



12 GOLDEN SAFETY RULES

Together beyond safety

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.
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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 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
- Electrical Hazard

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 Inviolable 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.

Joan Amigó
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





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:

→ 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.



01

FITNESS FOR WORK





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



02 MANUAL HANDLING





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GENERAL SAFETY DRIVING

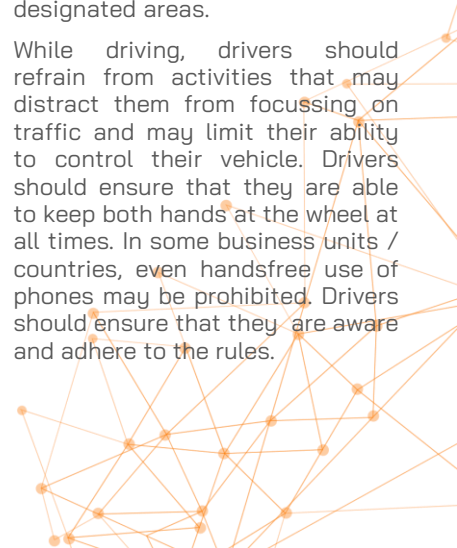
General driving (it does not include driving tests or driving in proving grounds) may only proceed if:

- 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.
- 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.



03 GENERAL SAFETY DRIVING





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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.





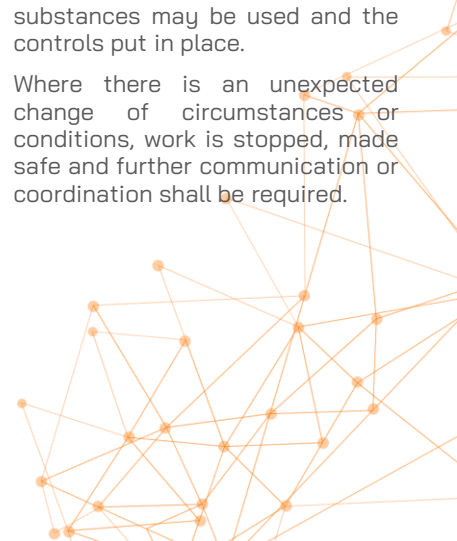
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COORDINATION ACTIVITIES AT WORK

Ensure that 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.



05 COORDINATION ACTIVITIES AT WORK

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 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.



06 CONFINED SPACES





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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.
- 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.

07 HAZARDOUS SUBSTANCES





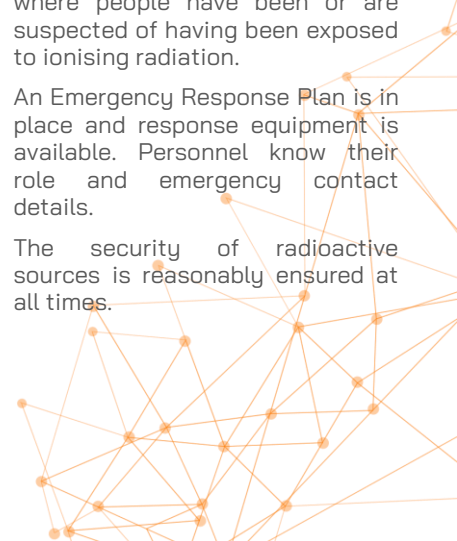
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IONIZING RADIATION

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 license and/or training to operate for the jurisdiction where they are working.
- 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.





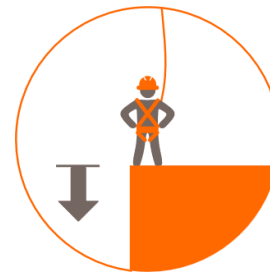
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WORKING AT HEIGHTS

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.
- 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.



09 WORKING AT HEIGHTS





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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.

10 WORKING IN EXCAVATIONS AND TRENCHES





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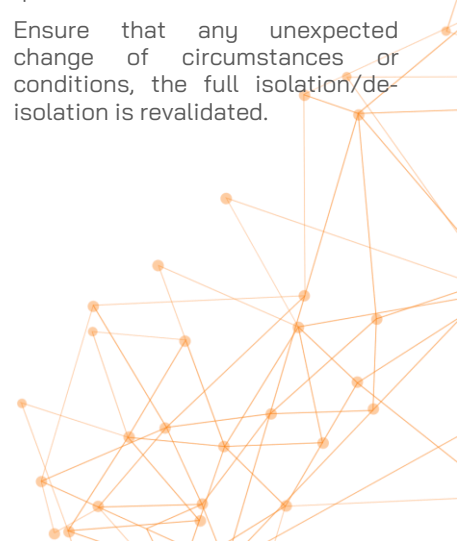
ISOLATION OF PLANT AND EQUIPMENT

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 signaled 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.

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ISOLATION OF PLANT AND EQUIPMENT





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ELECTRICAL HAZARD

The work involving exposure to electrical risk should only be carried out if:

- Risks have been assessed, potential electrical hazards identified, control measures implemented to mitigate the risks, and emergency and evacuation procedures are defined.
- The work is conducted following safe practices and procedures for working with electricity, and all local and global electrical safety regulations and standards are met.
- All necessary permits and authorizations are obtained before starting work on electrical systems.
- Competent supervision is present and clear communication among team members and with other workers present in the area is ensured.
- No work will be performed beyond the scope of the tasks assigned to the job position and not included in a work order.

- Personnel are trained and qualified, familiar with electrical systems, equipment, and safety procedures, and know how to respond to electrical emergencies such as shocks or fires.
- Working on live electrical systems is avoided whenever possible.
- The equipment has been de-energized before performing the work according to lockout/tagout procedures, and the absence of voltage has been effectively verified before starting the work..
- When working on live electrical systems, specific safe work procedures are in place, and work is never performed in isolation. In hard-to-reach areas (e.g., confined spaces) or without communication, at least two workers must be present during the operation.
- The equipment and tools are suitable for the task, regularly inspected to ensure they are in good condition, and replaced or repaired if any damage occurs.
- Personnel use appropriate personal protective equipment, such as insulated gloves, safety goggles, flame-resistant clothing, and other specific equipment for electrical work when necessary.



12 ELECTRICAL HAZARD

Rules



FITNESS FOR WORK



MANUAL HANDLING



HAZARDOUS
SUBSTANCES



IONIZING RADIATIONS



GENERAL
SAFETY DRIVING



TRAVEL SECURITY



WORKING AT HEIGHT



WORKING IN
EXCAVATIONS
AND TRENCHES



COORDINATION
ACTIVITIES AT WORK



CONFINED SPACES



ISOLATION OF PLANT
AND EQUIPMENT



ELECTRICAL HAZARD
