



**ONE GROUP**  
**CONCRETELY SAFE**



# **GOLDEN RULES OF SAFETY**

# CEMENTIR'S GOLDEN RULES OF SAFETY

**To prevent incidents  
and protect lives on workplace**

Every day there is the potential for harm during our works. These Cementir's Golden Rules are essential rules, summarizing tenets of the Group common knowledge aimed at preventing incidents and protecting lives on workplace. These Golden Rules are based on best practices worldwide, on our specific experience across the Group, originating first of all out of lessons learned from accident investigations, and finally on sheer common sense.

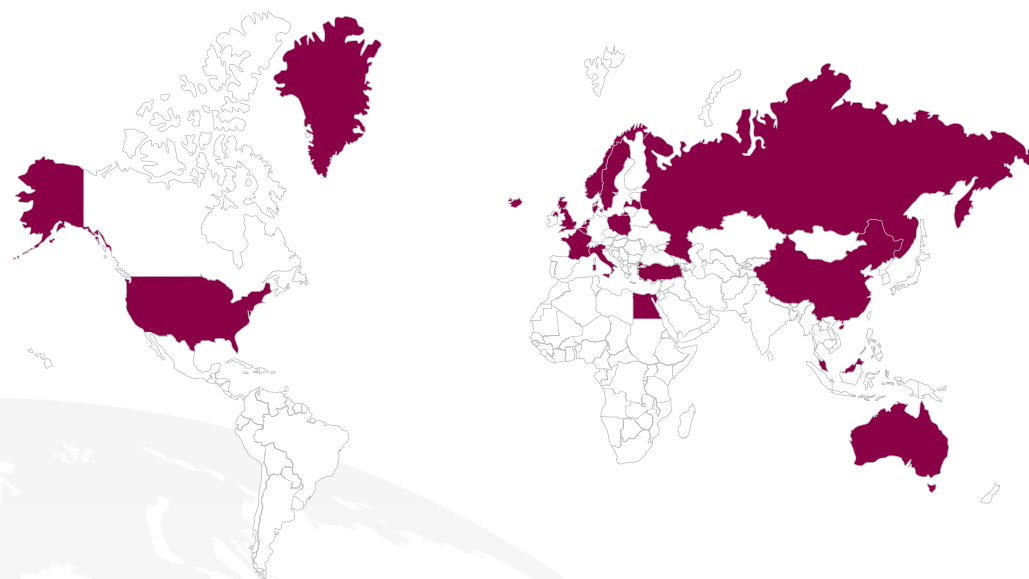
Following these Golden Rules at all times is also a prerequisite for developing a proactive and responsible culture, where

**“Each one protects everyone”**

That is why it is our common commitment that they must be followed and interpreted rigorously.

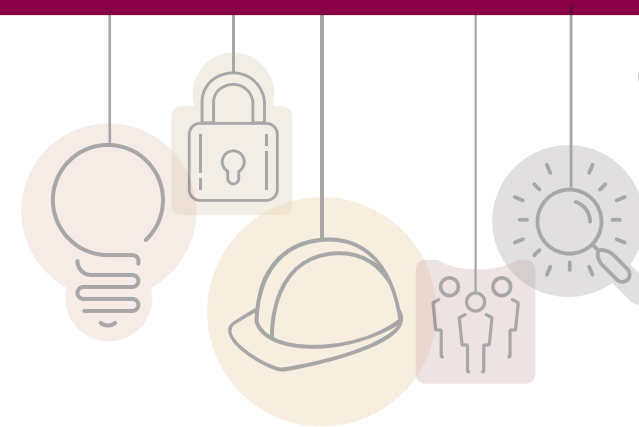
*Cementir's Golden Rules apply to all operational aspects and activities of the Cementir Group, it being understood that each operating company is responsible for implementation and verification of such rules as integral and essential part of its own health and safety management system. Additional or stricter Golden Rules may be set out locally. Nothing in these Golden Rules is intended to or does deviate from or supersede or applicable policies and procedures or offer any leniency to any violation thereof.*

## OUR PRESENCE IN THE WORLD



- NORDIC&BALTIC •
- BELGIUM AND FRANCE •
- NORTH AMERICA •
- TURKEY •
- EGYPT •
- ASIA PACIFIC •
- ITALY •

# CEMENTIR'S GOLDEN RULES OF SAFETY



## RISK ASSESSMENT AND JOB SAFETY ANALYSIS

All work must be risk assessed before starting. According to the results of the assessment all identified measures must be implemented.



## SAFETY PROTECTIVE EQUIPMENT

All safety protective devices and equipment must not be removed/bypassed during the work. All necessary Personal Protective Equipment received for a given task must be properly used.



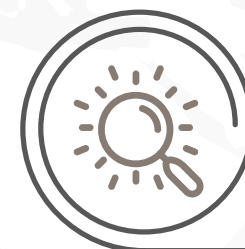
## ENERGY SOURCES

All energy sources must be de-energized, isolated and locked-out before a work is started.



## SAFE AND UNSAFE BEHAVIORS AND CONDITIONS

All unsafe behaviors and conditions must be stopped. Observing safe and unsafe behaviors and conditions to be proactive: each one protects everyone.



## COMMUNICATION OF INCIDENTS

All incidents (accidents and near misses) must be communicated to those concerned, as identified in applicable procedures, to conduct necessary investigation and reporting activities.

# GOLDEN RULES **n.1**



## RISK ASSESSMENT AND JOB SAFETY ANALYSIS

All work must be risk assessed before starting. According to the results of the assessment all identified measures must be implemented.

All hazards must be systematically identified, and risks assessed. In order to identify all hazards, must be necessary to specify, with reference to each task, any sources (e.g. moving machines, energy sources), situations (e.g. work at height) and actions (e.g. lifting a weight), or combination of these, that have the potential to cause work-related accidents. It must also be necessary to know the areas where the activities take place (e.g. interference or interaction with other workers) and the duration and frequency of the activities themselves are carried out. After the assessment, every work must be authorized. A Permit to Work (PTW) may be required, issued by authorized personnel only. PTWs include at least the following activities in line with operational requirements: working at heights, working in confined space, lifting operations (e.g. by mobile cranes), hot work with high risk level (e.g. fire, explosion), working in abnormal or complex (e.g. simultaneous activities with high level of interferences) situations.

### NEVER

- Underestimate an identified risk.
- Think that asking for information is a sign of weakness.
- Lose sight of the fact that one risk can hide another.

### ALWAYS

- Conduct a Job Safety Analysis before a work is started.
- Have the training and/or qualification to carry out the work.
- Follow rigorously the instruction received (e.g. PTW).
- Think before acting and if in doubt, stop and ask the person in charge.
- Use tools that are in good condition and appropriate for the work to be carried out.

# GOLDEN RULES **n.2**



## ENERGY SOURCES

All energy sources must be de-energized, isolated and locked-out before a work is started.

Energized equipment means that equipment and/or machine are connected to an energy source. Accumulated energy is also an energy source. Energy sources may include mechanical, electrical, thermal, chemical, hydraulic, radiation, etc. An equipment, even when stopped, on or near which work is being carried out, can cause accidents by contact with moving mechanical parts, bare / electrically live parts, hot parts, dangerous products, pressurized fluids, etc. Lock-out / tag-out (LOTO) procedures ensure that the hazardous energy sources are isolated and rendered inoperative before any work is started. It also identifies hazardous energy sources and adjacent equipment. It prevents accidental energizing and unauthorized reactivation of energy sources.



### NEVER

- Work on equipment/machine which is not properly locked-out.
- Perform the lock-out / tag-out procedure without training activities done and specific authorization issued.

### ALWAYS

- Verify no energy sources are connected before a work is started.
- Isolate machine or equipment by using its energy isolating devices and not its operating controls (don't use "Stop Button" or "Emergency Stop" for isolation).
- Make sure that locks and tags are applied to each isolation point (One Lock, One Person, One Energy Source).
- Ensure energy cannot re-accumulate (e.g. conveyors roll back if no backstop is fitted).
- Prove the integrity and effectiveness of isolations before a work is started.
- Reinsert any protective equipment/devices after carrying out any maintenance or cleaning activities.

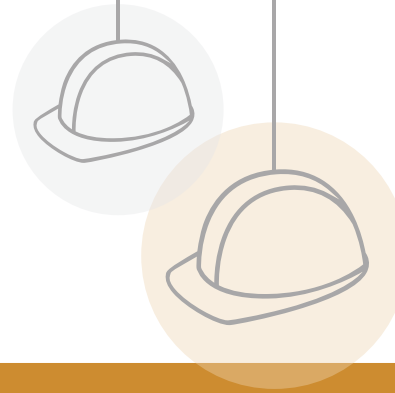
# GOLDEN RULES **n.3**



## SAFETY PROTECTIVE EQUIPMENT

All safety protective devices and equipment must not be removed/bypassed during the work. All necessary Personal Protective Equipment received for a given task must be properly used.

Some control measures to mitigate risks are represented by safety protective devices/equipment. They are either not assigned to the worker but available in the workplace community or at machinery/unit level, such as lifesaving lines, safety nets, guards around moving parts, provisional parapets, alarms, etc., or assigned to the worker as Personal Protective Equipment (PPE) such as safety boots, gloves, headphones/cones, helmet, face mask, etc. PPE shall be considered as the last safety barrier.



### NEVER

- Remove or bypass any safety devices/equipment during the work.
- Operate an equipment or machine where safety protective devices are removed/bypassed in the absence of other compensatory measures.

### ALWAYS

- Use required Personal Protective Equipment for a given task properly.
- Report any lifesaving lines and other safety devices that appear damaged.
- Check before use the status of Personal Protective Equipment.
- Wear at least the following Personal Protective Equipment in operating workplaces:
  - Safety footwear.
  - Eye protection glasses.
  - Safety helmet.
  - High visibility clothing.

The technical specifications of PPE as well as any additions to this basic package must be specified at the operating site level according to its risk assessment.

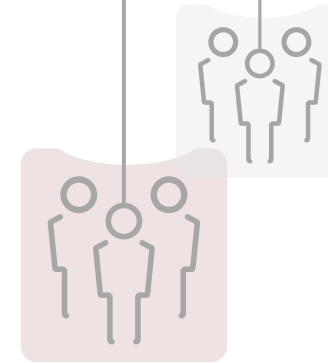
# GOLDEN RULES **n.4**



## SAFE AND UNSAFE BEHAVIORS AND CONDITIONS

All unsafe behaviors and conditions must be stopped. Observing safe and unsafe behaviors and conditions to be proactive: each one protects everyone.

Occupational health and safety risks can be reduced promoting a safe environment also by observation of safe / unsafe behaviors and conditions around us. A key point of our safety culture is to have a personal exemplary and proactive behavior based on the interdependence of workers at any level of responsibility. Regarding unsafe situation, each one must "Observe it - Sort it - Report it".



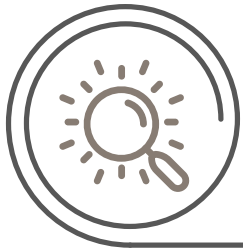
### NEVER

- Think that safety is someone else's responsibility; everybody has a role and bears a responsibility to prevent incidents.
- Think that others must or can intervene in the unsafe situations.
- Forget to report your observation to the supervisor even if you sort it out.

### ALWAYS

- Observe safe / unsafe behaviors and conditions in your workplace.
- Act to stop unsafe operations/behaviors.
- Communicate to your work mate whose acting unsafe, warn-tell him without blaming.
- Inform the supervisor of the workplace about unsafe conditions/behaviors for investigating and learning from the events.

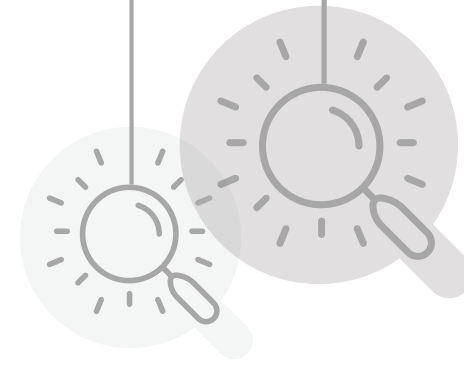
# GOLDEN RULES **n.5**



## COMMUNICATION OF INCIDENTS

All incidents (accidents and near misses) must be communicated to those concerned, identified in applicable procedures, to conduct necessary investigation and reporting activities.

One of the main activities of prevention of recurring incidents is to communicate, investigate and report the event. The investigation activity must be aimed at determining the fundamental causes and circumstances that led to the event, in order to develop appropriate actions for improvement. The objective of investigation is to establish not only how the adverse event happened, but more importantly, what allowed it to happen.



### NEVER

- Think that you may be blamed when communicate an incident occurred.
- Consider that incident happened is not so important to be reported.
- Think that the consequences of the incident happened will always be the same.
- Be late to communicate the incident.

### ALWAYS

- Communicate the incident (accident or near miss) immediately to the supervisor of the workplace.
- Take immediate actions if required (emergency response needs must be implemented, and the incident area must be safe for entry and investigation).
- Provide all necessary details to the supervisor and team investigating the incident to promote comprehensive investigation finding out root causes and effective actions needs to be put in place.





**ONE GROUP**  
**CONCRETELY SAFE**

 **cementirholding**  
Çimento Holding S.A.

[cementirholding.com](http://cementirholding.com)

December 2020