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	EHS Golden Rules Annex 1 – EHS Golden Rules Visual	Issue:	01
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<p>(1) Use Personal Protective Equipment</p> 	<p>Brief description: Always wear the prescribed Personal Protective Equipment (PPE) to protect against chemical, physical, and environmental hazards.</p> <p>Detailed description: PPE is the last line of defence when risks cannot be fully eliminated. Chemical-resistant gloves and gloves with protection against cuts, safety goggles (when necessary, in combination with face shield), antistatic clothing, safety shoes, and safety helmet prevent severe injuries. Life-saving PPE includes respiratory protection and fall arrest systems, which must always be used when required by risk assessment or Permit to Work. All PPE requirements, selection criteria and responsibilities defined in the KANSAI HELIOS PPE Policy apply in full and must be always followed on site.</p> <p>Obligations (I must):</p> <ul style="list-style-type: none"> ▪ Continuously use prescribed PPE in all designated areas. ▪ Inspect PPE before use and replace damaged items immediately. ▪ React and report any PPE violation or doubt regarding safety.
<p>(2) Follow Explosion Protection Requirements</p> 	<p>Brief description: Prevent ignition and explosion by following Explosion protection rules in hazardous zones.</p> <p>Detailed description: Zones with explosive atmosphere (EX zones) require strict control of ignition sources. Bonding and grounding prevent static discharge; ATEX-certified (or equivalent) tools and equipment reduce explosion risk. Ignoring these rules can lead to catastrophic incidents.</p> <p>Obligations (I must):</p> <ul style="list-style-type: none"> ▪ Do not enter EX zones without completing anti-static verification with certified anti-static checker and wearing all required antistatic PPE for these areas. ▪ Use only EX-proof tools and equipment for specific EX zones. ▪ Bond and ground equipment/containers/tanks during use. ▪ Eliminate ignition sources (NO: smoking, sparks, non-EX-proof electronic devices, equipment or materials, general consumer electronics, jewelry). ▪ Never override explosion-protection systems or ignore EX protection measures. ▪ Report any damaged grounding or non-compliant equipment immediately. ▪ Do not use open flame within the plant premises, regardless of whether the area is classified as an EX zone.

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<p>(3) Handle Chemicals Safely</p> 	<p>Brief description: Handle chemicals safely to prevent exposure and reactions.</p> <p>Detailed description: Chemicals can cause burns, poisoning, fire/explosion or violent reactions if mishandled. Always check identity, compatibility, and labelling before use. Follow Safety Data Sheet and operating instructions.</p> <p>Obligations (I must):</p> <ul style="list-style-type: none"> ▪ Verify chemical identity and compatibility before use or transfer. ▪ Follow SDS and site-specific handling procedures. ▪ Use appropriate PPE required for chemical hazards (e.g. chemical-resistant gloves, safety glasses and face shield, respiratory protection). ▪ Use required ventilation systems, fume hoods or extraction equipment. ▪ Store chemicals in designated areas and segregate incompatibles. ▪ Report any leaks, spills, or unsafe conditions immediately. ▪ Do not eat, drink or store food in areas where chemicals are handled. ▪ Handle chemical waste according to requirements; never pour chemicals into drains or mix incompatible substances.
<p>(4) Work Only With a Valid Permit to Work</p> 	<p>Brief description: Obtain and apply a valid Permit to Work (PTW) for safety-critical tasks.</p> <p>Detailed description: PTW ensures hazards are identified and controlled before work begins. Mandatory for: Hot Work, Confined Space entry, Work at Height and Transfer of Hazardous Liquids From A Tank Truck. The permit confirms safety measures are in place and must be respected throughout the job.</p> <p>Obligations (I must):</p> <ul style="list-style-type: none"> ▪ Request and obtain a PTW before starting safety-critical tasks. ▪ Understand and follow all conditions stated in the Permit. ▪ Do not start work without confirming hazards are controlled. ▪ Stop work and request a new permit if conditions change.
<p>(5) Operate Forklifts Safely</p> 	<p>Brief description: Operate forklifts (FLT) safely by following traffic rules, segregation procedures and visibility requirements.</p> <p>Detailed description: Forklifts pose severe collision risks. Safe driving practices, communication and clear segregation from pedestrians prevent incidents.</p> <p>Obligations (I must):</p> <ul style="list-style-type: none"> ▪ Perform and record pre-start safety checks on the FLT before each shift using the checklist. ▪ Follow safe driving rules ▪ Wear required PPE during forklift operation, in accordance with risk assessment, PPE Policy and site rules ▪ STOP the FLT if a pedestrian enters the FLT Unsafe Zone. ▪ Monitor truck drivers during loading and unloading and stop if they come too close to the operating FLT. ▪ Maintain full visibility and take extra care when driving in reverse. ▪ Respect legally prescribed speed limits indoors and outdoors. ▪ Do not use mobile phones while driving. ▪ Report unsafe driving or near misses immediately. ▪ Ensure FLT keys are controlled to prevent unauthorized use (remove keys when not in use, follow site key-management rules).

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(6) Use Machines and Equipment Safely



Brief description: Operate machines and equipment safely, strictly following all instructions and work guidelines, and only when trained and authorized.

Detailed description: Incorrect use of machines can result in severe injuries, entanglement, crushing or amputation. Never bypass safety guards or interlocks. Maintenance work requires ensuring that the machine or equipment is fully shut down, secured, and prevented from being restarted by anyone until work is safely completed.

Obligations (I must):

- Use machines only if you are trained and authorized.
- Wear PPE as required by risk assessment and operating instructions.
- Never bypass machine guards, interlocks or protective devices.
- Do not enter the machine's area where moving parts, energy sources or automated movements can cause injury.
- Ensure the machine is shut down and secured against restarting before maintenance or cleaning activities.
- Report any malfunction, unusual noise or missing guard immediately.
- Maintain good housekeeping and workplace organization in accordance with 5S principles to ensure safe operation, access to equipment, and prevention of hazards.

(7) Stay Safe in Traffic and Pedestrian Areas



Brief description: Follow traffic and pedestrian rules to prevent collisions and injuries.

Detailed description: Industrial sites contain mixed traffic (forklifts, trucks, pedestrians). Clear separation, safe behaviour and strict traffic rules prevent incidents. Private vehicles and personal mobility devices pose additional risks.

Obligations (I must):

- Walk only in marked pedestrian zones and never take shortcuts.
- Obey site traffic signs and instructions.
- Do not enter the FLT Unsafe Zone or move close to an operating forklift.
- Do not block fire-safety equipment (e.g. hydrants, fire extinguishers).
- Private cars must not enter the operational and logistic area.
- E-scooters and similar vehicles are prohibited inside the facility; they may only be pushed to designated parking areas.
- Bicycles may be used on the company premises only if provided and maintained by the company (private bicycles are not allowed) and the prescribed PPE must be worn.
- All vehicles on the company premises must be parked in reversed (back-in) position.
- Report unsafe behavior or traffic near misses immediately.

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(8) Manage Waste, Energy and Water Responsibly



Brief description: Manage waste, energy, and water responsibly to prevent environmental harm, safety risks, and unnecessary resource consumption.

Detailed description: Improper waste handling and inefficient use of energy and water can cause environmental damage, fires, chemical reactions, leaks, and increased operational risks. Proper segregation, efficient use of resources, and timely reporting are always essential.

Obligations (I must):

- Segregate hazardous and non-hazardous waste at all times.
- Store waste only in designated, clearly labeled areas.
- Never mix incompatible waste or dispose of chemicals into drains.
- Dispose of chemical-contaminated rags/cloths in designated containers or water-filled drums.
- Use energy and water efficiently and only when necessary.
- Switch off lights, equipment, machines, and utilities when not in use.
- Immediately report waste handling issues, leaks, damaged installations, or abnormal energy or water consumption.
- Apply 5S principles in waste management by clearly sort, labeling and maintaining orderly waste streams.