

# HSSE Lifesaving rules



# Introduction

Our Life Saving Rules are an integral part of our HSSE framework, and it is up to everyone in APMT to know them, understand them and above all follow them.

Compliance with the Life Saving Rules are a condition of employment within APMT and must be followed at all times. They must also be complied with by APMT's contractors, subcontractors and relevant third-party vendors and APMT personnel involved in joint venture projects.

*"We are committed to keeping our people's safety a priority in our ways of working and we count on you to respect and follow the life saving rules of APMT."*

*Why? Because we care!*

The logo for APM Terminals, featuring the text "APM TERMINALS" in a bold, black, sans-serif font. To the right of the text is a stylized orange graphic consisting of two parallel diagonal lines, followed by the tagline "Lifting Global Trade." in a smaller, orange, sans-serif font.

**APM TERMINALS**  Lifting Global Trade.

# 1. Emergency plan

Know the emergency plan for your site. Be aware of the emergency number and first aid arrangements.

*An emergency situation could put you at great risk. The more you know what to do in an emergency, the safer you and your colleagues will be.*

*Stay calm and follow the procedure.*

What is expected of you

- I know the closest emergency exit from where I am right now.
- I know what I have to do in case of an emergency.
- I know how to get first aid if there is an accident.
- I will follow the instructions from the emergency team.
- If I identify an emergency I know the number to call.





## 2. Competence, Training & Procedures

Follow your training, Standard Operating Procedures and site instructions. Only competent persons are allowed to carry out the work.

*You should be competent to perform your activities.*

*When applicable, specific training will provide you with the right competence. Procedures are in place to ensure that all activities are performed according to our values in a safe way*

What is  
expected of you

- My responsibilities are clear to me.
- I follow the procedures and, if not clear, I will ask for support.
- I only do work and operate equipment that I am competent and authorised to do.
- If required, I will follow specific training to achieve the right competence.



### 3. Drugs and Alcohol

Do not work under the influence of drugs or alcohol.

Consider the side effects of any medication you are taking.



What is  
expected of you

*Working under the influence of drugs or alcohol can impair judgment and be a threat to safety. This is a particular problem to safety critical activities and in high risk areas where it is important to maintain high levels of concentration to stay safe. Working under the influence of drugs or alcohol is not permitted.*

- I will inform my line manager in case of taking medication that could influence my ability to work safely.
- I am aware that drugs and alcohol can negatively influence my response to recognise a risk.
- I am aware that drugs and alcohol in the workplace is not tolerated.





## 4. Driving and pedestrian safety

Drive safely – be alert to your surroundings. Pedestrians must be always alert for vehicles. Follow defined routes and respect site rules.

*Lack of concentration and awareness of your surroundings when walking or operating a vehicle significantly increases your risk of a serious accident. You need to be aware of, and follow, the safe access routes and site rules. Plan your routes and always consider others.*



What is expected of you

- I will always stay alert to my surroundings.
- I follow site safety rules and safe access routes.
- I always wear a seatbelt when driving or operating a vehicle or sit on plant or machinery.
- I do not exceed the speed limit and respect the road and site traffic rules.

**Look out**  
for each other!



## 5. Mobile (Cell) phone

Only use your mobile phone in a safe area. Do not use your mobile phone while walking, operating plant or machinery or driving.

*The use of a mobile (cell) phone reduces your attention to hazards and risks. While driving it increases your chances of having an accident by Four. While walking it is common to trip or walk into something if you are not concentrating. On a busy construction site these odds are increased significantly.*

What is  
expected of you

- I recognise that my attention is reduced when using a mobile.
- I will only use my mobile when I am in a safe location.
- I will never use my mobile when operating plant or machinery or while driving.



**NO PERSONAL CELL PHONES  
ALLOWED IN WORK AREA**  
PERSONAL CELL PHONE USE IN DESIGNATED  
BREAK AND LUNCH AREA ONLY



## 6. Personal Protective Equipment (PPE)

Always use the correct PPE for the task and hazard. Follow your site specific instructions.

*Personal Protective Equipment is important to protect you from risks that cannot be controlled in any other way. The risk assessment for your activity and site rules will define which PPE is to be used. Some PPE requires training to ensure it is fitted and used correctly*

What is expected of you

- I understand the importance of using PPE to keep me safe for certain activities.
- I will wear my PPE as required and keep it in good condition.
- If I need additional PPE I will ask my Supervisor.
- I will ask for support if I am unsure how to use it or if it requires replacement.





## 7. Permit to work / access

Work with a valid permit when required, (e.g. Hot works, Confined Spaces, Commissioning, Testing and Energised Systems)

*Some activities need to be strictly controlled to ensure they are carried out in a safe way or to ensure that people doing work are protected from other works in the area. You must follow the permit processes applicable to your activity and the location of your work. Do not work outside the scope of the permit issued.*

What is expected of you

- I am aware of the permit requirements for my work activities and my work location.
- I will follow the permit requirements for my work activity.
- I will only carry out work allowed by the permit and the areas in which I work.
- If I have doubts about the safety of any work activity I will stop and ask my Supervisor or Line Manager.
- I will stop and re-assess if any conditions change.



## 8. Lock Out – Tag Out (LOTO)

Apply LOTO on all energised systems before any intrusive works take place or guards are removed.

*Work with energised equipment is a high risk activity. This applies to electrical work and work within the vicinity of moving machinery. Mistakes can lead to fatal or serious and permanent injuries. Only trained and competent people are allowed to perform LOTO.*



What is expected of you

- I am aware of the high risk of working with energised equipment or in the vicinity of moving machinery.
- I will always apply the LOTO procedure before starting intrusive works on energised or moving equipment.
- If I am not trained on LOTO or do not have the right equipment I will stop and inform my Supervisor or Line Manager.
- I will ask for help in ensuring the equipment is isolated and locked off if I am not to do LOTO myself.





## 9. Safe Work at Height

Do not start any work at height without adequate fall protection control measures.



*Falls from height or items falling from height pose a significant risk of fatal or serious injuries. It is important that all work at height activities are planned with the priority to prevent a fall. Safety instructions for work at height will provide details of arrangements for safe access which must be followed.*

What is  
expected of you

- I have the right equipment for working at height and I am competent to use it.
- I secure tools and work equipment to prevent falling objects.
- I will ensure that the area below my works is clear and an exclusion zone is created.
- If I have any concerns about working at height I will stop and ask my Supervisor or Line Manager.





## 10. Lifting Operations

Hazard identification and risk assessment are an integral part of planning a lift.

*Lifting and hoisting operations are among the major causes of fatalities and serious incidents. An assessment of the lift and determination of the lift method, equipment and number of people required are critical to planning of the lift. A lift plan is required for every lift. If the lift deviates from the plan, make safe and stop the job.*

What is expected of you

- I will ensure I am clear of overhead loads and areas of potential impact.
- I will not use any manual handling to stop a swinging load.
- If I am involved in planning/performing lifting and maintaining lifting equipment I shall be trained and competent for my role.
- If I am unsure or have any concerns I will speak with my Supervisor or Line Manager.





# 11. Working over or near water

A comprehensive risk assessment is required for this kind of construction work, taking into account the hazards identified and evaluated during the assessment.

*Working on in or near water has been identified as a Critical Risk. The risks associated with working on, in or near a water body should be eliminated wherever possible, otherwise the risks of undertaking the work activity must be minimised.*

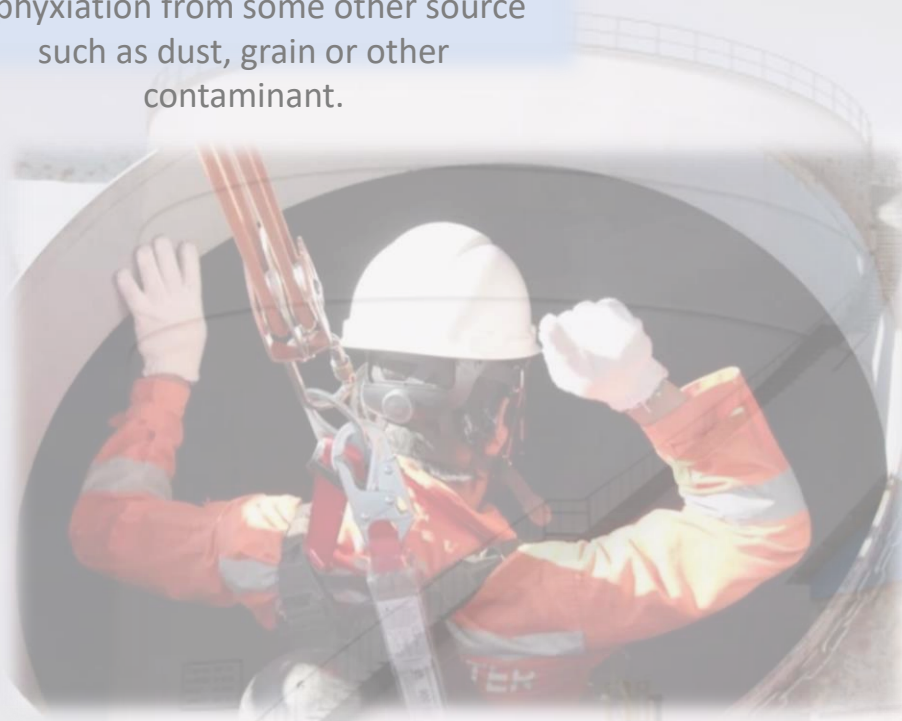
- If I am involved in planning/performing work on or over water I shall be trained and competent for my role.
- I am aware of the emergency arrangements.
- I will wear all appropriate additional safety equipment as required, this will include how to check, use and the care of a lifejacket provided.

What is expected of you



## 12. Confined Spaces

Working in a confined space is dangerous because of the risks from noxious fumes, reduced oxygen levels, or a risk of fire, flooding/drowning or asphyxiation from some other source such as dust, grain or other contaminant.



What is  
expected of you

*Wherever possible, you should avoid carrying out tasks in confined spaces. Where this is not possible, you must assess the risks of the particular confined space and plan how you will control those risks.*

- If I am unsure if a work area is a confined space or not I will not begin work and will check with my Supervisor or Line Manager.
- I will not enter any confined space unless I am trained and competent for my role.
- I am aware of the necessary emergency arrangements.
- I will wear all appropriate additional safety equipment as required.

