

Life-Saving Rules

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Version 2, update: 06.08.2025



Introduction

The Life-Saving Rules are eight basic safety rules that will be mandatory as of **2022**, for all Stock Spirits Group (SSG) colleagues and all our contractors.

The rules focus on activities that have the highest potential threat of severe injury when safety rules are not observed. The topics are not new.

The Life-Saving Rules simply re-enforce the existing procedures, ensuring that everyone who works for us or with us follows them and gets home safely.



Introduction

We need the Life-Saving Rules because:

- We care and don't want you to get hurt.
- A culture of responsibility, accountability and compliance will reduce the number of injuries.
- We face high-risk work in our company every day.
- These basic rules remind us that safety behavior can protect us from the most common life-threatening hazards.





Life-Saving Rule 1:

**Work with a valid work permit
when required**

Who and what

Who?

SSG employees, all contractors working for SSG.

What?

- You need a work permit for executing activities at risk unless a standard work procedure already exists or the site procedures otherwise exclude the requirement.



What (ctd)

SSG expects you to have a work permit in cases like:

- Confined space work
- Working at height
- Excavation (digging in the ground)
- Hot work (drilling, welding, sawing on or near equipment containing hazardous substances)
- Construction/demolition work
- Line breaking of piping/equipment hazardous substances or conditions
- Working with high voltage systems



What do you do and when do you do it?

What do you do?

- A work permit is required when indicated by management at your site.
- Check on your site and for your work when you need a work permit.

When do you do it?

- A permit is required for most maintenance and cleaning activities so that the hazards can be assessed and a safe working environment can be created.
- A permit is required for all site activities at risk.



Where and why?

Where?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers' sites, toll manufacturers facilities.
- When commuting to those locations.

When do you do it?

- Failures in permit procedures have been the root cause of major industrial catastrophes.
- Permits are there to protect people from getting hurt.





Life-Saving Rule 2:

Obtain a permit for entry into a confined space

Confined space is a partially closed place or equipment which is difficult to access.

Who and what

Who?

SSG employees, all contractors working for SSG.

What?

Before entering a confined space, ensure the confined space entry procedure has been followed and that the confined space is safe to enter.



What (ctd)

Conditions can be inadequate for humans to survive, due to the presence of hazardous conditions.

These hazardous conditions may include the following:

- The potential presence of toxic or other hazardous substances
- The absence of an adequate level of oxygen
- Mechanical hazards (not fully isolated agitators or other moving parts of machinery)
- Unexpected ingress of solids, gases or liquids
- Risk of engulfment in solids such as powders, grains, etc.
- Extreme temperatures
- Biological hazards



What (ctd)

The work to be done in a confined space can be also dangerous, for example when:

- Using flammable solvents for cleaning
- Cutting or welding
- Dealing with heavy pieces of equipment etc.

In the risk assessment you also need to check if the work you will perform in the confined space is safe.



What (ctd): examples

Examples of confined spaces are:

- Tanks and vessels
- Furnace chambers
- Tank pits
- Elevator pits
- Reactors
- Mixing vessel
- Ducts
- Sewers
- Excavations/excavated areas
- Boilers
- Silos containing fine solids, grains etc.
- Large diameter pipelines



What (ctd) – considerations and what to do?

What do you do?

For any confined space entry, a work permit is always required. All confined spaces should be identified and indicated by the management. You should be aware of them and ask the management if you have any doubt about confined spaces.

Where do you do it?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers' sites and toll manufacturers facilities.



When and why

When?

- A permit must be issued before entering any confined space. Confined spaces are defined locally and include locations where access is restricted and where there may be a hazardous atmosphere.

Why?

- Confined space entry is a very high-risk activity.
- Any small mistake can allow an incident to happen.
- Two-thirds of confined space fatalities occur among colleagues or contractors who intend to rescue somebody.





Life-Saving Rule 3:

Use fall protection when working at height

Working at height means:

To work at heights above certain or locally defined elevation, where there is a risk of being injured by falling from, into or through one Surface to another surface level.

Who and what

Who?

SSG employees, all contractors working for SSG.

What?

- Always use fall protection when working at height.
- Check that your fall protection equipment works properly and you know how to use it.

To access areas of different levels there are different types of approved equipment we may use, e.g.:

- Fixed or mobile ladders
- Fixed scaffolds
- Pre-fabricated mobile scaffolds
- Mobile elevated work platforms



What (ctd)

In addition to approved equipment to work at height, you may need to wear safe personnel protective equipment. This could be:

Personal protection is necessary to prevent or control falls where hazards cannot be completely eliminated.

A strong Anchorage is necessary to connect the fall protection equipment.

Examples of situations in which you could be working at height:

- “Climbing” tank trucks, Isotanks and similar equipment for loading / unloading operations, taking samples, cleaning or maintenance.
- Accessing high parts of storage tanks, process vessels, columns etc.
- Working near/on the roof for cleaning, maintenance, repairing lamps etc.
- Working on elevated pipe racks.



What (ctd) – considerations and what to do?

When working at height:

- wet or slippery surfaces should be avoided.
- the area underneath should be isolated if there is the risk of falling objects to hurt other people.
- scaffolds, ladders, platforms or other structures have to be appropriate and approved for the total load (weight).
- all equipment used for safe access, personnel protective equipment and fall protection, devices should be inspected regularly.

What do you do?

Check the procedures at your location to be sure where you need to use fall protection.



Where, when and why

Where?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers sites and toll manufacturers facilities.

When?

Use fall protection when working at a height.

Why?

Falls from height continue to be a major cause of fatalities in industrial operations and construction activities.





Life-Saving Rule 4:

**Make sure moving
machinery is guarded**

Who and what

Who?

SSG employees, all contractors working for SSG.

What?

Moving machinery is machinery that has moving parts in it, e.g. a mixer in a vessel.

Moving machinery can occur in different ways e.g.:

- Rotational
- Material moving over a conveyer belt
- Vertical or horizontal moving parts



What (ctd)

- Machinery with moving parts is protected by guarding.
- Guarding is a physical barrier to protect individuals.
- Guarding on work equipment offers a physical barrier, designed to protect individuals from personal injury. Moving parts or the spontaneous detachment of materials from work equipment increase the risk of personal injury.

Vehicles are not considered moving machinery; e.g. cars, vans, trucks, forklifts and other transport vehicles



What (ctd): hazards

Mechanical hazards from moving parts of machinery:

- Machine movements can be rotary, sliding, reciprocating and combinations among them. These movements can cause incidents involving people if they have access to these moving parts of machinery.
- The most common mechanical hazards for people are: crushing, shearing, cutting, entangling, trapping, impact hazards, friction or abrasion, spontaneous detachment of materials etc.



What do you do?

Always assess if the machinery has moving parts before you start to work. Work according to the procedure of the site to make sure that moving machinery is guarded.

You need to make sure that the guarding is in place before operating machinery. During the work you are not allowed to remove the guarding.



Where, when and why

Where?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers' sites and toll manufacturers facilities.

When?

All moving machinery needs guarding; ensure guarding is replaced after maintenance activities.

Why?

SSG employees and contractors have suffered severe injuries when working with moving machinery without adequate guarding.





Life-Saving Rule 5:

**Obtain authorization before
disabling safety equipment**

Who and what

Who?

SSG employees, all contractors working for SSG.

What?

- Follow procedures to obtain written approval before disabling safety equipment.
- Safety equipment is required to prevent incidents and mitigation of incidents. Faulty or disabled safety systems cost lives.



What (ctd)

Never operate machines or equipment without their safety equipment in place, unless a written authorization is issued containing appropriate actions to ensure the work can be done in a safe way **and for a defined (or limited) period of time.**

Obtaining authorization needs to be done according to the procedure on site. Authorization is a written authorization.

What is disabling?

Disabling means that safety equipment no longer works according to its intended function. The safety equipment no longer prevents incidents or mitigate their consequences.



What (ctd): examples

Examples of safety equipment are:

- Interlocks
- Alarms
- Safety valves
- Pressure relief systems
- Standby systems
- Programmable electronic systems (PESs)
- Machinery safety systems
- Fire fighting/Mitigation systems
- Safety instrumented systems

E.g. You cannot disable a pressure relief valve from a pressure vessel without authorization. When operating a pressure vessel without this safety equipment, the pressure in the vessel can increase above its maximum allowance that can cause its rupture or even an explosion.



What do you do, when, where and why?

What do you do?

When you want to disable safety equipment for your work you need to get authorization to do so before you start working.

When?

Safety critical equipment, including interlocks and alarms, should never be disabled without prior written approval.

Where?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers' sites and toll manufacturers facilities.

Why?

Faulty or disabled safety systems cost lives.





Life-Saving Rule 6:

**Check equipment is isolated
before work begins**

Who and what

Who?

All SSG employees, all contractors working for SSG that perform service or maintenance on machinery or equipment and visitors.

What?

Make sure that you isolate equipment, before you start maintenance or service on the machinery.

When performing service or maintenance on machinery and equipment, you may be exposed to injuries from unexpected energization, startup of the machinery or equipment, or release of stored energy in the equipment.



What (ctd)

There are different kinds of energy in SSG e.g.:

- Electrical
- Mechanical
- Hydraulic (force or pressure caused by liquid)
- Pneumatic (force or pressure caused by gases)
- Chemical
- Thermal
- Gravitational (lifted load that can cause an incident when it falls)
- Stored energy of all of these



What (ctd): example and what do you do?

Example

Someone needs to open equipment containing hazardous substances or in hazardous conditions or stored Energy or live energy (such as electrical or mechanical energy).

If an employee needs to open equipment of this kind for any reason not described in normal operations or procedures, those hazards shall be isolated, controlled or eliminated.

What do you do?

- Each site may have its own procedure to isolate equipment or machinery.
- Every employee or contractor on site needs to work according to this procedure.
- This procedure is based on LOTOTO which means lock-out tag-out try-out.



Where, when and why

Where?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers' sites and toll manufacturers facilities.

When?

Equipment and machinery always need to be isolated before work begins. When it comes to this rule, work means:

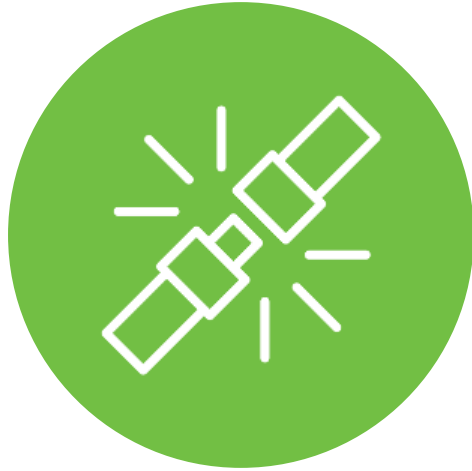
“Performing service or maintenance on machinery or equipment.”

Why?

If equipment or machinery is not isolated before an employee starts working on it, it can cause incidents. We call this a hazard.

When equipment is properly isolated it means that the hazard is under control and the employee can perform the work safely.





Life-Saving Rule 7:

Wear a seatbelt in motor vehicles when provided

Who and what

Who?

SSG employees, all contractors working for SSG.

What?

Wear a seatbelt when using a motorized vehicle. The driver is responsible for making sure that all passengers wear a seatbelt. Types of vehicles this applies to:

- Rented car
- Company car
- Public transport when the seatbelt is provided
- Forklift
- Trucks
- Delivery cars or vans



What (ctd)

Exceptions:

- Motorcycles
- Public transport that does not have seatbelts

When the seatbelt is broken, you are not allowed to drive the motor vehicle or be a passenger in that motor vehicle.

Failure to wear seatbelts may jeopardize personal incidents claims for damages and could lead to prosecution. You must ensure that your passengers wear their seatbelts.

What do you do?

- Make sure that the seatbelt is placed in the car.
- Report missing and broken seatbelts in the way that is used at your site.
- Hire transport with seatbelts for transporting people and goods.



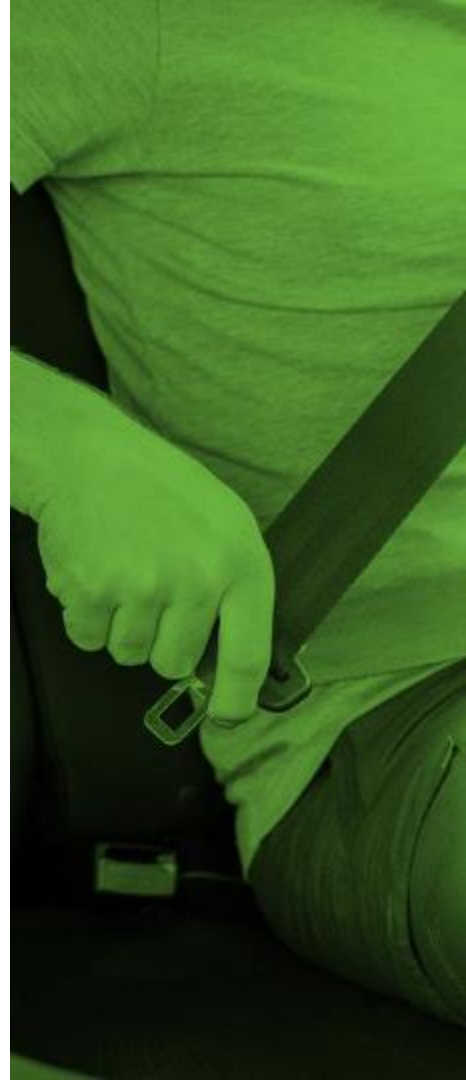
Where and when

Where?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers sites and toll manufacturers facilities.
- When commuting to those locations.

When?

- Once you enter a motor vehicle as a driver or a passenger; you keep the seatbelt fastened as long as the vehicle is in use.
- When working on the SSG site or off the site; when commuting for example to or from customers.



Why

- A seatbelt protects you from injury in the event of an incident while driving and keeps you safe.
- Wearing a seatbelt halves the risk of a fatal outcome in motor vehicles incidents.
- Because we care about everybody who works for us, being employee, contractor, customer or supplier.





Life-Saving Rule 8:

**Do not use alcohol
or drugs at work**

Who, where, when and why?

Who?

SSG employees, all contractors working for SSG.

Where?

- On all SSG sites.
- In other locations where SSG employees and contractors work such as at the customer and suppliers' sites and toll manufacturers facilities.
- When commuting to those locations.

When?

Always be free of alcohol and drugs when driving or performing work in a production, laboratory or storage site or office.

Why?

Substance abuse makes us four times more likely to suffer injury.



What

Do not use alcohol or drugs when working, to ensure the safety of yourself and others.

Working means:

Performing tasks for SSG in production sites, laboratory, storages sites, stores, offices, while driving in the car for work or visiting clients or suppliers.

Alcohol or (illegal) drugs are:

Alcohol, or ethanol, is an intoxicating ingredient found in beer, wine and liquor.

Illegal drugs include all drugs except prescribed and over-the-counter drugs that have been legally obtained and used only for the purpose for which they were intended.



What do you do?

- You are responsible for being “fit for duty”. You are prohibited to be on company-locations with impaired performance due to alcohol, drugs or (illegal) medicines.
- If you are using legal medicines that are influencing the work, you should discuss the influence of these medicines with your manager.
- Be aware of colleagues who are not “fit for duty”
- Have a conversation with an employee that is not fit for duty and inform him/her about the risks involved.
- Report the problems to a manager.
- For more information, including exceptions to the above policy, please refer to the Alcohol and Drugs Policy in the SSG and at your site.





The Golden Principle:

**Intervene to stop work
if conditions or behaviour
are unsafe**

Who and what

Who?

SSG employees and contractors working for SSG.

What?

Have the courage to stop your colleague, supervisor, manager, contractor ... anybody, when you see unsafe behaviour.

The **Golden Principle** says that we expect from all colleagues and contractors that they will stop work if conditions or behaviour are unsafe.

We want a safe working environment for everyone.



Who and what (ctd)

- If you observe rule-breaking, please only intervene if it is safe for you to do so. If the unsafe action continues or if the rule-breaking jeopardises lives, escalate immediately to the person in charge of the work activity or your direct supervisor.
- Before you start worrying about how to report a breach, first make sure that you stop work if conditions or behaviour are unsafe.
- After work conditions are safe, you can report the rule-breaking to the person in charge of the work activity or your direct supervisor. If needed please feel free to go to a manager higher up as well.



Where, when and why

Where and when?

Always apply the Golden Principle.

Why?

The act of stopping the work is a life-saving attitude. We practice it, because we care of our colleagues, customers, suppliers and all people at the workplace.





Consequences of not obeying the rules

What

- Life-Saving Rules (LSR) apply throughout the company: in offices, factories, laboratories, warehouses, during travel, and at customer and supplier locations.
- All employees and contractors must be informed about the Life-Saving Rules and are required to comply with them.
- Incidents and rule violations will always be investigated. The incident report will determine whether an LSR violation has occurred.
- We adhere to a zero-tolerance policy for non-compliance with LSR. In case of an LSR violation, the maximum disciplinary measures will be applied in accordance with local regulations.



Why

- Safety of our employees, contractors and visitors is our priority and we make all needed decisions to ensure their protection. If necessary, we will enforce disciplinary actions rather than allow risks that could lead to injury or death.

Stop Work!

- If you notice someone not following the Life-Saving Rules or engaging in unsafe behavior, STOP work. This is our Golden Rule.



Zero-Tolerance Policy

A violation of the Life-Saving Rules under the circumstances described below will result in the maximum sanction allowed by local regulations, including contract termination:

1. When the violation results in death or bodily injury or
2. When an LSR violation is repeated, e.g., the employee has been previously informed of the violation but continues improper actions.

If the violation stops after being addressed, no disciplinary action will be taken.

In the event of a breach of employee duties governed by other legal regulations or company policies related to the topics covered by the Life-Saving Rules, the most severe disciplinary sanctions may be applied for the first offence — for example, attempting to enter the SSG site under the influence of alcohol.



Procedure for Handling LSR Violations

1. Identification of an LSR violation on-site.
2. Conducting a standard health and safety incident investigation under the supervision of the site manager.
3. Confirmation of the LSR violation.
4. The site manager appoints a decision-making team consisting of:
 - The manager of the employee who violated the LSR,
 - A Health and Safety representative,
 - A HR representative.
5. The team decides on disciplinary actions.
6. The site manager is responsible for implementing the maximum disciplinary measures in accordance with local law and formally notifying the employee.
7. Each LSR violation and the disciplinary actions taken must be reported in the monthly H&S report by the site H&S Leader.



Nine Rules! Because we care!



STOCK

Life-Saving Rules
