



LIFE SAVING RULES

**Rule #1****Do not enter hazardous areas and restricted rooms without authorization**

- Entering hazardous areas is dangerous and could lead to serious Incidents such as mine explosion, electrical shock, and injury by pressurized equipment, crash by moving equipment.
- **You should:**
 - always stay in demined area, don't walk across an area when not sure if it is demined, pay attention to mine danger signs
 - do not cross the signal tape marking restricted area such crane operations and other worksites
 - do not enter restricted access rooms such as high voltage electrical rooms If you are the supervisor or person in charge of the work you should:
 - ensure the worksite is cleaned from mines and UXO
 - barricade the worksite with signal tape where required
 - obtain the permit to work in the restricted access rooms, ensure completion of safety precautions for such rooms, familiarize working team with the requirements.

**Rule #2****Do not smoke outside designated smoking areas.**
Do not use open fire without permit to work

- Smoking or use of matches or cigarette lighters could set on fire flammable materials. Designated smoking areas, such as a smoking hut or a smoking room will keep you safe from causing fire and explosion
- **You should:**
 - know where the designated smoking areas are
 - intervene if you see someone smoking outside a designated area
 - perform hot works (creating sparks) in the areas defined by work permit If you are the supervisor or person in charge of the work you should:
 - inform people about designated smoking areas
 - ensure that designated smoking areas are clearly marked
 - ensure the hot works are performed only in the designated area.

**Rule #3**

Speeding or distraction from using your phone while driving increases the risk of losing control of your vehicle.

- Speeding or distraction from using your phone while driving increases the risk of losing control of your vehicle.
- **If you are a driver, while driving you should**
 - not use a mobile phone or pager, send, or read text messages, or use a hands free mobile phone device
 - stay at or below the maximum allowable speed for the road you are driving on as indicated by road signs or journey management instructions
 - stay at or below the maximum allowable speed for the vehicle you are driving
 - adjust your speed to the road conditions always stay in demined area, don't walk across an area when not sure if it is demined, pay attention to mine danger signs
- **If you are a passenger, you should:**
 - intervene if a driver is using a phone in a moving vehicle
 - intervene if a driver is exceeding the speed limit.

**Rule #4**

Do not walk under a suspended load

- Working or walking immediately under a suspended load is unsafe as the load can fall on you.
- A suspended load is an object that is temporarily tilted and hangs above the ground (work site floors are excluded from this rule).
- **You should:**
 - never cross a barrier controlling an area with a suspended load without authorization
 - use tag lines (or pole hooks) to direct the load
 - follow the instructions of the banksman or the person in charge of the lift
- **If you are the person in charge of the lift you should:**
 - mark the unsafe area and put barriers in place
 - ensure that nobody walks under a suspended load
 - Ensure lifting operations are performed by appropriate lifting tools and equipment.

**Rule #5****Do not use defective tools or equipment**

- Use of defective tools and equipment poses a hazard for users in daily operations.
- **You should:**
 - do not use homemade tools or equipment missing the safeguards, such as grinders and other rotating equipment without protective shields
 - check integrity of the tools before use, ensure they have no damage, and all the safeguards are in place
 - report all the defects discovered in the tools to your supervisor If you are the supervisor or person in charge of the work you should:
 - remove the defective tools and equipment from the worksite
 - ensure the working team is provided with safe and operable tools and equipment required.

**Rule #6****Wear you seat belt**

- A seat belt protects you from injury in the event of an Incident while driving and keeps you safe.
- Wearing seat belts includes safety belts in (rental) cars, taxis, (mini) buses, trucks, cranes, or forklift trucks, and involves persons in moving vehicles when engaged on company business
- **You (drivers and passengers) should:**
 - always use a 3-point seatbelt including buses and rear seats (please note exceptions)
 - check that your seat belt works properly
 - keep your seat belt properly fastened while in a moving vehicle
 - check that everyone in the vehicle is wearing a seat belt properly before starting to drive
 - intervene when your fellow passengers are not wearing seatbelts properly
 - Driver shall not start moving till all the passengers are fasten

Exceptions include vehicles where only lap seatbelts are available, or no seat belts designed and in public transport where seat belts are not available.

**Rule #7**

Use full set of PPE while at work, safety glasses, hard hat, safety boots, gloves, and coveralls.

- Personal Protective Equipment should never be the only protection barrier, but its permanent use may prevent many injuries.
- **You should:**
 - wear the mandatory basic PPE set up for the working site such as coverall, safety shoes, hard hat, safety glasses and gloves
 - use the additional PPE required for the facility or work performed such as fall arrest equipment, breathing apparatus, personal gas monitors, ear muffers etc.
- **If you are the supervisor or person in charge of the work, you should:**
 - check the availability and integrity of PPE required for work or facility before the works begin
 - ensure the working team applies PPE in compliance with the requirements

**Rule #8**

Position yourself in a safe zone in relation to moving and energized equipment

- Working "in the line of fire" of moving equipment (e.g., cranes and other vehicles) and energized equipment (e.g., rotating, electrical or pressurized machinery) is unsafe as this can impact you.
- **You should:**
 - confirm the safety precautions with the supervisor or the person in charge of the work when working near moving or energized equipment
 - follow the instructions of the flagman or the person in charge for equipment movements
 - confirm with the person in charge that it is safe to enter and/or work in the restricted zone
 - make sure that the driver of a moving vehicle sees you
- **If you are the supervisor or person in charge of the work, you should:**
 - confirm that access to areas posing danger is restricted and that barriers are put in place
 - ensure that only authorized personnel are working in a restricted zone
 - confirm that signaling methods and communications are agreed on and understood by everyone
 - ensure that the site is properly lit and/or that high-visibility clothing is worn.

**Rule #9****Verify isolation before work begins and use the specified life protecting equipment**

- Isolation separates you from danger, such as electricity, pressure, toxic materials, poisonous gas, chemicals, hot liquids, or radiation to keep you safe. Specified life protecting equipment, such as electrical are flash protection or chemical resistant suits protect you from danger.
- **You should:**
 - understand the isolations that protect you from danger
 - confirm with the supervisor or the person in charge of the work that isolations are in place
 - confirm with the supervisor or the person in charge of the work it is safe to start work
- **If you are the supervisor or person in charge of the work, you should:**
 - confirm isolation is in place, for example, lock switches, separate pipes with spades, or lock access doors
 - confirm no stored energy or other dangers remain
 - confirm that it is safe to start work.

**Rule #10****Protect yourself against a fall when working at height**

- Use fall protection equipment when working outside a protective environment where you can fall over 1.8 meters (6 feet) to keep you safe.
- **You should:**
 - have authorization to work at height outside a protective environment
 - be aware of what fall protection equipment to use and how to use it
 - check equipment before using it
 - always tie off when at height outside of a protective environment
- **If you are the supervisor or person in charge of the work, you should:**
 - confirm that it is safe to start work at height

A protective environment includes approved scaffolds, stairs with handrails, and man lifts

**Rule #11****Work with a valid work permit when required**

- A work permit describes what you must do to stay.
- **You should:**
 - understand the work permit and follow it
 - confirm that the work permit is valid
 - confirm with the supervisor or the person in charge of the work that it is safe to start work
- **If you are the supervisor or person in charge of the work, you should:**
 - confirm if a work permit is required for this work.
 - confirm that the workplace has been inspected before work starts
 - explain how the work permit keeps you safe
 - confirm the work permit is signed
 - confirm that it is safe to start work.
 - get a new work permit when the work or the situation changes
 - confirm that the work is completed

**Rule #12****Prevent dropped objects**

- There is a significant risk of dropped objects when using tools and portable equipment at height. Preventing objects from falling keeps you and people working below you safe.
- **You should:**
 - secure all tools and equipment to prevent them from falling/being dropped
 - put barriers around areas where there is a potential for dropped objects
 - always wear head protection where required
- **If you are the supervisor or person in charge of the work, you should:**
 - create awareness of the risk of dropped objects and understanding of what actions need to be taken (for example during team/toolbox meetings)
 - regularly inspect the site to ensure that precautions are taken to prevent objects from falling from height (e.g., hand tools are tied off, no loose objects, no holes in grating, toe boards are in place, barriers are in place where necessary, head protection is worn where required, etc.)