

Raben



**SAFETY
GOLDEN RULES OF
RABEN GROUP**

**YOUR PARTNER
IN LOGISTICS**

THE FOLLOWING RULES SHALL BE APPLIED BY EVERYONE ENTERING RABEN GROUP SITES OR PARTICIPATING IN OUR PROCESSES.

1 # RESPECT THE BASICS

- Turn up fit and ready for work; unaffected by psychoactive and abusive substances or alcohol
- Do pre-job check
- Stop work that is unsafe
- Have the right tools and equipment and ensure that these are in good working order
- Know what to do in an emergency
- Operate machinery (including robots) only if you are aware of the risks and know how to operate them safely
- Protect the environment:
 - Segregate waste generated at our terminals
 - Conserve water and electricity
 - Do not pollute groundwater or rainwater by releasing chemicals
 - Repairing and washing vehicles is prohibited at terminals except for vehicle service stations

2 # PERSONAL PROTECTIVE EQUIPMENT

- Know how to use personal protective equipment (PPE). Use PPE in accordance with the requirements described on notice boards at terminal entrances and in particular work areas
- Wear and use personal protective equipment (PPE) that is appropriate for the task and in good working order
- Minimum requirements in Raben Group regarding this area:
 - Truck yards at terminals: reflective vest
 - Cross-dock and contract logistics warehouses: reflective vest, safety boots and hard hat
 - Other processes: according to the information provided at the process location

3 # FIRE PROTECTION AND FIRST AID

- Follow fire protection procedure
- Smoke (also e-cigarettes) only in designated smoking areas
- Ensure access to fire protection equipment and to escape routes
- Respect the ban on blocking fire gates
- If the alarm is sounded, head for the nearest emergency exit following the escape route signs and proceed to the designated assembly point. Follow the instructions of the Evacuation Coordinator
- In the event of an injury, contact the designated first aiders - details on the notice board in your workplace

4 # TRAFFIC (MACHINES, VEHICLES, PEDESTRIANS)

- Obey traffic regulations both on- and off-site
- Obey the speed limit and fasten your seatbelt (maximum speed in truck yards – 20km/h, in warehouses – 10 km/h)
- Use vehicles and machinery appropriate to the type of transported goods
- Respect the ban on using mobile phones / smartphones / and other mobile devices when driving or walking in the warehouse
- Strictly follow all binding legal regulations related to using mobile phones and other devices while driving
- Be particularly careful when using a hands-free set while driving
- Keep a safe distance between your vehicle and other vehicles
- Take special precautions when driving conditions are dangerous
- Pull over when you are fatigued
- Pedestrians - use the designated paths, do not hurry, and give way to forklifts moving around the warehouse

5 # REPORTING DANGER

- Immediately report all incidents (injuries, road accidents, environmental hazards, fires and near-misses) to your supervisor, the OHS Coordinator, or another Raben employee
- Consider health impact of every task
- Look out for hazards, do not ignore them
- In case of change in organization, equipment, plant, process:
 - Check if the risk has been reassessed after the change
 - Discuss the changed conditions at daily pre-start meeting
 - If you find the changes to be unsafe, report it to your supervisor

6 # SAFE WORK REQUIREMENTS:

- Work safely
- Keep you work area tidy
- In case of manual handling - consider weight and size limitations for lifting, pushing, pulling by one person
- Ensure that machinery and vehicles are suitable for the task, technically inspected and approved for use
- Apply ergonomic rules
- Know how to store, dispose of, and handle the hazardous substances you work with
- Ensure that energy sources are secure and do not pose a risk to health and life
- Report changes in work processes to minimize the risk of accidents and occupational diseases
- If you are not an employee of a Raben Group company, get to know the OHS Coordinator in your work area and the scope of their authority, follow their instructions. Details of the OHS Coordinator are available on the notice board

7 # TRAINING AND COMMUNICATION

- Have required mandatory training
- Instruct visitors, subcontractors and other persons entering our premises
- Keep records of trainings
- Share your knowledge and experience with others
- Check important OHS information on the notice board - general OHS rules for the particular area

8 # WORK AT HEIGHT

- Use personal fall protection equipment (e.g., helmet, harness) if collective protective measures are not available
- When working on a roof - carry out a prior inspection, risk assessment, and check the installation of catwalks, safety rails and lifelines
- Be certified and trained, equipped with personal protective equipment when using Mobile Elevated Work Platforms
- Use only authorised equipment to lift people
- Ladders may be used only in exceptional circumstances

9 # LIFTING AND MECHANICAL HANDLING (TOOLS & EQUIPMENT)

- Check tools and equipment before using to ensure they are suitable for the task - in particular maximum lifting capacity and type of cargo
- Check if the equipment is in good working order
- Report any noticed defects of equipment
- Secure the cargo properly
- Make sure that you and others are not in the fall zone of equipment and lifted cargo

10 # WORK PERMITS

- Know which works require written permits, such as:
 - hot work (welding, flame cutting, grinding)
 - electrical work
 - work with hazardous substances
 - maintenance work which compromises or shuts down critical safety systems, such as fire and gas detection systems
 - work in confined spaces, wells, canals, tanks
- You can only perform these works with a valid permit. If in doubt, consult your supervisor. Obtain a new permit if the scope of work or conditions changed
- Follow the instructions defined in the permit

The current version is available at www.raben-group.com.

