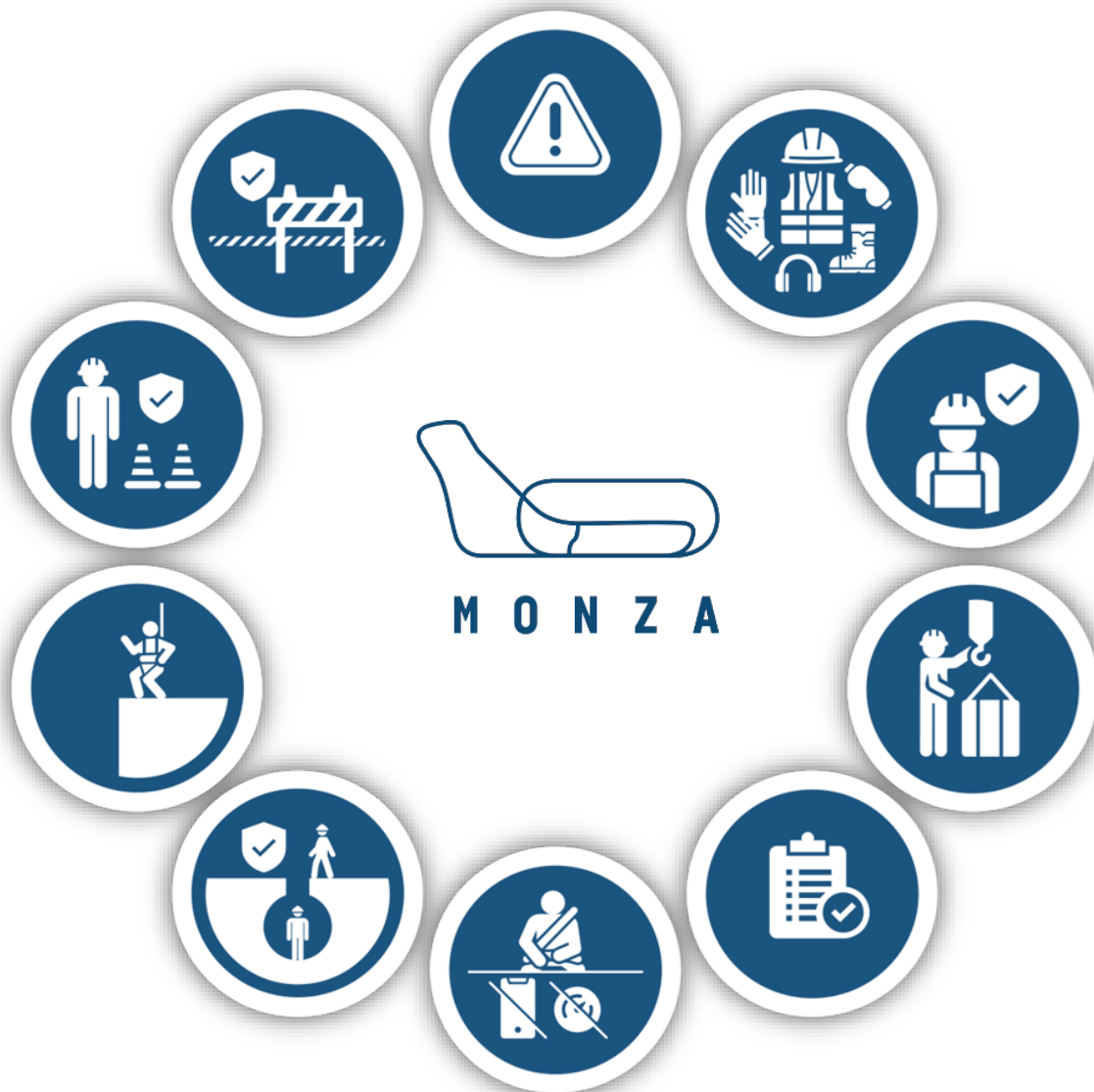




10 GOLDEN SAFETY RULES

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“We promote safety” is one of the core values of SIAS S.p.A. The company is committed to continuous improvement and to identifying effective solutions that help ensure high health and safety standards for everyone.

Safety is strengthened every day at work through: technical information, training and instruction; preparation for hazardous situations; availability of collective and personal protective equipment; operating instructions for different tasks; planned activities and emergency management; and preventive contract planning.

The “10 Golden Safety Rules” are an additional tool to help every worker perform tasks with greater awareness and responsibility.

Responsible behaviour means taking care of yourself and your colleagues, with one shared goal: working together, safely, as a team.



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OF THE
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How to use this guide

Each Golden Rule is a minimum safety requirement for carrying out work. Always follow site procedures and specific instructions.



1. IDENTIFY RISKS AND DANGERS

Report and act promptly in risky or dangerous situations.

Everyone's safety is the absolute priority. Therefore:

- Report any anomaly or condition that could endanger you or your colleagues to the work supervisor, contact person or manager;
- Stop work immediately if there is imminent danger;
- Only propose restart actions if they fall within your role and competence; otherwise, consult the responsible person.



2. REMEMBER PPE

Use the protective equipment required for your task and for access to the work area.

Personal protective equipment (PPE) and collective protection equipment (CPE) are essential tools for safe work.

Use of PPE and CPE is mandatory and must be correct. Therefore:

- Check PPE and CPE before use;
- Use suitable PPE and wear it correctly;
- Do not modify PPE or CPE in any way;
- Report damaged, unsuitable or missing PPE/CPE to your supervisor or person in charge;
- Do not remove or alter collective protection devices without authorisation;
- Do not use PPE that has not been provided or approved by the company.

ALWAYS USE MACHINERY, EQUIPMENT AND SYSTEMS CORRECTLY:

- Use machines and equipment only if you are trained and authorised;
- Read and follow the user and maintenance manuals;
- Check the machine/equipment before use and verify that required maintenance has been carried out;
- Always use the required PPE;
- Pay attention to the work area and avoid interference with other workers;
- Report damage, faults or unsuitable equipment to your supervisor or person in charge;
- Do not remove guards or safety devices without authorisation;
- Do not perform manoeuvres or uses not allowed by the manual.



3. PAY CLOSE ATTENTION

Keep a vigilant approach during activities and in the workplace.

Routine behaviours and everyday actions can become dangerous if carried out without attention and awareness. Manage daily activities with a vigilant approach:

- **Keep the work area tidy and clean:**
 - Do not obstruct work routes or emergency exits;
 - Report possible interference in shared areas.
- **Move carefully:**
 - Do not use your phone while driving or walking, especially on uneven or slippery surfaces;
 - Use handrails on stairs;
 - Use the handholds or steps provided when entering or leaving vehicles;
 - Respect signs, barriers and segregated areas.
- **Make sure you are physically and mentally fit for work;**
- **Do not use alcohol or drugs;**
- **Keep up to date with emergency procedures;**
- **Smoke only in designated outdoor areas and only during breaks.**



4. USE WORK EQUIPMENT CORRECTLY

Comply with the correct use of work equipment.

Correct use of work equipment is not only required by law: it is essential to protect the health and safety of every worker.

IT IS NECESSARY TO:

- **Take care of the equipment provided to you;**
- **Follow the user and maintenance manual;**
- **Use only equipment provided or approved by the company, as it must meet legal and safety requirements;**
- **Ask your supervisor or person in charge if you need information on correct use.**

WHEN WORKING WITH ELECTRICAL EQUIPMENT:

- **Carry out only activities for which you are trained and authorised;**
- **Wear the required PPE;**
- **Follow all safety signs and instructions;**
- **Inform personnel on site before starting, to prevent accidental re-energisation;**
- **Apply the LOTO (Lockout-Tagout) procedure whenever required;**
- **Verify the absence of voltage before and during work.**

WHEN WORKING WITH LIFTING EQUIPMENT:

- **Use it only if you are trained and authorised to handle loads;**
- **Wear the required PPE;**
- **Define and mark the work area, considering possible suspended-load movement;**
- **Never move suspended loads over people;**
- **Do not operate in strong wind or hazardous weather conditions.**



5. CAREFULLY PLAN EVERY ACTIVITY

Have all necessary information and authorisations before starting the task.

A work permit formalises activity planning through a coordination document and helps manage interaction with other workers.

A work permit is required for activities such as hot work in fire-risk areas, work at height, work on electrical systems, work on systems or areas with fire/explosion risk (e.g. gas or pressure systems), and work in confined spaces or areas suspected of pollution.

BEFORE STARTING, MAKE SURE THAT YOU:

- Have received the work permit from authorised personnel;
- Have all necessary information, equipment and PPE;
- Have shared the work permit information with everyone involved;
- Understand the defined work procedures;
- Have emergency procedures and first-aid equipment available.

IN CASE OF AN INCIDENT OR CHANGE:

- Stop the activity;
- Check whether the task can still be performed according to the approved plan;
- Report any condition that differs from the plan or permit to site personnel, the person in charge or the supervisor;
- Restart only after receiving the required authorisation.



6. DRIVE SAFELY

Always drive carefully and behave responsibly.

Correct driving behaviour and respect for road rules are a duty and a responsibility: they protect you and the people around you.

BEFORE DRIVING:

- **Check the condition of the vehicle;**
- **Make sure loads are properly secured;**
- **Assess your physical and mental fitness.**

WHILE DRIVING:

- **Adapt your speed to weather and road conditions;**
- **Keep to the right and respect road rules;**
- **Stop immediately if you are tired;**
- **Stop in a safe place if you need to use your mobile phone;**
- **Do not use mobile phones or any device that may distract you.**

DURING PARKING MANOEUVRES:

- **Park in a position that is safe for you and for other people passing nearby;**
- **Park so that you can leave easily and safely;**
- **Load and unload carefully; check that nobody is in the work area;**
- **Enter and exit the vehicle using the steps and handholds provided;**
- **When working at 2 m or more above ground, use suitable fall protection. If there is no guardrail, wear a harness connected to a certified anchor point.**



7. PROTECT YOURSELF IN CONFINED SPACES AND EX AREAS

Verify that the conditions and protections are suitable for the place where you will work.

A confined space is a limited area with restricted or difficult entry and exit, and poor natural ventilation. It may contain hazardous atmospheres or other serious risks.

THEREFORE, BEFORE ENTERING:

- Check that the atmosphere is safe and breathable;
- Verify that safety limits are respected and that detectors and equipment are efficient;
- Obtain all required authorisations and ensure you are trained and instructed;
- Use respiratory protection where contamination or oxygen deficiency may be present;
- Confirm that first-aid and rescue arrangements are available.

DURING ACTIVITIES IN EX AREAS (EXPLOSION-RISK AREAS):

- Wear antistatic clothing when required;
- Respect all signs and area classifications;
- Verify that gas monitoring has been performed and that procedures to prevent explosive atmospheres are followed;
- Always use your personal gas detector when required;
- Use only equipment suitable for the classified area and check the marking/labelling.

Always check that fall-protection devices are complete, working platforms are suitable, and anchor points are correct.

Work at height (2 metres or more above a stable surface) is subject to specific safety rules to prevent serious injuries. To protect yourself and your colleagues:



8. PROTECT YOURSELF WHEN WORKING AT HEIGHT

- **Verify that you have all required information and equipment;**
- **Do not change work methods without approval from the responsible person;**
- **Start only after receiving the work permit from authorised personnel, when required;**
- **Make sure you are physically and mentally fit before working at height;**
- **Stop work immediately in adverse weather conditions;**
- **Secure tools and materials to prevent objects falling;**
- **Use only inspected and approved scaffolding. Do not set up improvised structures or support surfaces;**
- **Use only ladders compliant with EN 131, in good condition and according to the instructions for use;**
- **Use compliant and certified scaffolding according to the manufacturer's instructions;**
- **Use mobile elevating work platforms (MEWPs) only if you are trained and authorised, and always use the required fall-protection PPE;**
- **At heights over 2 m, verify suitable guardrails (top rail, intermediate rail and toe board). If they are absent, use fall-arrest PPE, such as a harness connected to a lifeline or certified anchor point;**
- **Always wear safety footwear;**
- **Always wear a safety helmet with chin strap.**



9. PROTECT YOURSELF WHEN WORKING OUTSIDE

Perform activities according to weather and environmental conditions, and take extra precautions when working alone.

When working outdoors for extended periods:

- Use suitable PPE;
- Make sure an emergency kit is available;
- Adapt activities to weather and environmental conditions;
- Protect your skin and eyes from sunlight;
- Prefer balanced, light meals and avoid food that is hard to digest;
- Carry fresh drinking water;
- Make sure you can always be contacted by phone, especially when working alone or away from others.



10. RESPECT CONSTRUCTION SITE RULES

Follow the rules for entering and staying on the construction site.

BEFORE ENTERING THE CONSTRUCTION SITE:

- **Make sure you have the required access authorisations, especially for extraction or excavation areas;**
- **Ask site management / the Works Director for the permits required to access the area;**
- **Attend the preliminary coordination meeting or briefing before operational activities.**

REMEMBER THAT AN EXCAVATION:

- **Must be properly marked and protected;**
- **Must have the area near the edge kept free from equipment, materials and machinery;**
- **Must have suitable slopes, benches or temporary shoring/support, depending on the type of ground.**

WHILE ON THE CONSTRUCTION SITE:

- **Do not perform tasks for which you have not been trained or authorised;**
- **Promptly report dangerous situations to site management;**
- **Respect all signs and warning notices;**
- **Do not enter restricted or danger areas unless authorised;**
- **Do not walk close to excavation edges;**
- **Keep away from unprotected edges and drops;**
- **Do not stand or pass within the operating range of machinery or near moving or suspended loads.**

VITAL RULES - LADDERS

Portable ladders are among the most hazardous pieces of equipment. Pay close attention and follow the instructions for correct use.

- **Read and follow the manual and labels carefully;**
- **When working at a height greater than 3 m, use scaffolding or a MEWP;**
- **If the task is difficult or requires force, use scaffolding or a MEWP even below 3 m;**
- Before use, check the ladder condition;
- Check the condition and stability of the lower support;
- Check the condition and stability of the upper support;
- **Make sure there are no hazards near the ladder position, such as unprotected edges, stairwells, overhead power lines, hot pipes, vehicles, forklifts or other work nearby;**
- **Delimit and mark the work area;**
- When working on a ladder, you must be supervised;
- **The second worker must hold the ladder until it is secured;**
- Only one person may climb a portable ladder at a time;
- Climb up and down facing the ladder;
- Do not work in positions other than facing the ladder;
- **Do not lean outside the ladder sides;**
- When climbing up or down, hold the rungs or handholds;
- **Do not carry materials by hand. Use a tool belt or tool bag and lift materials with a service rope;**
- When working on a ladder without four-sided guardrails, keep one hand on the ladder whenever possible;
- Set the ladder at the correct angle: about 65°–75° for leaning ladders and 60°–70° for step/rung ladders. The ladder must extend at least 1 m above the landing point;
- **Report any safety issue or malfunction to your employer or supervisor.**



VITAL RULES – (MEWP) MOBILE ELEVATING WORK PLATFORMS

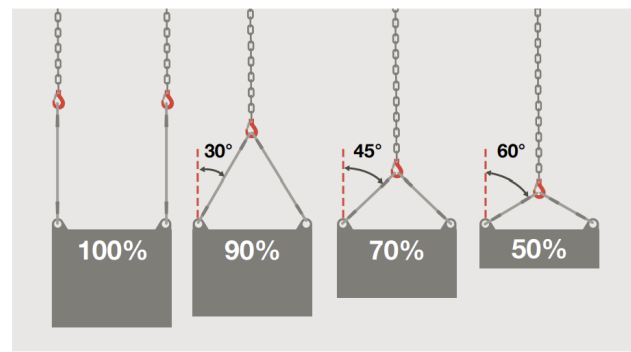
- Use a MEWP only if you are authorised and properly trained (minimum 8 hours);
- Read and follow the manual and labels, including limits of use;
- Before use, check that the equipment is intact and in good condition;
- Use all required PPE (safety shoes, helmet, gloves and fall-arrest equipment). A harness connected to the MEWP anchor point with a suitable lanyard/restraint cord is mandatory;
- Check that the work area is free from hazards: people and vehicles, interference with cranes, unstable ground, overhead power lines, etc.;
- Delimit and mark the work area to prevent unauthorised access;
- Do not get on or off the platform when it is raised;
- The person on the ground must be trained in emergency and rescue manoeuvres;
- **Always check that the equipment is in good condition and has received required maintenance; perform a general pre-use check;**
- Before starting work, plan the activity and check for hazards and interference;
- Check that the ground can support the load and that no underground services (sewers, utilities, plant passages, etc.) could reduce its bearing capacity;
- Check for overhead lines, trees or other obstacles that may create hazards during work at height;
- If the machine has stabiliser plates/outrigger pads, use them as required;
- Respect the platform capacity, which includes people, tools and materials; never exceed the rated load;
- Consider reach and load limits shown in the manual;
- **Do not use the MEWP in adverse weather. Check the permitted wind speed in the manual; if it is 0, the machine must not be used outdoors;**
- Keep the access gate closed and remain inside the platform in a stable position;
- Do not climb guardrails or intermediate rails, and do not use ladders, scaffolds, stools or other devices to increase working height;
- Do not move the machine with the platform raised unless permitted by the manufacturer;
- Do not use on slopes or ramps beyond the manufacturer's limits;
- Report any safety issue or malfunction to your employer or supervisor.





VITAL RULES SELF-PROPELLED FORKLIFTS

- Drive forklifts only if you are authorised and properly trained (minimum training: 12 hours);
- Read and follow the manual and the capacity labels carefully;
- Before use, check that the equipment is intact and in good condition;
- Use all required PPE;
- Make sure there are no hazards in transit and manoeuvring areas;
- Delimit and mark the work area where necessary, especially during lifting activities at height;
- For manoeuvres with poor visibility, ask a colleague on the ground to supervise and guide you;
- Operate the forklift only from the driver's seat; keep all body parts inside the cab;
- Always wear your seat belt;
- Always check the forklift capacity/load chart;
- Transport only properly secured loads: check the centre of gravity and total weight; place long items in suitable containers or tie them together; secure loads on pallets with stretch film, ties, frames or other suitable systems;
- Place the load as close as possible to the fork backrest and tilt the mast backwards;
- During loading on vehicles: secure the vehicle with brakes and wheel chocks; do not exceed the capacity of gangways or lifting platforms; secure access bridges/platforms against movement;
- When driving, proceed with extreme caution, especially when turning; drive slowly and brake/accelerate gradually;
- Keep the load or empty forks lowered (normally about 15 cm from the ground, depending on ground conditions);
- When travelling on slopes, keep the load uphill; do not turn or manoeuvre on the slope;
- While driving, focus on the route: do not phone, listen to music with headphones/earphones, carry passengers or leave marked routes where available;
- Park the forklift where it does not obstruct passages, and lower the forks to ground level;
- Get on and off carefully using the steps and handholds;
- Only properly equipped and approved forklifts may travel on public roads (lights, indicators, mirrors, registration/licence plate, where required);
- Keep to the right and drive carefully;
- Report any safety issue or malfunction to your employer or supervisor.



VITAL RULES - SLINGING OF LOADS

- Only specifically trained and instructed people may carry out lifting and slinging of loads;
- Before each transport or lift, determine the load weight and centre of gravity;
- **Use all required PPE (safety shoes, gloves and protective helmet);**
- **Use lifting accessories suitable for the task. Check that capacity, type, length and fixing method are appropriate;**
- **Use only safe, undamaged lifting accessories; inspect them before each use;**
- **Check the maximum capacities shown on accessory labels;**
- **Choose suitable attachment points and use slinging accessories correctly;**
- Follow the instructions for the lifting accessories;
- If hooks, loops or eyebolts are connected directly to attachment points, ensure they are compatible and have adequate capacity;
- Use a wrap-around/choke sling only when there are no suitable attachment points or when it improves load stability. The basket method is not suitable for bundles of loose goods;
- **The sling angle affects capacity: keep the angle as close to vertical as safely possible; wider angles reduce accessory capacity;**
- For asymmetrical loads, use appropriately assessed accessories and work only under supervision of qualified technical personnel;
- Protect sharp edges and secure the load so accessories are not damaged; do not twist or knot slings;
- Use only hooks with safety latches to prevent accidental release;
- **Keep clear of transit and manoeuvring areas and stay at a safe distance from suspended loads;**
- **Delimit and mark the work area where necessary; never move suspended loads over people;**
- For poor visibility, ask a colleague on the ground to supervise and guide you;
- Use clear communication between operators; agree signalling gestures in advance with the crane operator and use only those;
- **During loading/unloading from vehicles, secure the vehicle with brakes and wheel chocks;**
- Report any safety-related problem to your employer or supervisor.

REGULATORY REFERENCES

Workplace health and safety legislation is extensive and complex. In Italy, the main reference is Legislative Decree no. 81 of 9 April 2008 (D.Lgs. 81/08), the Consolidated Act on health and safety at work, as amended and supplemented. Specific rules may also apply to construction sites, work equipment, PPE, confined spaces or areas suspected of pollution, and explosive atmospheres (ATEX).

The prevention system is based on key principles, including:

- **Risk assessment for health and safety;**
- **Eliminating risks or reducing them at source;**
- **Replacing what is dangerous with what is less dangerous, where possible;**
- **Limiting the use of hazardous substances at work;**
- **Health surveillance where required;**
- **Information, training and instruction for workers;**
- **Information, training and consultation of Workers' Safety Representatives (RLS);**
- **Planning and implementing suitable prevention and protection measures;**
- **Monitoring the effectiveness and application of those measures.**

Because of the importance and complexity of the legislation, anyone operating in Italy should rely on competent safety professionals and, where required, the relevant coordinators or supervisors. This is particularly important for high-risk activities such as work at height (>2 m), use of cranes, MEWPs and forklifts, assembly/dismantling of structures, excavations, electrical work, confined spaces or areas suspected of pollution, fire or explosion-risk work, and use of hazardous chemical substances.