

TEIJIN ARAMID



Live Saving Rules



What are Live Saving Rules?

- Rules that help protect us from the dangers we may encounter when working in our company.
- The Life Saving Rules strengthen our procedures.



Who, where and how?

- Our Life Saving Rules apply to the entire company; in offices, factories, laboratories, warehouses, while traveling and also when you are on the premises of customers or suppliers.
- Each of us, directors, executives, employees, contractors, must know, understand and follow the Life Saving Rules.
- Everyone receives information and training and pay continuous attention to it.
- If you do not comply with the rules, our sanctions policy applies.
- Incidents and ignoring rules are always objectively investigated.



Why Live Saving Rules?

- We think it's important that no one gets hurt (or worse....)
- We are confronted with risky work in our company on a daily basis.
- Incidents occur regularly. Every incident is one too many.
- The rules provide clarity and help us to act proactively. Then we can prevent accidents together.
- Many companies in the industry are achieving good results with this.
- It contributes to standardization within our company and in industry.



**Stop working when
conditions or behavior
become unsafe**



Stop working when conditions or behavior become unsafe

Our Golden Rule

- Take the time to consider safety
- Have you done everything possible to minimize risk?
- Do a Last-Minute Risk Analysis (LMRA)
- Dare to tell a colleague, supervisor, manager, contractor or anyone else to stop working if you observe unsafe behavior
- Always stay alert while working

Always do a Last Minute Risico Analyse (LMRA)

Assess the risks

- Do not commence the work if you deem the risks unacceptable.

Take measures to decrease the risks

- Determine which measures are needed to eliminate the risks or to make them acceptable.

Take action to enable safe performance of the work

- Follow the measures in order to be able to safely carry out your work. Feel free to ask for help if necessary.

Get permission before overriding safety precautions



Work with a valid work permit when required

A work permit is mandatory for all work that entails or potentially entails HSE risks, such as the majority of maintenance and cleaning work. A work permit lays down the conditions that must be met in order to be able to work safely.

What does this rule mean?

A work permit is required for all activities that involve or could involve an HSE risk. This includes most maintenance and cleaning activities. A work permit outlines the conditions that must be met to ensure a safe work environment.

When does this rule apply?

Most maintenance and cleaning activities require a work permit. This will help you identify all risks and coordinate between all parties involved.

Work with a valid work permit when required



Get permission before overriding safety precautions

What does this rule mean?

- Find out which dangers the critical safety equipment/measures provide protection against, and the effects of overriding these precautions.
- Find out which protective measures are necessary and take these measures.
- Request permission before deactivating safety equipment (or having it deactivated).
- Document this deactivation in writing and notify all parties involved.
- Upon reactivation, check that the equipment is working properly and document this in writing.

Why is this rule important?

Defective or deactivated safety systems can cost lives.

When does this rule apply?

Safety equipment, including locks, guards, and alarms, may only be deactivated with prior written permission.

Use LOTOTO (Lock Out, Tag Out and Try Out) when securing machines and equipment



Use LOTOTO (Lock Out, Tag Out and Try Out) when securing machines and equipment

What does this rule mean?

- Follow the procedures to check that the equipment is electrically and physically insulated before starting maintenance work.
- Determine the potential electrical risks.
- Turn off all electrical sources and lock out and tag out all connections.
- Make sure the equipment owner locks the equipment and that all parties involved use their own personal lock.
- Release any accumulated energy and have this checked and documented by the owner and operator (try out).
- Make sure no one starts working without explicit written permission.

Use LOTOTO (Lock Out, Tag Out and Try Out) when securing machines and equipment

Why is this rule important?

- Failure to apply proper safety measures results in fatal accidents and injuries each year. We want to prevent this at all costs by taking the necessary precautions.

When does this rule apply?

- All installations, machines and equipment that could cause damage must be declared safe before work commences.



**Do not work under the influence
of drugs or alcohol**



Do not work under the influence of drugs or alcohol

What does this rule mean?

- Make sure you are not under the influence of drugs or alcohol at work for your own safety and the safety of those around you.
- Drugs refer to any stimulant, narcotic or psychoactive substance. They also refer to medications that alter your state of consciousness or affect your ability to operate a vehicle.
- Intervene if you suspect drug or alcohol use and hold others accountable for their actions. Discuss the situation with your supervisor.

Follow the Management of Change procedures



Follow the Management of Change procedures

Wat does this rule mean?

- We evaluate and manage permanent and temporary changes to existing installations, buildings, areas, organizations, and software to ensure that the resulting QHSE risks are acceptable.

Why is this rule important?

- Failure to sufficiently evaluate and coordinate changes can have devastating consequences and lead to unnecessary incidents. Many accidents can be traced back to this in our company (e.g. a leak caused by the use of the wrong gasket).

When does this rule apply?

- In the event of changes made to existing installations, buildings, areas, organizations, software, suppliers, raw materials, etc.

**Wear the prescribed
personal protective equipment**



Wear the prescribed personal protective equipment

What does this rule mean?

- Only use approved personal protective equipment (PPE) and use it as intended.
- Regularly check the condition of your PPE.
- Hold others accountable for not wearing their PPE.

When does this rule apply?

- Where indicated or prescribed.

Why is this rule important?

Working at our company is not without risk. To minimize the potential impact of these risks, employees are required to wear PPE (shoes, helmet, safety glasses, face mask, and work clothes). PPE meets high standards and offers the right protection.

Use fall protection when working at heights



Use fall protection when working at heights

What does this rule mean?

- Always use fall protection when working at heights.
- Verify that your fall protection equipment is working properly and know how to use it.
- When climbing a ladder, always maintain contact with the ladder at three points.
- Make sure the danger zone below your work activity cannot be accessed.

Use fall protection when working at heights

Why is this rule important?

Falls are a serious cause of fatal accidents in the industry.

When does this rule apply?

You are required to wear personal fall protection when working at heights in an area without public protection facilities (e.g. fencing). Assess the risks at every height and protect yourself.

Get permission before entering a contained area



Get permission before entering a contained area

What does this rule mean?

Always make sure you follow the necessary procedures before entering a contained area.

Why is this rule important?

Fatal accidents occur every year while working in contained areas. These often involve rescue operations.

When does this rule apply?

You must obtain a valid work permit signed by all involved parties before you can enter a contained area. Contained areas are defined locally, but often

involve locations with limited access and a high risk of injury, health risks due to hazardous substances, and dangerous circumstances or activities.

Drive and travel responsibly and follow local regulations



Drive and travel responsibly and follow local regulations

What does this rule mean?

- Obey all traffic rules.
- Obey specific on-site traffic rules.
- Stay alert while driving.
- Do not call (handheld), email, text message, etc. while driving.
- Adapt your driving habits to the changing circumstances.
- Make a travel plan and coordinate this with your supervisor for multiday/ intercontinental trips.

Drive and travel responsibly and follow local regulations

Why is this rule important?

- Traffic accidents are extremely common and 98% of them are caused by human error.

When does this rule apply?

- On site and during business trips.