



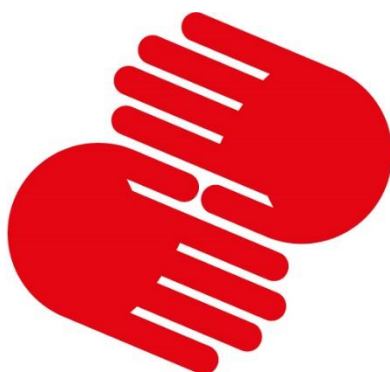


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|--|--|----------------------------|-------------------------------------|---|
|  | Toolbox meeting | | | Refnr.: F00-16-0006 |
| | | | | Rev.No. 0006 |
| | | | | Issued on : 07.12.2017 |
| ASB <input type="radio"/> | Altrad AnD Euroscaff <input type="radio"/> | ABMS <input type="radio"/> | Altrad ProFix <input type="radio"/> |  |
| Title: <u>TOOLBOXMEETING</u> | | Month: March 2018 | | |
| To: | | Date: | | |
| Job site : | | Site no.: | | |
| By: | | | | |
| Attendance list : cf form F00-16-0002 in attachment | | | | |
| Theme : <div style="text-align: center;"> Golden Rules </div> | | | | |
| Minutes of meeting | | | | |
| Translated by : | | | | |



SOFIE

Skillfully Optimise Focus to Improve and Excel

SOFIE is the name of Altrad's new company culture, which is to be shared and supported across our entire organization. As safety is one of the cornerstones of this new culture, Altrad Group launched the Beyond Zero concept at the end of last year. Beyond Zero pursues a continuous improvement of safety. To achieve this, we established nine **Golden Rules**. They form a set of minimum requirements that must be complied with in all circumstances.





Toolbox meeting

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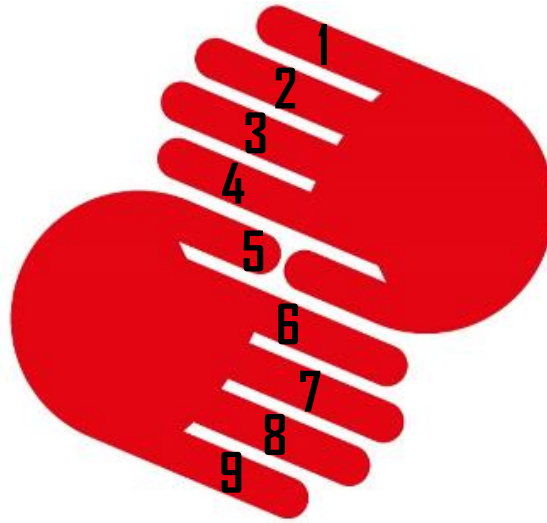
Every one of these Golden Rules contains a number of Do's and Don'ts, with a focus on site-specific activities. As a first step, the Golden Rules will be presented as a whole, by means of posters, calendars, blotters, etc.



"I take responsibility for our safety, by following the **9 Golden Rules!**"



BEYOND ZERO A culture of safety



1. Risk Control

→ I must never commence a task without proper preparation. I must never improvise.

2. Simultaneous Operations

→ I must consider the activities of other people when preparing for and carrying out my task.

3. Stop Work Authority

→ I must exercise my right to withdraw and fulfil my duty to inform others if I observe or experience a serious threat.

4. Equipment & Machinery

→ I must always use suitable, well-maintained and compliant equipment for which I am qualified.

5. Working At Height

→ When working at height, I must always use my harness, except when collective protections are present and if I have received the appropriate authorization.

6. Traffic

→ I must comply with traffic rules both within and outside the site.

7. Housekeeping

→ I must ensure that my workplace remains clean and tidy at all times.

8. Safe Work Environment

→ I must organize my work environment to ensure my health and safety is guaranteed in the short and long term.

9. Protective Equipment

→ I must use protective equipment that is suited to my work.

Throughout 2018, we will focus every month on a specific Golden Rule, by means of a toolbox and a poster. In the toolbox, the Do's and Don'ts for the Golden Rules will be further explained. The posters (cf. example below) are used to translate the Golden Rules into site-specific Do's and Don'ts. You can write the Do's and Don'ts for your site on the posters, so everybody can see them. In doing so, we want to stimulate interaction, raise awareness and encourage input by all team members.

GOLDEN RULE

1 Risk Control



"Never commence a task without proper preparation. Never improvise.."

Do's

- ✓ Make sure you are aware of the risks mentioned in the Task Risk Analysis
- ✓
- ✓ Read the work permit and apply the required measures
- ✓
- ✓ Conduct a Start Work Analysis and discuss it with your team members
- ✓
- ✓ Be attentive to new risks that arise due to a change in situation

Don'ts

- ✗ Don't start without taking the precautions indicated in the Task Risk Analysis
- ✗ Never start working without a work permit.
- ✗ Never start working without first removing the risks.

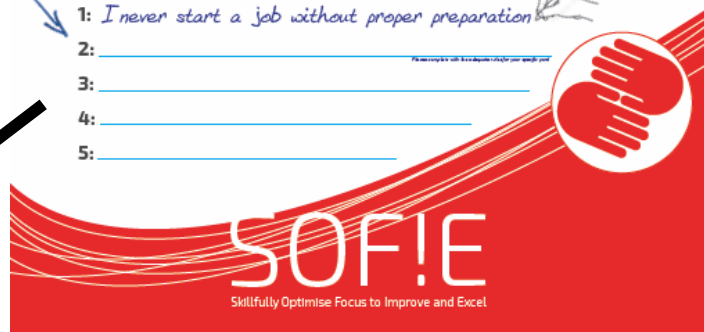
GOLDEN RULES

1. RISK CONTROL



How do **you** do it?

- 1: *I never start a job without proper preparation*
- 2: _____
- 3: _____
- 4: _____
- 5: _____



Complete the form with your specific Do's and Don'ts, take a picture and send it to the QSHE service in Verrebroek. Don't forget to mention the site number.

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