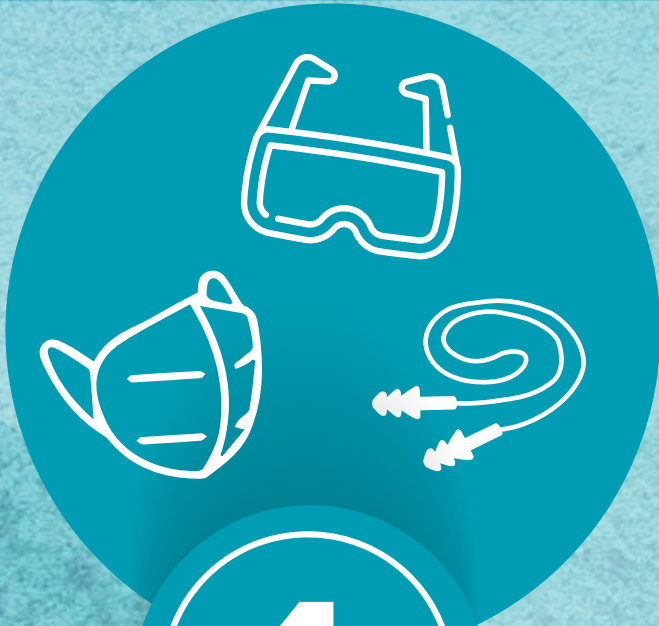


# THE 5 GOLDEN RULES

## OF SAFETY OF INNOV'IA

### AND ITS SUBSIDIARIES



1

I wear Personal  
Protective Equipment



2

I follow  
traffic rules



3

I make sure that  
equipment is locked out  
before starting any work



4

I keep my work area  
clean and tidy



5

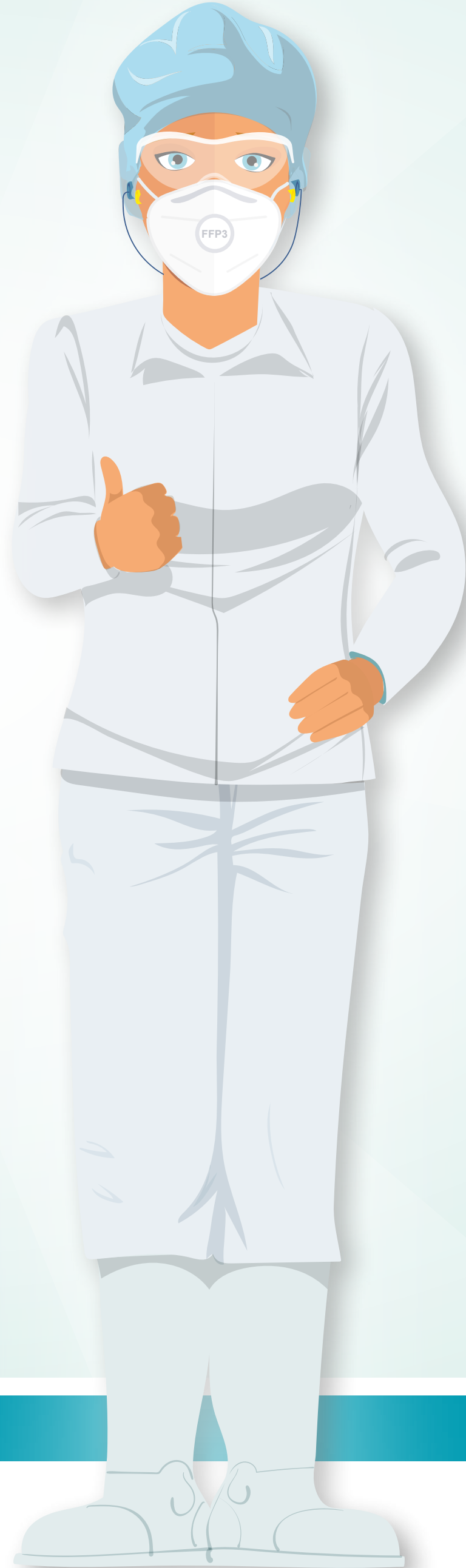
I look out for  
myself and others







# I WEAR PERSONAL PROTECTIVE EQUIPMENT



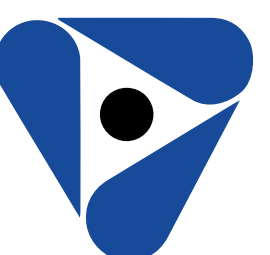
# 1

## I MUST:

- Wear the required PPE according to the safety instructions
- Wear it appropriately
- Make sure the PPE is in good condition (replace if defective)
- Take care of my PPE (cleaning after each use)
- Store my PPE in a dedicated and clean place (PPE locker and storage box)

## MY MANAGER MUST:

- Inform me of the PPE to be worn during my work
- Ensure that I have suitable PPE
- Ensure that I am trained to use it and that I respect the rules for wearing PPE







# I FOLLOW TRAFFIC RULES

## 2



### I MUST:

#### **Pedestrians**

- Wear safety shoes
- Respect pedestrian walkways
- Keep my distance from vehicles and inform the driver before approaching them
- Not stop in areas where vehicles are moving
- Walk slowly and hold the handrail on stairs

#### **Vehicles**

- Have a valid driving licence
- Make sure the equipment is in good condition before use
- Comply with traffic rules (speed, signage, telephone, visibility, etc.)
- Signal my presence and increase my vigilance in risk areas

### MY MANAGER MUST:

- Ensure that I have the necessary training and authorisation to use a vehicle







# I MAKE SURE THAT EQUIPMENT IS LOCKED OUT BEFORE STARTING ANY WORK



# 3

## I MUST:

- Check for proper electrical, mechanical and/or fluid isolation prior to any intervention
- Lock out electrical equipment only if I am authorised to do so
- Leave any lockout device if I have not installed it myself or if I am not duly authorised to do so
- Notify users when equipment is locked out and/or released from lockout
- Mark out any hazardous areas: holes, falling objects, slippery ground, etc.
- Not cross a marking without authorisation

## MY MANAGER MUST:

- Ensure that staff have the necessary authorisations and training
- Ensure that lockout procedures are properly applied and are continuous between the various participants until the work is completed
- Ensure that the marked hazard areas are well known and understood







# I KEEP MY WORK AREA CLEAN AND TIDY



## I MUST:

- Keep traffic areas, emergency exits and access to fire equipment clear of obstructions
- Clean my work area regularly and dispose of waste as and when needed
- Put equipment away after use and store it securely
- Use a vacuum cleaner before each cleaning with water
- Adapt my work area to improve my comfort

## MY MANAGER MUST:

- Ensure the daily application of these rules







# I LOOK OUT FOR MYSELF AND OTHERS



# 5

## WE MUST:

- Consult the safety instructions
- Even in an emergency, take the time to analyse the situation before intervening
- If I have any doubts about my safety, tell a manager immediately
- Dare to question my colleague if I witness a breach of the safety rules
- Report any dangerous situation and make sure it is made safe

