

Safety: the golden rules



3 BASIC PRINCIPLES, 7 PROTECTIVE RULES



GRTgaz

Connecting the energy of tomorrow

The basic principles of our safety culture



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AND THAT OF OTHERS**

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A portrait of Sandrine Meunier, a woman with short brown hair, wearing red-rimmed glasses, a dark blue blazer, and a necklace with a small pendant. She is smiling slightly. The background is a blurred office setting. In the top left corner, there are decorative orange and green curved lines. In the top right corner, there is a small cluster of blue dots.

Editorial

Through the commitment of each of us, we all have an active role to play in our own safety, and that of others.

Our golden rules for safety have been drawn up in the interests of everyone. Each of us must understand and comply with these rules, and ensure they are applied. They support our health and safety, for GRTgaz employees as well as employees of partner companies and service providers.

They urge us to behave responsibly in all circumstances, to ask ourselves the right questions and to think before we act, at every stage of our activities.

I am counting on you, your exemplary conduct and your vigilance.

Sandrine Meunier

Chief Executive Officer of GRTgaz

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BEING ATTENTIVE TO MY SAFETY AND THAT OF OTHERS

**I care about my safety and that
of others.**

**I stop work or ensure that work is
stopped if a risk is not controlled.**



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OUR RECOMMENDATIONS

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- I understand and follow the instructions for the activity.
- I do not start an activity, and I inform my line manager of the fact, if I do not feel in the physical or psychological condition required to perform it safely.
- I wear the requisite PPE for the activity in question.
- I do not enter a site without first informing the Operations Manager and being presented to the Works Manager.
- I report unsafe situations and take steps to implement immediate protective measures.
- I modify the activity if I am in an unsafe situation that I can no longer control.
- I stop the activity or ensure that it is stopped if I observe an uncontrolled risk for one or more other participants.
- I intervene if a colleague or third party is about to pass under or remain beneath a load.
- I intervene if I see that someone is about to drive under the influence of alcohol or drugs.

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WORK PREPARATION AND RISK ANALYSIS

I prepare by analysing the risks linked to my activity, and I implement appropriate measures to control these risks.



OUR RECOMMENDATIONS

- For each situation, even in everyday life, I make sure that a formal or informal risk analysis is carried out (e.g. crossing the road, moving through corridors, leaving home, etc.).
- I understand the procedures, installation and equipment used to carry out the work.
- I take account of the associated plans, diagrams and reports from previous completed works.
- I prepare the necessary tools and PPE.
- I assess the handling required (the route, the area where the object is picked up and put down, weight, volumes, means of gripping the object).



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CLEANLINESS AND GOOD ORDER

I keep my work area in good order
so that I can move around it safely.





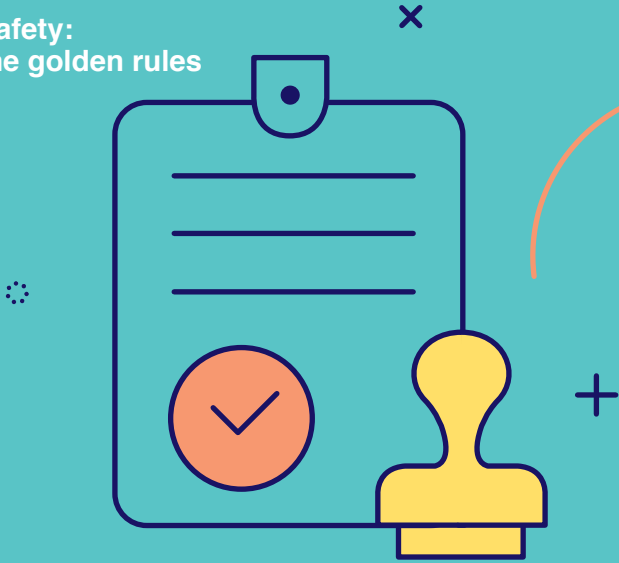
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OUR RECOMMENDATIONS

- I keep my work environment clean and in good order (office, site, vehicle, living quarters, industrial facilities, etc.).
- I do not leave any equipment or tools lying around.
- I only take out what I need for my activity.
- I comply with waste zones, parking areas, loading/unloading bays, etc.



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AUTHORISATIONS/ PERMITS/ CLEARANCE

I always possess the proper
authorisation/permit/clearance
for the work performed.



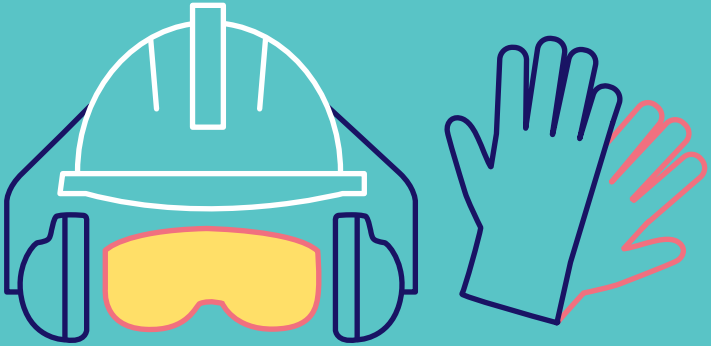


OUR RECOMMENDATIONS

- I know the activities requiring authorisations/permits/clearance (fire, excavation, confined spaces, working at height, mechanical lifting/handling, presence of radioactive sources, ATEX zones, etc.).
- I ask to take the training courses needed for my activity and/or the associated refresher courses.
- I take care that my authorisations are renewed before they expire.
- I stay abreast of technical and regulatory changes relating to my activity.
- I do not carry out work without the necessary authorisation.
- I keep the authorisation/clearance required for my activity about my person.



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PROTECTIVE EQUIPMENT



I opt to use collective protective equipment, whenever it exists.
I wear the general and specific PPE required for both the activities in question and for access to facilities, sites and work areas.



OUR RECOMMENDATIONS

- I bear in mind that PPE is the last line of defence against safety hazards.
- I have the necessary medical fitness and training to use the requisite PPE.
- I check that my PPE has not expired. If so, I discard it and request new PPE if necessary.
- I make sure that the protective equipment (collective and personal) I use is in good working order and used correctly.
- I check the condition and suitability of the PPE and industrial vehicles with the work in question and GRTgaz specifications.
- I wear my gas detector and my double-layer protection when I am in the ATEX zone.



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MOVING BETWEEN LOCATIONS

I comply with the traffic rules inside and outside the sites, regardless of my mode of transport. I do not enter the swivelling range of a machine in operation.



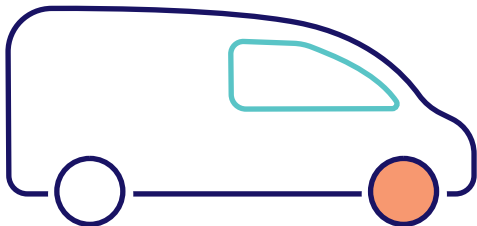
On foot

- › I do not rush.
- › I am aware of my surroundings.
- › I use the handrail in the stairwells.
- › I follow the safest routes.
- › I respect the mandatory traffic areas.
- › I adapt my pace, clothing and shoes to the state of the surface and weather conditions.
- › I always move within the operator's field of vision when I am close to a machine or a person handling a mechanical tool.



Driving a vehicle

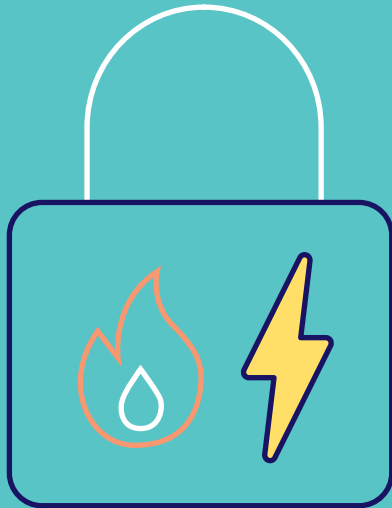
- I prepare my journey and include it in my activity planning.
- I check that the vehicle is fit for its intended use and in good condition.
- I program my GPS when my vehicle is at a standstill.
- I secure loads correctly.
- I adapt my speed to the road, traffic and weather conditions.
- I comply with the traffic plan for sites, car parks and work sites.
- I stop if I feel tired.
- I take the time to communicate in the event of an urgent call.
- I reverse park.





ENERGY LOCKOUT/TAGOUT

I never carry out work on a facility without checking or having someone else check that energy sources are shut off and there is no fluid present.



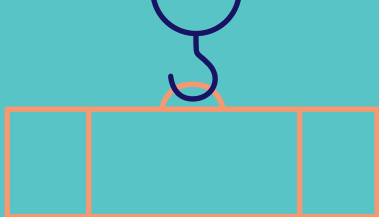


OUR RECOMMENDATIONS

- I consider all types of energies during the lockout/tagout procedure (mechanical, electrical, chemical products, pressurized fluid, etc.).
- Unless an authorised exception applies, I perform my work with energy sources shut off.
- I make sure that everyone involved in the work understands the lockout/tagout procedure.
- I make sure there is continuous communication between everyone involved in the works phase.



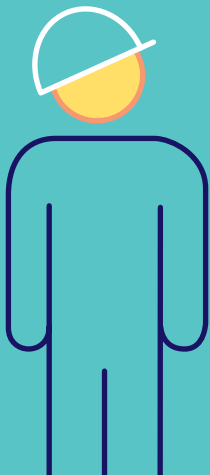
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MECHANICAL LIFTING



I do not go underneath a load or within its swivelling range. I use suitable equipment that has been checked and is in good condition. I follow the handling instructions.





OUR RECOMMENDATIONS

- I make sure that sling attachments and load packing are appropriate.
- I check that the moving load remains under control.
- I ensure that the load does not pass over operational facilities.
- I stay alert when passing near to a lifting operation.
- I do not cross the barrier to a lifting area.
- I walk around the danger zone when I see a suspended load.



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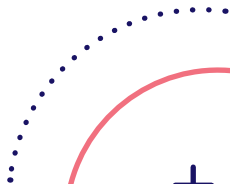
EXCAVATION WORK

I enter and exit the excavation using the means of access provided, and only if I have work to do there. I am only present in the excavation when this is strictly necessary.



OUR RECOMMENDATIONS

- I set out protection measures to mitigate the risks of collapse (shielding, panelling, shoring, banking), ground movement, and work in spaces at risk of an oxygen-deprived atmosphere.
- I ensure that site machinery is positioned on stable ground at the correct regulatory distance from the edge of the excavation.
- I ensure the regular inspection of the safety devices in place, the stability of the walls, and the soil in the trench and nearby.



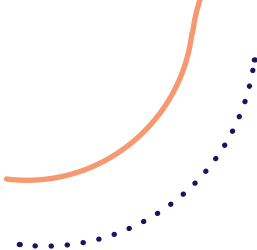
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MANUAL HANDLING, MOVEMENTS AND POSTURES

I opt for mechanical handling when possible. I adopt suitable postures and use the correct tools for each operation. I do not carry a load greater than 25 kg alone and without mechanical assistance.





OUR RECOMMENDATIONS

- I observe and maintain a good posture in the following work situations:
 - repetitive positions
 - driving, getting into/ out of a vehicle or machine
 - working in front of a computer
 - long-term work in an unstable position (e.g. in a squat position or with extended arms)
 - manual handling
- I use appropriate supportive equipment (mechanical, hydraulic, electrical, etc.) or I get help from another person if the equipment or object weighs more than 25 kg.
- I keep my back straight by bending at the knees.





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