

APPROVED

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Chairman of the Board
2017

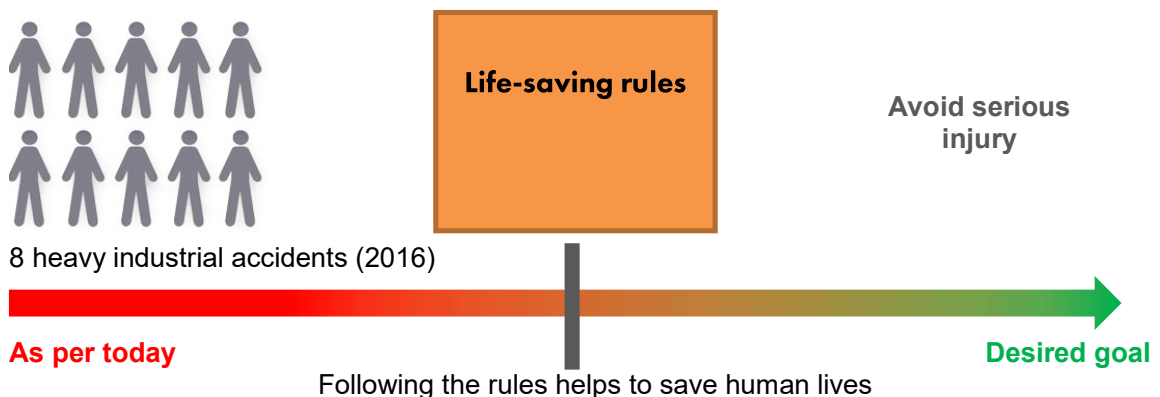
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Meelis Eldermann
Vice Chairman of the Board
2017

Viru Keemia Grupp 9 life-saving rules

1. WHAT ARE LIFE-SAVING RULES?

- 1.1 Life-saving rules are basic safety requirements for works with elevated risks, where a failure to comply with them means a significant injury or death risk.
- 1.2 The goal is to improve the culture of occupational safety rather than accuse workers.
- 1.3 Execution of these rules is obligatory on all workers and subcontractor's workers.
- 1.4 Disregard for safety regulations is punishable.

2. WHAT IS THE GOAL?



3. LIFE-SAVING RULES:

- 3.1 Before you start working make sure it is safe! If working conditions are not safe stop working.
- 3.2 Special works may only be performed based on a current permission!
- 3.3 Working at elevations use fall arresters!
- 3.4 Make always sure equipment and operating facilities are in good order!

- 3.5 To switch off protective equipment and emergency protection, a written permit of unit chief must be available.
- 3.6 Perform lifting works safely! Keep clear of the load and don't move around in hazardous area!
- 3.7 Use provided personal protective equipment!
- 3.8 At work don't be under the influence of alcohol, impaired by drugs or under toxicological effect, or psychotropics!
- 3.9 Smoking outside specified places is not allowed!

4 MEANING OF EACH RULE:

4.1 Before you start working make sure it is safe! If working conditions are not safe stop working!:

- Evaluate your readiness to work, concentrate on your job assignment.
- Look around and define whether the work is safe / what potential risks are, whether they have been balanced.
- Don't expose to danger either your own or other's life.
- Make sure you can start working safely.
- Notify the employer about the dangerous situation that has arisen!

4.2 Special works may only be performed based on a current permission!

- The works you are not allowed to perform without special permit: gas hazardous activities; hot works; excavation works; hazardous operations (lifting works, works on elevations).
- Make sure that:
 - ✓ You can start working safely.
 - ✓ A permit for work execution is available;
 - ✓ It is only allowed to start works in gas hazardous environment based on results of laboratory gas analysis which attest safety operation.

4.3 Working at elevations use fall arresters!

Work on elevation means work in various places where workers operate at elevation higher than 2 meters.

Before you start work:

- Schedule and organize work properly.
- Consider climatic conditions (e.g. strong wind);
- If you are works supervisor, provide an appropriate training to all your workers and make sure they are competent to perform work safely.
- Avoid risks of injure from falling objects.
- Whenever possible always use protection measures (fences, grids, etc.).
- If the use of protection measures is not possible, use just personal protection facilities for works on elevations, duly controlled and maintained (parachute safety harness, security belts).
- While working on elevations always use a safety helmet with chin strap.

4.4 Make always sure equipment and operation facilities are in good order!

Before using equipment make sure it complies with safety requirements (contact with moving parts of equipment must be excluded).

- You have been duly instructed to do safe work on this equipment.
- You are obliged to use the equipment according to the requirements and avoid unauthorized dismounting, modification or removal of safety facilities installed on operational equipment and to use these facilities according to the requirements. The employer should be made aware of each and any defect or damage of operational facilities found out during their operation.

4.5 To switch off protective equipment and emergency protection, a written permit of unit chief must be available.

In order of switch off safety facilities (e/g/ fire alarm system etc.) and/or emergency protection (e.g. blockings) the unit holder (unit chief) must get a written permit. This written permit should contain equipment positions, reasons of their switching off, time of their switching off and on and holder`s signature.

4.6. Perform lifting works safely! Keep clear of the load and don`t move around in hazardous area!

Before starting work make sure that:

- Lifting facilities (incl. slings) have been controlled.
- You have been duly instructed and provided with guidelines.
- Safety zone has been marked.
- Moving around under the load (under moving boom) is not allowed even with safety helmet.

It is forbidden to lift people with lifting facilities which are unappropriate for people lifting.

4.7. Use provided personal protective equipment!

In working places there are zones marked with safety signs where it is imperative to use personal protection equipment. The worker is obliged to use personal protection equipment according to procedure manual, guidelines given by the employer and keep them in working order.

4.8. At work don`t be under the influence of alcohol, impaired by drugs or under toxicological effect, or psychotropics!

Drunken state is state of health caused by alcohol, drugs or psychotropisc influence which results in difficult or altered physical or mental functions and reactions.

With regard to alcoholic, drug or other substances limit at the enterprises of the concern a 0-tolerance is valid, including staying in the production territory of the enterprise outside normal working hours.

A worker under the influence of alcohol, drugs or other substances is to be immediately eliminated from his working place.

4.9. Smoking outside specified places is not allowed!

Smoking in the concern`s territory is not allowed excluding specified places marked with corresponding signs.

5. IMPORTANCE OF LIFE-SAVING RULES

- 5.1 Life-saving rules are clear and understandable to everyone.
- 5.2 Compliance with the life-saving rules is mandatory for all employees, regardless of the position held.
- 5.3 If performing of a work means violating the life-saving rules, an alternative solution ist o be found.
- 5.4 If a life-saving rules violation takes place, there is a right to stop ongoing works.

6. IMPLEMENTATION OF 0-TOLERANCE

- 6.1 In respect of life-saving rules violation the 0-tolerance is applied.
- 6.2 **0-tolerance** means no tolerance in respect of order violation - each violation has a consequence
- 6.3 In case of violation of a life-saving rule by:
 - Concern`s worker – give a warning or termination of employment agreement;

- Subcontractor – closure of area pass (permanently).

BRAKERS OF LIFE-SAVING RULES CANNOT WORK AT THE ENTERPRISES OF THE VKG CONCERN

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Version	
1	First edition