



# Cardinal Rules



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## General Guidance

- All of us, who work for or on behalf of Acerinox Group, **are responsible for our safety and the safety of those around us.**
- Always follow **minimum** Personal Protective Equipment (**PPE**) requirements: Hard Hat, Safety Glasses, Safety Boots, Hand Protection and High visibility vest while on the worksite.
- Only undertake work for which you are **trained, competent, medically fit and sufficiently rested and alert.**
- Use **engineering controls, work practices** and **personal protective** equipment as per the risk assessment and site requirements.
- Promptly **report any incidents or near misses** to the appropriate ACX contact.
- Every member of the workforce has the obligation and authority to stop unsafe work - **STOP WORK AUTHORITY**
- If there is a task outside your scope of training, perform a take time to evaluate risk (Think, ask, know and act).

**Acerinox Cardinal Rules** cover some of the most critical Occupational Safety Hazards that have caused loss of life and Lost Time Injuries within our operations. They are intended as simple, concise reminders to workers and supervisors about the importance of safety guidelines and what steps can be taken to mitigate certain hazards.



**Safety is the  
way we Work**

# Control of Work

## BEFORE EACH JOB

- **Identify hazards** and **inspect the area**. Ensure all team members know the status and conditions of the work area where they plan to perform work.
- **Confirm whether Permit to Work** and take time to evaluate the risks.
- In the corresponding Permits to Work, **measurements** of explosive atmosphere, carbon monoxide, carbon dioxide, nitrous oxide, hydrogen, methane, phosphine, oxygen, etc. will be made.
- While the task is being performed team members should:
  - Comply with the preventive measures of the permit, the specific procedures and the use of appropriate PPE.
  - **Identify** and communicate any **hazard** or potential **uncontrolled risk** situations to the supervisor.

## AFTER THE WORK

- Ensures that the area is in proper condition of **order and cleanliness**, with all protections placed and active.
- Report if there are any suggestions or **opportunities for improvement**.



Achieve a safe working environment through the Identification and evaluation of risks, definition of preventive measures and provision of Permit To Work.

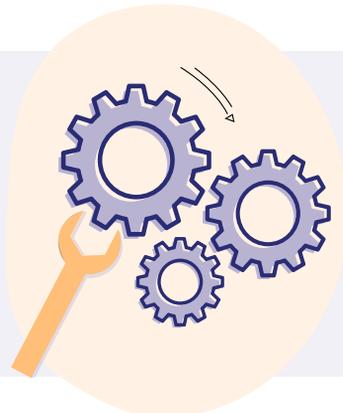
# Moving Machinery

## BEFORE BEFORE USING ANY TOOL OR MACHINE

- Make sure the **guarding** is in **good working condition**.
- Make sure all **tools** are in **good working condition** and have been **regularly maintained** (check the records).
- Confirm that entry into operational area of the mobile or energized equipment is properly isolated through **LO(TO)<sup>2</sup>** during its operation.
- Only use machines and tools that you have been **trained to use**.
- Make sure it is the **right tool** for the job and it is **clean and free from any debris** that could create a hazard.
- Always operate machinery according to the available **manufacturer's instructions**.
- Make sure all other team members are at **safe distance** away from the machine when you're operating it.
- **NEVER** remove machine guarding and protections.

## AFTER THE WORK

- Stay in a **safe area** where the equipment will not strike or trap you or you could be splashed or hit by materials, fluids or emissions.
- Follow the **Pre-Startup procedures** and instructions with the person in charge of the machine or equipment.
- Ensure **all guarding and protection systems** are **in place** before restarting.



Avoid the risks associated with the movement and energy that produces them (e.g.: electrical, pneumatic, hydraulic, thermal, kinetic, potential, Mechanical)

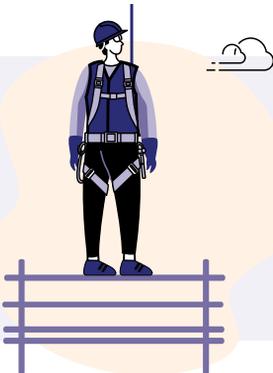
# Work at Heights

## BEFORE THE JOB

- Have **authorization** to Work at Heights outside a protective environment. Consider alternative methods such as; approved scaffolds, stairs with handrails, and man lifts.
- Be aware of what **fall protection equipment** and **anchor points** are to be used and how to use it.
- Fall arrest equipment is **inspected prior to each use**.
- If you are the Supervisor or the **Person in Charge** of the work you should **confirm** that it is safe to start work at heights.
- A Rescue Plan is in place for the timely recovery of personnel performing work at height while using fall arrest equipment.
- The **risk of dropped objects** on personnel and equipment below has been assessed and plans to manage the risks established.

## DURING THE JOB

- **Use fall protection** equipment to keep you safe when working outside a protective environment where you can fall over 6ft (2m).
- **Always tie off** when at height outside of a protective environment. Ensuring the fall arrest system support 100% tie-off at all times.
- Only use **authorized scaffolding, platforms and ladders**.
- To raise and lower objects, equipment and tools, always use a bag or tool tether that allows you to keep hands free.



Protect yourself from falling when working at heights. Above 6ft (2m). Or higher.

# Lifting and Hoisting

## CRANE OPERATIONS

- **No personnel** should stand **under or near the load** being lifted or lowered.
- Crane operations are only allowed to be performed by **suitably trained**, accredited and authorized personnel.
- At the **beginning of every shift** all movements of the crane must be **checked by crane operator**, and to complete the checklist form. If the crane operator were to find any failure, the crane must be stopped and the maintenance team must be notified.
- All personnel working nearby Crane Operations must inform themselves of the **Red/Danger Zones**.

## SLINGING AND RIGGING

- **Safe Hands** procedures are applicable at all times. The **suspended load shall not be touched** by hand, only Tag Lines, Push/pull Tools and Manual lifting aids are to be used.
- All **lifting equipment** are **selected** to suit the size and nature of the load.
- All **lifting accessories and appliances** are **inspected** by a competent person and before use.
- **Lifts** should always be **balanced** along the center of gravity.
- Lifting appliances and accessories are **protected from sharp edges**.

## MECHANICAL INTEGRITY OF OVERHEAD STRUCTURES

- **Overhead structures** are **routinely inspected** and **maintained** to ensure their **mechanical integrity** and identify any damages caused by impacts, corrosion fatigue or any other possible occurrences.



Minimize the risks associated to overhead loads by: Ensuring selection and inspection of Lifting devices and training of authorized personnel.

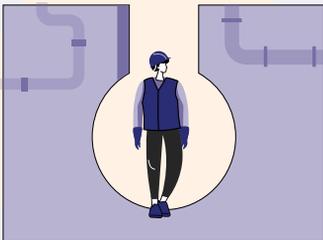
# Confined Spaces

## BEFORE THE JOB

- Verify there are **no practicable alternatives to entry**.
- Isolate all sources of energy as per **LO(TO)<sup>2</sup>** protocols.
- Testing the atmosphere inside by **Authorized Gas Tester**. Only enter when it's safe.
- All **Confined Space** with serious safety or health hazard (e.g.: potentially hazardous atmosphere, obstacles that limit the easy movement inside) requires specific **Permit to Work**.
- All entrants to a Confined Space must have valid **authorization and competency assessment**.
- **Specific Rescue Plan** must be in place for recovery and evacuation of personnel in case of an accident inside the Confined Space.
- Ensure any **unauthorized entry** is **prevented** in all defined Confined spaces.

## DURING THE JOB

- Perform **regular monitoring** on “high risk” hazardous atmospheric conditions.
- **Attendant** is **assigned**, outside the confined space and with constant contact with the workers inside.
- **Restate ingress control** to the Confined Space Area once the work is finished.



It is vital that we control and monitor the atmosphere. Most confined spaces have one way in/out and awkward or tight means of entry/ egress. **ALWAYS** have a rescue plan!

# Lock Out, Tag Out, Try Out - LO(TO)<sup>2</sup>

## BEFORE THE JOB

- **LO(TO)<sup>2</sup> protocols** are **mandatory** for all work activities within Acerinox premises.
- **Isolation points** on machine, services or equipment are safely locked and tagged.
- **Try Out test** is performed to ensure the absence of residual energy (**Zero Energy State**).
- **All employees involved** in the work must place their **padlock** on the LOTO device(s).
- The isolation is **periodically** verified for **effectiveness**.

## AT THE END OF THE WORK

- Each individual must **remove** their own **lock before** any **energy is restored**.
- If any **lock is left behind**, additional **verification procedures** and documentation must be completed.



Control program for State a hazardous energy sources (i.e.: mechanic, electric, pneumatic, kinetic, potential, thermal, chemical and radiation) to ensure machines and equipment are safely isolated during maintenance or inspection works.

# Substance Abuse

## BEFORE THE JOB

- It is **forbidden** to be in the workplace under the influence of **narcotic and/or addictive substances**.
- **Consumption** of tobacco, vaping, drugs, alcohol is **strictly forbidden in all workplaces**.
- Smoking is only allowed in **specific designated areas**.
- Keeping, selling or distributing illegal drugs on the company premises is strictly prohibited.
- Communicate with the immediate Supervisor or the **Person in Charge** about the consumption of any medicine that could **impair or affect the work** performance judgement or behavior. If in doubt, always check with your Supervisor or the Person in Charge who may seek medical advice.

## DURING THE JOB

- Any person knowledgeable about a colleague who is under the influence of any type of narcotic and / or addictive substance, must inform the company through the channels that are enabled for them to do so. They may also do so anonymously through the **Complaints Channel**.
- If you are the Supervisor or the Person in Charge of the work you should only assign work to people who are **fit to work**.
- **Intervene** if you see someone smoking outside designated areas.



Control the impact of misuse of substances (e.g.: alcohol, illicit drugs, over-the-counter and prescription medicines and other substances) that have the potential to impair health, behavior, judgement or job performance.

# Safe Driving

## BEFORE THE JOB

- **Before using the vehicle**, perform **visual inspection** ensuring the vehicle is equipped with all the prescribed safety features.
- Ensure proper **plan of the journey**, taking into account rest periods, road and weather conditions.
- Number of passengers does not exceed **manufacturer specifications** and **legal limits** of the vehicle.
- **Verify** that **all loads** are properly secured and do not exceed manufacturer specifications.
- All passengers are using the **seatbelt** before the vehicle is moving.
- Driver has **valid driving license** for the vehicle being operated.
- **Do not operate** the vehicle under the **influence of alcohol** or **fitness impairment**.

## DURING THE JOB

- Respect **traffic laws** and specific rules on private premises.
- **Do not manipulate** cellphones, GPS, radios or any other devices while driving.
- Extreme caution on crossroads and pedestrian crossings.
- Pay **special attention** while **stepping in or descending** the vehicle.



Plan the trip and job, assess risks, enhance risk awareness during operation and avoid distractions.

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