



APPROVED
By Order No ____ of _____ 2019

THE GOLDEN SAFETY RULES STANDARD FOR JSC ILIM GROUP FACILITIES

St. Petersburg
2019

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1. PURPOSE

- 1.1. The goal of JSC Ilim Group (hereinafter, the Company) is to ensure zero LIFE Incidents. The Company implements EHS programs aimed at elimination of unsafe conditions in the production structural units of its Branches, organizes and conducts OHS and safety leadership trainings. However, unsafe actions performed by the Company and contractor employees are listed among the key reasons of LIFE incidents and conditions that trigger emergencies.
- 1.2. The Golden Safety Rules Standard for JSC Ilim Group Facilities (hereinafter, the Standard) determines the Company's position with regard to the Golden Safety Rules list.
- 1.3. In case of a one-off violation of the Golden Safety Rules:
 - **a Company employee** may be dismissed in accordance with subclause d), item 6, section 1 of Article 81 of the Labor Code of the Russian Federation, if an EHS commission or a person in charge of occupational safety finds out that this employee has violated labor safety requirements and such violation has resulted in severe consequences (an occupational incident, industrial accident, disaster) or admittedly created an actual threat of such consequences;
 - **a contractor employee** shall be suspended from the job and banned from working at all Company locations with his site access pass immediately canceled. In addition, in accordance with the requirements of the Contractor Safety Program Standard penalties shall be imposed on the **contractor**, whose employees have violated the Golden Safety Rules.

2. SCOPE

- 2.1. This Standard shall apply to all Company managers and employees, as well as to all contractor/subcontractor employees who have read this Standard and are authorized to access the Company's site.
- 2.2. This Standard is recommended for adoption by the subsidiaries and affiliates of JSC Ilim Group. Application of this Standard in subsidiaries and affiliates is achieved through approval and implementation of respective internal regulations by duly authorized administrative structures in the subsidiaries and affiliates.

3. DEFINITIONS AND ABBREVIATIONS

- **Golden Safety Rules** is a list of rules, violation of which resulted in incidents and other severe consequences for the Company.
- **OHS** - occupational health and safety
- **MS** – method statement
- **HO** - Head Office
- **RTA** – road traffic accident;

4. GENERAL PROVISIONS

- 4.1. The top causes of incidents, RTAs and emergencies that earlier took place in the Company include:
 - *fall of people;*
 - *contact with moving and rotating equipment elements;*
 - *fall of objects;*
 - *exposure to hazardous substances (chemicals and electric current);*
 - *violation of speed limit;*

- *violation of safety requirements and method statement, when performing high hazard work;*
- *violation of the set height (stacking) limits, when loading cargoes/materials on vehicles or during warehousing operations;*
- *violation of the hot work rules; smoking outside the designated areas.*

5. GOLDEN SAFETY RULES

5.1. In order to secure the life and health of employees, prevent emergencies and incidents, the Company has defined its Golden Safety Rules developed on the basis of the reasons specified in clause 4.1 hereof to prevent hazardous actions performed by all Company and contractor employees authorized to access the Company's site:

- 1) When working at height, use PPE for fall protection and a scaffold that is in good operating condition and has been accepted in accordance with the established procedure.
- 2) Disconnect all hazardous energy sources before proceeding with maintenance and repair activities.
- 3) When performing repairs and process-related work that involve hazardous chemicals and electrical equipment, use special PPE suitable for such kind of work.
- 4) Ensure that all fences and interlocks are installed and kept in good operating condition before putting equipment, electric tools or vehicles into operation.
- 5) When lifting a load, prevent people from entering the hazardous area under the lifted load.
- 6) Comply with the set stacking limits when loading cargoes and materials on vehicles or during warehousing operations.
- 7) Comply with the set speed limit when driving a vehicle.
- 8) Comply with the requirements specified in the work permit and method statement when performing high-risk work.
- 9) Use open fire and smoke only in designated areas.
- 10) When performing hot work, follow safety requirements to prevent firing.

5.2. Hard or soft copies of the Golden Safety Rules that are communicated or posted across the Company shall comply with the format specified in annex 1.

5.3. The Golden Safety Rules are violated in case of:

- 1) Working at height without fall protection PPE and/or use of a scaffold that was not accepted for operation.
- 2) Performing repairs or maintenance without disconnecting all hazardous energy sources.
- 3) Working with hazardous chemicals and electrical equipment without using the set PPE.
- 4) Operating industrial equipment, electric tools and vehicles without installed fences and interlocks.
- 5) Lifting a load with a person being present in the hazardous area under the lifted load.
- 6) Loading cargo or warehousing materials in excess of stacking limits.
- 7) Driving a vehicle at a speed exceeding the set speed limit by more than 40 km/h.
- 8) Failing to comply with the requirements specified in the method statement and work permit for high hazard operations.
- 9) Using open fire and smoking outside the designated areas.
- 10) Performing hot work without having prepared the work site.

6. RESPONSIBILITY

6.1. All Company employees must follow to the Golden Safety Rules.

- 6.2. Any Company or contractor employee who detects any violation of the Golden Safety Rules must:
 - interrupt the unsafe action of the violator;
 - record such unsafe action of the violator;
 - report the detected violation to the employee's manager, the OHS office of the Branch, and the head of the structural unit, where such violation took place.
- 6.3. Having received the message about violation of the Golden Safety Rules, the head of the OHS office of the Branch must:
 - verify the violation of the Golden Safety Rules;
 - initiate dismissal of the violator if the violation of the Golden Safety Rules is confirmed;
 - initiate cancellation of the violator's site access pass in accordance with the Contractor Safety Program Standard;
 - initiate imposition of penalties on the contractor whose employees violated Golden Safety Rules in accordance with the Contractor Safety Program Standard.
- 6.4. Mill Managers shall ensure unconditional compliance with the Golden Safety Rules. The Branch will issue an order to appoint people responsible for ensuring compliance with the requirements of this Standard, keeping record of the confirmed violations of the Golden Safety Rules and relevant corrective actions.
- 6.5. Director of the Regional HR Center shall ensure compliance of the dismissal procedure with the Labor Code of the Russian Federation.
- 6.6. Asset Protection Director of the Branch shall ensure cancellation of the violator's site access pass.
- 6.7. The employee who detected a violation of the Golden Safety Rules and stopped hazardous actions shall not be exposed to reprimand or pressure from the management.
- 6.8. The employee who detected a violation of the Golden Safety Rules that was later confirmed during the investigation process shall be rewarded in accordance with the procedure established in the Company.
- 6.9. Requirements for compliance with the Golden Safety Rules in the format specified in Appendix No2 shall be communicated to all employees, included in the induction training scope and become available in the workplace.

7. CONTROL PROCEDURE

- 7.1. Control over implementation of the standard is exercised by the EHS Directorate of the Koryazhma Mill, EHS Directorate of the Koryazhma Forest, EHS Directorate of the Bratsk Mill, EHS Directorate of the Bratsk Forest, EHS Directorate of the Ust-Ilimsk Mill.
- 7.2. If the requirements of this Standard are violated, the relevant information shall be communicated to the Mill Manager and EHS Director of HO in order to initiate actions in accordance with the procedures established in the Company.

8. REVISION PROCEDURE

- 8.1. The Standard shall be approved by the Company's Chief Executive Officer.
- 8.2. This Standard may be amended or supplemented by the order of the Company's Chief Executive Officer.



GOLDEN SAFETY RULES

- ✓ Use PPE for fall protection when working at height
- ✓ Use a scaffold only if it is accepted for operation
- ✓ Disconnect all hazardous energy sources before proceeding with maintenance and repair activities
- ✓ Use special PPE when performing repairs and process-related work that involve hazardous chemicals and electrical equipment
- ✓ Ensure that all fences and interlocks are installed and kept in good repair during operation of the equipment
- ✓ When lifting a load, prevent people from entering the hazardous area under the lifted load
- ✓ Comply with the set stacking limits when stacking cargoes and materials
- ✓ Comply with the set speed limit when driving a vehicle
- ✓ Comply with the requirements specified in the work permit when performing high-risk work. When performing hot work, follow safety requirements to prevent firing
- ✓ Use open fire and smoke only in designated areas.



**YOU MUST STOP THE JOB
IF YOU DETECT A VIOLATION
OF THE GOLDEN SAFETY RULES**

TYPES OF UNSAFE WORK YOU ARE ENTITLED
TO STOP ARE LISTED BELOW

- ⊗ Working at height without fall protection PPE
- ⊗ Using a scaffold that was not accepted for operation
- ⊗ Performing repairs or maintenance without disconnecting all hazardous energy sources
- ⊗ Working with hazardous chemicals and electrical equipment without using special PPE
- ⊗ Operating industrial equipment, electric tools and vehicles without installed fences and interlocks
- ⊗ Lifting a load with a person being present in the hazardous area
- ⊗ Loading in excess of the set stacking limits
- ⊗ Driving a vehicle at a speed exceeding the set speed limit by more than 40 km/h
- ⊗ Failing to comply with the requirements specified in the work permit for high hazard operations
- ⊗ Using open fire and smoking outside the designated areas