

# General Health and Safety Instructions for outside Service Providers working on APERAM sites

## **1. INTRODUCTION:**

The General Health and Safety Instructions set out the main obligations in force on APERAM sites, subject to and in accordance with national regulations. The goal is to prevent and eradicate accidents and incidents when performing work.

Work of any kind must always be carried out in accordance with:

- Legislation,
- Regulations governing the profession of the Service Providers,
- Specific rules and provisions for the APERAM site,
- APERAM Group Health and Safety standards

These General Health and Safety Instructions apply to all Service Providers on APERAM sites operating industrial facilities, performing maintenance work, involved in building construction or civil engineering work, it being understood that this list is not exhaustive.

## **2. GENERAL PRINCIPLES:**

Maintenance on APERAM sites is carried out by Service Providers specialized in the work entrusted to them. They retain full liability with regard to their employees. Service Providers must ensure that the subcontracted companies and temporary staff they employ are aware of and apply the General Health and Safety Instructions. Any and all obligations incumbent upon Service Providers vis-à-vis their staff apply to all employees they assign to the works including their temporary staff and own Service Providers.

Moreover, outside Service Providers performing work on an APERAM site undertake to take into account, convey, and have their employees comply with all the requirements of these general conditions and other attached documents pertaining to safety. The Service Provider undertakes to provide any additional measures that might contribute to improving safety. Should a company carrying out work on an APERAM site fail to comply with the rules set out in article 1 above (including these Instructions), and/or fail to maintain an approach of ongoing vigilance with regard to Corporate Health/Safety and fail to continuously endeavour to improve said approach, APERAM shall promptly take action with regard to the company in order to identify the underlying reasons and examine together, if necessary, any corrective measures to be implemented, without prejudice to APERAM's right to immediately take any measures it deems appropriate in light of the nature and seriousness of the deficiencies encountered (including, but not limited to: penalties, expulsion of employees working for the company in question, termination of the agreement resulting from the fault of the company in question).

### **3. MAIN DEFINITIONS:**

- **APERAM:** refers to (i) APERAM SA, registered in the Luxemburg Registry of Trade and Companies under the number B 155908, having its registered office at 12C rue Guillaume Kroll L-1882 Luxemburg or (ii) any company in which APERAM SA directly and/or indirectly holds at least 50% of the common voting shares or shares giving it the right to elect a majority of the Board of Directors or any other equivalent corporate body, including its successors in title, assigns, transferees and/or (iii) any subsidiary acting on behalf of companies as defined in (i) and (ii) above .

- **Service Provider**

The rules contained in this document apply to all work and services carried out by outside Service Providers on APERAM sites and properties.

The term “outside Service Provider” employed in this document refers to any and all outside companies (Contractors and Service Providers at all levels along with their employees and staff, including temporary staff) performing a service for and/or on an APERAM site.

- **Safety Documents**

Documents defined between the APERAM site and the Service Providers, in accordance with applicable laws and regulations, defining the measures taken or to be taken by each party to avoid the risks associated with a proposed activity.

### **4. ORGANISATION AND GENERAL RULES**

- **Pre-qualification process**

To be selected to work on an APERAM site, the Service Provider who must perform a high-risk activity or work in an area requiring special permits and specifications (SEVESO area for example) must submit to a pre-qualification process. This process involves a historical review of the Service Provider’s Health & Safety performance in addition to being required to be in possession of an effective health and safety management system (OHSAS 18001, MASE, VCA, or other certification) which must be maintained at least at the same level throughout the term of the agreement.

- **Successive subcontracting**

First-level outside Service Provider companies must have their subcontractors approved by the APERAM site. All Service Providers, regardless of their level, must also follow the pre-selection and selection process as necessary. All specific contractual arrangements concluded between APERAM and the first-level Service Provider also apply to the latter’s sub-contractors, with the outside Service Provider remaining liable with regard to APERAM for its subcontractor’s or subcontractors’ compliance with said specific contractual arrangements.

- **Coordination of the work**

Prior to the commencement of the work, APERAM organises a meeting with the selected Service Provider to review with it the risk analysis carried out by the latter for the works it is to perform.

In the event that several Service Providers work at the same time, in the same place or near each other, they are required to attend said meeting in order to formulate the measures necessary to manage the risks arising from potential interference between the activities of the different Service Providers.

Requisite preventive health and safety initiatives must be implemented to ensure the safety of persons and property during the work, with the company responsible for implementing each of said initiatives being designated.

In the event of any change liable to affect the health and safety conditions, the APERAM site and the relevant subcontractor(s) must meet again to address the issue.

- **Service Provider’s representative**

Before starting work, the Service Provider’s legal representative must appoint the person to represent its company for the APERAM site. The latter must remain on the site during the work they supervise unless replaced by a person appointed by their company with the same skills, knowledge and experience.

As part of their assignment, the Service Provider's representative carries out at least the following tasks:

- ⇒ ensuring, prior to the commencement of the works, that the relevant employees have received the necessary health and safety instructions and training,
- ⇒ confirming in writing to the APERAM site representative that all the tools and equipment used by the Service Provider on the APERAM site for the performance of the works entrusted to it shall be used in accordance with safety regulations,
- ⇒ taking the requisite measures to ensure compliance with laws and regulations, APERAM health and safety instructions, as well as the legal agreement between itself and APERAM,
- ⇒ taking the requisite measures to guarantee health and safety and ensure compliance with rules pertaining to orderliness for any persons it allows to enter the site, including visitors,
- ⇒ providing all persons it has work on APERAM site with the Personal Protective Equipment required and ensure they are properly used,

The Service Provider's representative must ensure that all employees engaged in work on the APERAM site understand the laws and safety regulations and procedures they must follow as well as ensure compliance by all.

The Service Provider's representative must possess sufficient skills, knowledge and experience in the activities entrusted to its company.

#### ● **Worker expertise**

All the Service Provider's employees working on the APERAM site must have the skills required to carry out their job safely and have received the necessary training for this purpose. They must be aware of the risks that their work on the APERAM site is liable to expose them and have the necessary means to protect themselves and manage said risks.

#### ● **Environmental risk management**

In accordance with anti-pollution regulations, it is prohibited to emit pollutants (gaseous, liquid or solid particles that are corrosive, toxic or odorous) in the atmosphere; it is also prohibited to spill polluted waters in addition to any and all polluting products (chemical, bacterial, mechanical or radioactive) in drains, sewers, and rivers and on the soil of the site.

Due to the risk of explosion, it is strictly forbidden to place hollow bodies (gas cylinders, tanks, empty cans, etc.) in the scrap metal bins or the junkyard.

Unless otherwise agreed in writing, the Service Provider is responsible for the disposal of its waste outside the site in approved treatment centres.

The Service Provider's representative undertakes to inform its staff concerning current environmental regulations and to have them comply therewith.

#### ● **Establishment and delineation of the worksite**

It is the responsibility of the APERAM site to delineate the work area and to mark out the risk areas or have said risk areas marked out. The Safety Documents produced in conjunction with the Service Provider shall specify what should be done and by whom. The Service Provider shall indicate its worksite within said sector. It shall set up signs and protective measures for the prevention of its own risk (for example, work at height through signs, work in pits and excavations surrounded by sufficiently strong protection, lighting for the worksite at night, etc.).

For the duration of the work, each Service Provider must take all measures to ensure the safety of the traffic areas, notably by introducing protective railings surrounding the apertures.

#### ● **Premises used by Service Providers**

The Service Provider staff must have access to toilets, changing rooms and food service facilities. These facilities may be made available by the APERAM site or provided and installed by the Service Provider itself. In the event the APERAM site makes them available, the APERAM site representative shall specify their location and conditions of use in the Safety Documents produced in conjunction with the Service Provider for the performance of the work.

In the event the Service Provider provides them, they shall be installed at the place indicated by the APERAM site representative. The Service Provider's representative shall provide the APERAM site representative with a certificate of conformity for the facilities with regard to legal requirements.

In addition, these facilities must meet the specific requirements of the APERAM site, if any. The Safety Documents produced in conjunction with the Service Provider shall mention the Service Provider's installation of said facilities.

### ● **Securing the worksites**

The procedures established on the sites set out the conditions for securing the worksites and issuing work permits. APERAM site staff typically carries out said securing of the worksite. Should the securing be entrusted to a Service Provider, this must be specified in the agreement and described in full in the Safety Documents. Said operation shall be performed by qualified personnel under the control and responsibility of the Service Provider in accordance with good professional practices.

It should be noted that securing of a worksite comprises all the necessary safety measures allowing the planned work to be carried out without risk.

The Service Provider must notify the APERAM site representative of the completion of the works. It shall then return any authorisations granting access to the site as well as any consignment certificates or work permits.

### ● **Connecting to fluid networks**

All connections to the APERAM site fluid networks are subject to the prior approval of the site representative. The supply and risks associated with the use of fluids must be described in the security documents.

### ● **Connecting to power grids**

Service Providers may only be connected to the APERAM site power grid following approval of the site.

– Service and liability limits:

The APERAM site is liable for power supply up to and including the connection or outlet employed. Its provision of service is limited to the supply of power via the outlet or connection.

Service Providers are prohibited from performing any actions on the outlet, connection or the associated protective arrangements.

Downstream from the outlet or connection, the Service Provider shall be wholly responsible for the supply and bear all liability therefor.

– Design of the Service Provider facilities:

Electrical cabinets and boxes, along with the equipment for which they provide power, are to be produced in accordance with current regulations and good professional practices. Installations must be periodically checked, in particular following their commissioning or subsequent to significant modifications.

In the event of incidents involving equipment or installations which are clearly in poor condition, the APERAM site representative reserves the right to prohibit the use of any electrical equipment in poor condition and require a certificate of conformity issued by an organisation authorized to turn back on the power supply for the installation.

### ● **Isolated workers**

The Service Provider manager must take the necessary steps so that none of its workers work in isolation at a location not allowing for them to be promptly rescued in the event of an accident. In particular, they must carry with them an effective means of communication permitting them to alert another designated employee of their company or the APERAM site emergency services.

### ● **Loaning out of equipment and use of APERAM machines**

The Service Provider possesses, in its capacity as a specialist, all of the tools and/or equipment necessary for the provision of the service it carries out on the APERAM site. Said tools and/or equipment must be fully compliant with current regulations and good professional practices. The Service Provider must only use the latter in accordance with their technical purpose.

Notwithstanding the foregoing, the APERAM site may exceptionally make certain equipment available to the Service Provider, in particular handling equipment, for the purpose of its rendering of the service. In this case, the installations made available to the Service Provider are mentioned in the Safety Documents drawn up in conjunction with the Service Provider and are covered by specific clauses relating to the provision, setting out the terms of use, the action limits, the maintenance and monitoring conditions for the equipment provided.

The APERAM site commits to ensuring that the installations provided are in perfect working order at the time of their being made available. However, the Service Provider must ensure, directly or via an authorized third party, at its own expense, the proper working order of the installations prior to any use by its staff. The APERAM site is free of any obligation or liability pertaining to the proper use of the installations made available to the Service Provider.

The Service Provider is required to provide its staff with information, training, accreditation, authorisation and other elements relating to the use of the installations made available.

The making available of these installations to the Service Provider may only take place provided that the agent:

- ⇒ is 18 years or older
- ⇒ is specifically named by their employer who has made sure that the agent:
  - is medically fit,
  - is in possession of the necessary authorisations,
  - has received training regarding the instructions for use and instructions regarding any specific characteristics of the handling equipment from the APERAM site

The Service Provider appoints a trained manoeuvring operator who is responsible for properly tying down the loads and giving orders, if necessary.

#### ● **Monitoring of the Service Provider's property**

The Service Provider takes measures to monitor its equipment, installations, lots, work and storage areas. It notifies the APERAM site of the measures taken.

#### ● **Tidying up and cleanliness of the worksites**

Tools and materials remaining on the worksites are to be stored by the Service Provider after each daily stoppage of the works so that they do not encumber passageways or pose a risk of falling from above.

At the end of work, the Service Provider removes all its equipment, materials and rubble, cleans and remediates the worksite. It is liable for any personal injury and/or property damage, in particular those brought about by abandoning a gas cylinder or hazardous material on a worksite. It shall carefully refill all apertures created.

Should the Service Provider fail to carry out the cleaning of its worksites, the APERAM site reserves the right to carry out said cleaning or have said cleaning carried out, at the expense of the Service Provider.

#### ● **Feedback**

Any unexpected "dangerous event" occurring unexpectedly on the workplace not impacting the physical integrity of persons must be reported and reviewed for the purpose of taking corrective actions. In the event of an imminent risk, it is necessary to take immediate action to prevent the accident.

It is necessary, in all cases, to contact the APERAM representative and, depending on the site, fill out a specific form for the purpose of managing the incident (or near-accident).

The Service Provider must ensure that each of its work teams includes the adequate number of first-aid workers (trained and having received the diploma) required by law.

The Service Provider's representative must make sure that all accidents, incidents and near-accidents that occur pursuant to the work entrusted to its company are immediately reported to the APERAM site representative.

#### ● **Use of specific machines or equipment**

Any specific machines or equipment used by the Service Provider must comply with legal and regulatory requirements, in particular those relating to noise pollution.

## **5. CIRCULATION WITHIN APERAM SITES**

#### ● **Means of access and traffic**

Service Providers must obtain permission to enter the site. Any vehicles they bring onto the site must be in good working order and compliant with regulations in force; they must be clean, fitted with signalling devices and comply with the safety and environment rules. As such, they must be manufactured and used in accordance with the APERAM Safety standard "APERAM Safety ST006" (attached as Appendix 1).

Drivers must at all times observe all traffic rules, both general and those specific to the sites. It is recalled that lights (sidelights or dipped headlights) must be on when entering the site.

#### ● **Pedestrian traffic**

It is mandatory that the workshops be accessed via the pedestrian doors, unless this proves impossible.

Staff travelling on foot within the APERAM site must use the specific passageways and must not circulate outside the areas and routes that have been shown to them.

#### ● **Material Transportation**

When material or goods transportation is likely to release dust or particles which may harm other users or which could pollute the site roads and the other vehicles, the transportation company must either use specifically converted vehicles (tanks, containers, reservoirs) or carefully plug the hole of the vehicle releasing the matter. The Service Provider assumes responsibility for the transportation of the materials to or

from the APERAM site and ensures that there is no risk of air pollution or risk to the environment or persons owing to the transport activities. The vehicles involved must be compliant with regard to laws and regulations.

Any infringement of this measure can lead to the seizure and the immediate consignment of the vehicle or the machine by the APERAM site security department. If the infringement reoccurs, the vehicle's and the driver's circulation permit will be immediately withdrawn. The Service Provider must pay for the cleaning and repair of the damage caused. Any Service Provider found violating these provisions shall have its vehicles evicted and barred from the APERAM site until the repairs and refurbishment incumbent upon it have been carried out and approved by the APERAM site.

Any material or goods accidentally spilled onto the paths and roads will be removed as soon as possible by the Service Provider, which, if appropriate, will place markers, take safety measures and inform the security department of the APERAM site.

#### • **Parking**

Vehicles must be parked on the parking areas and car parks reserved for this purpose on the APERAM site. Whenever possible and whenever the parking area is designed to do so, vehicles must be parked headed toward the exit, especially in dead ends.

For vehicles, machinery or industrial trucks used by the Service Provider in accordance with the rules agreed upon with the site, parking and maintenance areas shall be defined in conjunction with the APERAM site representatives.

Except in special cases, the parking of vehicles (vans, trucks, etc.) is strictly prohibited in the workshops. Access is allowed only for loading and unloading equipment at low speed, and, in this case, the hazard lights must be turned on.

#### • **Special transportation**

The site machines which are not equipped with tyres or solid rubber bands will only be allowed to enter the site carried on trailers which themselves are equipped with tyres. This is particularly the case for metal caterpillar machines (pusher tractors, cranes, excavators), rollers or compactors with metal tyres, which are likely to damage the road surface. Any breach of these provisions shall result in a claim for compensation against the Service Provider.

Slow vehicles must, whenever in motion, be clearly and appropriately signalled.

The transportation or elevation of personnel must only be performed with equipment especially designed for this purpose, which complies with the legal and regulatory requirements.

The employees allocated this task must have a training certificate in the operating of this kind of machine and an operating permit provided by their employer after training on the particular operating features of the machine with which they have been entrusted.

#### • **Vehicle signalling**

Special attention will be given to the transportation of long flat metal sheets, or items whose dimensions are not highly visible and which may not be seen by the other users and may mislead them as to the load's real clearance limit (indicator lights and cushions on the corners for protection are compulsory).

Vehicles or machines of an exceptional width must comply with the APERAM site regulations and the specific transport authorisation.

#### • **Blind manoeuvring**

When the driver of a vehicle or a machine must perform a manoeuvre, especially reversing when visibility conditions are insufficient, a person must, either through voice instructions or signs (or another means of communication), direct the driver and also warn or have warned individuals working in the area where the vehicle is manoeuvring. To avoid anyone getting run over, all measures will be taken to ensure nobody is in the area between the manoeuvring vehicle and the set obstacles.

All manoeuvres must be performed very slowly.

The same care must also be taken when unloading a lorry's skip or a haulage vehicle when visibility conditions are insufficient. In this case, it is mandatory that a person assist with the manoeuvring.

Prior to performing these operations, the proper functioning of the vehicle's audio and visual safety systems must be checked. The latter must be used during manoeuvring.

#### • **Checks**

If any circulation regulations are broken, the APERAM site representatives and site security personnel are authorised to immediately stop any vehicle or machine which does not meet the requirements outlined in the Highway code or those in these instructions and to enforce the appropriate corrective measures.

## **6. PROTECTIVE EQUIPMENT**

The modus operandi of the Service Provider company must put collective protection first when adopting safety measures. Any and all risks uncovered during the work's preparatory stages must be eliminated or face appropriate preventive measures.

The Service Provider supplies its employees and temporary staff with the items needed for their protection and gives them training regarding their use.

The Service Provider ensures that each piece of equipment is always appropriate to the nature of the planned operation, ready to be immediately used and is actually worn.

In terms of personal protective equipment, Service Providers shall follow the instructions in force on the APERAM site along with the associated standards.

The Service Provider is responsible for individual means of protection. In the event that specific protective equipment must be used on a site, the terms of provision and use are set out in the Safety Documents produced in conjunction with the Service Provider.

Service Provider staff employed on the APERAM site must be easily identifiable by their work clothes or other distinguishing features.

## **7. SPECIFIC WORK**

All major safety rules relating to specific work mentioned below are in addition to those identified in the context of the Safety Documents and do not comprise alone all means of protection.

### **• Work at height**

Work at height must be carried out in compliance with the applicable laws and regulations in force as well as the APERAM Safety standard "APERAM Safety ST003" (attached in Appendix 2).

All risk management rules applicable to work at height are described therein (signalling, roof works, work on railway tracks, etc.).

Furthermore, it is recalled that a ladder is not a workstation but a means of access. Their use must be taken into consideration in the risk analysis and limited to the strict minimum.

Any risk of falling will be considered and sufficient preventive measures will be implemented by the Service Provider entrusted with the work, such as: strong guardrails, access barred, signalling, lighting, markings.

### **• Lifting work**

Handling and lifting must be carried out in compliance with applicable legal and regulatory requirements in addition to the APERAM Safety standard "APERAM Safety ST007" (attached in Appendix 3).

Overhead cranes have priority over moving vehicles within the workshops and that parking or moving under loads is strictly forbidden. Electromagnet handling areas have restricted access.

The Service Provider shall specifically appoint a manoeuvring head whenever it has lifting operations to carry out.

### **• Bracing**

The use of machines requiring bracing is forbidden without prior written authorisation from the APERAM site. It is forbidden to use a railway track as a bracing point. The same applies to any other resistance point which is too weak, such as air piping, poles, line supports, public work machines, etc.

No bracing must block the clearance limit. In the case the clearance limits are blocked, the Service Provider must obtain authorisation from the APERAM site and put in place the appropriate warning signs.

### **• Excavation work**

Excavations and trenches cannot be started without the written agreement of the APERAM site engineering office or any other relevant department. The latter shall inform the Service Provider of any electric cables or pipes in the ground.

Any possible and unforeseen shifting of pipes or electric cables will be at the cost of the APERAM site. However, the Service Provider will not be able to use to its advantage the harm inflicted and will be responsible for any damage or accidents which it causes. Buried infrastructure must be approached by hand. The obligations applicable on the ground and those applicable under the work and the foundations are specified by the Service Provider and under its own responsibility. The Service Provider relinquishes the right to take any action against the APERAM site over the information provided on this subject which is given, in all circumstances, as information only. The excavations and trenches must respect the legal and regulatory provisions.

### **• Board work**

When openings are made on boards, a strong guardrail must eliminate any risk of falling. The works official will make sure that all preventive measures are implemented.

- **Work in a confined space**

Work in a confined space must be carried out in compliance with applicable legal and regulatory requirements in addition to the APERAM Safety standard "APERAM Safety ST002" (attached in Appendix 4). This work considered as dangerous must always be performed under the supervision of one or more people who are always out of the danger area and carry means of communication allowing them to call immediately for assistance whenever necessary.

- **Work on railways and rail / road interface**

Work on and in the vicinity of railways must be carried out in compliance with applicable legal and regulatory requirements in addition to the APERAM Safety standard "APERAM Safety ST004" (attached in Appendix 5). No work on railway tracks in use or in their vicinity can be undertaken without the prior agreement of the railway management official at the APERAM site; this official must also be informed that the work has finished.

- **Transportation, storage and use of hazardous materials**

The Service Provider must state to the instructing party of any hazardous materials to be used pursuant to its work (this does not exonerate the company from the relevant legal obligations and restrictions). The Service Provider must gather on its operating premises and, prior to the work, transmit to the users, company work doctors and the APERAM site medical department, the appropriate prevention and safety information for the gases and toxic products used, by means of a safety datasheet.

It is forbidden to bring CMR products or packaging which has contained CMR products onto the site. However, in the case of work requiring the use of CMRs as there are no other equivalent products on the market which are less dangerous, the Service Provider will compile a report for the instructing party showing the absolute need for the product and outlining the measures taken to ensure its employees' well being and the protection measures implemented to avoid others working in the vicinity being exposed, all of which is undertaken in compliance with current legislation in each country.

The use of HCA products must also be subject to a health and safety risk analysis just as much for those using the products as for those in the vicinity of the work.

Measures provided for in the laws and regulations must be implemented.

Hazardous (explosive, flammable, corrosive) material used on the worksites will be visibly labelled and must be stored in a particular fashion in a location subject to the approval of the APERAM representative.

The transportation of this material is subject to current regulations (ADR, RID, IATA, etc.) as well as those in force within the APERAM site. The representative of the external company is responsible for ensuring proper compliance with said regulations and for notifying the APERAM site representative in this respect.

- **Work on electric equipment**

Access to electrical premises and installations is restricted to electricians duly accredited on the basis of the legal and regulatory requirements for the APERAM site and will be strictly subjected to the authorisation of the relevant department of the work site (electricity authorisation needed).

The staff carrying out the work must be trained in and aware of the electrical hazards and be in possession of accreditation corresponding to the work undertaken.

- **Consignment**

Consignment must be performed in compliance with applicable legal and regulatory requirements in addition to the APERAM Safety standard "APERAM Safety ST001" (attached in Appendix 6).

The Service Provider will only start the work after it has received a consignment certificate or a work permit from the APERAM site consignment official which specifies the nature of the work and the detailed boundaries of the worksite.

The APERAM site consignment official is the only person authorised to undertake or have undertaken the consignment or deconsignment procedures except for new installations prior to receipt and specific cases which come under a specific contract and risk analysis.

- **Work in an area of gas**

For work in the areas with hazards caused by gases and toxic products, protection measures for people, property and the environment must be implemented in accordance with laws and regulations as well as the APERAM Safety standard "APERAM Safety ST012" (attached in Appendix 7).

- **Work in a radioactive area**

The introduction, use and storage of radioactive sources, as well as the use of electrical equipment which produces ionising radiation, can only happen under the supervision of an authorised person who is appointed by and works under the responsibility of the Service Provider company; the latter is especially responsible for compliance with current legal and regulatory provisions.

The authorised individual from the Service Provider company must contact the APERAM site representative and can only introduce, use and store the sources after written authorisation.

The authorised individual from the Service Provider company will point out any incident likely to create irradiation or contamination risks affecting the personnel.

Access to "monitored" areas where radioactive isotopes are used or stored by a Service Provider company must be strictly forbidden except to "authorised" individuals, from a legal perspective, and who have received express authorisation from the official at the APERAM site. These areas must be displayed through regulatory signs beyond which nobody is allowed to pass.

#### ● **Fixing work**

Only the indirect explosive actuated tools are allowed. Care must be taken against the risks of projection which could hit neighbouring workers. Service Provider company employees performing work with explosive actuated tools must have the necessary permits.

#### ● **Grinding, drilling, sawing work**

Grinding, drilling, sawing and other such tools along with their tooling (disk, drill, etc.) must comply with laws and regulations in force. It is recalled that these tools must be appropriate to the type of work and fitted with a safety trigger or "deadman" and a splinter protection system (fairings, etc.).

It is mandatory to wear a protective half- or full- mask during such work.

In addition to a protective mask, a safety visor is required for work performed above shoulder level.

## **8. WORKSITE VISITS**

APERAM site representatives, Safety specialists and any agent from the APERAM site who has a role in following up the development of the work performed by Service Providers are authorised to undertake worksite safety visits and produce a worksite visit/inspection report. Such visits may either be scheduled with the Service Provider or unannounced.

Depending on the seriousness of the remarks recorded during the visit/inspection, the APERAM site representative may decide to stop the work and only authorise it to start again once the appropriate corrective measures have been implemented, without prejudice to any other measures which might be taken by APERAM in accordance with what is provided in article 9 above. These worksite visit reports will also be used in drawing up an assessment of the Service Providers which will be taken into account during subsequent consultations.

## **9. NON-OBSERVANCE**

Anyone infringing any of the above rules or whose behaviour is abnormal in light of their assignment (fight or any ruckus whatsoever, etc.) may be immediately evicted from the APERAM site, with the outside Service Provider being required to ensure their replacement by a person of equivalent expertise.

Any person whose behaviour presents a danger to their safety or that of others must be immediately removed from the work situation and looked after by the outside Service Provider.

Any such behaviour must be immediately reported to the APERAM representative.

As discussed in article 2, in the event that a company performing work on the APERAM sites were to fail to comply with the rules outlined in article 1 above (including these Instructions), and/or fail to maintain an approach of ongoing vigilance with regard to corporate Health/Safety and fail to continuously endeavour to improve said approach, APERAM shall promptly take action with regard to the company in order to identify the underlying reasons and examine together, if necessary, any corrective measures to be implemented, without prejudice to APERAM's right to immediately take any measures it deems appropriate in light of the nature and seriousness of the deficiencies encountered (including, but not limited to: penalties, expulsion of employees working for the company in question, termination of the agreement resulting from the fault of the company in question).

## **10. ACKNOWLEDGMENT OF RECEIPT**

As soon as this document has been received, the Service Provider will return the acknowledgement of receipt attached to the APERAM representative mentioning that it has duly received these General Health and Safety Instructions for Service Providers working on APERAM sites and that it undertakes to making them known and enforcing the instructions among its employees (including its temporary staff) and those of its subcontractors.