

THE **12**
**GOLDEN RULES
OF SAFETY**



storengy

A company of **ENGIE**

THE 12 GOLDEN RULES OF SAFETY

The 12 Golden Rules of Safety must be applied by everyone present at all sites of the Storengy Business Unit, during all their daily activities. These rules are in addition to national legislation and local regulations.

Intended for your personal use, this booklet is very specific and educational to enable you to understand which behaviour is essential to ensure everyone's safety.

These rules must be read, understood and complied to by everyone on site, including contractors and service providers. Make sure that they are systematically implemented by all proper means.

Be particularly vigilant when faced with unforeseen situations and if necessary, stop all work to re-evaluate the risks and take appropriate measures.

Report all hazardous situation to your line manager.

Strict application of the Golden Rules enables the preservation of people's physical safety in the realisation of their activities.

 No life
at risk

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DRIVING

VEHICLES / CONSTRUCTION VEHICLES /
CYCLISTS / PEDESTRIANS



Do not use phones or other communication devices while driving.

Do not drive while under the influence of alcohol or drugs.

Traffic Regulations must be complied with on and off the Storengy UK site whilst driving on company business.

PREVENTION:

- Never read (e-mail, SMS, notifications, etc.) or write any messages while driving
- Drivers should check that any side effects of medication being taken do not affect driving safely
- Report any company vehicle defect to ensure it is repaired
- Ensure any load to be transported is properly secured
- Check the condition of the vehicle
- Drivers must be in possession of a current driver's licence relating to the vehicle and the operation to be carried out.

SITUATIONAL AWARENESS:

- Respect speed limits and use seat belts
- Respect the site's traffic management plan
- Respect the access conditions for construction vehicles in regulated areas (e.g. ATEX zones)
- Maintain a sufficient safe distance from other vehicles
- Reverse parking on site is mandatory
- Do not use a phone or other communication device while driving, including hands-free kits or headsets.

FOR CYCLISTS AND PEDESTRIANS:

- Use the specific paths intended for pedestrians or bicycles, if available
- Wear provided personal protective equipment (helmet, glasses, workwear, safety shoes) when riding a bicycle on site
- Be aware of the environment (pavements, potholes).

PERSONAL PROTECTIVE EQUIPMENT (PPE)



Appropriate Personal Protective Equipment must always be worn in designated areas.



Personal Protective Equipment (PPE) is an essential element of occupational safety. It must always be worn and kept in good condition.

PPE is the last protection barrier against accidents. It may not prevent accidents, but it could reduce their severity. Collective Protective Equipment (CPE) should be preferred over PPE.

IT IS MANDATORY TO:

ALWAYS WEAR BASIC PPE:

- Workwear covering the legs and arms (anti-static in fenced operational areas)
- High visibility clothing
- Safety helmet
- Light eye protection (LEP)
- Ankle-high safety boots (anti-static in fenced operational areas).

WEAR SPECIFIC PPE AND DEVICES, DEPENDING ON THE WORK ACTIVITY AND RISK ASSESSMENT:

- Multi-gas detector
- Hearing protection
- Appropriate gloves
- Specific PPE for working at height
- Respiratory protection
- Chemical specific PPE
- Electrical specific PPE.

AFTER HANDLING:

- Clean the PPE if necessary and store in an appropriate place to avoid damage
- Replace any defective PPE.



HANDLING OF TOOLS AND EQUIPMENT



Ensure good posture for the task being performed and that the right tools/equipment is selected.

Inappropriate posture or use of an inappropriate tool may lead to injuries.

BEFORE AN ACTIVITY:

- Choose the appropriate tool for the task and check its condition
- Evaluate the working environment (e.g. non gas in an EX zone)
- Inform anyone within the vicinity of the work area to keep an appropriate safe distance
- Use mechanical lifting aids as much as possible
- Ensure the working area is barriered and signed appropriately if required
- If there is no appropriate tool available for the task, inform your line manager and don't improvise with an alternative tool
- Do not modify tools.

DURING AN ACTIVITY:

- Comply with the instructions for the use of tools
- Wear appropriate gloves which are suitable for the hazards
- Adapt your posture to the tool used and the task to be performed (take account of the duration and the repetitive nature of the task)
- Adapt heavy, large or cumbersome load carrying conditions in case vision is compromised
- Ensure that anyone using tools understands the safety instructions
- Never remove safety devices from tools or equipment.

AFTER AN ACTIVITY:

- Clean tools and store in appropriately place to avoid damage
- Report any defective tools
- Any defective tools should be labelled accordingly and removed from service.



PRESSURE RISKS



Be aware of stored energy and potential energy release points.

The pressure which may be released from equipment under pressure is extremely dangerous. It may cause leaks or spills of products or projections of components, loud noise or fire. Vigilance is even more important in ATEX zones.

BEFORE AN ACTIVITY:

- Obtain a permit to work and any associated certificates and isolation information
- Before disassembling or working on equipment, make sure that there is no pressure and/or fluid
- Apply an adapted work method and choose tools according to the pressure present in the equipment.

DURING AN ACTIVITY:

- Always have two barriers in place to shut off the pressure equipment (wells, hoses) to guarantee safe work
- Avoid working on pressure equipment, if not possible, apply adequate preventive actions
- Never force a part if it is difficult to unscrew; it may be under pressure
- Use flexible hoses with anti-whiplash cables
- Comply with preventive measures regarding ATEX areas, especially signage, ATEX material and atmosphere control.

AFTER AN ACTIVITY:

- Report any modifications
- Safely bring the equipment back into service
- Check if any documents must be modified following a change.

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LIFTING OPERATIONS



Do not walk under a suspended load and be aware of the path that the load will take.

Lifting operations include operations with cranes, hoists and other lifting equipment, devices and accessories.

BEFORE AN ACTIVITY:

- Develop a lifting plan for the task
- Ensure the lifting equipment, device and accessories are inspected and fit for purpose
- Check the ground conditions are suitable for the activity
- Lifting equipment and accessories must only be handled by competent and authorised persons
- Check the weight of the load
- Check the maximum load of the lifting device and accessories
- Visually inspect all lifting safety devices and slings and check that the last inspection is in date
- Ensure the lifting area is appropriately barriered and has the required signage
- Ensure a competent banksman and lifting supervisor are in place
- Before lifting, check that the load is appropriately attached and identify its centre of gravity
- Evaluate the weather conditions, especially wind speed.

DURING AN ACTIVITY:

- Verify that the lifting equipment is stable
- Carry out a lifting test at a low height before starting an unusual or complex task
- Stay out of the lifting zone of the load, (determined by the lifting supervisor)
- Do not stand between the load and any other fixed obstacle
- Ensure no-one enters the lifting zone
- Follow all instructions of the banksman/lifting supervisor
- Take note of all hand signals
- Balance the load and lift it vertically
- Use a guide rope
- Avoid lifting above people or plant equipment
- If there is no alternative to lifting over pressurised equipment, the equipment should be physically protected if possible.

AFTER AN ACTIVITY:

- Check the lifting accessories' condition before storing them
- Any defective items should be labelled accordingly and removed from service.



WORK AT HEIGHT



Always use a harness when working at height and ensure you are clipped on at all times.

Work at height is one of the major causes of fatalities and major injuries at work. Falls may occur from means of access to higher areas (ladders, stairs, gangways), scaffolding, etc.

BEFORE AN ACTIVITY:

- Use collective protection (fixed or mobile platforms, scaffolding with guard rails)
- Use a harness with a fall-arrest system
- Gangways must have guard rails or other equivalent means of protection
- Check the equipment is inspected, tagged and fit for purpose before use
- Operatives of MEWP's must be trained, competent and hold current certification
- Ensure all areas of work at height are barriered with appropriate signage
- Ensure safe access and egress to areas of working at height.

DURING AN ACTIVITY:

- Only access scaffolding which has a valid tag
- Do not modify scaffolding unless qualified to do so
- Do not move scaffolding which is in use
- Provide protection from falling objects
- Ensure tools cannot fall or cause an obstruction
- Do not use ladders or stepladders as a work-station - only use them for work of short duration (maximum 30 minutes at a time)
- Maintain three points of contact at all times.

AFTER AN ACTIVITY:

- Check the condition of any equipment
- Any defective items should be labelled accordingly and removed from service.

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EXCAVATIONS



Do not enter an excavation unless authorised and appropriate protection against collapse is in place.

Unsupported excavations have the potential to collapse. All buried services have the potential to cause injury.

BEFORE AN ACTIVITY:

- Ensure that the walls and ground of the excavation are stable and there is no sign of collapse before entering the excavation
- Implement control measures to avoid risks of collapse, confined spaces, ground movement, etc. (e.g. cofferdams, shoring, support)
- Ensure the working area is barriered off with appropriate signage in place
- Install a permanent and safe access/egress to the excavation
- Follow the permit to work instructions.

DURING AN ACTIVITY:

- Regularly check the excavation control measures
- Position construction vehicles on firm ground, at least 1 metre from the excavation edge.

AFTER AN ACTIVITY:

- Before back-filling, check the position of underground services and update the associated plans.



CONFINED SPACE WORK



Do not enter a confined space unless trained and competent to do so. Ensure gas monitoring is completed prior to and during the activity.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen). Avoid entering confined spaces unless it is absolutely necessary.

BEFORE AN ACTIVITY:

- Ensure a risk assessment and categorisation of the confined space has been carried out
- Ensure that the confined space work has been authorised
- Ensure atmospheric testing has been carried out
- Ensure that the confined space is suitably ventilated
- Ensure all flammable/toxic materials or substances have been safely removed from the confined space
- Ensure all precautions/control measures to be taken are understood
- Ensure a rescue/emergency plan is in place
- Ensure all operatives are medically fit
- Ensure a permit to work and confined space entry certificate is in place.

DURING AN ACTIVITY:

- Limit access to trained and competent personnel only
- A watch person must constantly monitor the area while confined space work is being carried out
- Ensure constant communication is maintained with persons inside the confined space
- Ensure continual atmospheric monitoring
- Never leave pressurised devices inside a confined space
- Never attempt a rescue of an unconscious person in a confined space unless protected against the cause of the emergency.

AFTER AN ACTIVITY:

- Close the entry point and restore safe conditions.



HOT WORKS



Ensure there is no residual fire/explosion risk, with appropriate control measures in place, before any hot work commences.

Hot works is any process that generates flames, sparks or heat. It includes welding, cutting, grinding and sawing and using explosive material.

Fire is a chemical reaction between oxygen, fuel and an ignition source.

BEFORE AN ACTIVITY:

- Consider safer options, such as cold cutting or cold repair techniques
- Ensure a hot work assessment is carried out and specify any control measures required
- Keep flammable material and combustibles away from heat sources
- Do not use unprotected electric equipment in hazardous environments (e.g. extreme weather, temperatures or corrosive conditions)
- Define the work area and install appropriate signage
- Ensure an appropriate fire extinguisher is readily available
- If required, ensure any nearby fire detection has been disabled by an authorised person
- Obtain a permit to work, a hot work assessment certificate and any associated isolation certificates.

DURING AN ACTIVITY:

- Ensure continuous atmospheric monitoring is carried out
- Comply with preventive measures regarding ATEX areas
- Limit access to trained and competent personnel.

AFTER AN ACTIVITY:

- Ensure fire watch is carried out for at least 30 minutes after the end of the work activity in case there is a risk of smouldering fire
- Enable fire detection (if it had been disabled).

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LIVE SYSTEMS



Ensure all energy sources are isolated/de-energised before starting work.

Ensure that isolations have been completed and locked off to prevent mechanical, electrical or liquid ingress/egress.

BEFORE AN ACTIVITY:

- Obtain a permit to work and an isolation certificate
- Ensure that isolated equipment/elements are locked and tagged so that it can't be operated
- Ensure there is no mechanical energy including any fluid or gas backflow, or electrical energy including electrical potential provided by cathodic protection
- Perform a complete isolation control before working on any equipment locked out.

DURING AN ACTIVITY:

- Be aware of the dangers of working near or underneath overhead power lines. Electricity can flash over from them, even though machinery or equipment may not touch them
- Regularly check that equipment is still isolated.

AFTER AN ACTIVITY:

- Ensure that isolated equipment has been brought safely back into service.



MOVING PLANT AND EQUIPMENT



Ensure appropriate segregation is maintained between people and moving plant, equipment and machinery.

Collisions with moving construction vehicles due to inattentiveness or a lack of visibility may cause injuries.

BEFORE AN ACTIVITY:

- Do not stand behind construction vehicles or between vehicles and a fixed obstacle
- Ensure adequate segregation of pedestrians and vehicles
- Alert any nearby workers of moving vehicles
- Ensure that the vehicle's acoustic reverse warning system is in good working order
- Choose the right vehicle for the activity
- Ensure any cables or overhead structures above a vehicle's route are identified
- Minimise driving manoeuvres
- Drivers must be suitably trained and competent for the vehicles and its activities
- Stow loads securely.

DURING AN ACTIVITY:

- Be aware of people in the vicinity
- Stay away from moving vehicles, plant, equipment and machinery
- Follow the correct procedure for driving plant with forks
- Comply with site speed limits and the site traffic management plan
- Wear high visibility clothing to be visible
- When approaching construction plant or equipment, ensure the driver can see you and wait for a signal to approach.

AFTER AN ACTIVITY:

- Ensure the vehicle is safely secured and stowed.



HAZARDOUS SUBSTANCES



Follow all details set out in Safety Data Sheets / CoSHH Assessments.

Hazardous substances can cause harm due to their effects on health and their physical properties (flammable, toxic, corrosive, etc.).

HAZARDOUS SUBSTANCES INCLUDE:

- Chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases and asphyxiating gases.

BEFORE AN ACTIVITY:

- Consult the Safety Data Sheets¹ (SDS) or the CoSHH Assessment², as well as the labels of the chemicals
- Comply with all control measures
- Be aware of the location of first aid equipment
- Do not introduce, store or use products which are not authorised by Storengy
- Limit the quantity of chemicals kept in the workplace
- Ensure a spill kit is readily available in case of accidental spills
- For natural or uncontrolled emission of hazardous substances (e.g. methane, methanol), conduct a risk assessment

DURING AN ACTIVITY:

- Wear specific PPE recommended for the product being used
- Keep flammable substances away from heat sources
- Any hazardous substance that is transferred to another container must be labelled correctly
- Use suitable equipment to transfer chemicals to other containers
- Store, handle and use hazardous substances according to the manufacturer's instructions
- Report any accidental contact with a hazardous substance and seek the appropriate first aid
- Comply with confined space rules.

AFTER AN ACTIVITY:

- Comply with waste disposal rules.

¹The Safety Data Sheet (SDS) is the document supplied by the manufacturer to advise on the properties of a product, its risks to human health and the environment, the conditions of use and the control measures to be taken.

²The CoSHH Assessment is the application of the SDS within the framework of Storengy's activities.

CONSEQUENCES OF NON-COMPLIANCE WITH THE GOLDEN RULES

Failure to comply with the rules presented in this booklet will result in an immediate response.

Members of staff, contractors or subcontractors found to be:

- deliberately acting contrary to a safety rule
- not reporting an accident
- working without a permit to work and associated certificates
- refusing to obey an order in case of an immediate danger

will be immediately suspended from their activity and appropriate measures for misconduct will be taken.

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Storengy France – A public limited company with a share capital of €344,941,670.03 – Register of Commerce 487 650 632 Nanterre – Registered office: 12 rue Raoul Nordling, CS 70001 92274 Bois-Colombes Cedex – France. Publishing Manager: Pierre Chambon. This present document was produced by an eco-responsible printer on paper of certified origin. Iconographies: Antoine Meyssonnier, Gilles Crampes. Design/Realisation:  IMAGES & CARACTÈRES. March 2021.