

Annex H&S no....

Order no .....

**GENERAL INSTRUCTIONS**  
**of occupational health and safety**  
**for contractors**  
**ARCELOR MITTAL HUNEDOARA SA**

**Safety**  
**&**  
**Health**

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## 1 TERMINOLOGY

### ■ User company

ARCELOR MITTAL – user of the services provided by a contractor

### ■ Manager

The employee or manager who is responsible for that company or department

### ■ Representative of ARCELOR MITTAL

The employee of ARCELOR MITTAL empowered with the required authority, ability, training and means to represent the User Company. His/her responsibility is to coordinate the contractors that must perform the work for which the contract has been concluded

### ■ Work supervisor

The person responsible for giving the instructions / orders to the contractor

### ■ Contracting Company

The company that performs a task (service), either directly or indirectly through a subcontractor, for the benefit of the User Company

### ■ Labour safety inspector of the Contracting Company

The employee responsible for occupational safety issues within the Contracting Company

### ■ Preparation of the work area

Before any intervention, all conditions for safe work are created by implementing all applicable procedures and instructions.

Only after all these conditions have been met, the documents authorising the start of works may be issued.

### ■ Insulation

Insulation means taking the necessary safety measures for the work to be carried out without any risk to personnel and equipment. In particular, the insulation should prevent any activation of the energy sources. The insulation shall be made in compliance with all the specific requirements of the procedures for switching off and locking the energy sources, and requirements of trademark use restriction.

### **Locking**

Locking a device, mechanism, equipment, installation or machine means performing the operations for:

- Switching off, positioning and maintaining the item in a fixed and stable position;
- Forbidding the use of the item and announcing the other people that they should not touch the equipment concerned.

### **Unlocking**

This means removing the security measures taken at locking / insulation, after the person designated to coordinate the resumption of normal activity provided that the work has been completed and that all persons who performed the intervention have left the area.

#### ■ **How to perform the insulation**

The person responsible for performing the insulation must be:

- A specific person for each area of activity: electrical, mechanical or technological engineer, according to the operative working documents and the compulsory authorisations set forth in the OSH management system of the company that uses the contracted workforce;
- The coordinator or the person in charge with the work, according to the approval documents for beginning the works.

#### ■ **The employee who performs the insulation work**

Skilled and trained worker, who is authorised to perform various insulation manoeuvres.

#### ■ **The foreman**

The person (employee of the user company or employee of the contracting company) designated by his/her employer to ensure an efficient management of the work. He/she is responsible for taking all necessary occupational safety measures, and for supervising the work.

#### ■ **The work area**

The area located inside the protected area and designated to the staff / team by the foreman, as stipulated in the Work Convention.

## **2 INTRODUCTION**

**The target of ARCELOR MITTAL is ZERO TOLERANCE for accidents.**

If a company performing a work in the premises of ARCELOR MITTAL is not involved in the application of the Occupational Safety and Health programmes, or refuses to recognize it, ARCELOR MITTAL must consider the termination of the contracts concluded with that company.

These **Safety and Health General Instructions** reflect the major obligations in force in ARCELOR MITTAL units, in compliance with the national law and corporate policy of health and safety at work.

These **Safety and Health General Instructions** are applicable to all **CONTRACTORS** and their subcontractors that perform works in ARCELOR MITTAL units.

The purpose of these instructions is to bring to the attention of contractors and their subcontractors the main risks encountered in an ARCELOR MITTAL unit and to help them to



implement preventive measures and techniques whose target is the elimination of accidents or incidents when performing the works.

The interventions inside the premises of ARCELOR MITTAL units can be performed only by companies specialised in the field of activity for which the services contracts have been concluded. The contractors are fully responsible for their employees. They must ensure that their employees, as well as the employees of the subcontracting companies (permanent or temporary personnel) know and apply these general safety instructions.

Any work or services must be conducted in compliance with the provisions of:

- Laws, government decisions, rules, prescriptions in the fields of OSH, emergencies, State inspection for control of boilers, pressure vessels and hoisting, etc.;
- Regulations regarding the subcontractor's specialisation;
- AM company-specific laws, regulations and provisions;
- Safety policies and procedures of ARCELOR MITTAL and the management's commitment on safety in AM Company.

The contractors' managers must develop their own safety procedures. They must ensure that these procedures are clearly understood within their company and shall periodically update the procedures to match ARCELOR MITTAL procedures.

Moreover, they undertake to take into account, to make known and to comply with all the provisions included in the General Safety Instructions.

The contractor undertakes to come up with additional measures that can help improving the labour safety in terms of installation, assembly and performance testing.

## **3 GENERALITIES**

### **3.1. WORK PREPARATION AND WORKPLACE ORGANISATION**

The programme of prevention and protection of workers against occupational hazards requires:

- Identification of all possible risks at the future workplace, determination of all measures required to prevent occupational injuries and/or diseases, and their application before starting the work. This involves in particular the recognition of workplaces by the contractors and preparation of work procedures, tools, personal protective equipment, specific means for collective protection (against falling, hitting, crushing, electrocution, trapping, gassing, etc.) and the facilities / equipment on which the contractor will perform the contracted works.
- All the contractor's trainings in order to perform the contracted work are conducted by the contractor. This one may request the assistance of the beneficiary department, according to the internal procedures in force in ARCELOR MITTAL unit.
- No employee may perform work in the premises of ARCELOR MITTAL without attending the introductory general training course at the Department of Occupational Safety and Health.
- The persons in charge with occupational safety, who are employees of the contractors, are required to control the application of measures to prevent accidents and to permanently survey the teams of workers to solve any unexpected situation.

### **3.2. WORK ENVIRONMENT**

The contractor's representative shall inform his/her own staff about the legal requirements and regulations in force on the environment, as well as about the requirements of ARCELOR MITTAL, and assume their compliance.

The compliance with the rules on the fight against pollution involves stopping of emissions (corrosive substances, toxic gases, liquids or particulate matter) into the atmosphere and forbidding to spill polluted water and polluted products (chemical, bacterial, mechanical or radioactive) in canals, rivers, and inside the company's premises.

It is strictly forbidden, because of the risks of explosion, to deposit empty containers which have contained flammable or explosive substances (gas bottles, tanks, drums, etc.) in metal trash cans or at the bottom of scrap piles.

The Contractor shall remove the garbage produced by its employees from the premises of ARCELOR MITTAL and send it to centres authorised for waste disposal, at its own expense.

All the contractors' activities shall be performed with ongoing maintenance of cleanliness on their workplaces and toilets where they have access under the convention concluded with the beneficiary department.

## **4 MOVEMENTS WITHIN THE PERIMETER**

### **4.1. WAYS OF ACCESS AND TRAFFIC**

- Each ARCELOR MITTAL company defines its own traffic rules within the perimeter (inside and outside the buildings). In ArcelorMittal Hunedoara, the traffic rules are regulated by the INTERNAL REGULATIONS of ARCELORMITTAL HUNEDOARA, and all the traffic rules provided by the Romanian legislation, which are applicable inside the unit.
- The contractor must obtain authorisation to enter the company and must comply with the traffic rules included in the internal regulations. Only the vehicles with proper technical operation condition and the people complying with the rules in force may enter the company.
- The drivers must observe the following items:
  - o The traffic rules;
  - o The traffic signs within the perimeter, speed limits, prioritisation, closed areas, stop signs, stopping prohibited, etc.;
  - o Any instruction given by the employees of ARCELOR MITTAL who are trained and empowered to control the traffic.

### **4.2. PEDESTRIAN TRAFFIC**

The access to buildings is allowed only through the access roads indicated for pedestrians. The pedestrians walking inside the premises of ARCELOR MITTAL must use the specific passages. They must not leave the authorised areas indicated to them. The access roads are marked and should be kept free and clean.

#### **4.3. MATERIALS TRANSPORTATION**

The transportation of materials or goods that can generate dust or particles able to pollute the company's premises shall be made only with appropriate vehicles (trucks, containers, tanks), sealed and covered. The contractors are responsible for the technical condition of the vehicles that may bring products into / transport goods from the company, and must ensure that there is neither contamination risk on the atmosphere nor a general risk on the environmental or employees of ARCELOR MITTAL during the transportation of materials. The vehicles must hold the legal certifications.

Any deviation from this provision may result in stopping / retaining of the vehicle or equipment by the surveillance services of ARCELOR MITTAL. In case of repeated violations of the rules, the authorisation to move inside the perimeter, held by the vehicle and driver, shall be withdrawn immediately. The cleaning and restoration after finishing the repair works are the contractor's responsibility. The contractors who deviate from this rule will lose the vehicle access permit, and will not be allowed to enter the perimeter until the deficiencies have been fixed.

All materials and goods that have spilled accidentally on the access roads or passages shall be removed as soon as possible by the contractor in charge with performing cleaning works. The work will be performed safely, in accordance with the Occupational Safety & Health regulation.

#### **4.4. PARKING AND MAINTENANCE AREAS**

The vehicles must be parked in the designated and approved areas within ARCELOR MITTAL. The parking must always be done facing the exit, especially in the areas where the exit is restricted.

For the vehicles and equipment used by the contracted company in accordance with the rules of ARCELOR MITTAL, the parking and maintenance areas shall be established and agreed along with ARCELOR MITTAL personnel.

Apart from exceptional cases (vehicles for fire-fighting intervention, rescue, environment), the parking of vehicles inside the production halls is prohibited. The access is authorised only for purposes of loading / unloading materials, in compliance with the allowed speed and the other conditions provided in the regulations of the user company.

#### **4.5. PAVEMENT PROTECTION**

The vehicles that do not have tires are allowed to enter the perimeter of ARCELOR MITTAL unit only if they are transported by trailers equipped with proper tires. This is the case of the metal crawler vehicles (cranes, excavators, compressors, compactors) that can affect the pavements.

Any damage caused as a result of ignoring these rules shall lead to a claim against the contractor, for compensation.

#### **4.6. VEHICLE SIGNALLING**

##### **4.6.1 OVERSIZED LOADS**

Take care to the shipments with large widths or less visible parts that can not be seen by the other users and can misleading about the true dimension of the transport (the signalling and



protection of the corners are mandatory). These drivers are responsible for warning the other drivers on the size and nature of transport when they are inside the perimeter.

#### 4.6.2 OVERSIZED VEHICLES

When the vehicles are of exceptional size, they must comply with the local rules of the company.

#### 4.6.3 WARNING SIGNS & CONDITION OF THE VEHICLES

The vehicles must be clean, equipped with appropriate warning lights and complying with the safety and environmental rules of the company.

#### 4.6.4 BLIND MANOEUVRES

When a driver of a vehicle is performing a manoeuvre, especially when driving back in unsuitable conditions, a person must guide the driver either verbally or by signals, and inform the people standing in that area. To avoid any risk of collision, all the required measures shall be taken to ensure the absence of people in that location, between the vehicle moving back and any fixed obstacles.

This manoeuvre must be done very slowly.

The same precautions should be taken when unloading a truck or a transportation vehicle. Guiding the driver while moving back is required, and this must be done in a secure manner and from a suitable distance, for avoiding the possibility of collision. Make sure all lights and audible warning systems are in good working condition and operational when performing this operation.

#### 4.6.5 CONTROLS

In case of deviations from the traffic rules, the traffic surveillance agents are authorised to immediately stop any vehicle that does not comply with the instructions, and to impose the required corrections.

#### 4.6.6 SLOW VEHICLES

All the slow vehicles shall be equipped with sound and light warning systems when moving within the perimeter.

## **5 ASSISTANCE IN CASE OF ACCIDENTS, INCIDENTS, OR FIRE**

### **5.1. GENERAL INSTRUCTIONS IN CASE OF ACCIDENT**

Any witness to an accident at work must perform two essential actions:

#### **a) PROTECTION**

- To protect the victim if there is any danger, to keep him/her safe;
- To remove the cause of the danger and ensure that it is neutralised, and to move the victim if the danger is still threatening him/her in any way;
- If there is no danger, to do not touch anything and preserve the status quo until the arrival of OSH inspectors

## **b) ALERTING**

- The nearest first-aid station;
- **First-aid** – The person whose address and telephone number are specified in the company's instructions.

### **Rules for alerting:**

- To specify the reasons for calling and indicate the place of accident. The caller will ensure that the information is received;
- To give accurate details about the location of the accident;
- To wait for the helpers.

## **5.2. GENERAL INSTRUCTIONS IN CASE OF INCIDENT**

Any incident should be reported and analysed so that the corrective actions can start. If there is an imminent risk, then immediate action must be taken to avoid another incident.

In all cases, contact a sector head and respect the documented procedure of Arcelor Mittal Hunedoara for managing incidents, accidents, nonconformities, corrective actions and preventive actions (Procedure PG 75 - Incident Investigation).

## **5.3. GENERAL INSTRUCTIONS IN CASE OF FIRE**

### **5.3.1. PREVENTION**

If you find a situation that could cause a fire, you should warn the representative of ARCELOR MITTAL.

### **5.3.2. IN CASE OF FIRE**

In all cases, if you discover an early fire and you can not extinguish it immediately by applying the specific instructions for that workplace, keep calm and give the **ALARM** by phone, using the phone numbers displayed in the unit.

The person shall **clearly** indicate:

- His/her name and phone number he/she calls from;
- The reason for calling, the fire location and possible cause;
- Whether there are injured persons;
- He/she must ensure that the information is received and confirmed.

**The staff shall immediately begin to take steps to restrict the extent of the fire using the available equipment, but only in a secure manner.**

## **5.4 GENERAL INSTRUCTIONS FOR EVACUATION**

If necessary, the personnel must be evacuated in accordance with the specific instructions issued by the company.

## 6 INDIVIDUAL AND COLLECTIVE PROTECTION

### Collective protection

When adopting safety measures, the collective protection must take precedence. All identified risks must be eliminated before starting the work, and all appropriate preventive measures must be taken.

#### Examples:

- **Protective railings around openings;**
- **Standardized scaffolding for working at height;**
- **Welding screens**
- **Permits granted for access, working, manoeuvres in installations, after making the specific measurements**

### Individual protection

The contractor shall provide to its own personnel the equipment needed for protection, as well as the specific training on how to use it, as follows:

- **Helmets (with strap under the chin, for assembly works);**
- **Boots;**
- **Gloves;**
- **Safety goggles (for welding, grinding, etc.);**
- **Safety belts or harnesses for working at height;**
- **Gas detection and protection equipment;**
- **Anti-noise protection (earplugs);**
- **Dust masks;**
- **Anything necessary for personal protection;**
- **Reflective vests, if necessary.**

This equipment is always adapted to the type of work to be carried out; the equipment must be worn continuously and efficiently.

In terms of personal protective equipment, the contractors must comply with the instructions in force in the company ARCELOR MITTAL.

The contractor is responsible for providing PPE to its employees. The contractor must ensure that its employees and subcontractors wear it throughout the activities performed in ARCELOR MITTAL unit.

## 7 WORK ORGANISATION

### 7.1 WORKPLACE PLANNING

The representative of ARCELOR MITTAL must check how the contractor has limited the intervention sector, and marked the risk areas inside its work area. All details on the delimitation of work area and its planning will be included in the work convention, without which no work / activity may be started.

The contractor shall install adequate signalling and protection means in its work area for risk prevention (e.g. signs for working at height, excavation work surrounded by resistant protective fencing). It will also ensure the proper lighting at night.



During the course of the work, each contractor must take all measures to ensure the safety of traffic areas, especially by placing resistant fences / protective railings around the work area.

## **7.2 USING THE SOCIAL SPACES**

The contractor's personnel must have access to toilets, locker rooms and canteens. These facilities may be provided by ARCELOR MITTAL or by the contractor concerned.

If they are provided by ARCELOR MITTAL, the representative of AM will indicate the areas and terms of use in the work conventions concluded with the contractors.

If the contractor has its own facilities, they will be installed in the place indicated by the representative of ARCELOR MITTAL. The contractor's representative must submit to the representative of ARCELOR MITTAL a certificate of conformity for these facilities, in accordance with the law. In addition, these facilities must meet all the specific requirements of ARCELOR MITTAL. The work conventions concluded with the contractor will indicate the location of facilities and the terms of agreements made between the parties.

## **7.3. WORK PLACE SAFENESS – INSULATION – LOCKING – WORK AUTHORISATION**

The procedures established by the companies define the requirements for workplace safeness and work authorisation. In general, the personnel of ARCELOR MITTAL make this implementation. If it is agreed that this implementation to be made by the external company, this must be indicated in an official document (e.g. work convention). The qualified personnel under the control and responsibility of the contractor shall perform this operation according to the rules of ARCELOR MITTAL unit.

Remember that securing a workplace means to apply all necessary safety measures to carry out the work without any risk.

## **7.4 FLUID POWER NETWORK CONNECTION**

**Any connection to the fluid power network inside the premises of ARCELOR MITTAL requires a prior authorisation.**

## **7.5 WORK AT NIGHT OR WORK IN ISOLATED AREAS OR WHEN THE ACTIVITY PERFORMED IN THE INTERVENTION SECTOR REQUIRES DISCONTINUATION**

The contractor head must take the required measures to ensure that no employee works alone in a location where he/she cannot be helped as soon as possible if an accident occurs.

The interruption and resumption of the activity when performing a certain work shall be done following the internal instructions of ARCELOR MITTAL, and all details regarding the interruption and resumption of that activity shall be recorded in specific documents.

## **7.6 BORROWING AND USE OF THE HANDLING EQUIPMENT BELONGING TO ARCELOR MITTAL**

### **7.6.1) Borrowing of equipment**

Because the external company is considered a specialist, it must hold all tools and/or equipment required to provide services to ARCELOR MITTAL. These tools and/or equipment must be in accordance with the regulations and rules in force. The external company must use them in accordance with the technical capacity.

However, given the industrial context, ARCELOR MITTAL can provide to the external company certain facilities, especially for handling. The facilities made available to the external company by ARCELOR MITTAL will be mentioned in the documents signed with the contractor (contract, work convention), and are subject to availability, according to their specific purpose of use, limitations of use, maintenance and inspection conditions.

ARCELOR MITTAL undertakes that the facilities made available to the contractor are in perfect working condition. However, the external company must ensure at its own expense (either directly or through an authorised third party) that the facilities are in good working condition before being used by its staff. ARCELOR MITTAL has no obligation regarding to proper use of the facilities made available to the external company.

ARCELOR MITTAL must inform the personnel about the conditions to use the borrowed facilities.

#### **7.6.2) Using the means of transportation / hoisting that belong to ARCELOR MITTAL by the contractor's staff**

As provided in the contract and work & safety conventions concluded with the contractor, the equipment for hoisting / transportation / handling can be made – exceptionally - available to the external company, provided that the employee of the external company, appointed by his/her employer to use the equipment, to be at least 18 years old. The employer shall ensure that this person:

- is medically fit (his/her medical condition was checked within the last year);
- was trained in the instructions for using the equipment in ARCELOR MITTAL;
- is authorised as required by law.

The contractor shall appoint a qualified foreman in charge of supervising the activity and transmission of the necessary orders.

#### **7.6.3) Using the means of transportation / hoisting that belong to ARCELOR MITTAL by an employee of ARCELOR MITTAL for the Contractor**

In Arcelor Mittal Hunedoara, this way of working is prohibited.

Exceptionally, if it is absolutely necessary to use an AM employee, the work & safety conventions concluded with the contractor must specify who will coordinate and supervise the work to be performed.

### **7.7 WATCHING OVER THE GOODS BELONGING TO THE CONTRACTOR**

The external company takes all measures to ensure the protection of equipment, installations, subdivisions, and storing & work areas throughout the work activity. It must inform ARCELOR MITTAL about the measures they have taken before starting the work. All the persons hired as subcontractors to ensure the security of the contractor's property must observe the rules of access, training and verification issued by ARCELOR MITTAL.

## **7.8 STORAGE AND EVACUATION**

### **7.8.1 DURING THE PERFORMANCE OF THE WORK**

The materials and tools that remain in the workplace must be removed every day after work, at the initiative of the external company, to do not block the access roads and to avoid the risk of falling materials.

### **7.8.2 AT THE COMPLETION OF THE WORK**

The contractor must evacuate all materials and debris, clean the workplace and hand it over safely.

The gas containers and all tools or hazardous materials must be removed. The contractor is responsible for personal injury and / or property damage caused by leaving a container with gas or hazardous materials at the workplace.

All excavated spaces or openings made during the works must be systematically filled.

If the contractor failed to clean the workplace, ARCELOR MITTAL reserves the right to do it or to put someone to do it at the expense of the external company.

### **7.8.3 AFTER THE COMPLETION OF THE WORK**

The contractor shall inform the representative of ARCELOR MITTAL that the work is completed.

If required, the contractor will return the following items:

- The access permit;
- The restriction brands, access permits or work authorisations.

## **8 SPECIAL ACTIVITIES**

### **8.1. WORKING AT HEIGHT**

#### **PRINCIPLE**

Working at height must be carried out in accordance with the regulations in force.

#### **8.1.1 SIGNALLING**

All works at height will be indicated by visible signs placed at the edges of the dangerous areas. The contractor shall install these signs at the appropriate places.

#### **8.1.2 WORKING ON ROOFS**

The work on roofs must be carried out in accordance with the regulations in force and, in particular, by observing the preventive measures established through the **Prevention and Protection Programme**, developed in the preparatory phase of work, followed by workplace planning (see Chapter III - Generalities).

The following items shall be taken into account: guard rails, scaffolding, ladders and devices  
- standard or made based on a technical documentation - used to avoid any anchoring equipment which is not sufficiently strong, prohibition to work on slippery roofs, etc.

The access to ARCELOR MITTAL roofs is prohibited. When the access is necessary, the department head (employee of ARCELOR MITTAL) must issue a prior authorisation. This authorisation will be granted when the specific precautions of ARCELOR MITTAL and Contractor have been implemented.

### **8.1.3. WORK ON OVERHEAD CRANES AND CRANE RAILS**

For any type of intervention, the cranes or sections of crane rails, located in the intervention area, should be identified as "out of order", i.e. de-energized, marked as off, stoppers fixed on the crane rails, and recorded in the operative documents of the crane.

The representative of ARCELOR MITTAL authorises the access to overhead cranes only after receiving the approval of those performing maintenance works at the crane.

The external company must take all measures to guarantee the safeness of the personnel responsible for the work, in accordance with applicable regulations and safety procedures of ARCELOR MITTAL.

When conducting a work - construction, installation, repair, maintenance - near a lifting device, any movement of this device is forbidden as long as workers are active in that area.

However, when it is absolutely necessary to move the device for other reasons than for normal operation - because of special works -, these works must be carried out under the guidance of qualified personnel (R.S.V.T.I.).

The intervention of qualified personnel is also required when the work requires access around live conductors.

### **8.1.4 SCAFFOLDING AND LADDERS**

#### **Scaffolding**

Scaffolding or any other equivalent means are compulsory when the regulations require them. They must comply with the regulations in force.

Measures shall be provided to avoid the risk to be hit by the cars or cranes found in their vicinity.

If using elevating work platform equipped with electric lifting equipment, other than the low voltage ones, the platform must be earthed.

#### **Ladders**

The ladders must be used in accordance with the regulations in force.

The stairs shall be made of electro-insulating materials (in power stations and near the electrical installations, no matter where they are installed) or of metal, anywhere else.

### **8.2. TRANSPORTATION OR LIFTING OF THE STAFF**

The transportation or lifting of the staff can be done with devices specially designed for this purpose, which meet the regulations in force.

The persons who drive transportation and/or lifting equipment for people must hold appropriate authorisation to operate such a machine. The employer shall periodically instruct and re-authorise the equipment driver, based on the instructions adapted to the specific machine entrusted to him/her.

## 8.3 LIFTING WORKS

### 8.3.1 LIFTING EQUIPMENT

The lifting devices operated manually or mechanically, used in the workplaces by the external company, must be in good condition and checked regularly.

The external company shall hold permits for the initial verification and periodic inspections established by the institutions authorised for this equipment, whether or not the equipment is its property.

If, during the work, it is found a risk of interference between different machines, the verification is mandatory. The machine priority will be specified, if necessary, in the work & safety convention concluded between ARCELOR MITTAL and the Contractor.

The cranes have priority over the vehicles that are moving inside the premises. An inspection may be conducted in this regard, if necessary.

The cables, chains and hooks must be in good condition, marked, and regularly checked. Any metal cable that has any defect or deformity should be withdrawn from use.

**Parking or passing under loads is prohibited. It is also prohibited to lift persons. The access in areas where the people are working with electromagnets is restricted by specific work instructions.**

### 8.3.2 THE AUTHORISED LOAD BINDER

Definition:

**A trained worker, authorised for binding loads and guiding the crane, and appointed by the employer**

He/she has been trained for:

- Basic rules;
- Conventional gestures and signals;
- Specific operating instructions;
- Manoeuvres and environment related risks.

The main role of this worker is:

- To tie and untie the load, in compliance with the regulations in force;
- To give manoeuvre commands to the crane operator;
- To ensure the safeness of the personnel found on the ground.

The same worker cannot simultaneously bind the load and give manoeuvre commands to the crane operator, but, successively, he/she can bind a load and then guide the load handling operations.

**Remark:** When using hoisting equipment controlled from the ground, the operator must have the specific training and authorisation in this regard.

The external company will nominate the ground operators every time it assumes responsibilities of lifting operations.

### 8.3.3 TOWING

Using machines that require coupling / towing is prohibited without the prior authorisation from ARCELOR MITTAL. This applies to any binding element that is too weak.

## 8.4 EXCAVATION WORKS

The excavation works can not be made without the approval of the design department of ARCELOR MITTAL, which will notify the external company on the electrical wiring or pipelines existing in the ground.

The expenses for any unforeseen dislocation of pipes or electrical cables shall be borne by ARCELOR MITTAL, but the external company can not take advantage of it and shall be responsible for any damages or accidents occurring because of this. The depth works must be carried out manually.

The excavations must comply with the law and regulations in force.

## 8.5 GROUND WORK

The mounting holes shall be protected with resistant railings to eliminate the risk of falls. The mounting, dismantling or access on the decks crossing any mounting holes shall be made only after verifying the integrity of the decks and taking all measures to prevent the falls. The external company shall identify all risks of falls and apply all appropriate measures to prevent falls, e.g. resistant handrails, denied access, signalling, providing lighting.

## 8.6 WORKING IN CONFINED SPACES (WELLS, TUNNELS, CANALS, RESERVOIRS)

The work in confined spaces is regulated by the specific occupational health & safety procedure of ARCELOR MITTAL.

The activities performed in spaces defined as confined spaces must be preceded by an analysis of the **risks** that may be encountered during the work:

- Insufficient or excessive oxygen;
- The presence of toxic gases;
- Explosion;
- Burial or drowning;
- Falls from height;
- Falling objects or tools;
- Contact with toxic products;
- Others.

In accordance with the procedure of ArcelorMittal Hunedoara, this analysis will determine the equipment needed for the personnel's safeness, as well as the measures to be applied for the collective safeness.

The works in confined spaces should always be performed under the supervision of one or more persons, who will permanently remain near the hazardous area and have the required communication means to call for help if needed.

The works in confined spaces will be executed only after receiving the **permit for access in confined spaces**.

## 8.7 WORKS AT RAILWAYS

No work on railways may be performed without the approval of the person responsible for railways in that area. This person must be notified when the works is completed.

The legal provisions in force shall be observed when working on the railways around them. The safeness of the staff assigned to perform these tasks must be provided by isolating those railways or by establishing a **safe** separation between the working areas and the traffic areas.

If this is not possible, then warning systems must be implemented to alert the personnel when the vehicles are approaching, e.g. installation of an automatic warning system.

The external company shall appoint a person in charge with the operations carried out on the railway network. His/her role is the supervision of the workers' position during the intervention.

## 8.8 STORAGE, TRANSPORTATION AND USE OF FLAMMABLE OR EXPLOSIVE MATERIALS

The flammable or explosive materials used at workplaces shall be clearly marked and stored in a place approved in accordance with the safety and health procedure issued by DSSM/MSG on the management of these substances in the company. Their use shall be governed by an agreement concluded with this department. The transportation and use of explosive materials and the establishment and operation of such deposits must comply with the laws and regulations in force. Also, a special agreement must be obtained in this respect.

The disposal of waste from flammable or explosive materials outside the company (materials sent to approved centres) is the contractor's or sub-contractor's responsibility, and this action shall be done daily.

The explosive materials must be used in accordance with the law. In ArcelorMittal Hunedoara, the storage of explosive materials is prohibited, and their handling and use may only be made by specialised companies, based on a specific services contract.

Sufficient safety measures shall be taken to prevent personal injury or equipment damage.

The written instructions shall be determined by the authorised contractor that uses explosive materials.

## 8.9 WORKING NEAR THE LIQUID METAL

If there is a risk of liquid metal spilling or splash, all personnel working in these areas must be under the jurisdiction of the personnel trained by the head of that sector of activity.

The contractor must install adapted individual or collective protection (e.g. protective shields) for its own employees.

**REMARK: Any water contact with liquid metal produces a very high risk of explosion.**

## 8.10 WORKING IN ELECTRICAL INSTALLATIONS

The access in the electrical rooms and installations is reserved for electricians, who must hold updated authorisations, in accordance with the procedure of the company ARCELOR MITTAL (the authorisation of electrician is required).

### 8.10.1 CONNECTIONS

The external companies may be connected to the electrical grid of ARCELOR MITTAL only if there is an agreement concluded in advance.

#### **Service limits and responsibility:**

ARCELOR MITTAL is responsible for supplying electricity up to the connection to the power source. The service is limited to providing electricity to these connections.

Any contractor's intervention to the power supply or connector is forbidden.

Starting from the connecting element, the power supply through the circuit from the connecting element to the consumer is entirely the responsibility of the contractor.

#### **Design of electrical installations owned by the external company:**

The projects for enclosures and cabinets containing electrical equipment, as well as the equipment for which Arcelor Mittal provides electricity, shall be developed and implemented in accordance with the technical and safety regulations in force.

The electrical equipment must be regularly checked, especially before starting / commissioning / powering-up, or after undergoing significant changes.

If it is found that an electrical installation is in bad condition, the representative of ARCELOR MITTAL reserves the right to prohibit the use of electrical equipment and to request a certificate of conformity issued and approved by a competent organisation, before purchasing the installation.

### 8.10.1 WORKING ON ELECTRICAL EQUIPMENT

The operational staff should be instructed to know the electrical hazards, and must hold written authorisations complying with the procedural requirements.

- The contractor will start the work only after receiving, from the representative of ARCELOR MITTAL, a work authorisation specifying the type of work and the exact coverage of the workplace.

- The representative of ARCELOR MITTAL who is responsible for insulation is the only person empowered to conduct the operations (insulation or uninsulation), except when the installations were new before the reception and the specific cases included in a special contract.

- When carrying out works in the vicinity of the electrical conductors or energized electrical equipment, the staff shall take all measures to prevent the direct or indirect contact with these ones or with materials which are in contact with them. All the procedural regulations of ArcelorMittal unit shall be observed.

## 8.11 WORKING IN AREAS WHERE GASES AND TOXIC PRODUCTS ARE USED

#### 8.11.1 GASES AND TOXIC PRODUCTS MADE BY THE USER COMPANY

For working in areas at risk of exposure to toxic gases and products, all measures for the protection of staff, goods and environment must be observed, in accordance with the legal regulations and procedural provisions of Arcelor Mittal.

#### 8.11.2 GASES AND TOXIC PRODUCTS USED BY THE CONTRACTOR

If the external company intends to use toxic gases / toxic or corrosive products, it must declare this during the preparation of the contract / work, to be included in the Prevention Plan. This does not in any way absolve the contracting company from observing the legal regulations and related prohibitions regarding the use of these products.

Before starting any work, the external company must disclose to the users and medical services of ARCELOR MITTAL the information needed for prevention and safety, in a document on the gases and toxic products intended to be used.

#### **Particular cases of CMT products (carcinogenic, mutagenic, toxic) and HCA (hazardous chemical agents)**

It is forbidden to enter the company with products containing HCA or CMT. Where the work requires using CMT because no equivalent products are available, the contractor will prepare a document and submit it in advance to the clients, showing the extreme need to use this product. The document will describe the measures taken for the employees' safety, to avoid exposing other people who are working in the vicinity of the place where the contractor works. This will be done in accordance with the national regulations in force.

Before using any HCA products, a risk assessment is required to ensure the health and safety of the people who work with these products and the people found in the work area. This will be done in accordance with the national legislation.

The containers should be clearly labelled and stored in a safe place that does not pose any danger to people, property and environment.

Waste disposal outside the plant is the responsibility of the contractor, and shall be made daily. The waste will be carried to the centres approved for this purpose.

#### **8.12 WORKING IN RADIOACTIVE AREAS**

The introduction, use and storage of radioactive materials, as well as the use of ionizing radiation devices, may be done only under the supervision of a competent person appointed by the external company, this being the responsibility of that company. The legal provisions in force must be specifically applied.

The competent person appointed by the external company should contact the person in charge from ARCELOR MITTAL, and may introduce, use or store these sources only after receiving the written authorisation. The competent person appointed by the external company will signal any incident that can create radiations or risk of staff contamination. The external company must hold authorisation for possession of radioactive materials from C.N.C.A.N.

The access to "controlled" areas, where radioactive elements are used or where they are stored by the contractor, is strictly prohibited, except those "competent" persons (under the



law) and only after receiving the authorisation from ARCELOR MITTAL. These areas must be marked by panels, behind which the circulation is prohibited.

### **8.13 WORKING IN AREAS WITH NOISE, MOTO-COMPRESSORS AND POWER GENERATORS**

The moto-compressors and power generators working in the premises of ARCELOR MITTAL must comply with the laws in force regarding the noise levels and/or to be taken technical and organisational measures for the reduction of personnel's exposure to noise.

### **8.14 SAND BLASTING AND PAINTING WORKS**

There must be signs to delimit the dangerous areas, containing the words "WARNING – SAND BLASTING" or "WARNING – PAINTING".

The external company must mark the dangerous areas. Any damage caused to facilities, buildings and vehicles placed around the workplace is the responsibility of the external company.

#### **8.14.1 PAINTING WORKS**

The painting works shall be carried out in accordance with the legal provisions and regulations in force containing special measures concerning the protection of employees performing this activity.

#### **14.2 SAND BLASTING**

The sand blasting works shall be carried out in accordance with the legal provisions containing special measures concerning the protection of employees.

### **8.15 WORKS INVOLVING SHOOTING OF BOLTS**

To perform bolt shooting operations, only authorised compressed air guns may be used. All safety measures shall be taken to prevent any hazards that might affect or hurt other employees. The person from the external company who performs such work must hold the required authorisation.

### **8.16 WORKING WITH SUSPENDED LOADS**

It is essential that the suppliers and installers of the equipment used for handling suspended loads to take into account the need of controlling the strength of supports and straps. Also, the method used for assembly (welding or insertion) must be taken into account.

Moreover, the first lifting of the load after assembly, or the replacement of parts after maintenance operations, must be carried out only after the evacuation of personnel from the areas where an accidental fall of the suspended load could cause accidents.

### **8.17 WORKING IN AREAS UNDER EXCESSIVE HEAT**

The external company shall take all measures for staff to work in good and safe conditions, such as adapted individual protection, ventilation, organisation and rotation of the personnel.

## **9 TESTS**

During and after the work, certain tests of machinery or equipment must be carried out. In this regard, the contractor shall take all measures to ensure the personnel's safeness and to evacuate the workers from the dangerous areas. Also, certain provisions are required to ensure the safeness of the person who carries out the tests.

In particular, the first pressurisation of the containers / tanks, the first power-up of the electrical installations, the placement or replacement of toxic or explosive gas pipes, and the pressurisation of hydraulic circuits must be carried out only after the evacuation of staff from the dangerous areas. Only the authorised personnel that is strictly necessary for testing is allowed to intervene.

In case of new installations, the certain duties of the persons in charge with insulation works must be clearly specified.

## **10 INSPECTION OF THE WORKPLACES**

The representatives of ARCELOR MITTAL, the responsible for occupational health and safety, the managers and any employee of ARCELOR MITTAL in charge of monitoring a work performed by an external company are empowered to make visits / verification of the occupational safety at workplaces and to prepare a report.

Any remark recorded by the representative of ARCELOR MITTAL following a risk notification may lead to stopping the works and resuming them only after the implementation of the necessary corrective measures.

These reports on the visits to workplaces will be used to establish a classification of the external companies that will be taken into account during the next consultations on the desirability of continuing the partnership.

## **11 CLASSIFICATION OF COMPANIES BASED ON THE SAFETY MANAGEMENT**

To quantify the safety procedures of the external companies who work in ARCELOR MITTAL and to take into account the safety results, the inspectors from the Department of Occupational Health and Safety, representatives of ARCELOR MITTAL, will perform a safety audit in the perimeter of the company and prepare an audit report.

The classification resulting from these audits will be taken into account during the consultations for new services.

## **12 CERTIFICATION OF LEARNING THE GENERAL INSTRUCTIONS**

With the receipt of this document, the external company will certify by authorised signature the reception of the general safety instructions of ARCELOR MITTAL, and it undertakes the responsibility to make them known and observed by its staff and by the staff of all subcontracted companies used to perform works in the premises of Arcelor Mittal.

## 13. SAFETY AND APPROVALS

13.1. According to the global corporate policy of the Beneficiary, each contractor will make the best endeavours to get a safety approval according to SR ISO 45001/2018.

13.2. Each contractor shall observe the “Golden rules of AM Hunedoara” – cardinal rules:

### Rule no. 1 – Proper physical and mental state

- Each worker should have regular medical examination conducted according to the job requirements;
- If the worker has certain restrictions imposed by the occupational physician, he/she must comply with them;
- Each worker must come to work in a proper mental and physical state, without being under the influence of alcohol or drugs.

### Rule no. 2 – Working at height

- The workers must use personal protective equipment in proper condition for working at height, and the complex safety belt well-fitted above the work plan;
- When working at height, the workers must use only approved ladders and scaffolding, secured against overturning;
- The access on the roof of buildings and halls is forbidden without holding an access permit!

### Rule no. 3 – Insulation of dangerous power sources

- You must observe the procedure for locking / insulation of power sources when working on any equipment connected to such sources (electrical, mechanical, kinetic, pneumatic, etc)!
- Be sure that all power sources are off, insulated and marked!
- Do not interfere with the work equipment during operation!
- Use the restriction mark for working on stopped equipment!
- Check if the STOP button is activated!

### Rule no. 4 – Confined spaces

**You should never work in confined spaces without holding an ACCESS PERMIT!**

- You should use gas detectors and means of communication while working in confined spaces, in accordance with the identified hazards;
- It is mandatory that a saviour authorised, trained and equipped with appropriate rescue and communication equipment to ensure supervision throughout the works performed in confined spaces;
- It is imperative to **immediately stop** the work and **leave** the confined space if there are changes in the initial conditions of work;
- It is mandatory to use the complete personal protective equipment / complex safety belt and suitable tools and devices while working in confined spaces.

### Rule no. 5 – Cranes & suspended loads

**NEVER STAND UNDER A SUSPENDED LOAD!**

#### 5.1 Rules for department managers:



- To ensure and verify the authorisations of all crane operators and load binder operators;
- To ensure timely approvals of all cranes;
- To provide only standardised binding devices for the load binder operators.

#### **5.2 Rules for crane operators:**

- To check all safety systems and devices before each use of the crane, and record the results in the crane register;
- To use audible warning systems while working;
- To use only safe access ways to go on the cranes;
- To use fall protection devices when checking the cranes.

#### **5.3 Rules for load binder operators:**

- Only the load binder operators are authorised to make manoeuvres. If there are more than one, a leader must be chosen and distinguished by a visible mark;
- To use only standard binding elements, according to the load weight, containing all the identification elements;
- To keep a safe distance from the suspended loads;
- To do not stand between the load and a fixed structure;
- To properly perform the binding and unbinding operations;
- To stay outside the wagons / trucks during the loading / unloading operations.

#### **Rule no. 6 Vehicles**

- Each driver must hold a valid driving license or permit;
- Each driver must observe the traffic rules;
- Each driver must drive only vehicles whose technical inspection is made in due time and / or to submit a valid maintenance plan;
- Each driver of operational vehicles should perform a safety check before starting the work;
- The people may be transported only by vehicles designed for this purpose, observing the maximum number of persons provided;
- The load must be secured against displacement and/or falling during transportation.

#### **Rule no. 7. Railway safety**

##### **7.1. Rules for Logistic Department workers**

- Enter and exit from binding and unbinding the rolling stock only under the buffers and after the train is stopped and locked by a shoe;
- Secure the stationed wagons with shoes and handbrake;
- Acoustically signal the approaching and crossing the road passages.

##### **7.2. Rules for all traffic participants in the premises of AM Hunedoara SA**

- Observe traffic signs, acoustic and visual signals of the rail vehicles or given by the switchmen at railway level crossings;
- When crossing the railway by vehicle or walking, use only the railway level crossings properly marked and arranged;
- It is forbidden to cross the railway lines with moving rolling stock, regardless of the distance to it;
- The driver and the other passengers must use seat belts throughout the movement, where they are fitted;
- The driver must observe the speed limit while travelling;
- Smoking is prohibited in the vehicles belonging to AM Hunedoara;
- Mobile phone usage is allowed only when using hands-free devices;

- The vehicles shall move permanently with the dipped headlights on.

## **Rule no 8. Gases and explosions**

### **8.1. Gas risk**

- Each worker must use the gas detectors according to hazard identification and risk assessment when working in areas containing concentrations of hazardous gases;
- Each worker must use autonomous breathing apparatus, checked on time and in proper condition, when working in areas with concentrations of dangerous gases.

### **8.2. Explosion risk**

- Each worker must respect the prohibition to use open flames in the areas marked and identified at risk of explosion;
- Each worker must hold a permit to work with fire and observe the imposed conditions when working in areas at risk of explosion;
- Each worker must use only appropriate tools and devices when working in areas at risk of explosion.

## **Rule no. 9. Electrical Rules**

- Each electrician must be authorised for the category of works carried out by him/her;
- Each electrician must use the personal protective equipment completely;
- Each electrician must be trained for the category of works carried out by him/her;
- The intervention in electrical installations without authorisation IS PROHIBITED;
- The intervention in electrical installations without personal protective equipment complete and checked IS PROHIBITED;
- Making improvisations in electrical installations, removing or changing of the protections IS PROHIBITED;
- Manoeuvring by one person IS PROHIBITED.

## **Rule no. 10. General Rules**

- Each worker must use the personal protective equipment completely and in good condition while working;
- Each worker must use only the access roads established for pedestrian traffic when moving between the work place / locker room and the boarding station, or between different work places;
- All employees must use handrails while descending stairs.

### **13.3. Penalties for infringements, non-compliance, events and breaches of the rules, procedures, decisions, occupational health and safety instructions and emergencies:**

**b.1. At the first non-compliance detected (other than breaching an implemented cardinal rule), \*the following actions / penalties shall be applied: written notification + request for corrective measure**

**b.2. At the second non-compliance detected (other than breaching an implemented cardinal rule), \*the following actions / penalties shall be applied: written notification + request for corrective action plan**

(\*Over the course of 12 months calculated back from the date of the non-compliance concerned)

**b.3. At the third non-compliance detected (other than breaching an implemented cardinal rule), \*the following actions / penalties shall be applied: 5% of the monthly payments under the respective contract**



(\*Over the course of 12 months calculated back from the date of the non-compliance concerned)

b.4. For breaching an implemented cardinal rule, the following actions / penalties shall be applied: 10% of the monthly payments under the respective contract + request for corrective action plan

b.5. If an accident or an event that caused serious material damage to the BUYER occurs in the contractor’s work area, the following actions / penalties shall be applied immediately: 20% of the monthly payments under the respective contract + request for corrective action plan; AMH reserves the right to terminate the contract without any other formalities.

If an accident or an event occurs in the contractor’s work area, the BENEFICIARY and the CONTRACTOR appoint a panel of experts who will analyse and establish the causes that led to the accident or event, and decide on the actions / measures to be taken by the BENEFICIARY and the CONTRACTOR to prevent such incidents in the future. This type of analysis is called “Why, Why, Why”.

b. 6. If alcohol found after performing checks with specific measuring equipment, the access of that worker will be immediately prohibited in the premises of AM Hunedoara.

c. In case of a fatal accident or an event with major material damage caused to the BUYER, the management may decide to terminate the service contract and put the provider on the Black List.

**CONTRACTOR,**

**BENEFICIARY,  
ArcelorMittal Hunedoara S.A.**

.....,  
.....

Health & Safety Manager  
Ulmean Adrian