



10 GOLDEN SAFETY RULES

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“We promote safety” is one of the fundamental values of **SIAS S.P.A.** which is committed to the continuous development and search for effective solutions necessary to guarantee the best **health and safety** standards for everyone.

Actions to strengthen and ensure safety take place daily on the workplace: a dedicated technical and specific **formation**, **training plans** to face dangerous situations, availability of **collective and personal protection devices**, operative instructions for the conduction of different tasks and an organised **planning** of the activities including the **management of emergencies**.

A preventive and punctual planning for the management of the contracts

The “**10 golden safety rules**” are an additional tool to assist every worker in the making of the tasks with more **awareness and responsibility**.

Behaving responsibly means taking care of yourself and your colleagues with a common goal: **working together, safely, as a team**.



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Guide to read

Each “**Golden rule**” is a general safety indication to consider as a minimum essential requisite for the enactment of the tasks.

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1. IDENTIFY RISKS AND DANGERS

Report and intervene promptly in risky and/or dangerous situations.

Everyone's safety is the absolute priority, therefore:

- **Report** any anomaly or condition which could be dangerous, for you and your colleagues, to the reference role for the work in progress or your manager;
- **Stop** the activity in case of an imminent danger situation;
- **Only propose** solutions for business resumption if established by your role and your competences, otherwise confront with the reference role.



2. REMEMBER THE PPE

Make proper use of the devices needed for your task and to access the working areas.

The devices for personal and collective protection are the first safety instrument when working on your task.

Their usage is mandatory and has to be done correctly, therefore:

- **Verify** the conditions of the PPE and CPE before using them;
- **Always use** adequate PPE and wear them correctly ;
- **Do not intervene** to modify them in any way;
- **Report** possible damages or inadequacy of the PPE and/or CPE to the responsible and the person in charge;
- **Do not remove** or use a collective protection device without authorization;
- **Do not use** personal protection devices not given by the company.

ALWAYS USE CORRECTLY MACHINERY, EQUIPMENT AND INSTALLATION:

- **Only use** machines and equipment if you had the appropriate training
- **Always read** the instructions and the user manual
- **Verify** the conditions of the machine/equipment before using them and ensure that the proper maintenance has been done.
- **Use** always the provided PPE
- **Pay attention** in particular to the working areas, in order to avoid any interference with other workers
- **Point out** possible damages or inadequacy of the machine/equipment to the responsible and the person in charge
- **Do not remove** the machine/equipment protection devices without authorization
- **Avoid** maneuvers or uses not foreseen by the user and maintenance book

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3. PAY CLOSE ATTENTION

Keep a vigilant approach during the activities and in the workplace.

The usual behaviours and actions, even the ones we consider ordinary, can become dangerous if executed without attention and awareness. Here some useful indications to manage the daily activities with a vigilant approach:

- **Organize** the working area so that it is orderly and clean:
 - ▶ **Do not obstruct** the areas affected by workflows and escape routes;
 - ▶ **Report** possible interferences in the common areas.
- **Caution** when moving around, and remember to:
 - ▶ **do not use your phone** while driving or walking and, in particular, on uneven or slippery surfaces ;
 - ▶ **use** the handrail walking on the stairs
 - ▶ **utilise** the provided support going up or down the vehicle;
 - ▶ **respect** signs, segregation and barriers.
- **Make sure** you are in the appropriate psycho-physical conditions to do your job;
- **Do not** use alcohol or drugs;
- **Always be informed** about the update of emergency plan procedures;
- **Only smoke** in the dedicated areas outside and during breaks.



4. USE THE WORKING EQUIPMENT CORRECTLY

Comply with the correct use of the working equipment.

The correct use of your working equipment is not only required by law, it is essential to ensure the health and safety of every worker.

IT IS NECESSARY:

- **Always take care** of the equipment you are given;
- **Respect** the instructions written in the user and maintenance book;
- **Do not use** equipment which is not given by the company, since each instrument has to comply with the law;
- **Ask** the responsible or the person in charge for support, they will give information about the correct use of the equipment.

WHEN WORKING WITH **ELECTRICAL EQUIPMENT**:

- **Oly execute** the activities for which you received adequate training and the authorization to perform;
- **Wear** the proper PPE given;
- **Respect** the signage present in the structure;
- **Inform** the present staff about your intervention to avoid the reactivation of the electrical system during the activity;
- **Always apply** the LOTO procedure (Lockout-Tagout)
- **Make sure** to never experience voltage activation while working.

WHEN WORKING WITH **LIFTING EQUIPMENT**

- **Only use** it if you received proper training and the authorization to move load;
- **Wear** the proper PPE given;
- **Define and signal** the working area considering the possible oscillation of hanging loads;
- **Do not** pass over people with hanging loads;
- **Do not operate** in case of wind or hazardous weather conditions.





5. CAREFULLY PLAN EVERY ACTIVITY

Having all the informations and authorizations necessary to perform the required tasks.

The **work permit** is an instrument which allows you to **formalize the planning of the activities** through a specific **coordination document**, in order to **simplify the collaboration** with other workers.

The **work permit** is necessary to perform jobs with open flames in areas with risk of fire, work at height, work on electrical systems, work on systems or areas high or explosion risk (gas, pressure systems, etc...) and jobs in restricted areas or suspected of pollution.

BEFORE **STARTING** YOUR ACTIVITIES **MAKE SURE TO:**

- Have **received the work permit** from the designated staff;
- **Verify** to have all the **informations and equipment** necessary;
- Have **shared** with **all the staff in charge** the informations about the **work permit**.
- Have understood all the defined work procedures
- Have the emergency procedures and the first aid equipment available

IN CASE OF **ACCIDENT:**

- **Stop your activity**
- **Verify** that **your activity can still be performed** following the established planning;
- **Report** to the system's staff, the person in charge or the supervisor, if any, the outbreak of situations different from the ones planned or the ones displayed in the work permit;
- **Only proceed after** having received the adequate and appropriate **authorizations to modify** .





6. DRIVE SAFELY

While driving always be careful and behave correctly.

Having the **the correct driving behaviour** respecting **the rules of the road** is an **obligation and a moral duty** to guarantee your safety and the one of the people around you.

BEFORE DRIVING:

- **Verify** the **condition of the vehicle**;
- **Make sure** that the **loads** are **sufficiently secured**;
- **Evaluate** your **psycho-physical condition**.

WHILE DRIVING:

- **Adapt your speed** to the **weather** and the **conditions of the road**;
- Keep the right and respect the **rules of the road**
- **Stop** immediately if **tired**;
- **Stop safely** when you need **to use your mobile phone**
- **Do not use mobile phones** or any device that may distract you

DURING THE PARKING MANEUVERS:

- **Make sure** that the **position** of your **vehicle** is **safe for you and the transit of others**;
- **Park your vehicle** in order to have an easy **departure**.
- **Load and unload** carefully, verify that nobody is in the area interfering with your task
- **Get in and out** of the vehicle carefully using the assistance devices and if necessary the proper stairs
- When **working 2 meters above the ground or higher** use the adequate anti-fall systems and if there is no railing wear a lashing connected to a certified anchoring.





7. PROTECT YOURSELF WHEN WORKING IN CONFINED SPACES AND EX AREAS

Verify that the condition and the protections are appropriate to the location you are working in.

Working in **confined spaces** means to do your activities in **delimited space**, where **entries and exits are limited** or difficult and the **natural ventilation is adverse**.

THEREFORE, BEFORE ENTERING:

- **Make sure** of the **appropriate salubrity conditions** and the **breathability of the air**;
- **Verify** that the minimum safety **parameters** are respected and that the **detectors** and all the **equipment** used is **efficient**;
- **Receive** the **needed authorizations**, together with proper **training and formation**;
- **Wear airway's protections** in case of possible **contamination**.
- **Verify the disponibility of the first aid and rescue team**

DURING ACTIVITIES IN **EX AREAS (at risk of explosion)**:

- **Always wear anti-static clothing**;
- **Respect the signage**;
- **Make sure** that **proper monitoring with gas detectors** have been done and the **adequate procedures** have been respected to verify possible explosive atmospheres;
- **Always use your personal detector**;
- **Make sure** that the **equipment** given is **efficient** and with the correct labeling.

Always verify that the anti-fall devices are complete and the working platforms are suitable and with the correct anchoring.

Works at height (2 meters or higher from a stable base) are regulated by a strict safety regulation to prevent and avoid serious injuries.

To protect your safety and the one of your colleagues:



8. PROTECT YOURSELF WHEN YOU WORK AT HEIGHT

- **Verify** you have all the informations and the equipment needed;
- **Do not modify** techniques without the responsible figures;
- Begin your activity after you have received the **work permit**, from the designated staff;
- **Make sure** you are in the right psycho-physical conditions before working at height;
- **Stop** immediately the activities in case of subito le attività in case of **adverse meteorological conditions**;
- **Verify** that all the objects are properly secured to prevent possible falls;
- **Only use inspected and approved scaffoldings**. Do not set up temporary structures or support surfaces;
- Only use **stairs conform to the EN 131 standard**, in good conditions and according with the correct use instructions.
- Only use **compliant and certified scaffolding** , according to the instructions for use;
- Use **mobile elevating work platforms (PLE)** only if you received the proper training, and **always use the anti-fall PPE equipment**
- When **higher than 2 meters**, verify the presence of proper railings (1 meter high, corrente intermedio e tavola fermapiede). In absences, it is mandatory to use **anti-fall PPE and in particular the lashing connected to a lifeline or other anchoring points**;
- Always use **safety footwear**;
- Always wear a **safety helmet** with chin strap.

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9. PROTECT YOURSELF WHEN WORKING OUTSIDE

Perform activities appropriate to the weather conditions and take extra precautions when you are alone.

When working outside for extended periods:

- **Use** the suitable PPE;
- **Make sure** you always have an emergency kit at your disposal;
- **Adapt** your activities to the weather and environment conditions;
- **Protect** your skin and your eyes from sunlight;
- **Prefer** balanced meals, avoiding food hard to digest;
- **Bring** with you fresh water;
- **Make sure** you can always be contacted by phone, especially if you are working by yourself and away.



10. RESPECT THE RULES OF THE CONSTRUCTION SITE

Respect the entrance and permanence directions in the construction site.

BEFORE ENTERING THE CONSTRUCTION SITE:

- **Make sure** you have the access authorizations, especially to enter the extraction sites;
- **Ask** the staff responsible for the area the permits to access (Direzione Lavori);
- **Participate** or direct the preliminary coordination meeting to execute the operative activities.

REMEMBER THAT AN EXCAVATION:

- **Must** be properly signalled and protected;
- **The area close to** the border has to be free from equipment, materials, machines etc..;
- **Must** be inclined, present terraces or a temporary support depending on the type of terrain (ex. support armor).

DURING THE **PERMANENCE** AT THE CONSTRUCTION SITE:

- **Do not intervene** in situation for which you have not received the proper training;
- **Promptly report** to the construction site's managers if you notice dangerous situations;
- **Respect** the signage and the warning signs;
- **Do not enter**, if not authorized, in areas signed as dangerous or delimited with chains, tape or mesh;
- **Do not transit** close to the borders of the excavation;
- **Do not get close** to areas with unprotected drops;
- **Do not stand** or transit in the range of movement of the machines and close to moving or hanging loads.



VITAL RULES - LADDERS

One of the most dangerous equipment are portable ladders. **Pay close attention** and carefully follow the instruction for the correct use



- **Read and carefully respect** the instructions of the manual and the labels
- **When working at a height greater than 3 meters use a scaffolding or a PLE**
- **If the job is difficult and needs strength use a scaffolding or a PLE** even at height less than 3m
- Before using the equipment verify its conditions
- Verify the conditions and the **stability of the low support of the ladder**
- Verify the conditions and the **stability of the high support of the ladder**
- **Make sure that no dangers is** near the placement (proximity to parapets and stairwells that move the "stable floor" downwards, overhead power lines or hot pipes, presence and passage of vehicles or forklifts or other works nearby, etc...)
- **Delimit** and signal the working area
- When working on a ladder you always have to be **supervised**
- **The second worker** holds the ladder until it is tied
- It is forbidden to climb a portable ladder together with someone else
- Climb and go down facing the ladder;
- It is forbidden to take positions other than facing the ladder
- **It is forbidden to move out of the shape of the ladder;**
- Going up or down, put your hands on the rungs or the handles!;
- **Do not carry by hand materials**, attach them to the tool belt or into tool bags you will move up with service rope
- When working, if there is no parapet (platform ladders) on 4 sides, work with one hand, use the other to firmly hold the ladder
- The **inclination** of the ladder has to be approximately of: 65°/75° for step ladders; 60°/70° per scale a gradini; and it has to stick out for at least 1 meter over the border
- **Report** to the employer or the responsible any problem related to the safety or malfunctioning



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VITAL RULES – EWP ELEVATING WORK PLATFORMS



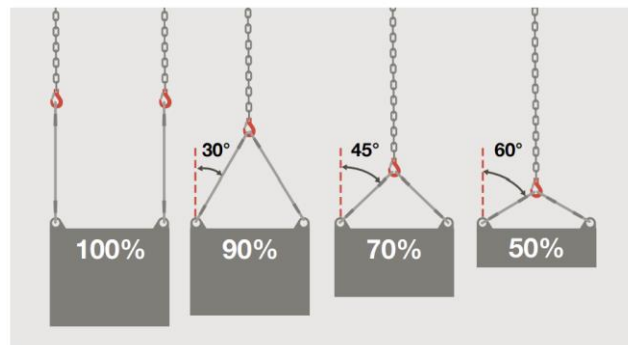
- **Only if we have been authorized and duly trained (minimum training of 8 hours), we can use an EWP**
- **Read and follow carefully** the instructions given in the manual and on the labels indicating the limits of use
- **Before use** verify the integrity and good state of conservation of the equipment
- **Use all the required PPE (safety shoes, helmet, gloves, fall arrester).** In particular, the use of fall arrest devices such as a **harness** linked to the anchor point provided for the MEWP with a retaining cord is always mandatory.
- **Verify there are no dangers in the areas of use** (areas of transit for people and vehicles, areas of interference with cranes, stability and stability of the ground, presence of power lines, etc.)
- **Delimit** and mark the work area to prevent access to unauthorized persons
- It is not permitted to get on or off the platform when it is raised
- The **person on the ground** must be trained in emergency and rescue maneuvers
- **Verify** always that the equipment is in **good conditions** and it has received the required maintenance, always carry out a general **check of the platform** before use.
- Before carrying out the work, **plan the activities** and check the absence of dangers and interferences
- Carefully check that the ground is **suitable to support the load**, verify that there are no underground services (sewers, plant passages, etc.) that could reduce the flow rate.
- Check for the presence of **overhead lines**, trees or other elements that may constitute a danger during operations at height
- If the machine is equipped with **stabilization plates** to be applied to the stabilization feet, it is mandatory to position them
- The capacity of the work platform varies from model to model and includes people, tools and materials; **never exceed the payload of the platform.**
- Some platforms have reach limitations or maximum capacity limitations based on reach. **Carefully consider the maximum reachable height and reach.**
- **Do not use the EWP in adverse weather conditions.** In particular, check the conditions and wind limit for which it is designed in the user manual; if the PLE manual indicates the maximum permitted wind speed as 0, the machine cannot be used outdoors.
- Verify that the access gate to the platform is closed; remain inside the platform in a stable position;
- Do not climb the parapets or the intermediate beam, do not climb over the parapets; do not use ladders, wheeled bridges (scaffolds), stools or other devices to increase the working height;
- Do not move the machine with the platform raised (unless this is foreseen by the manufacturer);
- Do not use on slopes or ramps exceeding those for which the EWP is designed by the manufacturer;
- Report any problems relating to the safety or malfunction of the machine to your employer or supervisor

VITAL RULES SELF-PROPELLED FORKLIFTS

- **Drive forklifts only if we have been authorized and duly trained (minimum training is 12 hours)**
- **Read and carefully follow** the instructions in the manual and on the labels indicating the capacities
- **Before use**, check the integrity and good condition of the equipment
- **Use all required PPE**
- **Make sure there are no dangers in the transit and maneuvering areas**
- **Delimit** and signal the work area where necessary, in particular during lifting activities at heights
- In case of maneuvers with poor visibility, get help from a colleague who **supervises and gives you directions from the ground**
- **Operate forklifts only from the driver's seat**, all parts of the body must be inside the driver's cab.
- **Always use your safety belt**
- **Always check the capacity** of the forklift (load diagram)
- **Transport only adequately secured loads**: before positioning the load, check the center of gravity and the total weight; place long goods in special containers or tie them together in a bundle (fastener threads, straps); secure the load on pallets using stretch film, ties, frames, etc.
- **Position it as close as possible to the fork back** and tilt the mast backwards.
- **During loading operations on vehicles**: secure the vehicle by applying the brakes and placing a wedge under the wheels to avoid accidental movements; do not exceed the capacity of the truck's gangway or lifting platform; secure the walkways to avoid accidental movements.
- **When driving**, always proceed with extreme caution, especially when cornering; proceed at a very slow speed; brake and accelerate carefully and gradually.
- **Always keep the load or empty forks lowered** (the distance from the ground depends on the conditions of the same; generally it is equal to 15 cm)
- **When traveling on ramps or sloping surfaces**, always carry the load in the direction of the slope, do not steer or carry out manoeuvres
- **While driving, concentrate on the route** and do not carry out other activities; **do not call**; do not listen to music with headphones or earphones; do not bring other people on board; use the dedicated lanes where available.
- **Park** the forklift so that it is not an obstacle (do not park it in front of passages, lower the forks to ground level);
- **go up and down carefully** using the appropriate steps and handholds
- **Only** properly equipped and approved forklifts can circulate on public roads (headlights, direction indicators, mirrors, registration at the road traffic office, **license plate**);
- Always keep to the **right side** and drive carefully
- Report any problem relating to the safety or malfunction of the machine to the employer or supervisor;



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VITAL RULES SLINGING OF LOAD

- Only specifically **trained and instructed** people can carry out lifting and slinging of loads
- Before each transport and lifting, **determine the weight and center of gravity of the load**
- **Use all required PPE** (shoes, gloves, protective helmet)
- **Use harness accessories appropriate to the situation.** Check that the capacity, type, length and fixing method are suitable for use.
- **Use only safe and undamaged harness accessories**, always check them before each use
- **Check carefully the maximum capacities** indicated on the labels of the lifting accessories
- **Choose suitable attachment points** and use tools for slinging loads correctly
- Carefully follow the instructions on the harness accessories and use them correctly
- If you use **joining elements** (hooks, loops or eyebolts on harness accessories) connected directly to the attachment points, it is important that these elements and attachment points are compatible and of adequate capacity.
- Use a wrap-around (**choke grip**) harness **only when there are no suitable attachment points** or it offers the added benefit of load stability; the **U-shaped sling (basket method) is not suitable for lifting bundles of loose goods**
- **The angle of inclination** (angle with respect to the perpendicular) of the harness accessory is decisive for the capacity; attach loads with the steepest possible inclination angle: the sharper the inclination angle, the less strain the harness accessory bears
- In the presence of **asymmetrical loads**, proceed with appropriately evaluated harness accessories; carry out this activity only under the supervision of specialized technical personnel.
- Secure the load so as not to damage the accessories, **protect sharp edges**, do not twist the harnesses, do not knot them
- Only use hooks equipped with a **safety lock** that prevents the harness accessory from slipping off.
- **Make sure there are no dangers** in the transit and maneuvering areas, always position yourself at a safe distance from suspended loads
- **Delimit** and signal the work area where necessary, **do not pass with loads suspended above people.**
- In case of maneuvers with poor visibility, get help from a colleague who **supervises** and **gives you directions from the ground**
- Use clear **communication systems** between operators; agree the signaling gestures in advance with the person driving the crane and only use these
- **During loading and unloading operations from vehicles:** secure the vehicle by applying the brakes and placing a wedge under the wheels to avoid accidental movements
- Report any safety-related problems to your employer or supervisor

REGULATIONS REFERENCES

The legislation which defines the workplace safety is extended and complex, it is often hard for all those on which its obligations “fall”. In Italy, the safety in the workplace is mostly based on the Decreto Legislativo 81 del 9 aprile 2008 (Dlgs 81/08), commonly known as the “Testo Unico in materia di salute e sicurezza sul lavoro” and the related and subsequent amendments and additions.

The basic principles on which the whole system of occupational safety is based are:

- Evaluate the health and safety risks;
- Eliminate or reduce the risks replacing them in the beginning;
- Limit the use of dangerous substances on the workplace;
- Implement periodic health checks on the workers;
- Inform and train the workers on the safety programs;
- Inform and train the informare e formare i business security representatives;
- Consult the business security representatives and make them participating of the company situation;
- Plan and implement appropriate safety measures;
- Monitor the efficacy and application of such safety measures.

Because of the importance of the subject and the legislation complexity **it is fundamental for those who operate in Italy to be helped by a consultant or a safety coordinator** who is familiar with local rules and regulations, in particular with all the cases where activities with particular risks are performed, such as: working at heights (>2m), use of equipment and machinery like crane, PLE, forklifts, etc., installation and dismantling of fixed or temporary structures, excavations, electrical work, areas confined or suspected of pollution, assembly and dismantling of fixed or temporary structures, excavations, electrical work, work in confined or suspected polluted spaces, work with risk of fire or explosion, use of dangerous chemical substances, etc...

