Health & Safety Handbook
At ArcelorMittal our objective is Zero accidents. In order to help us to reach this objective, this year we have fully integrated Health and Safety as one of our core company values and are continuing to implement company-wide our “Journey to Zero” initiative.

Within the Distribution Solutions Management Board, we are fully committed to this value and are striving to enhance leadership in Safety within AMDS by creating a desire to work safe and to achieve the target of zero accidents.

Our Journey to Zero begins with the development of leadership actions that will deliver safety performance excellence, while leveraging learning from shared best practices across the entire organisation. The guiding principles include the premises that everyone has a role to play in INJURIES and illnesses. As Health and Safety becomes integrated into all business management processes, excellence in Health and Safety also supports our company’s business results. As part of this initiative, all managers and front line leaders are required to conduct a certain number of ‘Management Presence’ on a monthly basis. This is a real opportunity for discussion, identifying points for improvement and communication about safety behaviours with our employees.

This booklet has been designed to accompany the ‘Management Presence’ actions, to act as a guide and a reference when conducting a Shop Floor Audit, a Layered Evaluation or a Safety Visit.

ArcelorMittal is determined to become the industry leader in Health and Safety performance. Within AMDS, it is critical that each day, we reinforce Health and Safety as our number one priority, value and focus – we owe it to ourselves, our co-workers and to our families.

Together, we will make this journey a success.

Philippe Darmayan, CEO Distribution Solutions, Philippe Baudon, CEO Distribution Solutions Mediterranean & America, Bertrand Chauvet, Head of Human Resources, Johannes De Schrijver, CEO AM Projects, Pascal Genest, CEO AM Construction, Vincent Gillet, CEO AM TOP, Jos Jacqué, CEO AM WireSolutions, Gerry Stoll, CEO Distribution Solutions North, Middle East & Asia, Etienne Winters, Head of Health, Safety & Environment.
Our commitment to the Health and Safety of all employees both on and off the job is a clear component of our brand promise to ‘transform tomorrow’.

We believe in the following principles to guide our actions:

1. All injuries and work-related illnesses can and must be prevented.
3. Communication, involvement and training of all employees are essential in Health and Safety excellence.
4. Everyone has a role to play in preventing injuries and illnesses.
5. Excellence in Health and Safety supports excellent business results.
6. Health and Safety must be integrated into all business management processes.
7. Product Stewardship aiming at eliminating Health and Environmental impact for customers.

The success of this policy requires the involvement and commitment of everyone working for and with us.

Health and Safety Policy

We will work vigorously towards a goal of zero accidents and injuries. To achieve this we will:

1. Identify, evaluate and eliminate Health and Safety risks to ensure that hazards are managed.
2. Establish an effective process for preventing all injuries and work-related illnesses.
3. Build a supportive culture that requires visible leadership with clear accountability.
4. Provide everyone with effective training so that we are all able to work safely.
5. Investigate all incidents in order to prevent a recurrence.
6. Establish a culture where work will be stopped if it is unsafe.
7. Establish measurable objectives to monitor progress through regular audits and reporting.
8. Comply fully with all legal requirements and meet or exceed these expectations wherever we operate in the world.
9. Update and test emergency procedures.

Personal Protective Equipment

for workers, for visitors and lorry drivers
PPE (Personal Protective Equipment) to be worn by operators when entering inside the workshop.

(*) See the required equipment stated on the Job Sheet.

PPE for visitors and lorry driver

- Helmet
- Safety glasses when necessary *
- Covered lower limbs
- Safety shoes to be worn in the outside of the pedestrian walkways
- Orange high visibility jacket
- Hearing protection when necessary *

PPE for workers

- Helmet
- Safety glasses when necessary *
- Covered Upper limbs where required *
- Gloves
- Covered lower limbs
- High visibility strips or orange high visibility jacket
- Safety shoes

Mandatory PPE

PPE (Personal Protective Equipment) to be worn by visitors and lorry drivers while entering in the workshop.

PPE for visitors and lorry driver

- Helmet
- Safety glasses when necessary *
- Covered lower limbs
- Safety shoes to be worn in the outside of the pedestrian walkways
- Orange high visibility jacket
- Hearing protection when necessary *

Mandatory PPE

PPE (Personal Protective Equipment) to be worn by operators when entering inside the workshop.

(*) See the required equipment stated on the Job Sheet.
1. I will come to work in a “fit and able” condition

2. I will use fall protection or prevention whenever and wherever required according to our standards

3. I will follow the lockout/isolation procedure when working on equipment

4. I will follow the confined space entry procedure before entering as well as during the full duration of the task

5. I will respect all the rules of load handling at all times and never stand under a suspended load

6. I will respect all the traffic rules

7. I will respect rail priority and stay out of close clearance areas without proper precautions being taken

8. I will respect the rules for entering and/or working in hazardous gas areas

9. I will not disable safety devices

10. I will respect all the H&S basic rules, standards and signals and I will wear the required PPE
I will come to work in a “fit and able” condition

I will come to work with all the skills required by my job. That means:

• Being in order of medical visits required by my job.
• Having a clear mind and not being under the influence of alcohol or drugs.

If I am doing restricted work, I will respect the restrictions given by physicians.

If I observe a not “fit and able” condition from a colleague, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

If I see a colleague a little euphoric and acting not in a safe way:

• Quietly, I ask him to stop the work
• After that, I advice him to go to the infirmary
• If he disagreed, I call his supervisor.

Shared Vigilance can save lives

Employee Authorization to STOP Work

As an ArcelorMittal employee, you have the authority, without fear of reprimand or retaliation, to immediately stop any work activity that presents a danger to you, your co-workers or contractors. You have the right to get involved by questioning and correcting any situation that is identified as not in compliance with our Health and Safety Standards. If you don’t feel the issue is addressed adequately, you have the right to raise the issue higher.
Fall prevention

Wherever practical, a safe working area must be provided by means of work platforms or scaffolds.

In all other cases, Fall Protection must be used. This includes situations in which work is being carried out from an elevated work platform or man-lift/cherry picker.

Ladders

A person may climb or descend a ladder without Fall Protection provided that they are able to use both hands and legs to do so; face the ladder and use one step at a time. Straight ladders shall be tied off and may require support at the base.

Restricted access

Where overhead work is being conducted, there must be demarcation to restrict access around the work area to protect others below from falling objects.

I will use fall protection or prevention whenever and wherever required according to our standards

I will only work at heights of 1.8 metre (or lower if the regulation requires it or if a risk analysis reveals to take proper actions also at lower height) or more above the ground (including excavation) when:

• Risks have been assessed and suitable safety controls and safe methods of work were established.
• Special equipment suitable for the task, such as e.g. scaffolding, mobile access platforms or fall arrest equipment, have been put in place and these have been verified by a competent person with regards to design, installation and condition.
• I am competent to perform the work.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

I work in compliance with AM Safety Standard ST 003 Working at Heights
I will follow the lockout/isolation procedure when working on equipment

3.

I will only work on equipment when I will have received the permit including respect of isolation procedure.

The isolation procedure will be established following the rule 'one person, one lock, one key' described in the ArcelorMittal Safety ST 001 Isolation. If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

I work in compliance with AM Safety Standard ST 001 Isolation

The use of the emergency stops or shutting off the control power of machines or equipment does not constitute positive isolation and lockout of such machines or equipment and is not allowed.

• Locking the equipment out before work is being performed on it.

• Tagging the equipment out after the lockout is performed – even in the event that it can not be locked out with a LOCK.

• Verifying that the equipment and machinery can not move via electricity, pneumatics, hydraulics, water, steam, or by any other pressurized systems or energy.

• Note: Verification is often a step in the lockout process that is overlooked or simply ignored. All lockouts must be verified – no exceptions – ever!

• Control the zero power: “Can not move via pneumatics, hydraulics, or by any other means” – tells us that other means of locking out equipment and machinery may have to occur, such as bleeding, blanking, blocking, chaining, etc.
I will follow the confined space entry procedure before entering as well as during the full duration of the task.

I will only enter a confined space when I will have received the entry permit.

The confined space entry procedure will be established following the ArcelorMittal Safety ST 002 Confined Space.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

4.

I work in compliance with AM Safety Standard ST 002 Confined Spaces

The “AM Safety Standard ST 002 Confined Spaces” describes minimum requirements for working in a confined space taking into account:

- Having an atmosphere which contains or may contain potentially harmful levels of contaminant (dust, fume, mist, vapour, gas, or other substance in liquid or solid form) the presence of which may be harmful to health and safety.
- Not having a safe level of oxygen, in particular due to presence of CO, CO₂, Ar, N₂ (e.g. following nitrogen purge).
- Risk of combustion or explosion due to O₂, CO, chemical organic products. (e.g. grease/oil + O₂).
- Cause entrapment or engulfment due to movement of devices, movement of earths, demolitions or new constructions, working with pipes, cutting rocks in mines...
- Extra risk due to vehicles working in these kind of spaces (e.g. in slag / tapping pits, casting...).

Identification, inventory, signage

Confined spaces must be identified and inventoried; signs must be erected at or near by all the entries of all confined spaces.

Permit system

Entry to a confined space must only be allowed after a complete Risk Assessment and after proper isolation conditions and mitigation actions have been put in place and a written approval, in the form of a permit, has been issued by a competent person (i.e. the one responsible to coordinate the tasks to be done in this confined space and has participated in the Risk Assessment) who is authorised to issue such permits.
Dead-Man cross:
During the handling of the load no one should be in the danger-zone around the load, named the dead man’s cross. This zone is marked in pink and corresponds to the directions in which the cranes can move.

Only an authorised person can operate an overhead crane.

I use the agreed hand signals for lifting.

I check the state of the lifting equipment before every use.

I place myself in the safe zone before ordering the lifting.

I never transport the load above people.

I follow the load instead of walking in front of it.

Lifting equipment (hooks, chains,) have to be conform and in a good condition.

I never lift material with the steel wires.

I will respect all the rules of load handling at all times and never stand under a suspended load

I will only conduct lifting operations under the following circumstances:

- The risks have been assessed and suitable safety controls were established either:
  - under a lifting plan, taking into account the lift method, the equipment, responsibilities and communications (typically for higher risk or more complex lifts involving specialized equipment),
  or
  - under an approved Work Method, Work Procedure or instruction (typically for routine lifts of low or insignificant risk)
- I and other people involved in the lifting operation (e.g. riggers of the load) are competent and authorized for the lifting equipment and lift method to be used.
- The lifting equipment is fit for purpose in terms of its design, load capacity, condition and test status.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

I work in compliance with AM Safety Standard ST 007 Cranes & Lifting
Wire rope sling defects

Reject actions:
• Remove from service.
• Cut into two pieces.
• Discard wire rope in scrap bin.

Operation clean-up and removal of defective lifting tackle

Chain defects

Reject actions:
• Remove from service.
• If the chain has been exposed to acid or alkali it must be withdrawn from service and referred to the supplier.
• If a chain sling is found to be in need of repair such as replacement of hooks, couplings, master links, grab hook, etc., it should be returned to the supplier immediately. After it has been repaired, the chain sling will be tested, inspected and returned to the plant.
• Stretched chain links are grounds for immediate removal from service. Cut the chain into pieces and discard in scrap bin.

Shackle, eye bolt and hook defects

Reject actions:
• Remove from service.
• Cut into pieces.
• Discard shackle, eye bolt or hooks in scrap bin.

Webbing sling defects

Reject actions:
• Remove from service.
• Cut into pieces.
• Discard sling in general waste bin.
• Do not use white webbing slings.
I will respect all the traffic rules

I will only drive a vehicle used for work purposes if

- The vehicle has been subject to a risk assessment and a maintenance plan.
- I have carried out an appropriate pre-operation safely check based on this risk assessment.
- I have a valid site license or permit.
- I respect all the traffic rules.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

Traffic Rules

- Drivers and passengers must wear seatbelts while the vehicle is moving (in all places at all times).
- Speed limits and traffic rules must be developed, regularly reviewed and rigorously implemented.
- Signage should be used in high-risk areas (e.g. level crossings, etc.).
- Rules must be established based on the risk assessment to ensure that:
  - No car parks in dangerous or controlled areas (e.g. railways, near cranes and fire hydrants, etc.).
  - Risk areas are identified and highlighted.
  - Only specific vehicles are used to haul specific equipment.
  - Smoking is not permitted in any company vehicle.
  - Cell phone use is regulated: see Safety AM ST 301.
  - Vehicles will be operated with lights on at all times.
  - Vehicles operated on the site will be equipped with automatic reverse siren, except for cars.
- Vehicles operated on the site are equipped with taillights.
- At intersections of roads and pedestrian crossing, the loaded industrial vehicle has the right of way.
- For trucks no reversing without a bankman.
- The reverse parking for cars is mandatory.

I work in compliance with AM Safety Standard ST 006 Vehicles and Driving
Every one that is required to work on or within 3 metres (10 feet) of a railway track must be protected from rail movements by track isolation using derail or switch locks. Prior to beginning work where railroad track isolation is necessary, the supervisor or designee, must notify those responsible for rail operations to alert them of the work to be performed.

All people involved in the operation of rolling stock must be trained and competent. No other person is allowed to ride on wagons or locomotives. The risk assessment must also identify any close clearances around the track. These must be identified and signed.

Railroad Crossings should be marked with Warning Signs. Drivers are required to stop the vehicle and look around before arriving at the railway crossing.

Procedures for getting on and off trains must include the use of engineered sill step handles and ladders/steps placed so to prevent injury to legs, feet and hands.

7. **I work in compliance with AM Safety Standard ST 004 Rail Safety**

- I will respect rail priority and stay out of close clearance areas without proper precautions being taken.
- I will come to a complete stop prior to crossing any rail track.
- I won’t walk on the tracks.
- I won’t access to close clearance areas unless the track is isolated.
- I will access to close clearance areas only by following a documented procedure developed from a risk assessment.
- If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

**Coupling and Uncoupling**

Railway vehicles can only be coupled and uncoupled when at standstill; stepping in front of or between moving railway vehicles for their coupling and uncoupling is forbidden and will be regarded as gross violation of work discipline and safety regulations. When coupling and uncoupling railway vehicles, the space between the vehicles can be accessed and left only on the side where the caution signals are given.
I will respect the rules for entering and/or working in hazardous gas areas

I will only enter and/or work in Hazardous Gas Areas under the following circumstances:

- A risk assessment has been done to develop the most appropriate safe work procedure and the actions are put in place.
- There is a process where a written permit is used to plan and control the work involved in isolating, purging and making the area safe for maintenance and other activities.
- Appropriate gas monitoring must be done before, during and after work has been completed.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

The standard “AM Safety ST 012 Working in Gas Hazard Areas” describes minimum requirements for working in a potentially hazardous gaseous environment (“Gas Hazard Areas”)

- to prevent the formation of explosive mixtures or zones of explosive atmospheres
- a build up of asphyxiate or toxic gas (incl. gases taking the place of O₂)
- to manage the oxygen levels to prevent either extremely rapid combustion or suffocation (harmful atmospheres)

- Each site must have a documented and up to date risk assessment for each area and task associated with working in potentially hazardous gaseous environments.
- Each site must have an up to date layout plan in which all Gas Hazard Areas are highlighted and in the operative pulpit a system of alarms particularly for levels of CO.

- Safe work and purge procedures shall refer to the risk assessment and specify appropriate controls for all work. These should include at least items such as the required hot work, PPE, purging and permitting, monitoring, isolation, consideration for using a safety standby person; the emergency response should be included in the risk reduction strategy. This is to be completed with any relevant specific local condition.
- All such areas highlighted by the risk assessment shall have appropriate warning signs posted and a permit system for controlled access to authorized employees and contractors must exist.
- There must be a process where a written permit (one time task) or a written procedure (repetitive or continuous jobs) is used to plan and control the work.
- Appropriate gas monitoring must be done before, during and after work has been completed.
I will not disable safety devices

If a need occurs to disable a safety device, a complete risk assessment will be carried out.

If I observe a colleague not respecting these rules, I will immediately get in touch with him/her and teach him/her in a fair play attitude what should be the right way of processing.

I will respect all the H&S basic rules, standards and signals and I will wear the required PPE

My life and the life of my colleagues are too important and I would jeopardise those lives by not following these basic rules. Respecting rules of Safety is a precondition for employment.

Manager, promote Safe behaviour!

1. Spend more time on the shop floor
2. Give feedback more often to the workers
3. Use more time to monitor performance
4. Spend less time setting antecedents
5. Spend more time communicating on non-work related issues
6. Give either positive or neutral feedback, while poorer performers give more negative feedback
7. Give incentives to work safely more often
8. Use a more participative management style in discussions

3 Key Ingredients for Excellence in Safety

1. Culture of anticipation:
   How risks are understood by people and systematically addressed
2. Culture of openness and collaboration
   How people work together and support each other
3. Operational discipline
   How following the rules is transformed into organizational pride
Hazard Identification and Risk Assessment (HIRA)

- **Hazard**: a situation that may affect wound or injury, health, damage to property, the environment of the workplace or a combination of these elements.

- **Risk**: a combination of probability and result of the occurrence of a specified hazardous event.

- **Risk assessment**: an overall process of estimating the magnitude of risk and decision making about the acceptability of risk.

Root Cause Analysis (RCA)

- **Root cause analysis is an approach for identifying the underlying causes of why an incident or accident occurred so that the most effective solutions can be identified and implemented.**

- **Within an organization, incident/accident investigation and root cause analysis are all fundamentally connected by three basic questions: What's the problem? Why did it happen? and What will be done to prevent it?**

Root Cause Analysis Basics

1. **Gather facts & evidences**
2. **Built of root causes tree**
3. **Determine corrective & preventive measures**

RCA methodology for Work accident

1. **Symptom of the problem.** "The Weed" (incident, accident...)
2. **Above the surface (obvious)**
3. **The Underlying Causes** "The Root" (not obvious)

The word root, in root cause analysis, refers to the underlying causes, not the one cause.

**References:**
- the ArcelorMittal Fatality Prevention Standard AM ST 011 "Incident Investigation" (v 1.0)
- the associated Fatality Prevention Audit support (v 2.0)
- ThinkReliability website, incl. the incident blog, mainly focused on incident mapping and "effect-to-causes" tree.
- And ReliabilityWeb website, Maintenance-oriented: www.thinkreliability.com;
- AMDS “RCA training” on AMDS HSE Sharepoint.

**Risk Actions to be Taken**

<table>
<thead>
<tr>
<th>RISK</th>
<th>ACTIONS TO BE TAKEN</th>
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<tbody>
<tr>
<td>400 &lt; R</td>
<td>major risk, take actions immediately and/or consider shut down</td>
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<tr>
<td>200 &lt; R &lt; 400</td>
<td>substantial risk, degraded mode and short-term improvement required.</td>
</tr>
<tr>
<td>70 &lt; R &lt; 200</td>
<td>important risk, degraded mode and long-term improvement required</td>
</tr>
<tr>
<td>20 &lt; R &lt; 70</td>
<td>possible risk, attention required</td>
</tr>
<tr>
<td>R &lt; 20</td>
<td>minimal or insignificant risk, actions with lowest priority</td>
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</tbody>
</table>

**Methodology according to AMDS P HSE P 03.0**

1. **Hazard identification**
2. **Risk assessment**
   - Risk = Probability x Frequency x Severity
3. **Risk ranking**
4. **Prioritization**

**Action plan**
Bird’s Pyramid

Bird’s (1980) pyramid is now accepted as the standard example because it not only shows more clearly the number of "hidden" accidents, but also indicates the huge loss potential of property damage incidents.

Bradley / WCM Curve

• The Bradley Curve graphically illustrates the changes that occur as a company moves from reactive to dependent, to independent and finally interdependent within an organisational structure.

The BRADLEY curve

Within AMDS, each manager should be able to position the H&S organisation of his site by taking into account: FR, FR’, P6A rating, FPA level and the deployment of other H&S tools such as SFA, 5’ pre-shift meeting Closed/open Loop… etc
OHSAS

What OHSAS stands for?
OHSAS means Occupational Health and Safety Assessment Series. OHSAS 18000 is an international occupational health and safety management system specification. (OHSMS).

All ArcelorMittal plants have to implement a H&S Management System which will allow:
- A good share of operational obligations
- The respect of local regulation and ArcelorMittal Fatal Prevention Standards
- A management system based on continuous improvement

OHSAS Step by Step

| 1  | Policy                          |
| 2  | HIRA & determining controls    |
| 3  | Legal requirements             |
| 4  | Objectives & programs (1)      |
| 5  | Objectives & programs (2)      |
| 6  | Structure & Responsibilities   |
| 7  | Competence, Training & Awareness |
| 8  | Communication, participation & consultation |
| 9  | Documentation                  |
| 10 | Data control                   |
| 11 | Operational control            |
| 12 | Emergency Preparedness & Response |
| 13 | Performance Measurement & Monitoring |
| 14 | Accidents, Incidents, Non-conformances, Corrective & Preventive Actions |
| 15 | Records                        |
| 16 | Audit                          |
| 17 | Management Review              |

The main benefits of OHSAS:

Improved overall performance:
When your company implements an OHSMS, you can become more efficient and productive by minimizing or even eliminating the risk of accidents, emergency situations, occupational injuries and other work-related illnesses.

Similarly:
OHSAS elements are very similar to the ISO 14001 and the ISO 9001.

Systematic approach:
The OHSAS 18001 standard introduces a process approach to assess hazards and risks in the workplace and implement preventative measures as part of day-to-day operations.

Reduced cost of sales:
Your certification establishes your company’s commitment to safety from day one. Because the task of explaining the specifics and demonstrating the effectiveness of your OHSMS is more straightforward, it takes less time to earn your prospective customers’ trust and confidence.

Lower risk of liability:
By demonstrating compliance to OHSAS 18001, you can take steps to protect your workers, and consequently lower the risk of having to cover insurance payments and legal costs.

Positive image:
Customers, stakeholders, public opinion...

Increased employee awareness and involvement

More information and training, please check out Distribution Solutions in list of available H&S procedures:
https://www.myarcelormittal.com/1intranet/home/BA/distributionsolutions/mycompany/Pages/DistributionSolutions2.aspx

ArcelorMittal Standards:

Safety
ST 001 Isolation
ST 002 Confined Space
ST 003 Working at heights
ST 004 Rail Safety
ST 005 Shop Floor Audit
ST 006 Vehicles and Driving
ST 007 Cranes and Lifting
ST 008 Contractor management
ST 009 Alert
ST 010 Safety metrics
ST 011 Incident Investigation
ST 012 Working in gas hazard areas
ST 013 Emergency preparedness
ST 015 Golden Rules
ST 016 Emergency management Guidelines for Local Sites
ST 017 Emergency management Guidelines for Corporate Team
ST 101 AM Global HS Responsibilities
ST 201 H&S Design Specifications
ST 301 Cell phones
ST 401 General H&S Instructions for Contractors

Health
ST 001 Health metrics
ST 002 Hazardous substances exposure control
ST 003 medical surveillance
ST 004 Hearing conservation
ST 005 Legionella
ST 006 Travelers standard
ST 007 Asbestos management
ST 008 respiratory protection
ST 009 Global Ergonomics
ST 011 Radiation Protection
GL001 Why implementing defibrillators in our plants
GL 003 Burns
GL 004 Showers, Toilets and Change rooms
GL 005 Workbook for Canteens
GL 010 Heat Stress Guideline

AMDS Procedure
AMDS BP HSE P 01 Safety Reporting Procedure
AMDS BP HSE P 02. AMDS Forklift procedure
AMDS BP HSE P 03 Safety Risks Assessment
AMDS BP HSE P 04 Coil storage procedure
AMDS BP HSE P 05 Slit coil storage
AMDS BP HSE P 06 Lifting equipment
Management presence
Shop Floor Audits, Layered Evaluations and Safety Visits

1. What are Shop Floor Audits?
   - Face-to-face discussions about safe behaviours between people doing the work and their immediate supervisor/leader or manager
   - Recognizing and reinforcing safe behaviours and gaining commitment to change at-risk or less-safe behaviours
   - Identifying obstacles to safe work behaviour, including systems and communication issues
   - Communicating health and safety expectations, messages and standards to every individual in the discussion
   - Identifying key points for improvement actions

2. What are Layered Evaluations?
   - A process in which management and senior supervision review work standards and establish consistently safe behavioral standards with the people within their area of responsibility
   - An opportunity to partner with at least one other manager/supervisor in discussion with employees so that viewpoints and expectations can be shared about what has been observed
   - Safety behaviours and conditions in an area reflect the standards that management and supervisor are willing to accept
   - Behaviours and conditions will improve as management and supervision communicate convincingly that they want them to improve

3. What are Safety Visits?
   - Safety visit in a site focusing on observation of safety issues
   - Can be individually or in a group
   - Always invite a site manager or a supervisor
   - Can be on a checklist basis, can be without
   - Debrief always with the site manager
   - Reporting should be limited, but focusing on good practices/concrete actions
   - A safety walk counts as management presence
   - Report your management presence on a monthly basis

Name:
Date:

SAFETY WALK - CHECKLIST - AMDS

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<tr>
<th>GENERAL PRINCIPLES</th>
<th>Y</th>
<th>N</th>
<th>X</th>
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<tbody>
<tr>
<td>Warehouse is clean and tidy?</td>
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<tr>
<td>Helmet and safety shoes are always worn? *</td>
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<tr>
<td>Foreman/manager show the right example?</td>
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<td>PPE are adapted to the working conditions?</td>
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<td>Chemical fluids stand on a reservoir?</td>
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<tr>
<td>Remarks:</td>
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<tr>
<th>CIRCULATION PLAN</th>
<th>Y</th>
<th>N</th>
<th>X</th>
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<tbody>
<tr>
<td>Walkways are clearly defined?</td>
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<tr>
<td>Walkways are clean and unobstructed?</td>
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<tr>
<td>Traffic rules are being followed?</td>
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<tr>
<td>Signs are adequate and visible?</td>
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<tr>
<td>All crossroads between pedestrians and moving vehicles are clearly marked? *</td>
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<tr>
<td>The circulation plan is safe?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRUCKS</th>
<th>Y</th>
<th>N</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stairways are always used and blocked if in use?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nobody is inside the trailer until the material is completely loaded?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Truck drivers all wear safety shoes and helmets?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The piling of material is conform?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck wheels are blocked during loading and unloading operations? *</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Material is loaded against the truck bearing or another fix point?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIFTING</th>
<th>Y</th>
<th>N</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>The lifting equipment is racked?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single use nylon straps are cut and thrown away?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rod wires are not used for lifting the material? *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The access to attach the lifting equipment is safe?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# SAFETY WALK - CHECKLIST - AMDS

## WORKING IN HEIGHTS

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>The cherry picker is used where possible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall protection is properly worn?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor and wall openings are protected?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The work area is marked out?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

## FORKLIFTS

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety belts are worn? **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speed limits are respected?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The forklifts are equipped with a reversing signal and a flashing light?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is key removed from forklift when it is not use and parked?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

## RAILWAY

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wagons are properly blocked?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coupling and de-coupling of the wagons only if the wagons are not in movement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to and from the wagons / locomotive is done in a safe way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No person between the buffers until the buffers are in contact?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The acoustic signal is used before the train moves?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No passing the rails when a train is in movement?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

* Cardinal rule

Signature:
transforming

tomorrow