We have a new **HSE policy** signed from our CEO. It is the commitment of our company to guarantee the highest level of safety, health and environmental protection.

**HEALTH, SAFETY & ENVIRONMENT POLICY STATEMENT**

At Baker Hughes, a GE company, we invent smarter ways to bring energy to the world.

As change makers in our industry, we create new ways to collaborate with our colleagues, customers, suppliers and the communities in which we operate. Health, Safety and Environment (HSE) and Social Responsibility are built into everything we do, from how we design our products to the way we plan and execute for our customers.

We are passionate about trying new things and revolutionizing our industry. We are committed to doing so safely, in a way that takes care of our people, our customers, the communities in which we operate, and the environment. Through our commitment to a culture of health, we strive to create an environment that promotes the importance of wellbeing and encourages all employees to be a leader in their own health while at work, at home and in the community.

Our goal is to make every day a Perfect HSE Day with no injuries, accidents, illnesses, or harm to the environment. Every employee is responsible to help us achieve this goal by committing to:

**HSE, part of our DNA**

HSE is who we are. We integrate HSE in business decisions, our management system and everything we do. Through our culture of HSE we protect our people, customers, and the environment.

**High standards**

All employees comply with HSE standards and procedures, policies, laws, regulations, and requirements. We are able to articulate these standards to anyone in our business from leadership, to our suppliers, contractors and customers. We are all accountable to maintaining the same high standards.

**Collaboration**

We work together with our colleagues, suppliers and customers to improve the HSE outcomes of our company and the industry by communicating openly to share best practices and lessons learned.

**Sustainability and efficiency**

We continuously improve our sustainable and efficient use of resources. We are proud of the way we invent, develop, and deploy technologies that are more environmentally friendly than ever before.

**Immediate action**

We identify and stop any unsafe acts before they happen. Everyone is responsible and empowered to observe, intervene, and report unsafe conditions and behaviors immediately.

We shall meet these commitments through clearly documented HSE objectives and routine management reviews, cultivating an interdependent HSE culture where employees watch out for the safety of everyone around them.

Signed:

[Signature]

Lorenzo Simonelli
President and Chief Executive Officer
PERFECT HSE DAY

As BHGE we have some news about HSE management, to accelerate our journey to zero injuries! With your engagement and personal ownership of HSE, we can keep our people, the environment, and property safe.

**Perfect Days** are days with no recordable injuries, no vehicle accidents, and no harm to the environment.

We've identified 5 principles that are fundamental to achieving Perfect HSE Days. These Five Fundamentals are the foundation for planning and completing every job.

Remember the **STOP WORK** policy! Personnel has the authority to stop work when their own personal safety and the safety of others or the environment is, or is likely to be, endangered by actions, site conditions, or omissions.

We want our employees and contractors to stay safe and to go home to their families at the end of each working day. **Attention to the road and other traffic when driving must always take precedence over conducting business over the phone.** Driving Safely is a Life Safety Principle for all of BHGE and GE!

... and also remember we cannot text while we are walking! Be aware of your surrounding!
The 5 Fundamentals & Stop the Work
Why Use the 5 Fundamentals and Stop Work?

- Incident data analysis showed the 5 Fundamentals to be part of all preventable incidents.
- Ensuring that the 5 Fundamentals are truly embedded and executed in the organization will help us make every day a Perfect HSE Day.
- Stop Work is essential to effectiveness of the 5 Fundamentals – If the 5 Fundamentals are not in place, **Stop Work** until they are.

“The vision is to pre-plan and to start every job through the lens of the five fundamentals. Execute, finish the job, and feed the learnings back into the system.” - Jack Hinton, Executive VP, HSE
The 5 Fundamentals – What are they?

1. **Hazard Identification**
   What hazards might you face while performing this task?

2. **Hazard Control**
   How can you control the hazards to avoid an incident?

3. **Understand and Follow the Process**
   Are you properly trained and do I understand the task?

4. **Manage Change**
   What is outside your normal scope of work?

5. **Share Lessons Learned**
   How can we share what we have learned with our coworkers?

+ **Stop Work**
   Do you feel empowered to Stop Work at any time?
How to Use the 5 Fundamentals

Have discussions

- Engage with employees at all levels so that everyone understands and uses the 5 Fundamentals.
- Hold conversations around these 5 Fundamentals. People in the field are using them. Leaders are using them – even at the executive level. The vision is to **pre-plan and to start every job through the lens of the 5 Fundamentals.**

Simplify your thinking, and execute

- It’s not a campaign; **it’s a way of thinking,** and it is how we do business.
- Execute the 5 Fundamentals **every day, every job, every task** – Before you start, ask “Are the 5 Fundamentals in place for what I’m about to do?”

Learn from what you do…and share

- **Our employees are our experts,** and the best learnings usually come from the people completing the task.
- Feed **lessons learned** back into the organization so that what you learn can benefit others – and all of BHGE.

Walking the talk, and leading the conversation

- Leaders must **set the example, and the expectation,** for employees to use the 5 Fundamentals in everything they do.
- The 5 Fundamentals should be incorporated into any HSE conversation, knowing that if we get the 5 Fundamentals right we can **stop or mitigate any preventable incident.**
- This is a **conversation and a mindset,** not just a procedure.
HSE Leadership Visits ... The WHY and the HOW in 1 page

1. **Why do we want to perform HSE Leadership Visits?**
   Engaging in discussions with our employees is the best way to help us & them to understand what we want to do differently to create a safer and environmentally friendlier business. It shows that we all are responsible for a Perfect HSE Day and that **we care about each other**.

2. **How do we want to do HSE Leadership Visits?**
   You can visit the field, a repair shop, a manufacturing shop or host a meeting where you engage with one or more employees holding a conversation on the 5 Fundamentals and Stop the Work.

3. **How often do we want to perform a Leadership Visit and how do we track it?**
   Each people leader shall perform at least 1 visit per month.
   After the visit he/she should record the observations and the actions she/he decided to take as a leader.

4. **Where can I learn more about Leadership Visits?**
   You can read through the following 4 pages, or call your preferred HSE professional!
Safer behaviors... culture & performance turnaround

• Always Wearing Required PPE (safety shoes and safety glasses) in our shops

• No Phone and drive – Distraction is the number ONE cause of incidents, attention on the road and traffic is a priority over conducting business calls when driving

• Reverse Parking – Basic parking rule to reduce the risk of accidents. By reverse parking, you avoid backing out blindly into oncoming traffic or into the path of pedestrians.

• Hold the handrails - as an effective precautionary measure in preventing slip and fall incidents on stairs, both going up and down

• No text/read and walk – Reduces situation awareness, increases unsafe behavior and risks for accidents

A simple and effective act ... INTERVENE

When you see an UNSAFE (unwanted) Behavior
• Stop the person calmly and firmly, and open up the conversation
• Describe the behaviour and what you just saw (do not judge the person)
• Explain why in your opinion is not safe and what could be the negative consequences
• Ask the person what would be the right thing to do in that situation and confirm that it is
• Thank the person

When you see a SAFE (wanted) Behavior
• Stop the person calmly and firmly, and open up the conversation
• Describe the behaviour and what you just saw
• Explain why you like it and what could be the positive consequences
• Express appreciation and thank the person
1- Always Wearing Required PPE

Safety shoes in all TPS production areas

In BHGE, a GE Company, **HSE** is one of our pillars and part of our DNA. As part of our culture, WE work hard everyday to keep our people and the environment safe.

With this in mind, we are announcing **that starting from 2018, all employees, contractors and visitors accessing the workshops and production areas, will be required to wear safety shoes (or proper safety cover-shoes) in addition to the already obligatory safety glasses.**

Consider you will need other specific Personal Protective Equipment (PPE) if required in some specific areas (i.e.: helmet is required in Testing and Packaging areas).

*In case you work in the production areas, your risk assessment or job safety analysis will have specific details.*
2- No phone and drive

Driving Safely is a Life Safety Principle

• Cell Phone Policy Reminder
• Be sure to activate the «Do Not Disturb» function under your Settings area
• In 2016, legacy BHI and GE O&G combined recorded 468 motor vehicle accidents, some of which resulted in serious injury and hospitalization. We want our employees and contractors to stay safe and to go home to their families at the end of each working day the same
• How is talking on a phone different than talking with a passenger in the vehicle? There are a few important differences:
  a) A passenger in a vehicle is aware of the driving situation and can even serve as an additional look-out for hazards.
  b) A phone call carry a certain obligation of immediacy. We focus on the phone call and lose the situational awareness that is necessary for safe driving.
  c) Listening and responding to a bodiless voice brings higher cognitive distraction.

Distraction is the main factor that determines everything and is the main reason why there are over 75 % of road accidents.
First Move Forward

Researches and data show that parking lots are hazardous places. According to the National Highway Traffic Safety Administration (NHTSA), more than 6,000 people are injured yearly by vehicles that are backing up.

BHGE has implemented a driving best practice of “First Move Forward” (reverse parking practice) in company vehicles and on company property when it is feasible to perform safely or the configuration of the parking facilities is conducive.

All employees are encouraged to avoid backing vehicle as much as possible, and make their “First Move Forward” while driving a vehicle on or off the job, whenever is possible.

Reverse parking is a simple way to reduce the risk of accidents, in addition to basic parking rules.

Why

- You avoid backing out blindly into oncoming traffic or into the path of pedestrians. Your visibility is better if you exit the parking lot by moving forward.
- When exiting a parking lot by moving backward driver’s view is further hindered by the cars parked beside. Other cars are directly in the driver’s blind spots.
- Not always but usually, when we arrive at work we are more fresh and concentrate. We strongly suggest to perform the most complicated movements in this phase.
- In the field service, reverse parking has also other reason (in this case it’s an emergency measure), just remember in case you hear emergency signal, you have to go at the meeting point (not going by car).

In Florence plant we are adjusting all parking areas. Please consider reverse parking in mandatory in parking areas when you find blue signals.

Out of work, remember this safe driving technique is easily put into practice by planning ahead. When you look for a space in a parking lot with open-ended stalls, choose one that you can pull through and park facing out so that when you exit, your first move is forward.
Reverse parking is a simple way to reduce the risk of accidents, in addition to basic parking rules.

By reverse parking:

- You avoid backing out blindly into oncoming traffic or into the path of pedestrians
- When exiting a parking lot by moving backward, the driver’s view is further hindered by the cars parked next to it. Other cars are directly in the driver’s blind spots.
- Not always but usually, arriving at work we are more fresh and concentrate – it’s better to do the most complicated movements in this phase.

Technology could help (e.g., back-up cameras), but we must be focused on surrounding situation – *we are in charge!*

In addition to the new policy HSE in BHGE for motor vehicle safety, we remind also the practice named **“First move forward”** (reverse parking practice).

All employees are encouraged to make their “First Move Forward” while driving a vehicle on or off the job, whenever is possible.
4- Hold the handrails

We may have the impression that several of us think that holding the handrail on the stairs is “a bit over the top”, but the impression, assumption & conclusion is completely wrong. Many of the disabling injuries from falls on the job occur on stairs. Statistics show that injuries from these accidents are mostly fractures and sprains. But these statistics refer only to falls that keep people from their jobs. There are plenty of other tumbles that cause painful cuts and bruises, but they don’t keep the victim away from work.

Falls down stairs are taking a large toll of lives each year at home as well as on the job. Many of these stairway falls could have been avoided if handrails had been used.

What can we learn from using the Handrail

- Holding handrail will prevent trip & fall along stairways that may lead to serious injuries or fatality.
- Holding handrail will help promote required discipline for compliance to rules & regulations.
- Non-holding of handrail will provide opportunity for Intervention
- Holding of handrail will provide opportunity to demonstrate Care by ensuring others comply.
- Holding handrail on reaching steps demonstrate appreciation of risk and associated Hazards which is a key step in Hazard analysis.
- Building up the handrail us culture will promote required self-discipline & structured approach to work and in turn promotes the hearts & mind approach to our work culture.

Always Use The Handrails when climbing & Descending Stairs
5- No text/read and walk

Dangers of Texting & Walking

We know our home, our campus, the path we do to go to work, or to the canteen ... but maybe some changes, some unforeseen events, or a small distractions ... can jeopardize our safety!

Remember that **pedestrians talking or texting on cellphones** are much more likely to walk in front of cars than those not using phones. It is more dangerous than you think.

Distraction from mobile phones...

- Reduces situation awareness
- Increases unsafe behavior
- Puts pedestrians at risk for accidents and crime victimization
INDEX

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WORKING SAFELY WITH CONTRACTORS

A contractor is a company that enters into a contract with BHGE for the execution of works to our end-customer (Client). BHGE has the responsibility of the works carried out to the final customer.

Contractors working on site introduce occupational hazards due to their activities that must be coordinated with those of the final customer or otherwise present in the site.

**Contractors (or sub) may include:**
- Staff of companies operating within the site on behalf of BHGE field service
- Personnel of cleaning companies whether in contract with BHGE
- Personal maintenance of machines (e.g., Crane)
- Works done by suppliers at BHGE sites or the customer (e.g., The application of insulating material)

**On-site contractors:**
- Undertake site specific safety orientation
- Are suitably informed, instructed & supervised
- Observe BHGE HSE standards, house rules & PPE requirements
- Are trained & qualified to perform duties in a safe manner
- Report unsafe acts or conditions; use stop work process to prevent injury or damage to property
- Attend toolbox talks, safety stand downs, safety meetings, be involved in safety risk assessments when requested

**Contractors undergo HSE approval prior to start work, which includes their agreement to adhere to BHGE standards. Based on type of activity and risk, their HSE performance are evaluated annually.**
GENERAL RULES ON SITE

Clothes
At work in any area wear clothing with long sleeves and long pants. On garments must be reported clearly, through a label, the name of company affiliation. The garments will always be in good condition and clean. Inside the yard and in any case the Customer, it must always behaved correctly.

Identification Card
Inside the yard staff should exhibit a card showing name and photograph of the employee and name of company affiliation.

Alcohol & drugs
Inside the yard and in any case the Purchaser is not allowed the use of alcohol and drugs. Access to the site is not allowed to persons under the influence of alcohol or drugs. Remember that the blood alcohol during working hours should be equal to "0".

Smoking
Remember to follow the prescriptions provided by the Customer and the No Smoking BHGE Policy. In general, smoking is permitted only in areas specifically dedicated.

Mobile phones and cameras
In most of sites use or only bring of mobile phones or cameras is forbidden due to Explosive Atmosphere classification and and shall be left in office, refer to site specific rules. It is forbidden to take pictures and videos within the site.

Housekeeping
Housekeeping is very important to avoid many kind of hazards at sites, including fire, slip/trip, etc., and has to be performed at least daily to remove item unnecessary to work and store it appropriately.

Reporting
Any events like Near Misses, Stop Work, Injury, Spill, Concern must be reported to BHGE site team. These events will be reported in a web tool (Gensuite) used to track HSE events, part of BHGE HSE Mgmt System.
BHGE seeks to achieve the greatest degree of protection of Safety and Hygiene and the Environment, working hard to create healthy and safe working conditions to avoid damaging the environment and people in the context in which it does business.

ROLES IN SITE

**HSE Mgr:** point of reference for everything related to the health and safety of workers, such person support the site manager in managing site activities in the safest way applying HSE procedures and prescription at site.

**SITE Mgr:** responsible for all activities in scope and manage employees and contractors ensuring all HSE procedures and prescription are duly implemented to guarantee a safe work environment.

**Workers:** engaged in site activities with the obligation to comply with the requirements contained in the procedures and prescription, including HSE Plan.
STOP WORK AUTHORITY

AS AN EMPLOYEE, VISITOR OR CONTRACTOR YOU ARE AUTHORIZED AND EXPECTED TO STOP ANY TASK OR OPERATION WHERE YOU BELIEVE THAT THE RISK TO PEOPLE, THE ENVIRONMENT OR ASSETS IS NOT BEING PROPERLY CONTROLLED. YOU CAN PREVENT A SERIOUS INJURY OR EVEN SAVE A LIFE!

When to use Stop Work Authority?

• You are not trained /not competent to perform the task
• A safety risk assessment and/or procedure is not available
• Equipment to complete the task is not available or is damaged
• Personal Protective Equipment (PPE) is not used or is incorrect/not appropriate
• There is a risk of environmental damage
• HSE standards or regulations will be breached

I AM Responsible for a Perfect HSE Day
PROTECTIVE EQUIPMENT ( PPE ) REQUIRED FOR BHGE ACTIVITIES

- Protective gloves against mechanical risks: They are used to protect against the risks caused by physical and mechanical abrasion, cutting, drilling, tearing, impact, entanglement. The levels of protection gloves for mechanical risks depending on the mechanical resistance to the following risks:

\[
\begin{align*}
\text{a} & \rightarrow \text{Abrasion resistance} – 4 \text{ levels (0 – 4)} \\
\text{b} & \rightarrow \text{resistance to cut} – 5 \text{ levels (0 – 5)} \\
\text{c} & \rightarrow \text{tear strength} – 4 \text{ livelli (0 – 4)} \\
\text{d} & \rightarrow \text{resistance to perforation} – 4 \text{ livelli (0 – 4)}
\end{align*}
\]

*The MINIMUM SHEAR for mechanical activity, required by BHGE is 3.*

- Helmet
- Headphones for hearing protection to be mounted on the helmet
- Earplugs
- Full suit antistatic and flame retardant
- High-visibility overalls in Nomex
- Safety glasses with locking handle (light and dark)
- High antistatic safety shoes with toe and sole toe and ankle protection
- Mask leak detector, portable personal H2S and Explosimeter where required
WHAT YOU NEED TO DO:

- Always use PPE required to perform the activity
- Use appropriately the PPE garments and put at your disposal, in accordance with company and as indicated in the manual of use and maintenance of each DPI
- Before carrying out any activity be sure that the PPE is certified in accordance with local legislation (Ex: CE for Europe)
- Inspect PPE before using them to ensure their effectiveness
- Do not make the PPE changes on its own initiative
- Keep PPE in a clean and dry
- Check the instructions for proper use, cleaning and maintenance, as well as notice of the expiration date, in the manufacturer’s notes
- Repair or replace IPRs if they are damaged or worn ... is reported to HSE defects
- Make sure the SIZE of the DPI is correct and can be worn correctly:

<table>
<thead>
<tr>
<th>Size of the glove</th>
<th>Size of the hand</th>
<th>Circumference of the hand (mm)</th>
<th>Hand length (mm)</th>
<th>Minimum length of the glove (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6</td>
<td>152</td>
<td>160</td>
<td>220</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>178</td>
<td>171</td>
<td>230</td>
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<td>8</td>
<td>8</td>
<td>203</td>
<td>182</td>
<td>240</td>
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<td>9</td>
<td>9</td>
<td>229</td>
<td>192</td>
<td>250</td>
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<tr>
<td>10</td>
<td>10</td>
<td>254</td>
<td>204</td>
<td>260</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>279</td>
<td>215</td>
<td>270</td>
</tr>
</tbody>
</table>
**PPE: EYE & FACE PROTECTION**

Eye protection, safety glasses, is required in all work areas as well as during activities where eye hazards or potential eye hazards exist. Different types of hazards may require different types or even multiple levels of protection, including goggles, face shields or welding shields.

**Common Hazards**
- Flying objects such as wood, metal, and plastic
- Splashes from chemicals
- Swinging objects like ropes and chains
- Electrical arcs and sparks
- Dust, fumes, mists, vapors, and gases
- Radiant energy from welding, cutting, and UV light

**Examples of Eye & Face Protection**

- Face shield
- Welding shield
- Safety Glasses
- Goggles

**Safe Work Practices**
- PPE selected is suitable to protect against the hazard and for the job to be done.
- Eyewear is properly fitted, used, maintained and stored.
- Eyeglass wearers are able to fit safety glasses and/or goggles comfortably over their glasses.
- Contact lenses wearers are able to use face protection when working in hazardous conditions.
- Eye and face protection are kept clean, disinfected and stored in a protected place after every use.
- Face shields and goggles are worn together to better protect against impact hazards.

**Mind the signs!**

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RESPIRATORY PPE

- The inhalation of polluting products may cause more or less serious damage in the body:
- Serious and immediate asphyxia (lack of oxygen) or intoxication for an acute exposure to a chemical agent
- More or less serious diseases caused by a progressive exposure over time to a chemical agent
- Therefore it is necessary to use a Personal Protective Equipment (PPE) where the presence of pollutants is high.
- For the selection of PPE suitable you need to know:
  - Type of pollutant present in the air of the working environment;
  - Concentration;
  - Threshold limit values (TLV - TWA);
  - Level of danger to the eyes and to the skin.

Before use, you need **specific training**.

**Before starting work with the presence of substances periclose, make sure the filter ensures the right protection:**

<table>
<thead>
<tr>
<th>Tipo</th>
<th>Colore distintivo</th>
<th>Protezione/campo di impiego</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Marrone</td>
<td>gas or organic vapors with a boiling point &gt; 65°C</td>
</tr>
<tr>
<td>B</td>
<td>Grigio</td>
<td>inorganic gases and vapors</td>
</tr>
<tr>
<td>E</td>
<td>Giallo</td>
<td>Acid gases</td>
</tr>
<tr>
<td>K</td>
<td>Verde</td>
<td>Ammonia and derivatives</td>
</tr>
</tbody>
</table>
HEARING PROTECTION

• Excessive noise emitted from processes and tools can cause, over a period of time, progressive and irreversible hearing loss. In addition your own activities away from work can effect your hearing.

• Noise can also make communication difficult increasing the risk of workplace accidents and work-related stress.

The degree of hearing loss depends on:
• how loud the noise is (measured in decibels –dB), i.e. intensity,
• duration of exposure,
• the sound frequency, and
• the type of noise.

BHGE PROGRAM REQUIREMENTS

▪ Identify alla hazards/conduct risk assessments.
▪ Take actions to eliminate/control exposure to noise hazards.
▪ Provide ear protection when noise is above acceptable levels (> 85 decibels).
▪ Provide information and training to employees on noise hazards and correct use & maintenance of PPE.
▪ Implement a hearing conservation/monitoring program if exposure may equal or exceed in 8 hour time-weighted average of 85 dB.

Hearing Protection

PPE must be worn properly and kept in good condition to be effective. Use is mandatory in work areas where indicated by signs.

- Ear muffs
- Ear plugs
- Canal caps

Noise is part of everyday life and one of the most common occupational health hazards. Loud noise can cause hearing loss which may become permanent if not prevented.
CORRECT USE HAND TOOLS

Improper use and repetitive tools without power (electricity etc.) can lead to ergonomic injuries, such as carpal tunnel syndrome, tendonitis, or stretching of muscles.

The best tool is ergonomic manual:

• It adapts to the work you are doing
• It fits the space you have available
• It reduces the strength you need to use
• It suits your hands
• It can be used in a comfortable working position

How to prevent injuries:

✓ Analyze your workstation
✓ Look at your workstation
✓ Improve your workplace
✓ Select the right tool for the function you are performing
✓ Before using a tool make sure it is in good condition and is certified according to national legislation (Ex. EC for Europe)

Correct

Placement of hand tools suitable

• A neutral position of the arm and elbow reduces fatigue
• Pressure on and tools supported cable reduces grip strength required.

Uncorrect

Improper positioning of the tools

• Wrist position uncomfortable increases the necessary holding force and fatigue.
• Switches and manual trigger increased repetitive movements
PINCH POINT

A pinch point is any point at which it is possible for a person or part of a person's body to be caught between moving parts of a machine, or between the moving and stationary parts of a machine, or between material and any part of the machine. This may lead to an injury including, possibly, fracture, amputation, or death.

➢ Never operate equipment or machinery without the required machine guards. Guards are designed to prevent contact with pinch points and points of operation.
➢ Keep feet on surfaces that are suited for walking, climbing or standing.
➢ NEVER use feet to brace, force or chock objects (for example, to hold a door open).
➢ Never place yourself or any part of your body in a potential pinch point area unless protective measures are provided for such activity.
➢ When reaching into operate a control or reaching for an object, consider where your arm is located. If it is within a pinch point, strongly consider an alternative position or make sure ALL movable parts are immobilized.
MACHINE GUARDING

Guards are designed to protect your arms, hands and fingers from hazards including moving or sharp machine parts, flying sparks or particles and hot surfaces.

COMMON CONTROL GUARDS AND DEVICES

Guards
- fixed
- interlocked
- adjustable
- self-adjusting

Devices
- pressure-sensing
- electro-magnetic sensing
- pull-back
- restraint

➢ Personnel must be thoroughly TRAINED use of any machine.
➢ All machines must be certified according to the law of the country in which it resides. (ex. CE for Europe).
➢ All rotating parts or moving (chains, joints, blades, pulleys, etc.) must be protected.
➢ Before using a machine, read the MANUAL available on site and make sure nothing has changed.
➢ Do not remove or bypass a guard or other safety device.
➢ Never use a machine when a guard is missing, modified or not working properly.
➢ If protection is removed for maintenance, make sure it is replaced and operating correctly before starting any operation.

There’s never an excuse to remove or modify a guard on a machine.
PERMIT TO WORK

The work permit is a detailed document authorizing operators to perform specific jobs in a specific site at a given time, and defines the main precautions needed to complete the job safely.

IT MUST REQUEST PERMISSION TO WORK IN THE HOLDER OF THE PLANT (putting familiar BHGE) for ALL ACTIVITIES.

BHGE PERMIT TO WORK REQUIREMENTS

- Are required for all work activities that pose hazards performed by BHGE employees, contractor personnel & non-contingent workers.
- Are issued to a named competent person.
- Are valid only after issued/signed by the authorized personnel and for the specified length of time.
- The Permit issued is posted visibly in the work area.
- All Work Permit forms issued are registered and filed according to the business retention policy.

Mind the Signs...

Warning Confined space
No unauthorised entry
Permit to work must be obtained

No admittance without a permit to work
DANGER PERMIT REQUIRED DO NOT ENTER
Permit to Work (PTW)

Applies to: BHGE Employees and Contractors

Scope: BHGE locations where certain types of hazardous work are conducted.

WHY this matters to you

“Set PTW processes to confirm that certain types of potentially hazardous work is conducted safely.”

Prevents:
- Unauthorized personnel from conducting potentially hazardous work
- Miscommunication of simultaneous PTW activities
- Unrecognized precautions for PTW activities
- Out of scope work to be conducted

The RESOURCES you have

1. PTW process flowchart
2. STP Safe to Perform Checklist
3. Risk Assessment Guidelines
4. Permit to Work Form
5. Permit to Work Form Instructions

What must you DO...

<table>
<thead>
<tr>
<th>What</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management <strong>identify/train</strong> responsible personnel for PTW</td>
<td></td>
</tr>
<tr>
<td>Permit Issuer <strong>identify hazards &amp; controls</strong> for permit activities and communicate precautions</td>
<td></td>
</tr>
<tr>
<td>When required, Permit Approver to <strong>analyze the hazards &amp; controls</strong> and give final approval for the PTW</td>
<td></td>
</tr>
<tr>
<td>Permit Receiver to <strong>perform the work</strong> under the conditions and scope of the PTW</td>
<td></td>
</tr>
<tr>
<td>When work is complete, Permit Issuer to <strong>sign and close</strong> PTW</td>
<td></td>
</tr>
</tbody>
</table>

How to SUSTAIN

- Annually review the PTW process: confirm compliance, correct deviations
- Document and track improvement actions
- Establish communications between multiple parties or contractors performing the work or within the surrounding area
A permit is required for the following **routine or non-routine** work activities at fixed facilities or customer locations, even if covered by an existing risk assessment:

- Permit required Confined Space Entry
- Pressure testing outside a test cell or the cell’s rating
- Hot Work
- Hot tapping or plugging
- Line and equipment opening

A permit is required for the following activities at fixed facilities or customer locations when the work is considered **non-routine**:

- Energized electrical
- Lifting and rigging
- Tandem crane lifts
- Working at heights
- Trenching and excavation
- Any high risk site-specific activities or areas as determined by the site
PERMIT REQUIREMENTS

This procedure **excludes routine** work activities that are covered by a site level risk assessment such as:

- Assigned job duties performed by personnel or equipment owners / operators where risk mitigation is done by a risk assessment (e.g., maintenance personnel servicing equipment)
- Work performed in workshops where risk mitigation is done by a risk assessment and the work does not trigger another permit (i.e. hot work, confined space Entry)
- Testing or monitoring energized circuits during manufacturing, servicing or R&D
  - Routine lifts using overhead cranes or hoists in work shops
  - Spill clean-up by trained personnel in local procedures
    - Housekeeping and vegetation control
Electricity poses a significant hazard, exposing personnel to potential shocks, burns, fires, explosions or electrocution.

**ELECTRICAL HAZARD**
- Overloading of adapters
- Faulty wiring
- Loose or stretched wires
- Overhead/underground power cables
- Contact with water or moisture
- Batteries
- Watch out for tools, cords and electrical panels!

**AVOIDING ELECTRICAL HAZARDS**
- Extension cords are NOT used as permanent wiring
- Tools are grounded or double insulated
- Cords and plugs are kept in good condition, placed properly and protected from traffic
- Junction boxes are closed
- Panels are readily accessible and labeled
- All live parts are guarded

**CAREFUL to tools, cables and electrical panels!**

Only trained and authorized personnel (according to national legislation and technical standards) can work on electrical systems/equipment.

**ALL ELECTRICAL SYSTEMS HAVE TO BE DESIGNED ACCORDING TO LOCAL LAW AND THE TYPE OF ACTIVITY PERFORMED. THEY SHOULD BE PROVIDED OF A CONFORMITY or, in the absence of a certification body, must conform to standards of GOOD PRACTICE.**
Energy Isolation

Applies to: Employees and Contractors applying Energy Isolation Devices
Scope: Company-Owned and Customer Sites

WHY this matters to you

PREVENT fatality during maintenance and repair of equipment and machines due to:

- Unexpected startup of equipment
- Contact with or release of energy (electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal)
- Release of hazardous materials

The RESOURCES you have

- Energy Isolation Procedure
- Energy Isolation Reference Guide
- Equipment / Process Specific Lock Out Tag Out (LOTO) Procedures
- Energy Isolation Training
- Permit to Work (PTW) Procedure

What must you DO...

Authorized Employee

1. Shut down and isolate equipment
2. Apply LOTO devices
3. Follow Customer LOTO procedures if applicable

Affected Employee

1. Don’t operate equipment that is locked or tagged out

How to SUSTAIN

- Communicate LOTO requirements to Employees and Contractors
- Review LOTO procedures annually
## Energy Isolation Key Steps

**procedure BHGE-HSE-004**

### ISOLATION

<table>
<thead>
<tr>
<th>#</th>
<th>Task Step</th>
<th>Key Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IDENTIFY energy sources</td>
<td>Review equipment/process specific LOTO procedure</td>
</tr>
<tr>
<td>2</td>
<td>NOTIFY relevant parties</td>
<td>Notify Affected Employees of the shutdown</td>
</tr>
<tr>
<td>3</td>
<td>ISOLATE and SECURE the equipment/process</td>
<td>Follow procedures for shutting down and isolating</td>
</tr>
<tr>
<td>4</td>
<td>PLACE locks and tags</td>
<td>Equipment Owners and Authorized Employees apply lock out devices and tags</td>
</tr>
<tr>
<td>5</td>
<td>BEFORE starting work, VERIFY that isolation and de-energization.</td>
<td>Assume equipment/process is energized until confirmation of “zero” energy exists</td>
</tr>
<tr>
<td>6</td>
<td>COMMENCE work</td>
<td>Utilize Permit to Work and PPE as necessary</td>
</tr>
</tbody>
</table>

### RETURN TO SERVICES

<table>
<thead>
<tr>
<th>#</th>
<th>Task Step</th>
<th>Key Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>COMPLETE work</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CHECK work</td>
<td>Inspect the work area and verify non-essential items removed, guards in place, and equipment/process components are operationally intact</td>
</tr>
<tr>
<td>9</td>
<td>NOTIFY Affected Employees CLEAR area</td>
<td>Make sure that personnel are removed from the area</td>
</tr>
<tr>
<td>10</td>
<td>REMOVE LOTO devices</td>
<td>Do not re-energize equipment</td>
</tr>
<tr>
<td>11</td>
<td>RESTORE energy to the equipment/process</td>
<td>Execute the proper startup procedures</td>
</tr>
<tr>
<td>12</td>
<td>CHECK operation NOTIFY Affected Employees</td>
<td>Check the operation of the equipment/process and inform affected employees that work is completed</td>
</tr>
</tbody>
</table>
When is a fall hazard present?

- Work at heights above 1.2 m (4 feet) that is unprotected
- Work at heights below 1.2 m (4 feet) that is unprotected and conducted above dangerous equipment or processes
- Any work performed where a fall can be a cause of a personal injury (workers and pedestrians around an excavation)

Control Measures

- Eliminate fall hazard where possible... i.e. move to ground level
- Engineering controls... guardrail, safety wires, pole lifeline etc.
- Required PPE... full body harness including a lanyard/lifeline “tied off” to a fixed point
- Emergency Rescue Plan

Program Requirements

- Written risk assessment to be prepared &/or reviewed prior to work
- All personnel involved in work at heights to be trained & authorized

FALL PROTECTION SYSTEMS

- Life lines
- Harness
- Parapets
SCAFFOLDING SAFE

- The scaffolds are the most used during the installation and maintenance of machines and plants.
- Uncorrect Installation, use and maintenance, are causes of serious and fatal accidents (ex. A danger of falling of people and/or objects, from top).

WHAT TO CHECK BEFORE CLIMB ON A SCAFFOLDING:

- That the walking surfaces are properly secured
- Presence of GREEN CARDS
- Work permit duly issued
- Absence of openings in the scaffold
- Presence of appropriate warning signs
- Integrity of the scaffolding ex:
  - Toe clips for the entire perimeter of the scaffold
  - Presence of the handrails at the sides
  - No openings without adequate precautions, etc.

Before accessing, even in the presence of green card:

- Never modify the scaffolding
- Immediately report to area managers/HSE any problem/concern: rise your hand!
- Always remember the importance of PPE!
**GOOD PRACTICES**

1. They must be equipped with **authorizations** and **certifications** valid in the country of use according to current legislation
2. Shall be operated by properly trained personnel
3. Read the **user manual** before use of the PLE
4. It is mandatory to use proper fall arrest and hook it to the point intended by the manufacturer
5. Delimit the work area below the PLE in the presence of personnel on the ground for operations in confined spaces or insufficient visibility
6. Maintain the PLE by performing the checks and inspections prescribed by law

---

**PROHIBITIONS**

1. IT IS FORBIDDEN TO GO DOWN FROM THE PLATFORM TO ACCESS A PLAN OF WORK AT HEIGHT (EG. ROOF, ROOF BUILDING OR SIMILAR)
2. DO NOT USE THE PLE ON UNSTABLE GROUND OR HAS A GRADIENT GREATER THAN THE LIMIT PERMITTED BY THE MANUFACTURER
3. NEVER OVERLOAD THE PLE BEYOND HIS REACH
4. DO NOT USE THE PLE WITH HIGH WIND
5. DO NOT USE THE PLE NEAR OVERHEAD POWER LINES

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<thead>
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<th>Distanza Minima Consentita</th>
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<tbody>
<tr>
<td>≤1 Kv</td>
<td>3 metri</td>
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<tr>
<td>10 Kv</td>
<td>3,5 metri</td>
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<tr>
<td>15 Kv</td>
<td>3,5 metri</td>
</tr>
<tr>
<td>132 Kv</td>
<td>5 metri</td>
</tr>
<tr>
<td>220 Kv</td>
<td>7 metri</td>
</tr>
<tr>
<td>380 Kv</td>
<td>7 metri</td>
</tr>
</tbody>
</table>

6. IT IS FORBIDDEN TO FIX OR HANG LOADS OUT OF THE PLE
7. IT IS FORBIDDEN TO MODIFY OR INHIBIT ANY COMPONENT CONNECTED TO THE SECURITY OR STABILITY OF THE MACHINE
P.I.C.K. - FOUR STEPS TO LIFTING SAFETY

**Plan**
Plan the lift & equipment to be used. Assess the risks. Clear the work area, keep assistants and visitors safely away from suspended loads.

- It is appointed a supervisor for lifting complexes (eg., more than a crane). Operators should be qualified and trained.
- It must have a permit lifting.
- The work area must be free of any obstacles.
- Staff should be kept at a distance.
- If you have to use just in case the Stop
  - Work Authority.
- Before lifting check the integrity of the cables.

**Inspect**
Inspect the load and lifting equipment to ensure they are suitable for safe lifting. Conduct visual inspection before use and remove the damaged equipment.

- They are selected in a specific manner for the type of lifting to be carried out.
- Their maintenance is done regularly, documented and their suitability for use is defined by color or tags.
- The lifting capacity is clearly indicated.
- They are checked before each use.
- All damaged equipment, are removed or made unavailable in order to avoid using.

**Continue to Check and Listen**
Keep the load as low as possible.
- Be aware of any changes in conditions.
- Keep lifting equipment properly after use to prevent damage.
- If conditions change, new conditions not foreseen in the design phase, the work must be stopped and re-engineered lifting.
- Do not allow anyone to walk under a suspended load.

**Check the environment**
Check for any obstacles above the load and the path to follow to check distances.
- Make sure that the discharge zone is secure and able to support the maximum load.
- Use Mobile Cranes on firm ground.
FORKLIFT SAFETY

A forklift is a powerful tool that allows to precisely lift and place large heavy loads with a little effort.

- **General Forklift Safety Requirements**
  - ONLY trained & authorized personnel may operate trucks
  - COMPLETE daily & pre-use checks & record outcomes/faults
  - CHECK centre of gravity and weight of load prior to lifting
  - ENSURE load is stable and safely arranged on the forks
  - CARRY load as low as possible
  - ENSURE a clear view in the direction of travel ENSURE
  - seatbelts are worn at all times ALWAYS park with forks lowered & away from access routes

- **Forklift Operations... AVOID unsafe acts**
  - NEVER drive with an elevated or unstable load
  - NEVER drive on slopes with the load on the downgrade
  - NEVER exceed weight limit of vehicle
  - NEVER carry passengers
  - NEVER have arms, hands or legs outside operator cage
  - NEVER operate in an area with personnel in close proximity to truck operations
  - ONLY lift people with an approved man basket

Forklift operation is a high risk activity. If operated incorrectly or by personnel not trained/qualified it may lead to property damages, serious injury or even death.

If you observe an unsafe forklift operation please log an HSE concern or contact your supervisor/HSE immediately. If it presents an imminent danger please use your STOP Work Authority.
F³ Safety Zone

What to Look for:

• Ask employees and forklift operators to explain the F³ Safety Zone
• Observe forklift operations and verify forklift operators do not allow employees within 5 feet (1.5 m) of the forklift during operation
• Ask forklift operators under what circumstances do they authorize someone to be within the F³ Safety Zone (i.e., spotter)
• Ask forklift operators how they communicate to the authorized employee(s) inside the F³ Safety Zone

NOTE: The F³ Safety Zone is a restrictive 5 ft. (1.5 m) zone surrounding a potential risk in all directions. The F³ Safety Zone may vary in size, be stationary or travel with a moving risk. These safety zones are required for high risk work areas to effectively control the risk during forklift operation. Only authorized personnel may enter these areas.
TIPS FOR A SAFE MANUAL LIFTING

1. Stop and think.
   Assess your load.
   **Plan the lift.**
   - Can handling aids be used?
   - Where is the load going to be placed?
   - Will help be needed?

2. Adopt a stable position

3. Get a good hold
   Start in a good posture

4. Keep the load close to the waist
   Keep the head up when handling
   Move smoothly

5. Don’t flex the back while lifting
   Avoid twisting the back or leaning sideways, especially while the back is bent

6. Put the load down, then adjust
   Don’t lift or handle more than can be easily managed!

Prevent back pain by practicing these basic safety lifting techniques whether you’re lifting in the shop, in the office or at home!
WASTE MANAGEMENT

**LABELS**
All containers must be labeled with the type of waste (non-hazardous, hazardous, etc.) and all other information provided (code, hazard label, shipping labels, etc.)

**COVERS**
Covers of the containers of waste must remain closed

**STORAGE AREA**
Waste must be collected in an accumulation area designated. Hazardous waste must be stored away from drains, rivers, streams, etc. All liquid waste must have a secondary containment (es. tub/tank)

**TIME OF DISPOSAL**
Waste must be disposed of in suitable times and regulated by local laws. Waste and materials must be kept separate. Weekly inspections must be conducted in the area where they are stored hazardous waste

**WASTE DISPOSAL**
- Only trained and authorized persons can handle hazardous waste and sign shipping documents.
- Only approved suppliers can be used for transport and disposal.
- Make sure that all waste is properly separated.
Chemicals can cause damage to people’s health. They can be solids, liquids or gases (for example, paints, acids, solvents, welding rods, grease, et c.). Exposure can lead to illness, skin irritation, poisoning, respiratory problems.

ALL CHEMICAL MUST

- Be approved for use by HSE to ensure that no banned substances and purchased and that adequate controls are in place for the safe use.
- All chemicals must be equipped with the appropriate safety data sheets (MSDS) in local language (& COSHH assessments in the UK) and be available in site (paper copy).
- Be stored in locked cabinets and properly identified.
- Be properly labeled and stored, even if transferred to a secondary container.
- Used according to the activities of risk assessment and PPE required.

The list of approved Chemical shall be in site, updated and available to all employees.
Each chemical must have a MSDS (Material Safety Data Sheet "MSDS"), which provides essential information on how to use the material/substance safely.

**BHGE REQUIREMENTS**

- MSDS must be available for all chemicals on site.
- They should be available in local language and easily accessible at the point of use.
- Employees should be aware of first aid measures and follow PPE requirements in SDS’s.
- HSE should review and approve SDS’s prior to purchasing a new chemical and prior to use by contractors.

**REMEMBRANCE**

Before using a new chemical, read its MSDS providing the information indicating how to use the substance/material safely.
CHEMICAL SPILLS

Did you know that thousands of hazardous chemicals are spilled each year across the globe through improper storage or accidents during transport – causing harm to people and to the environment?

How can we prevent spills?

- Assess the risk of chemical spills in your work areas
- Set up designated storage areas – inside and outside buildings
- Store bulk chemicals away from work areas
- Ensure chemicals stored outside have secondary containment
- Don’t store chemicals near open drains
- Always store chemicals on hard surfaces – not on bare earth
- Establish procedures for safe handling and transport of chemicals
- Segregate incompatible chemicals
- Store hazardous chemicals securely (locked)
- Check Safety Data Sheets (SDS’s) for guidance on handling and storage
- Ensure compliance with regulatory storage requirements
- Routinely inspect chemical storage areas
- Routinely inspect chemical containers
- Place spill kits near chemical storage areas and check they are maintained

Chemical Spills can lead to...

- Harm to health
- Environmental harm
- Regulatory action
- Damage to company reputation
- Waste of resources

Ensure you know your site emergency response arrangements in the event of a spill...
CONFINED SPACE ENTRY

Confined Space is an enclosed or partially enclosed space not designed for human occupancy but big enough for a worker to enter.

HSE PROCEDURES

✓ Conduct initial monitoring with a gas detector and enter the results in the work permit.
✓ Maintain combustion engines away from the entry point
✓ Use of a safety belt for emergency procedures.
✓ Install appropriate equipment to facilitate recovery
✓ Always maintain a constant communication.

TEST OF THE ATMOSPHERE

You need to check that there are acceptable conditions before entering.

It must be completed in the following order:

1. Control the level of oxygen in the confined space
2. Check for gas fuels
3. Check for the presence of toxic gases

MINIMUM REQUIREMENTS

Work in confined spaces should be performed only by qualified and trained.

A work permit is required for access in a confined space.

They MUST be worn and the PPE required under the procedure.

During any activity in a confined space, there must always be a person near the entrance.

A CONTINGENCY PLAN must be present during an activity in a confined space.
HYDROGEN SULFIDE (H₂S)

Hydrogen Sulfide (H₂S) is a colorless gas with a characteristic rotten-egg odor that occurs naturally in crude petroleum & natural gas.

WHERE H₂S GAS CAN OCCUR?
Drilling operations, petrochemical facilities, offshore platforms, field production operations, trucking and pipeline operations, chemical reaction (e.g. in confined space), landfills, sewers.

H₂S HAZARDS
- Highly toxic and flammable
- Respiratory irritant/chemical asphyxiant
- Heavier than air, collects in poorly ventilated areas Causes olfactory fatigue (can’t smell after short period)
- Health effects can include fatigue, headaches, irritability loss of consciousness, brain damage and death.

PREVENTIVE MEASURES
- RISK ASSESSMENT AND CONTINUOUS MONITORING OF AREAS AND ACTIVITIES WHERE H₂S GAS MAY BE PRESENT.
- INFORMATION AND TRAINING TO ALL AFFECTED EMPLOYEES.
- EXPOSURE MONITORING OF EMPLOYEES EXPOSED TO H₂S EMERGENCY RESPONSE/EVACUATION PROCEDURES.
- GAS TEST PRIOR TO ENTER IN A CONFINED SPACE.
- PPE TO PROTECT EYES/LUNGS (TIGHT FITTING GOGGLES, RESPIRATOR WITH ESCAPE BOTTLE (SCBA OR SABA).

ALWAYS follow site procedure/policy when working in potential H₂S areas.
NEVER enter an area that may contain hydrogen sulfide without appropriate protective measures in place and without being trained.
OFFSHORE SAFETY

General Safety Requirements

- Basic Offshore Safety Induction and Emergency Training completion (BOSIET)
- Valid medical exam for offshore work
- Valid passport and if required, a Vantage card or similar. (Vantage cards are required in the United Kingdom).
- When travelling by helicopter to an offshore installation, you should first receive a helicopter safety briefing
- A platform/installation induction shall be given to all visitors. This should include information concerning emergency services and plans, and an installation tour

Restrictions

- Luggage – should be a soft bag, weight may be restricted.
- Mobile Phones – cannot be used on offshore platforms
- Jewellery - wearing of finger rings, earrings, and facial jewellery is banned.

NOTE

Firearms, knives, explosives, fireworks, flares, lighters, matches, camping gases, compressed gas cylinders, tear gas, poisons, and similar items may not be taken on-board.

Always report any injury, illness, near miss, or dangerous situation to the offshore installation operator, your supervisor and HSE manager.

There is no room for complacency in this environment as emergency situations escalate quicker and grow faster if workers are not properly trained to react to these emergencies
Precommissioning e Commissioning

Some general rules to follow on construction sites increasingly to avoid the occurrence of near misses, accidents or injuries during the pre-commissioning and commissioning.

1. Limit, reports and supervises the work areas affected

2. Do not access the work areas that are not of your competence

3. Do not remove / tamper LO.TO.

4. Doubts? Stop and ask staff at GE site

During the pre-commissioning and commissioning phases respect the demarcation of areas and signage exposed, not to intervene on equipment that could be a function or cause damage to equipment and / or personnel.
SLIPS, TRIPS AND FALLS PREVENTION

Falls, trips & slips occur frequently and may lead to serious injuries and permanent disabilities. In the worst cases even deaths.

THE MOST COMMON CAUSES BEHIND THESE EVENTS ARE:

- Inappropriate use of ladders or portable
- Damaged surfaces / slippery
- Terms of low order
- Using Unsuitable shoes
- Obstacles in passageways
- Jump on / from a machine
- Low-light
- Misbehavior

SAFETY PROCEDURES

- Pay attention to sloping floors or slippery.
- Walking and running in production areas
- Do not leave items in hallways or on stairs
- Always use the handrail when using the stairs
- Make sure there are no cables or ropes along the route of the walkway
- Do not climb on chairs or desks but always use proper tools
- When you bring a load make sure you can see over and around
- Report any unsafe condition that can lead to slipping, tripping or falling (Gensuite Concern Report Card tool or Support)

Mind the signs!!

Slips, trips and falls are a major cause of accidents in the workplace. Awareness of hazards and safe behaviors are key to prevent such incidents from happening again!
TWO MINUTE RULE

There is nothing we do or deliver that is so urgent that we would cut corners on safety to achieve it. Use the Two Minutes Rule!

THINK SAFETY

The two minutes rule requires you to simply take a short amount of time before starting a job or task to **look around your immediate work area** to become aware of any potential hazards or detect at risk behaviors to prevent accidents and injuries.

What are the hazards? For example:

![Hazard Symbols]

Can you do the job/task safely?

- There’s an updated risk assessment
- PPE is proper for the task, is in good conditions and you know how to use it
- Rights tools are in place and you are trained to use them

IF NOT, take action!

- Alert other people involved, raise a concern, talk to your supervisor or your Site HSE representative.
- STOP Work if there is no risk assessment, if the task has changed and the risk assessment is no longer accurate, or if you are uncomfortable with any part of the task.
DANGER DEHYDRATION: SUGGESTIONS

- SYMPTOMS MOST FREQUENT of mild to moderate dehydration include: dry mouth, sticky; sleepy or tired; thirst; dry skin; headache, dizziness or lightheadedness.

- BEST INDICATOR: the color of urine. The transparent or clear urine indicates that you are well hydrated, while dark yellow or amber are usually a sign of dehydration.

WHAT TO DO

- Control fluid loss in hot weather or during exercise
  - Drink enough to replenish lost fluids.
- Consuming foods rich in water, such as fruit and vegetables

By following these simple tips you face activities on hot days, reducing the risk of dehydration.
HEAT-RELATED RISK

Heat-related disease is the most serious consequence of high temperature and high humidity and leads to an increase in body temperature to over 40°C, with grave prognosis and risk of death.

PREVENTION

- Schedule jobs with greater physical fatigue at times with more favorable temperatures, preferring the morning hours and early evening;
- Ensuring the availability of water in the workplace;
- It's important to consume water before you feel thirsty and frequently during the work shift, and avoid iced drinks and integrating with drinks hydro-saline if you sweat a lot;
- Provide for breaks during the work shift in a place as cool as possible or in any shaded areas, with variable duration in relation to the weather conditions and the physical demands of the job.

FIRST AID IN CASE OF ILLNESS

➢ Call a charge of first aid and the number of Emergency.

➢ Place the workers shade and cool:
  - Lying in the event of dizziness on the left in case of nausea, keeping the person in absolute rest;
  - Unfasten or remove clothing;
  - Do sponging with cool water on the face, neck and extremities;

➢ Ventilate workers
  - Only if the person is conscious, drink water, even better if a saline solution every 15 minutes in small amounts.
COLD STRESS

Winter storms and cold temperatures can be hazardous but if you are prepared, you can stay safe and healthy.

COLD INDUCED PROBLEMS

- Colds / Flu
  - sore throat, sneezing, cough, chills are the most common symptoms
- Hypothermia
  - when body heat is lost faster than it can be replaced
- Frostbite
  - skin freezes and loses water
- Trench foot
  - Caused by having feet immersed in cold water for long periods of time

- Wear complete PPE (Personal Protective Equipment): warm gloves, hats and hoods.
- Never wear tight clothing. You have to allow room for air to circulate.
- Avoid wearing tight-fitting footwear as this restricts blood flow.
- Keep warm by drinking hot liquids such as tea, coffee and hot chocolate. You can also eat soup at lunch to help warm up your core temperature.
- If possible, take your breaks in a warm area.

Cool Tip . . .

Taking preventive action is your best defense against having to deal with extreme cold-weather conditions. By observing safety precautions during times of extremely cold weather, you can reduce the risk of weather-related health problems.
NIGHT WORK: ADVICE

❖ Do not leave the most tedious tasks and repetitive by the end of the round, when you are most sleepy.

❖ If you can, take short breaks throughout the round: maybe moving, doing a walk or going to the dining room.

❖ Eating the main meal after the period of daytime sleep, for example, before the turn.

❖ Take regular meals with a balanced diet: avoid a heavy meal and fat (consisting of meat, french fries and dessert) that will hold stomach in digestion occupied for more than 8 hours without sleep well.

❖ Drinking caffeinated beverages before the turn or in the early hours: caffeine remains in the body for 5 hours.

❖ Avoid alcohol and smoking just before going to bed: both make it more difficult to fall asleep quickly

❖ Sleeping pills are not a solution: they often produce low-quality sleep and leave stunned for hours.
EMERGENCY MANAGEMENT

TYPE OF EMERGENCY:
• Fire
• Injury
• Gas release
• Bursts / natural events (earthquakes, hurricanes, storms, ....)
• Any event can be assimilated to an emergency occurs within the client's site

In relation to any situation that may be treated as an emergency, personnel should refer to what is stated in the Emergency Plan of the customer's site.

In case of fire or in any case you need to leave the workplace, site procedures must be followed and the MEETING POINT reached as quickly as possible, taking care not to interfere the rescue Team.

Each contractor has to provide, prior to starting work:
1. All emergency numbers and medical care
2. The names to be called in case of need.