SAFETY
GOLDEN RULES

techfem SpA
Human & Sustainable Engineering

techfem

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Golden Rules per la Salute e la Sicurezza
Documento Pubblico

TOP MANAGEMENT STATEMENT

This strategy document defines the Techfem Golden Rules to provide safe and healthy work-places by preventing work-related injury and ill health.

The basic reference is the IOGP life-saving rules extended not only to life saving requirements but also to employees' health. Environmental, social and governance issues not directly related with employees' integrity are not addressed as Golden Rules and left to the Integrated Manage-ment System through the usual procedures.

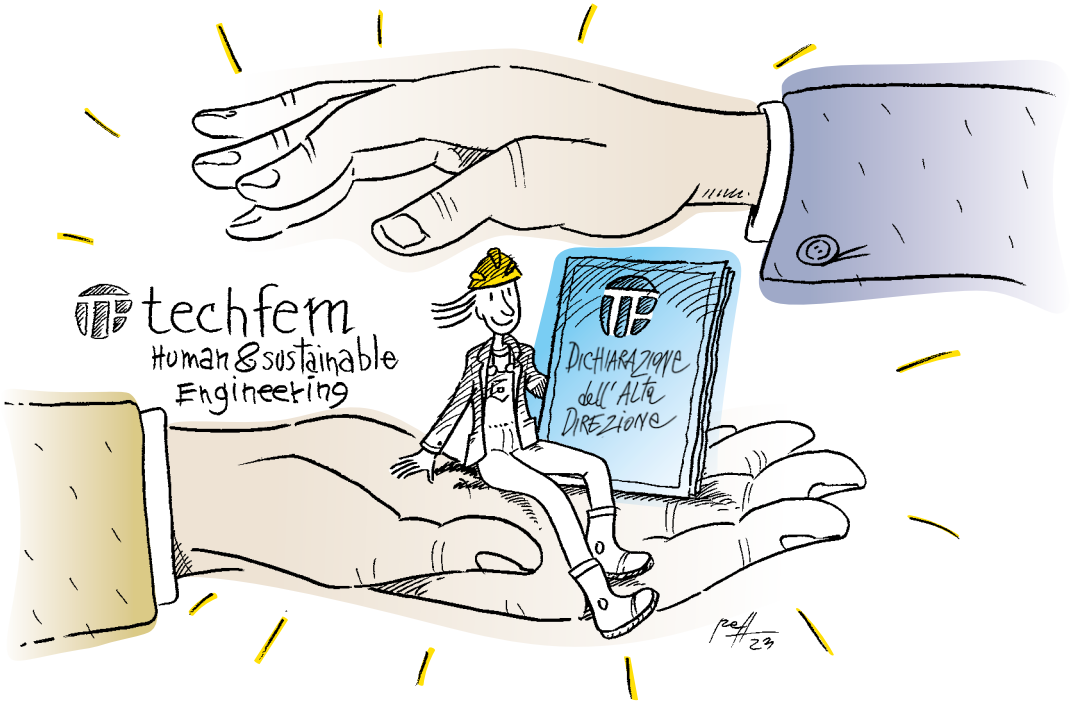
The foundation stone of all the Golden Rules is that *safety matters to everyone*. Moreover, ac-cording to API definitions, workers have a personal responsibility to assure the safety of them-selves and those around them.

They should STOP WORK at the jobsite if they think the working conditions or behaviours are unsafe (Stop Working Authority; SWA). The basic principles of SWA are:

- Safety is and will always be the primary focus.
- As part of the Techfem organization, you have a duty to work in a safe manner.
- You have a personal responsibility to assure the safety of yourself and those around you.
- Safety and safe practices should always be forefront when carrying out your job functions.
- All workers have "stop work authority".
- Stop and ask questions when in doubt about the safety of any operations.
- Stop work at the jobsite if the working conditions or behaviours are considered unsafe.
- If you are discouraged from exercising the "stop work authority" or are penalized for doing so, report this action to management immediately.

Chairman of the Board of Directors

CEO



OUR 10 GOLDEN RULES

1. PERMIT TO WORK

2. CONFINED SPACE

3. WORKING AT HEIGHTS

4. ENERGY ISOLATION

5. LIFTING OPERATIONS

6. DRIVING SAFETY

7. HOT WORKS

8. LINE OF FIRE

9. TRENCHES AND EXCAVATION

10. CHEMICAL HANDLING

The majority of the serious injuries and deaths occur to contractor's personnel and so these Golden Rules must be implemented within the activities of Techfem's contractors including sub-contractors

1. PERMIT TO WORK

Work authorisation is more than just a person in charge signing a Permit to Work form: it is seeking and having authorisation to start, resume, or hand-over a task.

The person in charge of the work confirms that it is safe to start, that controls are in place and effective, and the task can be performed as planned.

YOU MUST NOT

- Perform any work without an approved work permit when required

YOU MUST

- ✓ Understand the permit
- ✓ Assess risks confirming that hazards are controlled and it is safe to start
- ✓ Stop and reassess if conditions change

2. CONFINED SPACE

A confined space, such as a vessel, tank, pipe, cellar or excavation, can contain explosive gas, toxic or asphyxiating atmosphere or other dangers such as energy releases, lack of oxygen, exposure to hazardous chemicals, things that can fall on you or crush you, or that you can fall from. Authorised access keeps you safe.

Dedicated Risk assessment has to determine if any work involving excavations or trenches creates confined space conditions and ensure necessary work authorisation and controls.

Dedicated procedure will determine if any work involving excavations or trenches creates confined space conditions and ensure necessary work authorisation and controls.

YOU MUST NOT

- Enter a confined space without checking all sources of energy to the space are isolated and the atmosphere is properly tested
- Make available rescue plan and rescue equipment

YOU MUST

- ✓ Conduct a complete tool box talk prior the activity start
- ✓ Appoint a standby man
- ✓ Issue a permit to work preventing unauthorised entry

3. WORKING AT HEIGHTS

Working at height outside a protected area (such as an elevated work area not enclosed by hand rails) requires the use of approved fall protection equipment secured to an approved anchor point. Other considerations for working at height include ladders, work over water, rope access, floor openings, access hatches, and inspection pits. Floor openings should be protected with physical barriers to prevent falls.

Preventing objects from falling from height and using physical barriers below working area keeps people at height and people working below safe.

Working at height is considered as work at or above 2 m, unless local legislation requires a lower height. Working at height shall be considered alongside un-barriered trenches, etc. where a person can fall from the normal ground level with a void space greater than 2 m.

YOU MUST NOT

- Work on or move a Mobile Elevating Work Platforms (MEWP) unless you are an authorised, trained and competent personnel.
- Work on the roofs of buildings or tanks unless a specific risk study including pre-inspection (for integrity of the roof), installation of walkways, safety rails or lifelines has been carried out.

YOU MUST

- ✓ Prefer permanent, collective access and protection systems (e.g. scaffolds) over any other type. In their absence personal fall- arrest systems (PFAS) shall be provided
- ✓ Use scaffolding / MWEP that is fit for purpose and has been inspected.
- ✓ Use a properly anchored fall arrest inspected and certified.
- ✓ Fully assess the risk of dropped objects ensuring methods to prevent falling

4. ENERGY ISOLATION

Energy isolation separates people from hazards such as electricity, pressure and energised equipment. Energy isolation also provides protection from potential energy sources e.g. positioning valves to prevent tanks filling with materials due to gravity.

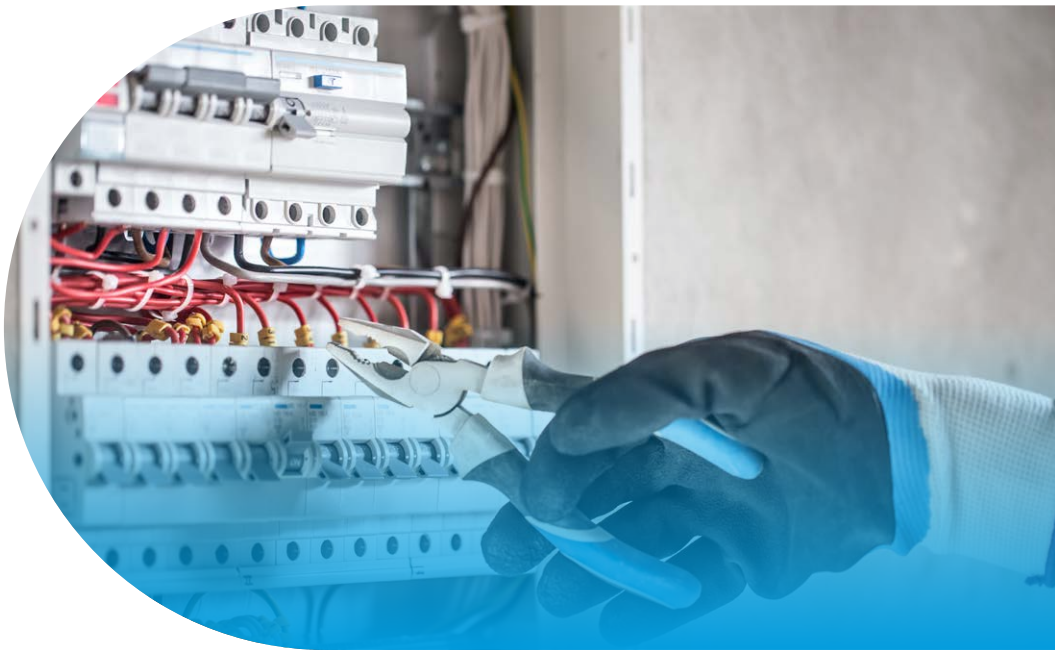
Any stored energy (e.g., hydraulic or pneumatic power) should also be dissipated before the work starts.

YOU MUST NOT

- Perform isolations unless you are competent and authorised person.

YOU MUST

- ✓ Ensure there is an approved method, to isolate and discharge the equipment and an approved method for reenergization.
- ✓ Ensure all energy sources are identified.
- ✓ Ensure isolations are locked out and properly tagged.
- ✓ Ensure an appropriate work permit is established, complete with all the associated documents including Task Risk Assessment.
- ✓ Test the isolation to deem it effective.
- ✓ Regularly monitor the isolation.



5. LIFTING OPERATIONS

Lifting operations need to be planned and performed by competent personnel using certified equipment.

To protect people around suspended loads and any mechanical lifting operation, access should be controlled through physical barriers and exclusion zones.

When mechanically lifting people (e.g. manriding, manbaskets, personnel transfer, mobile elevated work platform), organisations should provide equipment which is designed and certified specifically for lifting people.

YOU MUST NOT

- Perform lifting unless a competent person has assessed the lift and determined the appropriate method and equipment.
- Stay or transit in the area beneath a suspended load.

YOU MUST

- ✓ Ensure the operators are trained and qualified; the cranes and other lifting gears are operated by authorised personnel;
- ✓ Ensure lifting gears are properly certified and inspected as required
- ✓ Ensure all safety devices on lifting gears are operational
- ✓ Ensure Clear lines of communication exist

6. DRIVING SAFETY

Driving-related incidents are historically the single largest cause of fatalities in IOGP member company operations. It is IOGP expectation that all companies operating land transportation or providing services involving land transportation have a management system in place that covers land transportation operations and that is based on a full assessment of the risks and measures to address such risks.

The driver and passengers should take responsibility for each other's safety, including ensuring all occupants are wearing a seatbelt.

Fitness for duty means assuring that an individual can complete a task safely and without unacceptable risk to themselves or other. This includes not being under the influence of drugs and alcohol, according to techfem QHSE policy.

YOU MUST NOT

- Use a mobile phone or pager, send or read a text message, while operating a vehicle.
- Exceed the maximum speed limits as defined legally or, if lower, as defined in the journey management plan. If road or weather conditions deteriorate then reduce speed further.

YOU MUST

- ✓ The number of passengers does not exceed the manufacturers maximum
- ✓ Ensure loads are secured
- ✓ Ensure all occupants wear seatbelts
- ✓ Ensure drivers are not under the influence of alcohol or drugs
- ✓ Ensure the journey has been risk assessed and driver fatigue is considered.

7. HOT WORKS

Hot work includes any work that creates an ignition source performed in an area which potentially contains hydrocarbons or flammable materials.

Ignition sources are open flames or sources of heat that could ignite materials in the work area such as welding, grinding, smoking, torching, (un)loading of hazardous materials, internal combustion engines, chemical reactions, batteries, etc.

Hazardous areas are defined in the UK Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) as "any place in which an explosive atmosphere may occur in quantities such as to require special precautions to protect the safety of workers".

YOU MUST NOT

- Starting hot work in a hazardous area prior a gas test has been completed and granted provisions for gas continuous monitoring.

YOU MUST

- ✓ Ensure identification and control of all ignition sources
- ✓ Ensure all flammable or combustible materials have been isolated, removed or protected from sources of ignition.
- ✓ Ensure Emergency Response Plans and equipment are in place and available
- ✓ Obtain the necessary Permit to Work

8. LINE OF FIRE

A simple definition of "line of fire" is being in harm's way. Line of fire injuries occur when the path of a moving object or the release of hazardous energy intersects with an individual's body.

Other rules focus on specific activities, whereas this Rule is intended to raise personal awareness of struck-by and caught-in-between hazards. Line of fire hazards are not always obvious or constant and can be introduced as the task progresses (e.g. underground and overhead powerlines, pipelines, objects under pressure, stored energy, lines under tension, poorly supported excavations, shifting cargo, moving equipment).

YOU MUST NOT

Position yourself:

- In the path of moving equipment
- Underneath lifted load or static objects that could fall
- Working next to unstable materials that could shift
- Working next to objects under tension
- Placing hands or body in equipment that can rotate

YOU MUST

- ✓ Continually monitor your surroundings and position yourself to avoid being in the line of fire. This includes ensuring you are visible to vehicle drivers and equipment operators
- ✓ Understand the work tasks that are going on around you and the associated hazards. Ask yourself what is the worst that can happen or what will happen if a certain safeguard fails. Recognize the hazards of your work and act accordingly.
- ✓ Establish and obey barriers and exclusion zones

9. TRENCHES AND EXCAVATION

Other rules, like confined spaces or line of fire, focus on specific activities, whereas this Rule is intended to raise personal awareness of man-made cuts in the earth such as trenches, cavities, depressions or excavations of any kind in order to prevent danger to workers in or near excavations.

To maintain the required precautions, a competent person must inspect excavation supports or battering at the start of the working shift and at other specified times.

YOU MUST NOT

- Carry out any work until the excavation is safe
- Place machinery or spoil piles within one meter of a trench being excavated.

YOU MUST

- ✓ Apply precautions for work in confined spaces, as necessary.
- ✓ Clearly mark all excavation areas.
- ✓ Identify underground structures.
- ✓ Verify geotechnical data to ensure no collapse of excavation nor falling or dislodging material.

10. CHEMICAL HANDLING

A variety of harmful substances are found in our working environments and knowing how to handle these safely is key to safety and protection from injury.

YOU MUST NOT

- Return chemicals to their original packaging. An incompatible mixture may accidentally be formed.
- Release chemicals in the sewage

YOU MUST

- ✓ Wear and make availablet the PPE required by the MSDS
- ✓ Keep chemical containers closed.
- ✓ Keep segregated chemicals within dedicated and bunded area
- ✓ Ensure availability of chemical spill kit
- ✓ Never use a wrong or an unmarked reagent. If you are unsure about the compound, do not use it.
- ✓ Make always available SDS at site

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