

# Safety Golden Rules and Principles



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## Safety is our core value

This booklet sets out Eni's **Principles and Golden Rules** to be followed in order to adopt virtuous and conscious safety behaviours to ensure the protection of anyone working within Eni sites, as either an employee or contractor.

### Safety Golden Rules and Principles

The Principles have a cross-cutting character and apply in all work situations. They are present in all Golden Rules and are also a source of inspiration for them.

The Golden Rules are the application of good practice criteria and highlight behavioural aspects of relevance to prevention.

Principles and Golden Rules are applicable:

- to anyone working within Eni sites, as either an employee or contractor;
- in any country, regardless of local regulations;
- in any operational situation.

### Our commitment

Depending on the role held in the company, but also on each one skills and experiences, everyone can contribute in a different way to achieve the shared objective of protecting workers.

### **Directors and Managers**

- Provide adequate resources to support the continuous implementation of the Safety Golden Rules and Principles.
- Demonstrate commitment, leadership and responsibility.

### **Supervisors**

- Ensure that working conditions are safe.
- Ensure, leading by example, that their teams know and comply with the rules before, during and at the end of each working activity.

### **Workers**

- Be responsible for the safety of themselves and their colleagues.
- Be aware that compliance with the rules is mandatory.
- Immediately inform their supervisor/manager about any unsafe behaviour/situation (e.g. accident, near miss, unsafe act, unsafe condition) occurring in the workplace.

## Principle 1 – Stop Work Authority



Stopping an activity wherever there is a reasonable doubt that people safety is compromised, is a fundamental principle for working safely.

With the Stop Work Authority, anyone working within Eni sites, as either an employee or contractor, is empowered to interrupt an activity whenever he observes an unsafe act or an unsafe condition.

We cannot allow accidents to occur due to foreseeable causes or to unsafe actions, therefore, whenever we observe a hazard, we must report it, in order to eliminate it.

It is our duty to ensure that any activity is conducted safely, paying attention not only to our own safety but also that of our colleagues.

For our intervention to be effective, we must learn to apply five basic behaviours: start the intervention calmly, target the behaviour and not the person, agree on the approved task, let the observed behaviour be motivated and, finally, discuss the negative impact and promote a positive emotion about it.

Intervening to correct a risky safety behaviour is strategic because, consequently, it is intended to encourage desirable behaviours i.e. to stimulate the consolidation of a positive safety behaviour so that it recurs more frequently.

We must also ensure to answer positively, as a minimum, to these questions:

- Am I sure I was clear in my intervention?
- Does the person receiving the intervention show understanding?
- Was I effective in my intervention?

## Principle 2 - Line of Fire



Staying out of the Line of Fire and checking that all other workers do the same, are basic principles for working safely.

It is essential to monitor our surroundings, positioning ourselves appropriately and making ourselves visible to vehicle drivers and equipment operators.

We must, therefore, establish barriers and exclusion zones to avoid possible interference with:

- moving and rotating objects;
- moving vehicles;
- pressure releases;
- falling objects.

It is essential to ensure that every worker is informed about the hazards associated with the Line of Fire and has received adequate training and instructions.

We must constantly pay attention to our work and, in case, stop/review it if potential Line of Fire hazards arise as the activity progresses.

We must also ensure to answer positively, as a minimum, to these questions:

- During lifting operations, has the area been cordoned off to prevent unauthorised access?
- Has any rotating parts been protected?
- Are working surfaces and elevated platforms adequately protected to prevent falling objects?
- Are safety barriers and perimeters properly set up?

## Golden Rule 1 - Working at height



Control and monitoring of the reliability of equipment and protection systems during work at height activities ensure the workers safety.

### PLAN

- Avoid working at height wherever a practical alternative option is available.
- Prefer fall prevention systems to fall protection systems.
- Guarantee that fall protection systems (e.g, full body safety harness, shock absorbing lanyards) are periodically inspected and maintained by a competent person.
- Guarantee that arrangements for emergency rescue at height are in place.

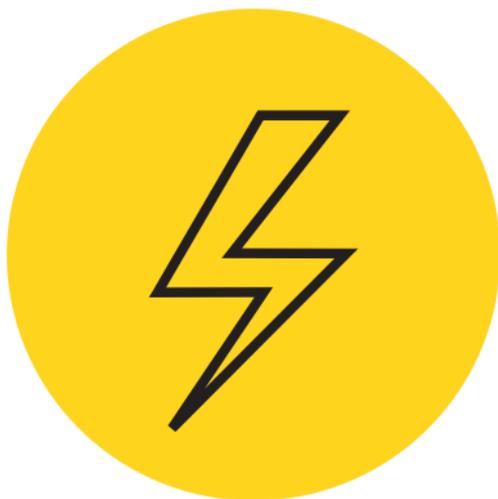
### READY?

- Is the PTW in place, completed with the risk assessment for each work at height activity?
- Are scaffolds inspected by a competent person prior to use and equipped with a valid tag/panel certifying the inspection?
- Are personnel working at height provided with specific training?
- Are the PPEs identified by the Employer in the specific risk assessment for the required task, in good condition and worn by all people?

### GO!

- Guarantee that work surfaces and holes are always adequately protected from fall of personnel and objects.
- Guarantee that all scaffolds are built according to the vendor manual/specifications or a specific project done by an authorized engineer.
- Guarantee that only authorized workers (specifically trained) access the scaffolds.

## Golden Rule 2 - Energized systems



Implementation of procedures, controls and specialized personnel guarantee safety during activities where energized systems are present.

### PLAN

- Verify that a specific energy isolation procedure is in place.
- Each job shall be both risk assessed and performed by competent personnel.
- Ensure that the permit to work refers unambiguously to the equipment on which the intervention is requested.
- Guarantee to periodically inspect and maintain portable appliances and equipment, which work under energy.

### READY?

- Is an energy isolation certificate completed in conjunction with and referred to in the PTW?
- Have you verified that no stored energy or other hazards remain prior to start your job, and that the energy isolation is properly done?
- Does authorized competent personnel, who has been appointed by the Company Management, perform the energy isolation?
- Are the PPEs identified by the Employer in the specific risk assessment for the required task, in good condition and worn by all people?

### GO!

- Do not carry out unauthorized activities. Follow the provisions of the permit to work.
- Use lockout and tagout devices to inform of isolation and to prevent non-authorized operations.
- Ensure that no work or equipment movement is allowed under or near an overhead power line unless precautions have been taken.

## Golden Rule 3 - Fire safety



Fire risk must be assessed and control measures such as procedures and active/passive fire protection systems implemented.

### PLAN

- Ensure that a competent person for each site performs a fire risk assessment.
- Guarantee that a fire emergency response plan is developed and all personnel is trained.
- Guarantee the use of a specific PTW when the activity foreseen the use of free flame, equipment with ignition sources, and foresee the proper fire fighting measures.
- Plan, for a sufficient number of workers, specific training in the proper use of firefighting equipment.
- Periodically inspect and maintain the fire prevention and protection measures.

### READY?

- Are all work places equipped with means of fire detection, alarm and firefighting equipment?
- Are sources of ignition under control and unnecessary ones removed?
- Are escape routes and muster points clearly marked and kept easily accessible at all time?

### GO!

- Handle and store flammable materials properly.
- Ensure that workers do not smoke at the plant, except in authorized areas, and they do not use naked flames a/o non-explosion proof equipment unless expressly authorized.
- Keep all areas clean and tidy.

## Golden Rule 4 - Toxic gases



Procedures, staff training, specific collective and personal protective equipment are required to work in the presence of toxic gases.

### PLAN

- Guarantee that the operating procedures, work instructions and ERP have been developed considering the risks related to toxic gas release.
- Guarantee that everybody is informed on toxic gas risk and properly trained on their specific role during emergencies, and on collective/personal protective equipment.
- Guarantee that each worker has both a personal toxic gas detector and a proper breathing escaping device (full face mask / hood with specific filter / air bottle).
- Post safety signs and any other means, warning of the potential presence of toxic gas.

### READY?

- Are you authorized to enter a toxic gas classified area?
- Is the ERT present on site and alerted?

### GO!

- Always wear your full face mask / hood with specific filter / air bottle, to be used exclusively in case of emergency, and your personal detection devices when working in an area where there is or could be the presence of toxic gas (provided that breathable air is guaranteed, otherwise, use a breathing apparatus).

## Golden Rule 5 - Lifting operation



Lifting operations properly planned, implemented and monitored, prevent the workers risk of falling or being crushed or struck.

### PLAN

- Plan the lift with a specific risk assessment.
- Always inspect the equipment/machines and accessories as per manufacturer's instructions and site procedure requirement: check and record damages, color code, SWL and certificate.
- Lifting authority be involved in all activities.
- Personnel lifts shall be done only with man-rated equipment and under a PTW.

### READY?

- Is lifting equipment certified by a Third Party in accordance with relevant local legislation or international standards and regularly maintained according to the planned schedule?
- Are all persons engaged in lifting and hoisting operations competent for that role and supervised at all times?
- Are lifting and hoisting equipment, machines and accessories (cranes, forklifts, slings, handles, hooks, baskets, etc.) in good condition according to national legislation and international best practices?
- Have you verified that the lifting area is marked out to prohibit unauthorized access?
- Are the PPEs identified by the Employer in the specific risk assessment for the required task, in good condition and worn by all people?

### GO!

- Always ensure the presence of a banksman during the entire lifting operation and avoid unplanned blind lifts.
- Never allow personnel to be under or close to suspended loads for any reason.
- Ensure that the lifting operator keeps the machine/equipment under control at all time.

## Golden Rule 6 - Confined space



Atmospheric testing, specific training on confined space activities, implementation of dedicated emergency procedures, are mandatory to work safely in a confined space.

### PLAN

- Each job shall be risk assessed and all hazards and controls shall be identified and implemented.
- Plan specific training for all persons engaged in confined spaces activities.

### READY?

- Is a Confined Space certificate completed in conjunction with and referred to in the PTW?
- Did you verify that the confined space is positively isolated from all possible sources of hazards?
- Have qualified and authorized personnel tested and recorded the atmosphere inside the confined space as designated in the permit/confined space entry certificate?
- Is the Emergency Response and Rescue Plan prepared and tested? Is the ERT ready in location and communication means ready and tested?
- Are the PPEs identified by the Employer in the specific risk assessment for the required task, in good condition and worn by all people?

### GO!

- Suspend the work if ERT and/or means of communications are unavailable on site.
- Suspend the work if a dedicated qualified attendant (watcher) is not present close to the confined space.
- Suspend the work if there is no specific PTW and Confined space certificate for the activity.
- Suspend the work if Rescue Equipment are not in place.
- Keep always visual or voice contact with the entrants.

## Golden Rule 7 - Management of change



Any plant/organizational change must be identified, assessed and authorized.

### PLAN

- Identify, analyze and assess any change or deviation to plant design, work procedures/practices and organization.
- Support any change, in particular overriding/disabling/change of a safety critical element, with a specific risk assessment.

### READY?

- Is the change, in particular deviations from mandatory requirements, duly structured, documented and approved by a Company authorized and competent person?
- Is the change properly recorded and tracked in a dedicated system?

### GO!

- Communicate any change to all concerned personnel and keep track of the identified and implemented actions.

## Golden Rule 8 - Driving safety



Correct driving behaviours and proper vehicle management reduce the risk of accidents.

### PLAN

- Always ensure that the driver is in good physical condition.
- Drivers shall be certified and authorized for driving the utilized vehicle.

### READY?

- Is your vehicle in good condition and regularly maintained?
- Are seat belts fastened and appropriate shoes worn?
- Are you free from the influence of alcohol and drugs?
- Are loads properly secured and within the capacity of the vehicle?
- Are you sufficiently rested to drive a vehicle?

### GO!

- Adopt defensive behavior in respect of other road users.
- Respect speed limits, adjusting your speed according to road and weather conditions, local legislation and Company rules.
- When you drive, do not use any mobile phone and respect the daily maximum driving hours and rest period.

## Golden Rule 9 - Permit to work



Work permit is an essential management tool to be adopted for activities execution.

### PLAN

- A PTW system must be in place with the relevant supporting procedures and systematically implemented.
- Simultaneous/concurrent activities shall be planned and subjected to risk assessment and PTW in order to eliminate/reduce interferential risks.
- Non-routine and high-risk activities shall be planned and subjected to risk assessment and PTW.
- Guarantee that all personnel receive proper training on using the PTW system.

### READY?

- Is the PTW discussed in dedicated meetings?
- Have all personnel working under a PTW received the necessary information about its contents?
- Have you verified that all requirements specified in the PTW are implemented on site?

### GO!

- Suspend and re-assess your work if a change occurs in the scope of the work, tools, equipment, personnel, shift change or any other condition of the PTW.

## Golden Rule 10 – Excavation safety



Soil characterization, protected excavation areas and correct use of machinery, guarantee the workers safety.

### PLAN

- A soil survey shall be carried out and all the risks shall be identified and assessed.
- Always consider underground services in the area, those shall be identified, marked and isolated (if necessary).
- Plan specific training for all personnel involved in excavation works.

### READY?

- Do you have a valid excavation clearance certificate and the PTW?
- Has the site been inspected by a competent person?
- Are the PPEs identified by the Employer in the specific risk assessment for the required task, in good condition and worn by all people?

### GO!

- Effectively shore, slope, bench, barricade and sign all excavations.
- Provide suitable entry and exit point when working in trenches, considering any possible emergency and weather condition.
- Guarantee that workers stand outside the area of action of the excavator.

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