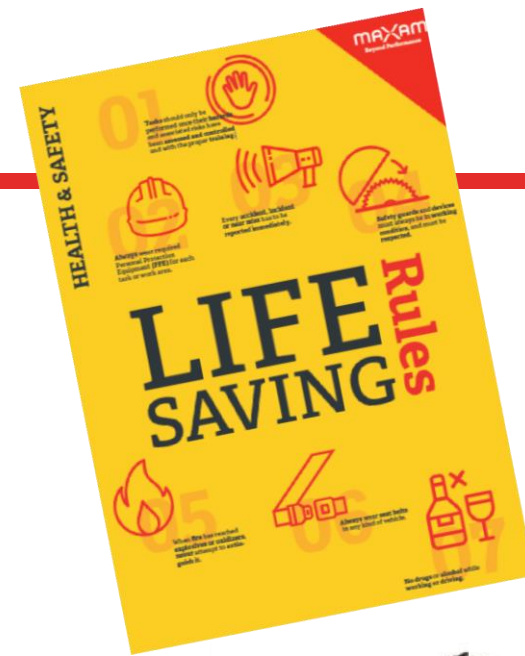


Life Saving Rules & Safety Leadership



Health & safety concern us all

In MAXAM, **protecting people is our priority.**

Our safety culture results from an **individual and collective commitment**, inspiring safe habits and wellbeing in the employees, to prevent work-related injuries and ill health, producing a healthy workplace & improving our safety performance.

Wellbeing of employees, physical & mental health, are controlled by health test, adapting personal protective equipment and fitness for work.

In MAXAM we establish a **proactive approach towards eliminating or control hazards and reducing risks**, with the involvement of employees, contractors and subcontractors, through knowledge sharing & **safety leadership**, in accordance with our **Sustainability Policy**, including Safety and Health.

Check in this link: [**MAXAM Sustainability Policy**](#)

Health & safety concern us all

In MAXAM we believe **everyone makes a difference**, and therefore, we encourage all employees to **protect themselves, and take care of others**.

This is **safety leadership!**

Every employee and contractor shall fulfil health and safety practices while conducting operations, according to our **Zero Tolerance Program**.

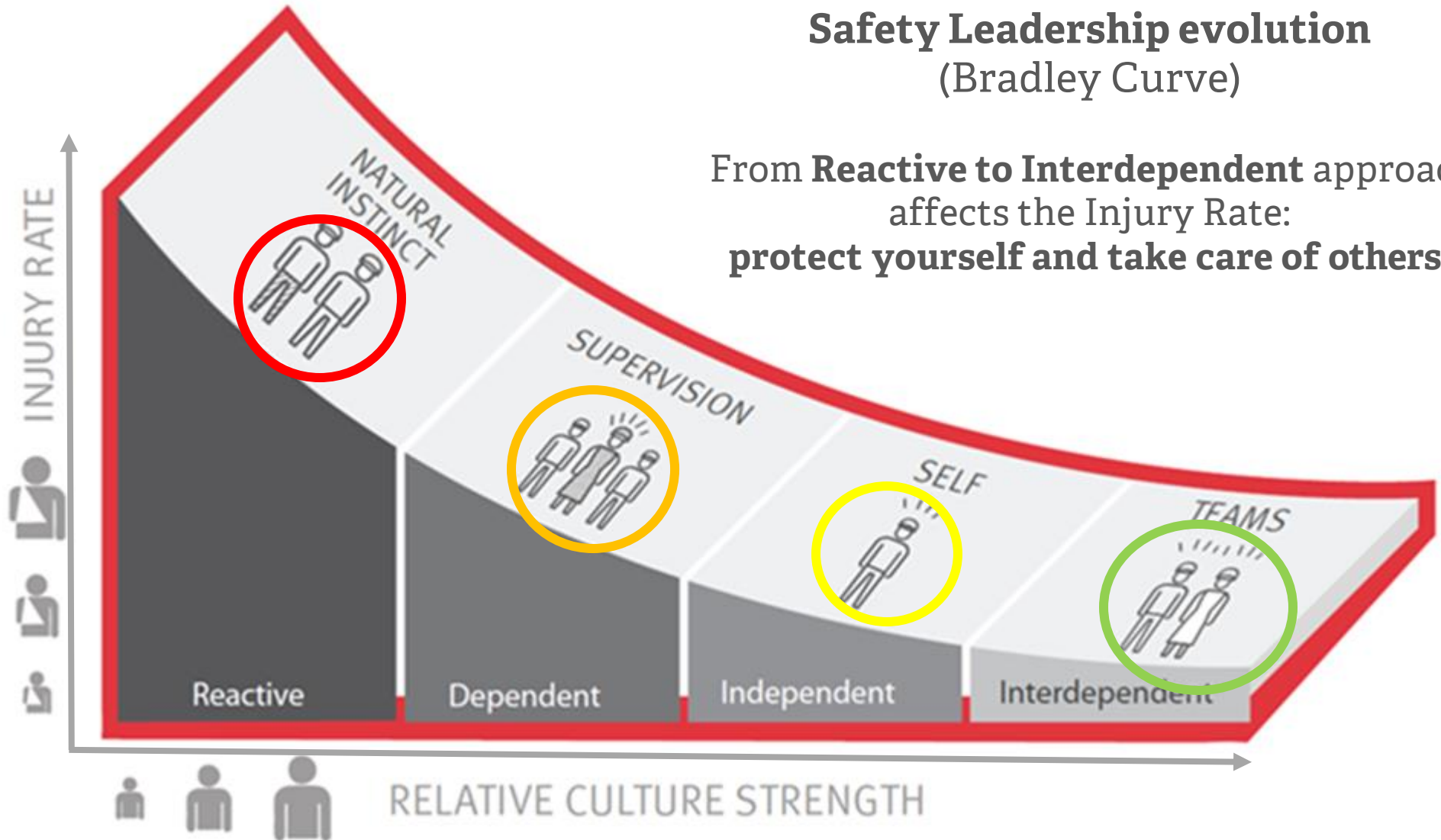
Breach of Life Savings Rules or work instructions are not acceptable in MAXAM, and it is a job condition.

All personnel, regardless of their position, **are authorized to correct any unsafe situation, behaviour or attitude that could endanger people**.

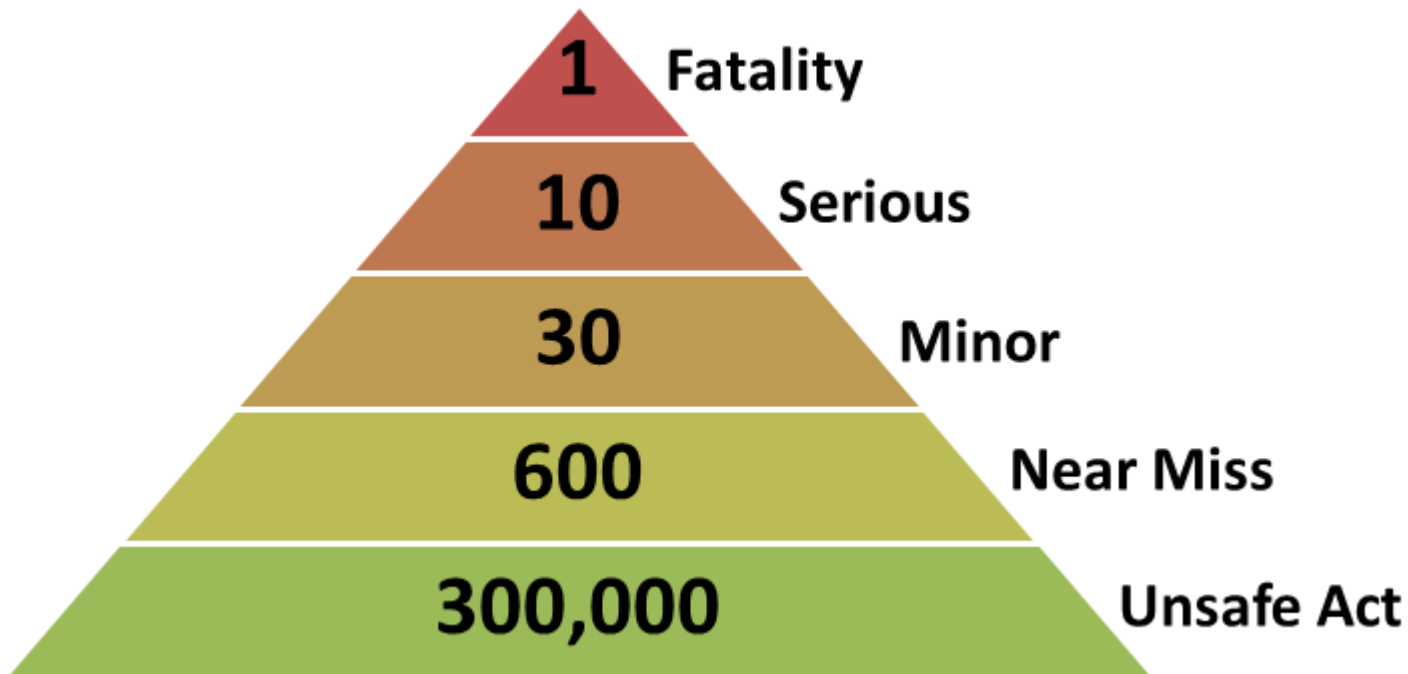
We came back home every day in the same conditions we arrived!

Safety Leadership evolution (Bradley Curve)

From **Reactive** to **Interdependent** approach
affects the Injury Rate:
protect yourself and take care of others!



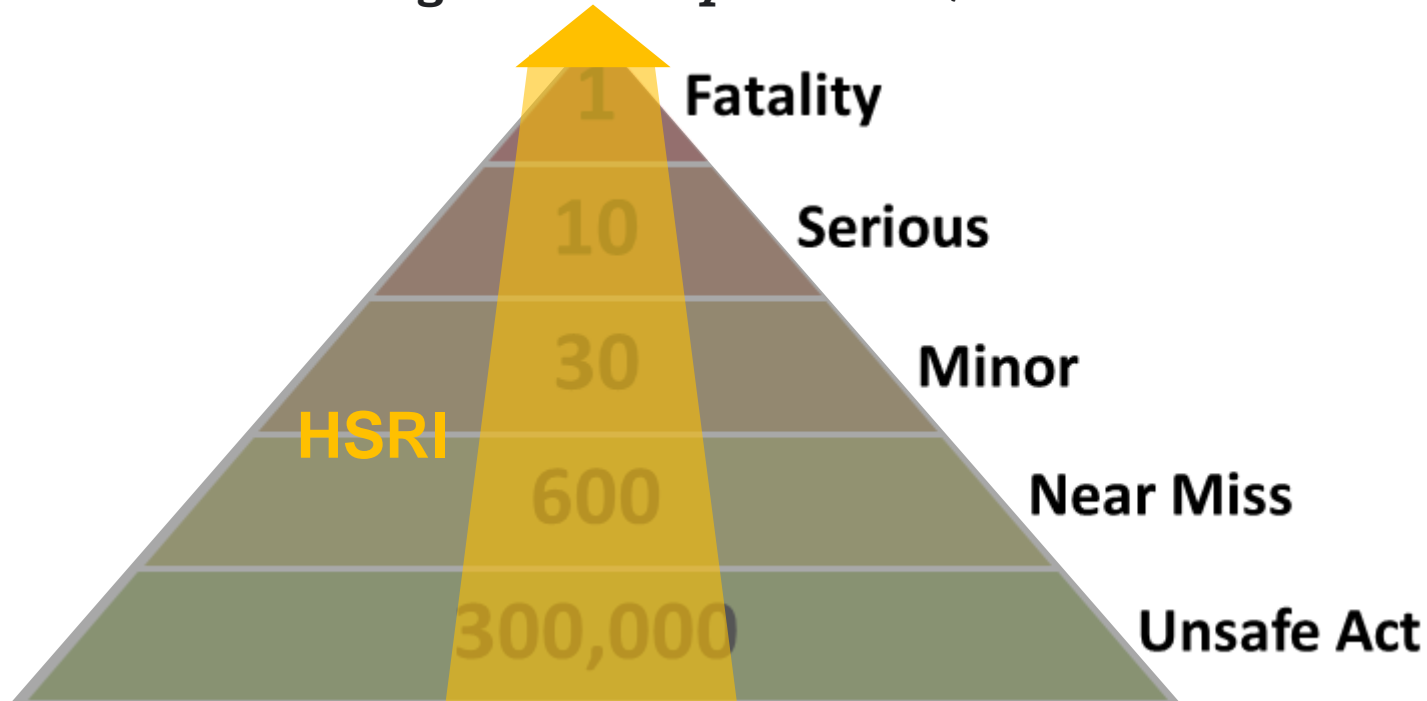
Bird's Pyramid represents the expected relationship between number of **incidents and severity**



Reducing the number of unsafe acts and near miss we are reducing the probability of occurrence of serious incidents.

HSRI, High Severity Relevant Incidents: Bird's modified pyramid

Major Hazards can create the higher severity incidents, with dramatic consequences



Unsafe conditions, breaches & Process Safety failures creates the base of this incidents with catastrophic consequences. Eliminating Hazards, controlling Risks and preparing emergency Plans we can reduce the probability & consequences of HSRI's.

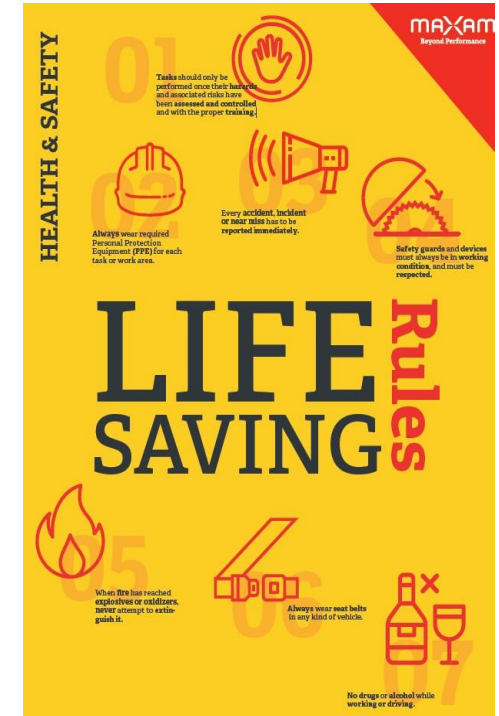
High Severity HSE Relevant Incident: any incident or accident with current permanent disability, life-changing injuries, irreversible damage, real or potential fatality; any incident with external impact with activation of External Emergency Plan, shelter in place, evacuation, or with high severity consequences on the environment; any incident or claim that affects or could affect significantly normal operations, the business continuity or pose a threat to reputation of MAXAM or its brands.

Life Saving Rules

MAXAM’s Life Saving Rules are the safety basic’s that should be in place at every MAXAM location around the world because **these rules save lives!**

They define **7 basic safe behaviors** that are key when keeping ourselves safe and preventing accidents and incidents.

These **Life Saving Rules** have been developed by a multidisciplinary team with expertise in different areas to make sure they cover our different activities, also considering safety basics and **cardinal rules** of our **customers**, sectorial **recommendations** and **safety standards**.

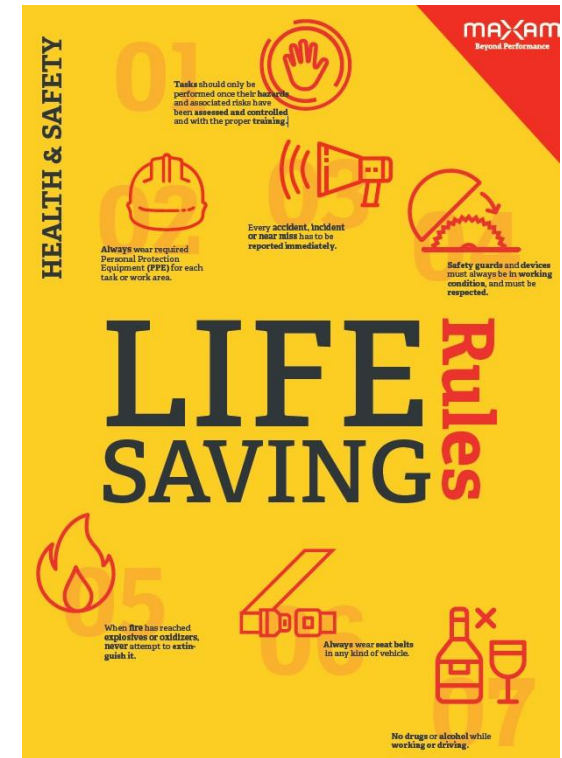


Life Saving Rules

MAXAM's Life Saving Rules are the basics of our Leading Safety program, which will provide the right leadership tools and support to contribute to the development of our Safety Culture.

Breach of Life Savings Rules are not acceptable in MAXAM.

The Management at all levels shall be committed to making sure that compliance with MAXAM's Life Saving Rules is possible at any location and/or circumstances.



Contact with [OHS Team](#) for any doubt or suggestions!

1



2



3



4



5



6



7



1



Tasks should **only** be performed once **hazards & risks** have been **controlled** and with the proper **training**.

2



Always wear required Personal Protection Equipment (**PPE**) for each task or work area

3



Every **incident, accident, or near miss** shall be **reported immediately**

4



Not disabling Safety guards and devices

5



Never try to extinguish fire has reached **explosives or oxidizers**.

6



Always wear seat belts in any kind of vehicle.

Respect **traffic rules**.

7



No drugs or alcohol while working or driving

**1**

A Work Instruction, SOP's, Work Permits and Take-5 prework field assessment describes or check what you must do to stay safe.

**You shall:**

- ✗ Understand Instructions, SOP's & Work Permits, and follow its indications. In case of doubt, check with your Supervisor.
- ✗ Be aware of the risks you are exposed to and the safety measures to avoid, reduce or control them.
- ✗ Confirm that the Work Instruction or Permit is valid.
- ✗ In field operations, apply Take-5 risk assessment, as appropriate.

**If you are the Supervisor or the Person in Charge you shall:**

- ✗ Confirm if a Work Permit, or Take-5 risk assessment, is required for this work, the site has been inspected before work starts or re-starts.
- ✗ Explain how the Work Instruction, Take-5, or Work Permit keeps you safe and its properly filled and signed.
- ✗ Issue a new Work Permit if the work or the work conditions change.
- ✗ Ensure the surveillance of the work in case it is necessary.
- ✗ Confirm that the work is completed.

I always respect



- ⊕ Ensure hazard awareness at all levels: all Workers & Supervisors know that Safety is always First!
- ⊕ Ensure hazard and risk identification before initiate task or activities.
- ⊕ Require that staff that will not begin task without an existing Working Instruction, SOP, Work Permit or Special/Hot Work Permit.
- ⊕ Complete Pre-work Risk Assessment or Take5!
- ⊕ Implement Improved Risk Assessment campaign involving all Departments.
- ⊕ Improve training given in Work Instructions.



Unacceptable breaches:

- ⊖ Allowing to **perform any task in a different way** that shown on the Instruction, SOP or Work Permit.
- ⊖ Initiate **field operation** task without a prior **Take-5** risk assessment (where it is compulsory).
- ⊖ Don't respect **safety distance** during **blasting** operations.
- ⊖ Handling, use and final disposal of explosives **without training** and **authorization**.
- ⊖ **Operate** equipment or machine **without training** and **authorization**.
- ⊖ Allow a task **without** a prior **Work Instruction, Work Permit, Hot Work, or Unusual Work Permit**.
- ⊖ Operate **equipment/machine isolated** with **lockout/tagout** procedure (LOTO).
- ⊖ Work in **confined spaces** without work permit or SOP, or without preventive measures defined.
- ⊖ Work **below suspended loads**.



*Wearing required PPEs protects you from the **risks** at the workplace*

➔ You shall:

- ✗ Always wear required PPE, especially helmet, high visibility vest, or harness in case or height work.
- ✗ Ensure you received training to use PPE properly.
- ✗ Ensure PPE works properly and maintain it in good condition.
- ✗ Ensure PPE is still valid.

➔ If you are the **supervisor or the person in charge** you shall:

- ✗ Ensure everybody wears proper PPE.
- ✗ Maintain adequate supplies of all required PPE for the workplace.
- ✗ Replace defective PPE.

I always respect



- ⊕ Define adequate PPE's according to the identified risk (e.g., helmet; gloves according to the chemical or physical risk; type of mask or respiratory risk).
- ⊕ Raise awareness of using PPE at all levels.
- ⊕ PPEs use control.
- ⊕ PPEs status control.
- ⊕ Maintain properly the required PPE.
- ⊕ Work at heights: always with harness; stairs and hand-rail checked, in good conditions.
- ⊕ Working on the field, or in the surrounding of vehicles, use High Visibility Vest, respect safety pedestrian accesses, and ensure visual contact with the vehicle driver.



Unacceptable breaches:

- ⊘ Not providing the specified PPE.
- ⊘ Not training the workers to use PPE correctly.
- ⊘ Allow task to be **performed without** the required PPE (e.g., antistatic; chemical resistant; mask).
- ⊘ Not using provided PPE, or not adequately used.
- ⊘ Ignore PPE requirements for **special tasks, temporary tasks, and visitors.**
- ⊘ Work at heights without **fall from height protection** or appropriate PPE (**harness** where it is compulsory).
- ⊘ Work on the field, or in the surrounding of **vehicles**, without required **High Visibility Vest PPE.**
- ⊘ Work on field operations, or industrial area without required **helmet** (according to local risk).



Stop any task that could cause an immediate and irreversible harm or damage.

Reporting incidents helps understand the risks and associated hazards and promotes learning from such incidents.

Reporting an incident will prevent its recurrence.



You shall:

- × Inform and stop any task that could cause an immediate and irreversible harm, due to unsafe condition or unsafe act.
- × Always inform your Supervisor, or person in charge of the area, when accident, incident or near miss occurs.
- × In case of accident, STOP working immediately, and REACT according to instructions and emergency plan.
- × Investigate any incident.



If you are the supervisor or the person in charge you shall:

- × Stop any task that could cause an immediate and irreversible harm or damage, due to unsafe condition or unsafe act.
- × Ensure medical attention when an accident takes place.
- × Adopt other immediate or containment actions to assure the situation.
- × Share lessons from incidents and accidents.
- × Encourage your team to report every incident, near miss, unsafe acts, or unsafe condition, despite its severity.

I always respect



- ⊕ Raise awareness of the requirement to report incidents IMMEDIATELY.
- ⊕ Report also near misses, not only accidents or incidents.
- ⊕ Stop any activity if you identify unsafe conditions or unsafe act, that may led to immediate and high severity harm or damages.
- ⊕ Analyse all incidents, accidents and near misses, providing solutions.
- ⊕ Share lessons learnt.

Unacceptable breaches:



- ⊘ Don't correct any unsafe situation, behavior or attitude that could endanger people.
- ⊘ Don't stop task carried out under unsafe conditions.
- ⊘ Hiding or not reporting accident or high-severity incident.
- ⊘ Hiding or not reporting high-severity near miss or process incident.
- ⊘ Not providing proper response and solution to the incident or accident.
- ⊘ Allowing the near miss repetition or even worse, an incident/accident occurring due to a reported cause ("they don't care").



Critical Safety devices, safety equipment, safety barriers, and emergency equipment must work correctly to keep you safe.

➔ **You shall:**

- ✘ Always inform the Supervisor if a safety device, safety barrier or emergency equipment is not working.
- ✘ Correctly maintain all safety devices, safety barrier or emergency equipment in proper working condition at all times.

➔ **If you are the supervisor or the person in charge you shall:**

- ✘ Identify critical safety equipment in your workplace.
- ✘ Ensure critical safety devices, safety equipment and barriers, and emergency equipment, are always operative.
- ✘ Authorize expressly maintenance activities, ensuring the safety device, safety barriers and emergency equipment functionality are recovered.

I always respect



- ⊕ Raise awareness of critical safety devices, safety equipment or barriers at all levels.
- ⊕ Physical block or isolate device in order to avoid unauthorized handling.
- ⊕ Only authorized personnel are allowed to disable a safety device, safety barriers or emergency devices or equipment.
- ⊕ Ensure re-connecting safety devices and safety barriers or emergency equipment after maintenance activities.



Unacceptable breaches:

- ⊘ **Disable, remove or override safety devices, safety barriers or emergency equipment *without authorization***, even during maintenance activities.
- ⊘ **No supervise or not authorize expressly maintenance activities involving safety devices, safety barriers or emergency equipment** in your area of responsibility.
- ⊘ **Do not ensure the safety device, safety barriers and emergency equipment *functionality are recovered*** after maintenance activities.
- ⊘ **Do not correct any failure or lack of control** related to **safety devices, safety barriers or emergency equipment**.

REMEMBER: Increasing productivity is never a reason to avoid safety measures.



A Fire involving explosives or oxidizers is a major hazard and entails a **risk of an uncontrolled explosion.**

DO NOT ATTEMPT TO EXTINGUISH WHEN FIRE HAS REACHED EXPLOSIVES or OXIDIZERS.

Respect the **safety distance** (usually, 1 km).



You shall:

- ✘ In case of fire raise alarm and call emergency *immediately*. If you are not properly trained, don't try to extinguish it.
- ✘ In case of **fires involving explosives or oxidizers**, call emergency and *immediately* evacuate to muster points and never try to extinguish fire.



If you are the **emergency chief and/or the person in charge** you shall:

- ✘ Have an **Emergency Preparedness & Response Plan**, adapted to the site, activities and risk scenarios, coordinating with customers and providers on site, authorities & emergency teams.
- ✘ **Training** MAXAX's **emergency first-responder teams**, and carry out regular emergency drills, ensuring coordination and effectiveness.
- ✘ **Communicate emergency plan** and evacuation procedure to all staff onsite, and the role of each person during an emergency.
- ✘ In case of fire, act according to the Emergency Plan and the real conditions on site. **If fire reach explosives or oxidizers, evacuate immediately.**

I always
respect



- ⊕ Raise awareness of the risks of fire at all levels.
- ⊕ Correct storage of hazardous materials.
- ⊕ Prepare the Emergency Preparedness & Response Plan, including evacuation and shelter in place procedures.
- ⊕ Local Emergency Plan shall be communicated and known by all the people involved in the workplace activities: employees, contractors, providers, visitors, customers, and authorities.
- ⊕ Fight fire according to Emergency Plan, and only if you are adequately trained.
- ⊕ Seek authorization to fight fire near explosives or oxidizers if the fire does not include or reached these materials. Evacuate immediately if fire extends!



Unacceptable
breaches:

- ⊘ **Store oxidizers and fuels together** (e.g., wooden pallets or bags in explosive magazine, oxidizers warehouse, or AN shed), or **mixing oxidizers with incompatible chemicals**.
- ⊘ **Ignore safety distances, and quantities of explosives or oxidizers in depots and warehouses.**
- ⊘ **Not evacuate if fire has reached explosives or oxidizers:** respect minimum distance in case of risk of explosion (1 km), and the specific local indications according to the local Emergency Plan.
- ⊘ **Not communicate or ignore the Emergency and evacuation plan**, including employees, contractors, visitors, customers, or providers.



A seat safety belt protects you from injury in the event of an accident while driving and keeps you safe.

Respect all the traffic rules.



You (drivers and passengers) shall:

- ✗ Always wear seat belts including safety belts in (rental) cars, taxis, (mini) buses, trucks, cranes, or forklift, and involves persons in moving vehicles when engaged on MAXAM business.
- ✗ Check that your seat belt works properly and keep your seat belt properly fastened while a moving vehicle.
- ✗ Check and require that everyone in the vehicle is wearing a seat belt properly before starting driving.



General traffic rules (drivers and passengers) shall be followed:

- ✗ Ensure drivers are properly authorized (licenses; mining permit).
- ✗ Respect speed limits and traffic signs at all times.
- ✗ Don't manipulate mobile phone, or other devices during driving.
- ✗ Respect fatigue procedures: break rest or pause during driving.
- ✗ Don't disturb driver.

I always respect



- ⊕ Raise awareness of driving rules at all levels.
- ⊕ Check all seat safety belts regularly and replace defective belts immediately.
- ⊕ Check all passengers are using their seat safety belts if available.
- ⊕ Respect pause during driving, do rest brake.
- ⊕ No manipulate mobile phone while driving.
- ⊕ Do not disturb driver.
- ⊕ Promote defensive driving.
- ⊕ Check tyres and tyre-pressure regularly.



Unacceptable breaches:

- ⊖ Drive without seat safety belts when it are available, in all kind of vehicles (Trucks, forklift, MSU/MEMU, light vehicles).
- ⊖ Don't stop the car if all the passengers are not using their seat safety belts.
- ⊖ Drive manipulating mobile-phone, or smoking.
- ⊖ Driving under the influence of alcohol or drugs.
- ⊖ Not respect speed limits or traffic signs.
- ⊖ Driving car with bald or flat tyre, or misused brakes.
- ⊖ No compliance with SOP's or Work Instructions related to **driving** and **operating** MSU/MEMU (including switch-off battery isolation when loaded MSU were parked).



Using alcohol or illegal drugs, or misusing legal drugs or other substances, **will reduce your ability to do your job safely, or protect yourself and colleagues adequately from harm.**



You shall:

- ✘ Always inform the supervisor or the person in charge if you are taking medicine, or substances, that may have an effect on your performance.
- ✘ If in doubt, always check with your supervisor or the person in charge who may seek medical advice.
- ✘ Do not use, keep, sell or distribute any kind of drugs while in the work center.
- ✘ Intervene if you see a case of alcohol or drugs abuse.



If you are the **supervisor or the person in charge** you shall:

- ✘ Only assign work to people who are fit to work.

I always respect



- ⊕ Report signs of substance abuse at work.
- ⊕ Don't drink alcohol during pre-work, work, or drive.

REMEMBER, we handle hazardous materials.
This it is not only you but everybody around you.

See also the MAXAM [Drugs and alcohol policy](#).



Unacceptable breaches:

- ⊘ **Drink alcohol at work**, or before **drive**.
- ⊘ Work or drive under the effect of **alcohol or drugs** including medical drugs that affect or can affect on your performance, attention and concentration.
- ⊘ **Do not inform** your supervisor or MAXAM medical team, about **alcohol or drugs issues**, including medical drugs that affects or can affect you.
- ⊘ “Protect” or **hide substance abuse** in the workplace.

MAXAM Life Saving Rules shall be respected for all the employees, and workers on behalf of the company!

Every employee, contractor or subcontractor, shall comply with all the safety and health procedures, Work instructions and standards, according to the MAXAM **Zero Tolerance program**.

Breach of Life Savings Rules are not acceptable in MAXAM.

Compliance with these Life Saving Rules is a job condition.

In case of **unacceptable breaches**, corrective and/or disciplinary actions shall be adopted according to the following:

- severity of the fault,
- its potential risk, harm or damaged caused,
- considering if it is a deliberate or repetitive action,
- considering the adequate training and supervision.

All personnel, regardless of their position, are authorized to correct any unsafe situation, behavior or attitude that could endanger people.

**Safety concern us all,
but
Safety Leadership depends on you!**