



## ES Trucking H&S Requirements

<b>INTRODUCTION</b> .....	2
<b>REQUIREMENTS</b> .....	2
<b>1. PPE</b> .....	2
<b>2. EMIRATES STEEL HSE PRINCIPLES &amp; LIFE SAVING RULES</b> .....	3
<b>4. Plant and Equipment</b> .....	6
<b>5. Drivers Requirements:</b> .....	7
<b>6. Parking Policy:</b> .....	7
<b>7. Site Traffic Plan for delivery/dispatch trucks/trailers:</b> .....	8
<b>8. Smoking</b> .....	8
<b>9. General</b> .....	8
<b>10. Disciplinary</b> .....	9



## **Introduction**

Emirates Steel (Part of EMSTEEL Group) believes that all injuries; occupational illnesses; and environmental incidents are preventable. Emirates Steel is committed to relentlessly pursuing a goal of zero harm, both for their own staff, and the staff of the Contractor/Sub-Contractor companies with which they engage. Where reference is made within this document to Contractors, this reference shall be read and construed as extending to all sub-contractors.

Emirates Steel has implemented a set of HSE Principles and Life Saving Rules which are applicable to all personnel wishing to enter ES premises; compliance is mandatory (all ES personnel along with Contractors and their subcontractors). All Contractor employees assigned to work on activities at Emirates Steel will be familiarized via this document but also, prior to mobilization from Emirates Steel at the H&S Induction Training. Violation of a Life Saving Rule will subject the violator to serious disciplinary action.

Emirates Steel expects all their Contractors and their sub-contractors to comply, at the very least, with the H&S requirements detailed in this document during the course of their work.

The scope of this document applies to Contractors providing a physical service (or combined material & service) to Emirates Steel operations, projects and facilities management under a fixed contract agreement. These services include, but are not restricted to, plant and facilities maintenance, modification and installation activity, capital projects related activity, manpower & equipment's supply, etc.

These requirements include, and/or make reference to all Emirates Steel H&S Rules, Procedures, Standards and Safe Work Practices to be applied when undertaking activities within our premises. They shall be read in conjunction with the UAE applicable laws and regulations as well as the contractual obligations of the Contract and may be changed to suit a particular task or the needs of any Emirates Steel department.

For any clarification or additional information please contact the Emirates Steel EHS Department.

## **REQUIREMENTS**

### **1. PPE**

Contractors shall use PPE as a last line of defence where workplace hazards cannot be eliminated or reduced to an acceptable level. Contractor personnel working at Emirates Steel worksites shall comply with all applicable PPE requirements for the task they are performing or the area in which they will work. The minimum required PPE within Emirates Steel is Safety Helmet, Coverall, High ankle safety boots, ear plugs and Safety Glasses. Contractor personnel needing to wear spectacles for their work will be required to wear prescription safety glasses whenever they work at Emirates Steel. The Contractor management must ensure that Contractor personnel are provided with prescription safety glasses to access the Emirates Steel plant or work areas. In addition to this, contractor employees must carry personal gas detectors while working in the DRP plants and any other areas specified in the JSA.

Other PPE may be required, dependent on the task being performed. Loose clothing & Jewellery shall not be worn, and long hair shall be tied back when work is performed around machinery with exposed moving parts. Loose clothing worn around the neck area is forbidden.

Contractors or visitors must follow below mandatory dress code:

PPE Policy for all Contractors (Mandatory):

- Safety Helmet
- Coverall / Industrial company uniforms
- High ankle safety shoes



- Safety Glasses
- Ear plugs (for high noise area)

Contractor provision of PPE should be relevant to the task they are assigned, offering protection against the hazards present. All PPE worn by contractors and subcontractor’s personnel shall be subject to inspection by Emirates Steel end user and EHS departments and must meet the requirements of Emirates Steel PPE procedures.

**Note: The Contractor must ensure that the appointed safety officer (approved by ES) is provided with a visible red helmet.**

Contractor’s personnel not adhering to the PPE rules shall be removed from site and not allowed re-entry until the next day, pending confirmation of future compliance.

## 2. Emirates Steel HSE Principles & Life Saving Rules

Principles are the Fundamental norms, rules, or values that represent what is expected by the organization (Emirates Steel) and its employees and help it determine the rightfulness or wrongfulness of its actions. It outlines the organization's health, safety, and environmental philosophy. Emirates Steel HSE Principles are shown in the figure below.



3. Emirates Steel has implemented a set of Life Saving Rules, which shall be complied with by all personnel (including Contractors). All Contractor and Sub-Contractor employees assigned to work on activities at Emirates Steel must receive familiarization training on these rules prior to mobilization, firstly from their own company management, and secondly, Emirates Steel shall include an awareness summary of their Life-Saving Rules in the H&S Induction training which they will provide immediately before Contractor and Sub-Contractor employees coming on site. Emirates Steel expect strict compliance. Violating a Life-Saving Rule will subject the violator to serious disciplinary actions.



## Life Saving Rules

### 1

#### Working at Height

Protect yourself from falling from height



- ▶ **Never work at height without authorization**
- ▶ **Never work at height unless you have been trained** on your fall protection equipment and on working at height
- ▶ **Always inspect your fall protection equipment** before and after use
- ▶ **Always secure** all tools, equipment, and work materials to prevent dropped objects
- ▶ **Always tie-off** to fixed and secure anchor points

### 2

#### Confined Space

Protect yourself from hazardous atmospheres & avoid becoming trapped in confined spaces

- ▶ **Never enter a confined space** unless you have been **trained** on confined space entry
- ▶ **Never enter a confined space** unless you have **obtained formal authorization (PtW)**
- ▶ **Never enter a confined space** unless you have confirmed that the **atmosphere has been tested and is being monitored**
- ▶ **Never enter a confined space** unless you have confirmed that all **energy sources are isolated**
- ▶ **Never enter a confined space unless** you have confirmed that a **rescue plan** is in place
- ▶ **Always stop work if gas is detected or if conditions change**, go to a safe place, and inform your supervisor



### 3

#### Lock Out Tag Out

Protect yourself from hazardous energy



- ▶ **Identify all energy sources associated with your operation**
- ▶ **Confirm that all energy sources have been isolated, locked, and tagged out** before starting work
- ▶ **Confirm that any stored energy has been released** before starting work
- ▶ **Stop work and notify your supervisor if conditions change** or the isolation has been compromised

### 4

#### Permit to Work

Protect yourself from the risks associated with unauthorized activities

- ▶ **Never work without authorization**
- ▶ **Always comply with the requirements of the permit-to-work process**
- ▶ **Always confirm that the hazards are controlled** as outlined in the PtW and associated JSA before starting work
- ▶ **Stop work and notify your supervisor if the job scope or the risks change** or if the permit controls are affected





## Life Saving Rules

### 5 Traffic & Driving

Protect against traffic accidents



- ▷ Always **make sure you are aware of and adhere to local and site-specific traffic rules**
- ▷ Always **wear a seatbelt** when you are in a moving vehicle or mobile equipment
- ▷ **Never use handheld mobile phones, operate devices,** or engage in any form of distraction while driving or operating mobile equipment
- ▷ **Never exceed the speed limit** and reduce your speed to account for road and weather conditions
- ▷ **Never drive under the influence of alcohol, drugs, medications,** or any other substance that could impair your ability

### 6 Safety Devices and Safety Systems

Never compromise safety devices or safety systems

- ▷ **Never remove, bypass, override, disable, or tamper with safety devices or systems without authorization**
- ▷ If you suspect a **safety device or a safety system has been compromised** without proper authorization, **stop work immediately** and notify your supervisor



### 7 Dropped Objects and Mechanical Lifting

Protect against falling objects



- ▷ **Always secure objects** properly when you place them at a height
- ▷ **Never stand or walk under a load** that is suspended, being lifted, or moved
- ▷ **Never operate lifting equipment** unless you are **trained and authorized** to do so
- ▷ **Always ensure that the load is secure, balanced, and within the rated capacity** of the equipment and accessories
- ▷ **Never attempt to stop or guide a suspended load manually;** always use a **tag-line** or a **controlling device**
- ▷ **Always ensure lifting zones are barricaded** and adhere to barriers and exclusion zones

### 8 Smoking in Non-Designated Areas

Protect against fire by only smoking in designated areas

- ▷ **Never smoke in non-designated areas.**
- ▷ Only **extinguish and dispose of cigarette butts** in the **designated fire-safe containers**



### 9 Energized or Moving Equipment

Protect yourself from the hazards associated with energized or moving equipment



- ▷ **Never work on energized or moving equipment** if it is practically feasible to stop, isolate, and de-energize
- ▷ **Never attempt to inspect, test, maintain, or repair any energized or moving equipment** without authorization
- ▷ Always ensure that the **risks are identified** and that the appropriate **controls are implemented**
- ▷ **Never wear loose clothing, jewelry,** or other items that could become **entangled**



#### 4. Plant and Equipment

All plant and equipment brought to the site shall be in good condition and safe to use. Contractors shall develop and maintain necessary checklists, highlighting the vital points for equipment inspection and the frequency of that inspection (daily/weekly/monthly).

Damaged tools and equipment shall be immediately removed from the worksite and be repaired or replaced. Tools shall be used only for the purpose for which they were designated. No home-made or altered tools shall be used; tools at all times should be fit for purpose. All plant and equipment must be properly maintained through regular preventive maintenance. The contractor is responsible for having a preventive maintenance (PM) plan in place for all equipment in line with the OEM requirements. The contractor must also ensure that PM plans and records are kept up-to-date and available for ES verification.

Contractor employees driving vehicles shall be required to have a valid UAE Driving License for the class of vehicle being driven; each vehicle shall have a valid registration. **Contractors must ensure that all drivers have completed defensive driving training and possess the required experience as outlined in the table below.**

<i>Driver's Type</i>	<i>Requirements</i>
<b>Contractor Light Vehicle Drivers</b>	<b>Valid Driving License with minimum 6 Months' experience.</b>
<b>Heavy vehicles, trucks &amp; Buses</b>	<b>Valid Driving License with minimum 2 years' experience (Specific to Trucks).</b>

All vehicles brought by the Contractor shall conform to UAE Traffic law regarding roadworthiness, licensing, insurance, spares, and safety equipment.

- Mobile Lifting Equipment (such as forklifts, cranes, man-lift, shovel, etc) shall only be operated by qualified and certified personnel.
- Forklift Trucks have to be equipped with a safety warning system (beacon light, red arc light, blue beam light and seat belt indicator)
- Contractors driving vehicles shall comply with all posted traffic signs, maintaining speed, signals and directions.
- Vehicles / Equipment shall not block any street, roadway, emergency vehicle, or emergency exit.
- Speed limit for all vehicles is 20 kph.
- No person is permitted to ride on or in any vehicle unless there is a specific seat for him.
- The use of a mobile phone while driving or operating equipment is prohibited
- All driving vehicles shall comply with all posted traffic signs, maintaining speed, signals and directions.
- Vehicles / Equipment shall not block any street, roadway, emergency vehicle, or emergency exit.
- Overtaking is prohibited for trailers or long trucks inside the Emirates Steel premises.
- Seatbelts must be worn at all times - The driver and all passengers in any vehicle must fasten their seat belts. The driver is responsible that his vehicle occupants do wear their seat belts.
- Ensure safe distance is maintained and always follow three-second rule.
- No person is permitted to ride on or in any vehicle unless there is a specific seat for him.
- The number of passengers must not exceed the number of seats inside the vehicle.
- Truck drivers shall not cook food inside ES premises.
- Cooking gas cylinders and gas stoves shall be secured inside the cabinet of the truck.



**All Company or Professional/Commercial Vehicles/equipment must comply with all legal requirements. Beyond that, ES requires that vehicles/equipment entering inside the ES should be equipped with the following:**

<b>Requirements</b>	<b>All Vehicles</b>	<b>Trucks/Trailers</b>	<b>Mobile Equipment</b>
<b>Seat belts</b>	<b>All occupants</b>	<b>All occupants</b>	<b>Operator and as per manufacture safety instructions.</b>
<b>Air bags</b>	<b>2 Airbags Front</b>	<b>2 Airbags Front</b>	<b>N/A</b>
<b>Anti-lock braking system</b>	<b>Yes</b>	<b>Yes</b>	<b>N/A</b>
<b>Rear-window defogger</b>	<b>Yes</b>	<b>As per the type</b>	<b>Yes (If applicable as per the type)</b>
<b>Reverse Alarm</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Reverse Camera</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Flashing Amber Light</b>	<b>Applicable for all Emergency vehicles</b>	<b>Yes</b>	<b>Yes</b>
<b>Fire Extinguisher</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Arc Light- to keep pedestrians away</b>	<b>N/A</b>	<b>N/A</b>	<b>Yes (For Forklift &amp; Loaders)</b>

## 5. Drivers Requirements:

The mandatory documents below must be available with all the truck drivers to enter ES premises. ES Security will verify and only permits them if the credentials are valid.

- A valid Health Insurance.
- A valid Emirates ID or Passport.
- Valid Driving License & Defensive driving training record

## 6. Parking Policy:

- "Reverse Parking" is mandatory in ES for all types of vehicles.
- Vehicles should be parked only in designated area.
- Reverse slowly and carefully. For long trucks/trailers, it is mandatory to get assistance from another person to observe and give hand signals from a safe position.
- Use vehicle indicators to show your intentions to other drivers. Remember that using indicators is no guarantee that other drivers have noticed. Always use caution.
- Never reverse against the flow of traffic.
- Do not park in spaces that are reserved for specialist vehicles, e.g. emergency response.
- Do not park so that you are blocking in another vehicle or ongoing traffic.
- Do not park so that you are blocking an entrance or exit.
- Do not park near a road turning, intersection, crossroads or on a bend in the road.
- When parking under a covered area, check vehicle height before parking.



## 7. Site Traffic Plan for delivery/dispatch trucks/trailers:

- "Truck Driver Safety Instructions card" must be digested and understood by the drivers before entering the ES premises.
- All planned route map or directions must be provided to the truck drivers wherever reasonably practicable.
- Due to space constrain maximum 5 numbers of trailers allowed for dispatch at RM1 & SMP1 Billet Bay area. Controlling of trailers entering inside must be managed by the weighbridge team.
- All the trucks must be visually inspected by the drivers using a "Daily truck Inspections Form". The completed form must be available in the truck while entering the ES premises. As per the Abu Dhabi – Department of Transport.
- The owner or senior management of any transport or delivery company need to take overall responsibility towards the conduct and actions of the drivers at ES.
- Driver must attend safety induction as per ES Site safety induction procedure (Refer: ES-HSD-GR-PR-009)

## 8. Smoking

Smoking is not permitted on site other than in the designated smoking area. Smoking is not allowed in any indoor working environment (e.g. Offices-Including single occupancy offices, meeting rooms, warehouse buildings and workshops), including toilets and vehicles (private or company). Any outdoor worksite where a potential flammability hazard exists. Indoor seating areas of canteens, rest rooms, substations, electrical rooms, storage rooms and inside vehicles. Smoke only in designated areas where designated smoking area signage is displayed.

## 9. General

- Horseplay, fighting, gambling, possessions of firearms or explosives, use of regulated drugs, or alcohol, being under the influence of drugs or alcohol, theft, vandalism, sabotage, and distribution of unauthorized literature shall not be permitted. Those involved in such activities shall be removed from the worksite and shall be liable for punishment by any applicable law.
- Drivers shall not operate vehicles when tired, ill, and emotionally upset, on sedating medication or under the influence of drugs or alcohol.
- The supplier shall review the journey time, the safest route and plan for adequate rest (breaks at least 8 continuous hours of rest in any 24 hours, preferably between 10 Pm and 8 Am as per DOT).
- Transport or delivery companies should follow all the requirements from DOT (Department of Transport).
- Truck drivers shall not cook food inside ES premises. Cooking gas cylinders and gas stoves shall be secured inside the cabinet in the truck and shall not be used inside the ES in any circumstances.
- Ensure the load is properly secured and within the vehicle's weight limits
- Ensure proper inspections and preventive maintenance is done for the vehicle as per the OEM recommendations.
- Inspect the vehicle daily before use and verify that all safety equipment (fire extinguisher, first aid kit, reflective triangles) is present and functional.
- Always use designated loading/unloading zones. Ensure the vehicle is stationary with the parking brake applied during loading/unloading.
- Maintain a safe following distance to avoid collisions. Avoid sudden braking or swerving to prevent losing control.
- Park on level ground and use wheel chocks if required. Avoid parking near slopes, pedestrian walkways, or unauthorized zones.
- Always use banksman for reversing the vehicle at ES. Stay in constant contact with site supervisors or dispatchers.





- Be vigilant for pedestrians, especially in crowded areas. Avoid distractions such as mobile phones or other devices while driving.

## 10. Disciplinary

In cases where there has been a breach of the safety rules and these requirements; Emirates Steel may apply Emirates Steel policies and procedures and the relevant laws including but not limited to the "Disciplinary Rules" provided in Chapter VI of the Law *UAE Federal Labour Law no. 8 of 1980*. This entitles Emirates Steel to take any of the following actions against its employees and or where applicable, the Contractors depending on the severity of the breach. In serious cases involving Contractor's personnel Emirates Steel may take action directly against the concerned Contractor or request that the Contractor employer takes the necessary action against his own employee(s):

- Warning (verbal or written).
- Fine (individual or company).
- Suspension from work with reduced pay for a period not to exceed 10 days.
- Denial or deferment of periodical allowance.
- Denial of promotion.
- Dismissal without prejudice to severance pay.
- Dismissal with denial of all or part of the severance pay. This penalty may not be imposed for reasons other than those exclusively specified in Article 120.

*"Article 120 of the UAE Federal Labour Law No. 8 of 1980" shall be applied, which stipulates: "If the worker disobeys instructions respecting industrial safety or the safety of the workplace, on condition that such instructions are in writing and have been posted up at a conspicuous place and, in the case of an illiterate worker, that he has been acquainted with them orally".*

### **IF ANY TRAFFIC INCIDENTS AT EMIRATES STEEL:**

Only Hot line: 02 507 3000 must be contacted to provide initial information during any traffic incidents occurred inside ES Premises. Nobody (ES, outsourced employees, contractors, sub-contractors and visitors) is allowed to contact external authorities such as 999, civil defence etc. The ES security team shall contact the external agency if it required as per the ES emergency procedure.



**Emirates Steel and all of its employees thank you in advance for your adherence to these rules and in helping to maintain and improve the overall EH&S Awareness and Performance on our premises.**

A handwritten signature in blue ink, appearing to read "Siva Goluguri".

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**Siva Goluguri**  
**Manager – EH&S Governance & Compliance**  
Date: 27.11.2024

A handwritten signature in blue ink, appearing to read "Ahmed Al Saadi".

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**Ahmed Al Saadi**  
**Manager - Health & Safety Operation**  
Date: 27/11/2024

*Fatima Sulaiman Al Hammadi*

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**Fatima Al Hammadi**  
**Director- Procurement**  
Date:

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**Egor Yurkin**  
**VP- Environment Health & Safety**  
Date:

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**Saeed Al Ghafri**  
**CEO - Emirates Steel**  
Date: 9 December 2024