthorized entry is prevented.



Confined Space Entry: Pre-job checklist

Are the following in place?

Y / N

- Has an assessment been conducted to determine if confined space entry can be eliminated?
- Is there a valid Confined Space Entry permit, rescue plan and risk assessment in place?
- Is everyone involved in the activity trained and competent to do the work in confined space?
- Have the conditions of the permit been communicated to and understood by everyone involved?
- Are the appropriate controls and isolations in place and verified?
- Is the equipment to be used to perform the work approved for use in confined space, and identified on the permit?
- Has the initial atmospheric testing been completed and verified?
- Is the work party aware that re-testing is required throughout the activity as per the permit conditions, and verified
- Has unauthorized access been prevented and is a standby person in place?

07

HAZARDOUS
SUBSTANCES

Work with hazardous substances shall only proceed if:

- Eliminate the use of a harmful substance or use a safer alternative, if possible.
- Always obtain, read, understand and follow the instructions on the Safety Data Sheet (SDS) for the hazardous substance that you will be handling.



07

HAZARDOUS
SUBSTANCES

- A risk assessment has been conducted and effective controls put in place to ensure the safety and health of personnel and others is not compromised.
- Personal Protective Equipment is adequate for the task, in good condition and used as required.
- Use the approved procedure for handling or disposal of chemicals or hazardous substances. Wash your hands after use or after handling a hazardous substance and before eating.
- An Emergency response (spill recovery) plan is in place and appropriate equipment and first aid facilities are available at the location.
- Arrangements for the correct disposal of waste products are in place.



Hazardous substances: Pre-job checklist

Are the following in place?

Y / N

- Has the use of safer alternative substances been considered?
- Have you read and understood the instructions on the SDS?
- Has a risk assessment been conducted and effective control have been implemented for using the substance?
- Have you worn the appropriate PPE and are there in good conditions?
- Are you using the approved procedure for handling or disposal of chemicals or hazardous substances?
- Have First Aid measures and First Aid facilities available?
- Has an emergency response / spill recovery plan is in place and appropriate response equipment is available?
- Are arrangements for the correct disposal of wastes in place?



08

IONIZING
RADIATION

Work involving the use of ionizing radiation shall only proceed if:

- A risk assessment of the task has been conducted and effective controls implemented to ensure safety of the job in which the doses are kept as low as reasonable achievable.
- Personnel hold a current licence and/or training to operate for the jurisdiction where they are working.

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IONIZING RADIATION

- Equipment is registered for use in the jurisdiction where it is being used.
- All equipment is checked and found fit for use prior to being operated and where applicable, equipment calibrations are valid.
- Any damaged or malfunctioning equipment is removed from service and reported to the company.
- All safety equipment (monitoring equipment, barriers, signage, etc) is available, maintained in good condition and is used.
- Personnel operate within the requirements of the local legislation, company rules and procedures and site specific requirements.
- Personnel will immediately report any loss of control or incident where people have been or are suspected of having been exposed to ionising radiation.
- An Emergency Response Plan is in place and response equipment is available. Personnel know their role and emergency contact details.
- The security of radioactive sources is reasonably ensured at all times.



Ionizing radiation: Pre-job checklist

Are the following in place?

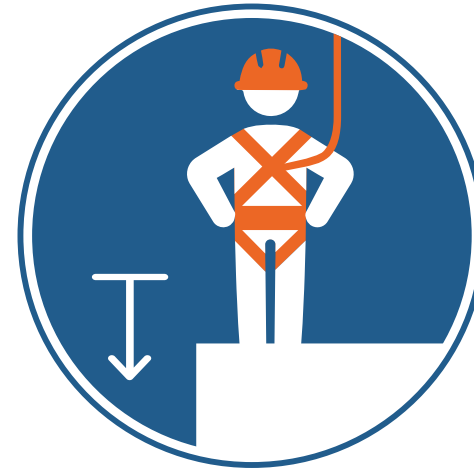
Y / N

- Do operators hold a current local licence and are they trained to use the specific ionizing radiation equipment?
- Is the equipment to be used registered for use with the local authority?
- **ALL** equipment has been checked prior to use and found to be fit for use?
- Is the operator aware of the need to immediately remove faulty equipment from service and report this to the company?
- Is all safety and monitoring equipment available for use and where required in current calibration?
- Has all the battery checks been completed on the safety and monitoring equipment where applicable?
- Has Time, Distance, Shielding been considered in order to follow the ALARA principle to keep doses As Low As Reasonably Achievable?
- Has the right equipment been selected for the job at hand (device type, source strength, etc.)?
- Are operators familiar with company rules and local regulations?
- Is the radioactive source secured when not in use?
- Has a risk assessment of the task has been conducted and effective controls implemented to ensure safety of the job?
- Is an Emergency Response Plan in place and response equipment available?



09

WORKING AT HEIGHTS



Working at heights shall only proceed if:

- Options to eliminate the need for working at heights have been evaluated.
- Personnel are trained and competent to perform the activity including the use of fall prevention and fall arrest equipment.

09

WORKING AT HEIGHTS

- Platforms, scaffolds and other temporary structures are only constructed and verified by competent and authorized persons.
- Elevated Work Platforms (scissor lifts, boom lifts, etc) have been inspected prior to use and are operated by approved/licensed and competent personnel.
- All equipment to be used is proven to be fit for purpose and equipment found to be damaged or defective is removed from service.
- All items are secured to prevent the potential of dropped objects which may cause injury to other persons.
- Where there is a risk of falling from one level to another, fall prevention/arrest or other protection measures shall be in place in accordance with the findings of a risk assessment.
- There is an emergency response plan in place that can be activated if necessary.



Working at heights: Pre-job checklist

Are the following in place?

Y / N

- Can the item to be worked on be removed and the work performed on the ground?
- If the work cannot be completed on the ground, can a fixed or mobile platform (with guard or handrails) be used to access the item?
- Does the fall prevention system include all of the mandatory requirements?
An anchor point capable withstanding the country required force for a single person.
Full body harness rated for fall arrest purposes which is within the current inspection/ activities period.
Lanyard which incorporates a shock absorber.
- Is everyone involved in the activity trained in the use of the fall prevention/ arrest system?
- Has the equipment to be used been inspected and reviewed and found to be fit for use?
- Are all items adequately secured to prevent potential dropped objects?
- Is there an Emergency Response Plan and equipment in place prior to commencing the activity?



10

WORKING IN EXCAVATIONS AND TRENCHES



10

WORKING IN EXCAVATIONS AND TRENCHES

Work in excavations and trenches may only proceed if:

- The excavation or trench has been approved prior to use.
- Adequate protective systems, including shoring, sloping or benching shall be in place to protect the employees from cave-ins.
- A 'competent person' shall have inspected the excavation or trench using accepted inspection and testing methods.

- There is a rescue plan and risk assessment.
- Safe and unobstructed access and egress should be provided from any position in the excavation or trench.
- There should be at least two points of access and egress.
- Ladders should extend sufficiently (at least 3 meters) above the top of the excavation
- Heavy equipment should be placed at a safe distance from the edge of the excavation
- A standby person is in place at all times to initiate the Emergency Response plan – they are not to enter the excavation.



Working in excavations and trenches: Pre-job checklist

Are the following in place?

Y / N

- Has the excavation been properly constructed and approved for use.
- Has a risk assessment of the task been completed and effective controls implemented to ensure the safety of the job.
- Can the excavation be accessed and egressed safely and without obstruction from any worklocation?
- Have the conditions of the permit been communicated to and understood by everyone involved?
- Is a person available to remain outside the excavation and instigate emergency response actions if required?
- Have measures been taken to avoid objects and materials from falling into the excavation?
- Is an emergency response plan in place and appropriate response equipment available?
- Do you know who the competent person is and have you verified that is safe to enter from that person?



11

ISOLATION OF PLANT AND EQUIPMENT



11

ISOLATION OF PLANT AND EQUIPMENT

Always follow your site's isolation procedure. Work where isolation of plant or equipment is identified as a requirement shall only proceed if:

- All energy sources including electrical, mechanical, potential (e.g. gravity), kinetic, etc. have been identified.

- Isolation and de-isolation steps have been planned and the method of removal/restoration of stored energy and/or hazardous materials is risk assessed, and authorized by a competent person.
- All isolation/de-isolation steps have been completed by a competent and authorized person.
- All isolation points have been clearly identified, proven, tagged and/or locked out and controlled to prevent inadvertent movement or activation and the work area has been signalized and delimited.
- The isolation has been tested prior to commencement of work and found to be effective.
- At least two people are in attendance when working close to exposed live conductors and these people will fulfill country/site requirements with regards to training and/or other qualifications.
- Ensure that any unexpected change of circumstances or conditions, the full isolation/de-isolation is revalidated.



Isolation of plant and equipment: Pre-job checklist

Are the following in place?

Y/N

- Have all energy sources been identified?
- Is there a plan for the sequence of isolation and de-isolation that has been authorized by a competent person?
- Has a risk assessment been conducted and has it identified all potential hazardous materials?
- Has the isolation/de-isolation been completed by a competent and authorized person?
- Have the isolation points been clearly identified, tagged and/or locked out and controlled using an appropriate system?
- Has the work area been delimited and signalized?
- Have the isolation points been tested and found to be effective?
- Are there at least two people in attendance when working close to exposed live conductors?
- Is the work party aware that re-testing is required where changes in circumstances or conditions occur?

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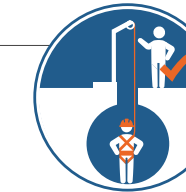
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