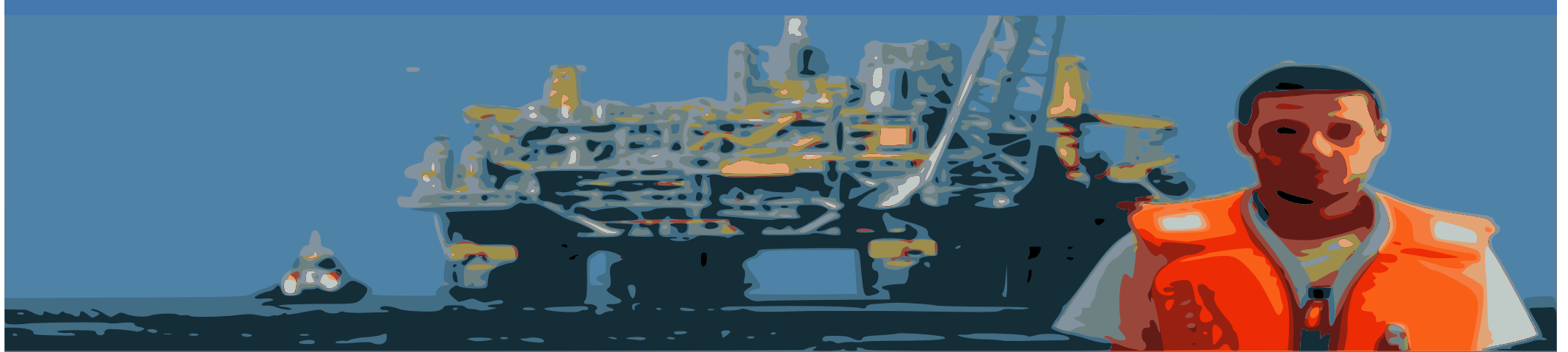


# The Qualitas Golden Rules of Safety



Safety is a legitimate personal expectation and a constant individual responsibility. Safety of everyone depends on the joint commitment of each individual and the organization to the highest standards of care all times in all circumstances.

## permit to work

### The Golden Rule says:

Before conducting work that involves confined space entry, work on energy systems, working offshore, working in streams, working at heights or in potentially explosive environments, a permit must be obtained that:

Defines **scope** of work

Identifies **hazards** and assesses **risk**

Establishes control measures to **eliminate or mitigate hazards**

**Links** the work to other associated work permits or simultaneous operations

Is **authorized** by the competent organization and the person(s) in charge

Communicates above information to **all involved** in the work

Ensures adequate control over the **return to normal operations**

## energy isolation

### The Golden Rule Says:

Any works related or close to live electrical installations or storage of energy cannot proceed unless:

The works are agreed and executed by a **competent person(s)**

Full **technical documentation** is available

Any stored energy is **discharged**

A system of **locks** and **tags** is utilized as isolation points

A **test** is conducted to ensure the isolation is effective

Isolation effectiveness is **periodically monitored**

Works on electrical installations **exceeding 400V or 63A** to be done by minimum **2 persons with electrical safety training**

## working offshore

### The Golden Rule Says:

When working in vessels, air transport such as helicopters, coastal and offshore facilities it should be taken into account:

The person(s) involved should be aware of **emergency plan** of the facilities and transportation their work will be related to

The person(s) involved need to make sure their **HSE training is adequate** to the requirements of the works

The person(s) involved must use the adequate **PPE**

The person(s) involved have received a site specific **safety briefing** by the person in charge of HSE for the transport or at the facility

## working in streams

### The Golden Rule Says:

Working in rivers and its banks, bridges, reservoirs, dams, lakes and canals cannot proceed unless:

All person(s) involved are **competent** to do the work

The **number of persons** is right to do the work

All persons involved are equipped with **appropriate PPE**

A site **specific analysis of safety at work** has been done that includes information on the access to the site, observations of the stream characteristics such as velocities and depths and an exit plan from the floodplain

## working at heights

### The Golden Rule Says:

Working at heights of 2 meters or higher above the ground cannot proceed unless:

A fixed platform is used with **guard** or **hand rails**, verified by a competent person, or...

**Fall arrest equipment** is used (proper anchor, full body harness, synthetic fibre lanyard and shock absorber)

Fall arrest equipment **will limit free fall to 2 meters** or less

A visual **inspection of the fall arrest** equipment and system is completed and any equipment that is damaged or has been activated is taken out of service

Person(s) are **competent** to perform the work

## working indoors/outdoors

### The Golden Rule Says:

To have a healthy and safe working environment you must make sure there is:

A reasonable working temperature or you are equipped with the right **clothes** according to existing and expected weather conditions

Note the firmness of the ground and consider the risk of slipping equipping always **appropriate footwear**

Suitable **lighting** for the work carried out

Enough room **space**, good **ventilation**, suitable **workstations** and **seating**

Passages, floors, stairs, ladders and traffic routes are **free from obstacles**

## driving safety

### The Golden Rule Says:

All categories of vehicle, including self-propelled mobile plant and boats, must not be operated unless:

Vehicle is fit for purpose, inspected and confirmed to be in **safe working order**

**Number of passengers** does not exceed the manufacturer's design specification for the vehicle

**Loads** are secure and do not exceed the manufacturer's design specifications or legal limits for the vehicle

If applicable, all the **seat belts** must be installed and worn by all occupants

**Safety helmets** are worn by riders and passengers of motorcycles, bicycles, quads, snow-mobiles and similar types of vehicle

The driver is **capable** and **licensed** to operate the vehicle and is not under the influence of any **drug** or **fatigue** **avoiding the use of mobile phone**

## management of change

### The Golden Rule Says:

Work arising from temporary and permanent changes to organization, personnel, system, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed unless a management of change process is completed, where applicable, to include:

A **risk assessment** conducted by all impacted by the change

Development of a **work plan** that clearly specifies the timescale for the change and any control measures to be implemented regarding:

a) Equipment, facilities and process

b) Operations, maintenance and inspection procedures

c) Training, personnel and communication

d) Documentation

**Authorization** of the work plan by the responsible person(s) through completion