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General Health & Safety Instructions for Contractors			
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ArcelorMittal General Health & Safety Instructions For Contractors

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1 VOCABULARY

- **Contractor**

The rules contained in this document apply to all categories of contracted work activity on ARCELORMITTAL property.
For the purpose of this document the term “contractor” refers to all ARCELORMITTAL contractors and their subcontractors and their employees and temporary workers.
- **Health and Safety documentation**

Documentation approved by the ARCELORMITTAL site and the contractor, conforming to the applicable legal provisions and regulations, defining the measures undertaken or to be undertaken by all concerned to avoid the risks associated with the activities carried out.
- **Legal provisions and regulations**

All regulations applicable in the country of the ARCELORMITTAL site (laws, regulations, procedures and internal documentation, etc.)
- **Preparation of the work area**

All the procedures and activities to be carried out before any provision and making it possible to complete the work safely. It is only after these conditions have been met that the documentation authorising the works may be delivered.
- **Energy control program – lockout and tagout**

To record all necessary measures taken to ensure health and safety and to make certain that work can be carried out without risk to personnel and equipment. In particular, lockout must ensure the de-energizing of the equipments and prevent inadvertent energy activation.
Securing machinery means carrying out the operations for:

 - Putting it and retaining it in a fixed position;
 - Forbidding it to be used and giving notification that the blocking off device must not be handled.
- **Release from lockout and tagout**

To remove the safety measures taken at the time of after having made sure that the work specified is done and finished and that all workers have left the secured area.
- **Lockout and tagout department**

Department in charge of carrying out the energy control program:

 - Either specific: electrical services, mechanical engineer, etc.
 - Either as coordinator in the framework of a general lockout and tagout.
- **Lockout and tagout foreman**

Authorized agent responsible for the energy control program (lockout and tagout).
- **Protected area**

Secured area of a plant or machinery where the safety measures taken by the officer responsible allow for one or more work areas to be established.
- **Work area**

Area located inside the protected area and assigned to the representative and his team.

2 FOREWORD

The objective of ARCELORMITTAL is a zero tolerance incident rate and zero occupational diseases.

The cooperation of all personnel on site (own employees, contractors, labour broker employees and temporary workers) is vital to achievement of this vision.

These General Health and Safety Instructions are applicable to all contractors that carry any type of work including but not limited to new building, capital and maintenance within the premises of the ARCELORMITTAL Group.

In the event of a company carrying out work on an ARCELORMITTAL site refuses to adhere to the health and safety at work improvement programmes, ARCELORMITTAL would consider withdrawing their business with that company.

These General Health and Safety Instructions reflect the main primary requirements in force on the premises of the ARCELORMITTAL Group, subject to and in accordance with the local and national regulations.

The purpose of these instructions is to make the contractors aware of the main risks encountered on ARCELORMITTAL site and to help them implement preventative measures and procedures. The objective is to eliminate accidents or incidents in the workplace.

Operations are carried out on the ARCELORMITTAL site by contractors specialised in the fields entrusted to them. They are fully responsible for their employees. They are also responsible for subcontracting firms and the temporary personnel they use to ensure that they understand and follow the General Health and Safety Instructions. The contractors are completely responsible for their employees who are carrying out the work, especially temporary employees as well as their own subcontractors.

The work must only be undertaken while respecting:

- Laws;
- Professional regulations governing the contractor's field of activity;
- The rules and provisions relevant to the ARCELORMITTAL site
- ARCELORMITTAL Health and Safety policy, standards and the commitment of management with respect to safety on the ARCELORMITTAL site.

The managers of contractors must establish their own health and safety policy and standards. They must ensure that they are clearly established within their company and must submit them each year to ARCELORMITTAL if requested.

Annually the contractor commit to complying with the provisions of these General Health and Safety Instructions to ensure that they are communicated and respected by their personnel.

The contractor is committed to proposing additional measures that would contribute to improving safety in the assembly and testing facilities.

3 GENERAL REMARKS

3.1 PREPARATION WORK AND ORGANISATION ON SITE

- Pre-qualification of contractors
Before being selected for working into the premises of an ARCELORMITTAL site, the contractors who are foreseen to perform a dangerous activity on site have to pass a risk-based process for pre-qualification. The qualifications include historical health and safety performance and the existence of a suitable health and safety management system.
- Pre-bid discussions
Each potential contractor must communicate the potential health and safety hazards that may be present in the work to be done to the ARCELORMITTAL site and received the ARCELORMITTAL site specific health and safety standards he would have to comply with.
- Selection of contractor
Contractors' bid documents must include a general health and safety plan that identifies and addresses any health and safety hazards. The bid assessment will include consideration of this health and safety plan.
- Sub-contracting
The contractor must disclose to the ARCELORMITTAL site which must approve if they are going to contract with a sub-contractor to perform any of the work. Each sub-contractor must follow the same pre-qualification and selection process. The agreement also covers a site specific health and safety plan for the contracted work. Any contract terms and conditions agreed to with the contractor will also apply to sub-contractor.
- Pre-job activities
ARCELORMITTAL will conduct a pre-job conference with the selected contractor to review the risk assessment of the work to be done taking into account the hazards coming from the contractor's and the ARCELORMITTAL sites activities.
If several contractors have to work in a neighborhood of time and area, they all have to attend the same pre-job conference to take health and safety measures to prevent or manage all the hazards coming from the potential interferences of all their activities and/or the ones of the ARCELORMITTAL site.
Health and safety actions that must be put in place to insure the safety of people and assets during the works to be done and the responsible company must be define for each one.
In case of any change in the situation that could affect health and safety conditions, the ARCELORMITTAL site and the contractor(s) must conduct a new conference to adapt the health and safety actions plan initially foreseen.
- Monitoring and feedback
The ARCELORMITTAL site monitors the contractors work and carries out formal reviews with them that include health and safety performance. Action plans will be prepared, agreed and documented to correct areas of under-performance. All action plans will be followed up in regular review meeting.
Health and safety performance records must be kept and used in future selection processes.
The ARCELORMITTAL site conducts a final inspection and an overall performance evaluation of the work completed by the contractor that will be documented and will be used in determining if he is to remain on the pre-qualification list and eligible to be considered for the future work.

3.2 ARCELORMITTAL SITE REPRESENTATIVE

For all contractors there must be an ARCELORMITTAL representative whose job includes determining whether or not the contractor is complying with the contractor's contractual obligation to have and to follow an effective contractor health and safety management system in relation to the work under that contract.

The designated ARCELORMITTAL representative has the authority, skill, training and means to represent the ARCELORMITTAL site. He is in charge of coordinating contractors who are responsible for carrying out the work entrusted to them.

3.3 CONTRACTOR'S RESPONSIBLE PERSON

Before any contractor may commence work on the ArcelorMittal site, the Chief Executive Officer of the contracting company shall appoint and keep on premises / workplace an employee as the responsible person to represent the contractor for all purposes and to supervise, take ownership and be responsible for all work carried out on premises / workplace by the contractor and the contractor's employees.

Once appointed, the duties of the contractor's responsible person shall include but are not limited to the following:

- To represent the contractor, for all purposes of the contract, to supervise, take ownership and be responsible for the work carried out by the contractor and the contractor's employees on premises / work place and to ensure that all work is carried out in accordance with the contract;
- To receive instructions from ArcelorMittal on behalf of the contractor. Any written instructions, directions or notices which ArcelorMittal may give to the contractor's responsible person shall be deemed to have been given to the contractor;
- To ensure that, before work begins on any contract all contractor personnel has been given appropriate orientation and health and safety induction
- To confirm in writing to ARCELORMITTAL site management that all tools and equipment to be used are in a safe condition;
- To take all reasonable measures to comply with and enforce the requirements of:
 - Applicable legislation;
 - ArcelorMittal Health and Safety requirements and expectations;
 - The contract from ArcelorMittal;
- To take all reasonable measures to provide for the safety, health and discipline of all contractors' employees including all his visitors, whilst on premises / workplace.
- To monitor and enforce appropriate Personal Protective Equipments usage by all contractor's employees on premises / workplace.

Where any contractor employee is unable to read the regulations, rules, procedures and other requirements the person in charge shall ensure that such person understands the regulations, rules and procedures etc concerning him and his particular occupation and duties and if necessary an interpreter shall convey the message.

The contractor's responsible person shall ensure that all contractor employees under his control are aware of and apply the Health and Safety requirements and expectations.

The responsible person appointed by the Chief Executive Officer of the contracting company shall be a competent person, sufficiently experienced in the scope of work to be performed on ArcelorMittal site.

The contractor's responsible person shall not be absent from premises / workplace at anytime that any work is carried out by the contractor until he has appointed a competent person to supervise and be responsible for the contract premises / workplace during his absence.

3.4 GENERAL RULES ON SITE

Any person who fails to obey any instruction given to him in accordance with or for the proper observance of the requirements of ArcelorMittal health and safety program shall have disciplinary action taken against him, which could lead to removal from premises / workplace.

No person shall engage in any form of horseplay on premises / workplace. Such person could be removed from site.

No person shall sleep on premises / workplace.

All assaults shall be reported immediately to the ArcelorMittal responsible person. People involved in the assault could be suspended from premises.

An employer or a user of machinery, as the case may be, shall not permit any person on premises / workplace, who is or who appears to be intoxicated or if such a person's presence constitutes a threat to safety, to himself or other persons and shall be removed from premises / workplace.

3.5 SITE ESTABLISHMENT

It is a requirement that all contractor employees are trained and competent to perform the work to be undertaken. They shall be adequately supervised and shall have all necessary information to ensure that the work can be completed safely. All contractor employees shall be aware of all hazards associated with the tasks to be performed as well as the safety precautions to be taken to overcome them before commencing any work.

3.6 ENVIRONMENT

The representative of the contractor agrees to inform his personnel of the regulations in force regarding the working environment as well as the requirements of the ARCELORMITTAL site, and to ensure they are respected.

In compliance with regulations regarding the fight against pollution, no polluting emission (corrosive, toxic or odorous gas or liquid or solid particles) may be released into the atmosphere and water and all polluting products may not be discharged (chemical, bacterial, mechanical or radioactive) into pipes, sewers, rivers and onto the grounds of the site.

It is strictly forbidden, because of risk of explosion, to put hollow vessels (gas bottles, reservoirs, empty drums, etc) into metallic waste bins or in the scrap yard.

The contractor must remove, at his expense, his waste from the ARCELORMITTAL site to approved waste treatment centres.

4 ON-SITE TRAFFIC

4.1 ACCESS AND SECURITY

Any person who intends to enter the premises / workplace shall be in possession of a valid access issued by entrance control.

Entrance to or exit from the premises / workplace shall only be made through the officially recognised entrance and exits.

It is expected that the contractor's responsible person and all contractor's employees will give their full co-operation to the ArcelorMittal on site Health, Safety and Security Department in the execution of their duties.

No firearms shall be taken into the workplace / premises.

No liquor shall be taken into workplace / premises.

Drugs are prohibited on the premises / workplace, unless authorized by a Medical Practitioner who is fully aware of the duties to be performed by the contractor's employees.

No photos shall be taken. Taking photos without necessary authorisation can lead to a breach of contract.

4.2 ACCESS PROCEDURES AND ROAD TRAFFIC

Each ARCELORMITTAL site defines traffic rules for the whole site (inside and outside buildings). The contractors must obtain authorisation to enter the site and respect the traffic rules, of which they have been informed. Only vehicles or equipment in good condition and which comply with the regulations in force may enter the site.

Drivers must, under all circumstances, respect:

- The traffic provisions of the Highway Code and special transport authorisations, if necessary;
- The provisions regulated by road signs within the site, notably speed limits, priorities, no passing areas, stop signs, etc;
- Any instruction given by ARCELORMITTAL employees who may be located or instructed in order to regulate and control traffic.

Only official roads, walkways are recognised rights-of-way shall be used in the workplace / premises.

4.3 PEDESTRIAN TRAFFIC

Bays may only be entered through pedestrian doors.

Personnel on foot inside the ARCELORMITTAL site must use the appropriate route. They must not move outside of areas and paths other than the ones indicated.

4.4 TRANSPORTATION OF MATERIALS

When transporting materials or merchandise which may cause dust or particles bothersome for other users or which may pollute traffic lanes and other vehicles, the carrier must either use vehicles which are fitted out (tanks, containers, reservoirs), or carefully plug up openings in the vehicle which may allow material to escape. Contractors are responsible for the condition of vehicles that may bring products to or from site and that they ensure that there is no risk of atmospheric contamination or general risk to the environment or ARCELORMITTAL employees whilst transporting such goods. Vehicles are expected to carry the minimum current legal certification showing road-worthiness.

Any breach of this provision can immediately lead to intercepting and consigning the vehicle or equipment by the surveillance services of the ARCELORMITTAL site. In case of repeated offence, authorisation for the vehicle and the driver to circulate within the site will immediately be withdrawn. Cleaning and repairing damage will be the responsibility of the contractor. Contractors found to be contravening this ruling will have their vehicles removed and banned from the site until sufficient repairs were approved by ARCELORMITTAL personnel.

All materials or merchandise accidentally spilled on the paths and roads will be removed as soon as possible by the contractor. The area should be appropriately marked and work should be carried out safely and the monitoring department of ARCELORMITTAL must be informed.

4.5 PARKING AND MAINTENANCE AREAS

Vehicles must be parked in the assigned and approved areas on the ARCELORMITTAL site. The vehicle must always be parked facing the exit, notably in dead-end routes.

For vehicles, equipment or fork-lifts used by the contractors in compliance with site rules, parking and maintenance areas will be defined with the representatives of the ARCELORMITTAL site.

Other than in exceptional cases, parking vehicles (pick-ups and trucks, etc.) is strictly forbidden in the bays. Access is authorised only for loading and/or slow unloading purposes. In this case sidelights must be on.

4.6 PROTECTION OF ROAD SURFACES

Building site vehicles, which do not have rubber or solid tyres, are only allowed to enter the site when carried by trailers, which have such tyres. This is the case for machines with metallic tracks (earth-movers, cranes, excavators) or roller compressors or compactors with metallic tyres that may damage road surfaces.

Any damage as a result of ignoring these rules will lead to a claim being made for compensation against the contractor.

4.7 WARNING ON VEHICLES

4.7.1 WIDE LOADS

Caution must be taken when transporting sheet plates or section parts that are barely visible and may not be perceived by other users and thus leave them unsure as to the loading gauge (warning lights and padded protection on corners is obligatory).

4.7.2 VEHICLES AND MACHINERY OF EXCEPTIONAL SIZE

When vehicles are of exceptional size, they have to comply with the ARCELORMITTAL site regulations and specific transportation approval.

4.7.3 SIGNS

Vehicles must be clean, equipped with adequate signalling and compliant with safety and environmental rules.

4.7.4 BLIND MANOEUVRES

When a driver makes a manoeuvre and, in particular, a reversing manoeuvre when visibility is poor, a person must guide the driver, verbally or by using signals, and inform people in the area. To avoid any risk of crushing, all instructions shall be taken to guarantee the people located between the operating vehicle and the fixed obstacles are not in harm's way.

All work must be carried out very slowly.

The same precautions must be taken during the unloading of a truck tipper or a transport vehicle. The recruitment of assistance whilst reversing is mandatory but this must be done in a safe manner from an appropriate distance avoiding the danger of crushing at all times. Make sure that all illuminated and audible warning systems are in good working order and in use when the operations are being carried out.

4.7.5 MONITORING

In case the traffic rules are ignored, the ARCELORMITTAL monitoring officers are authorized to immediately immobilise any vehicle not satisfying the instructions of the Highway Code or the present instructions, and to impose the correct conditions necessary.

4.7.6 SLOW VEHICLES

All slow moving vehicles must have visible signalling equipment whilst moving on site.

5 ASSISTANCE IN CASE OF INCIDENT OR FIRE

5.1 GENERAL INSTRUCTIONS IN CASE OF INCIDENT

It is the duty of the contractor's responsible person to ensure that all injuries to contractor employees, incidents and near incidents on premises / workplace are reported immediately to the ArcelorMittal site representative.

Any witness of an incident at work must carry out two essential procedures:

5.1.1 PROTECT

- Protect themselves in case of any risk, then intervene if necessary;
- Remove the cause of the danger and ensure that it is neutralised, remove the victim if the danger threatens the injured party;
- If there is no danger – do not touch anything.

5.1.2 ISSUE EMERGENCY PROCEDURES (OR HAVE SOMEONE ELSE DO IT)

- The nearest first aid attendant;

- First aid assistance - details and procedures (infirmary or other) are available in safety regulations submitted to contractors.

5.1.3 RULES FOR EMERGENCIES:

- Specify the reasons for calling and indicate the place of the accident. The caller must ensure the person receiving the information repeats it correctly;
- Arrange a meeting point that is easy to locate;
- Wait for assistance.

5.2 GENERAL INSTRUCTIONS IN CASE OF INCIDENT

Any incident that occurs unexpectedly in the workplace and that has no consequences on the physical well-being of individuals must be reported and analysed so that corrective measures can be taken. If there is an imminent risk, immediate measures must be taken to avoid any accident.

In all cases, contact a sector official and, in accordance with the site, fill out the relevant form evaluating the accident (or near-miss).

The contractor shall ensure that each shift have the number of first-aiders required by the law with a valid certificate of competency in first-aid.

5.3 GENERAL INSTRUCTIONS IN CASE OF FIRE

5.3.1 PREVENTION

If you discover a situation that could cause a fire, warn the representative of the ARCELORMITTAL site.

5.3.2 IN CASE OF FIRE

In all circumstances, if you discover a fire and, if you cannot immediately extinguish it yourself, keep calm and sound the alarm.

The person must indicate clearly:

- His name and telephone number from where he is calling;
- The reason for the call, the site of the fire and the possible cause;
- If there are any injured persons;
- And make sure this information is repeated by the person receiving the call.

The personnel will immediately start fighting the fire using the equipment available.

5.4 GENERAL INSTRUCTIONS IN CASE OF EVACUATION

If necessary, the personnel must be evacuated in compliance with the instructions specific to the site.

6 COLLECTIVE AND PERSONAL PROTECTION

6.1 COLLECTIVE PROTECTION

When adopting health and safety measures, collective prevention must have priority. All work-related risks must be eliminated or undergo appropriate preventive measures.

Examples:

- Guardrails around openings;
- Scaffolding for work at height;
- Screens around arc welders;
- Etc.

6.2 PERSONAL PROTECTION

The contractor will provide its personnel with items necessary for their protection and provide appropriate training regarding use, notably:

- Helmets (with chin-straps for assembly work and working at height);
- Safety boots;
- Gloves;
- Adapted goggles (welding, grinding, etc.);
- Safety harnesses for working at height;
- Gas protection equipment;
- Anti-noise protection;
- Anti-dust masks;
- Any object necessary for individual protection.

Ensure this equipment is always adapted to the type of provision undertaken, appropriate for immediate use and make sure it is properly worn.

Contractor's employees shall not share Personal Protective Equipment.

As for personal protection equipment, the contractors shall pay attention to the instructions in force on the ARCELORMITTAL site.

The contractor is responsible for personal protection, except for equipment specific to the ARCELORMITTAL site. In which case, the means of distribution and use are listed in the safety documentation made available to the contractor.

The contractor's employees shall wear signs or logos so that their employer can be easily identified.

7 ORGANISATION OF WORK

7.1 SITE LAYOUT

The ARCELORMITTAL site must define the work area and mark or have marked the risk areas. The health and safety documentation, which has been formulated with the contractor, sets out what must be done and by whom.

The contractor will put up signs on site. He will place signs and protection equipment aimed at risk prevention (for example: signs for working on height, trench work and excavations surrounded by sufficiently resistant guardrails, night visibility on site).

During the work, each contractor must take all provisions to ensure the safety of traffic areas, in particular by setting up required guardrails around openings.

7.2 THE USE OF LOCAL FACILITIES

The contractor's staff must have access to toilets, locker rooms and dining facilities; these facilities may be made available by the ARCELORMITTAL site or provided and set up by the contractor himself.

If they are made available by the ARCELORMITTAL site, the site representative will determine the areas and the terms of use within internal health and safety instructions and in the agreement made with the contractor.

If the contractor provides his own facilities, they will be installed at the place indicated by the representative of the ARCELORMITTAL site. The contractor's representative must provide to the ARCELORMITTAL site representative a certificate of conformity for these facilities with respect to legal requirements. These facilities must, in addition, meet any specific requirements of the ARCELORMITTAL site. The internal safety instructions made with the contractor will indicate setting up facilities and agreements.

7.3 ON-SITE HEALTH AND SAFETY LOCKOUT AND TAGOUT - WORK AUTHORISATION

The on-site procedures establish the conditions for making the sites safe and secure for work. This is generally carried out by ARCELORMITTAL personnel. If this process is left to the contractor, it must be defined contractually. Skilled personnel under the supervision and responsibility of the contractor must perform these tasks.

Making a site safe includes all the health and safety measures necessary to undertake work without risk.

7.4 CONNECTION TO FLUIDS' NETWORKS

Any connection to fluids' networks on the ARCELORMITTAL site is subject to prior authorisation by the ARCELORMITTAL representative.

7.5 WORK DONE AT NIGHT OR IN ISOLATED AREAS OR WHEN ACTIVITY IN THE OPERATIONS AREA IS INTERRUPTED

The contractor's supervisor must ensure that no employee works alone in a place where he cannot be assisted as soon as possible in case of an accident. Employees must have an effective method of communicating with another designated contractor employee.

7.6 LOAN AND USE OF VEHICLES OR EQUIPMENT BELONGING TO THE ARCELORMITTAL SITE

7.6.1 LOAN OF EQUIPMENT

As an expert in his discipline, the contractor should provide all the tools and/or equipment necessary for working on the ARCELORMITTAL site. These tools and/or equipment must be in perfect compliance with good practice and the regulations in force. The contractor must only use them in compliance with their technical capacity.

However, given the industrial context, the ARCELORMITTAL site could make, in exceptional circumstances, certain facilities available to the contractor, notably for handling, allowing them to carry out the service on the ARCELORMITTAL site. The facilities made available to the contractor

by the ARCELORMITTAL site within the framework of the on-site service are specified in the health and safety instructions established with the subcontractor and are subject to specific availability clauses establishing the methods and the restrictions of use, as well as maintenance and inspection conditions.

Were agreed the ARCELORMITTAL site will provide facilities or equipment that are in good operating condition. However, the contractor shall ensure, at his expense, directly or by authorised third parties that they are in good working order before use. The ARCELORMITTAL site is not liable or responsible for the use of those facilities by the contractor.

The contractor shall ensure appropriate information and training of any personnel using the appliances made available.

7.6.2 USE OF ARCELORMITTAL VEHICLES OR EQUIPMENTS BY THE CONTRACTOR

In the conditions foreseen in the contract and health and safety instructions established with contractors, handling gear could be made available to the contractor on the condition that the employee from the contractor is over 18 years old and is designated by name by his employer who will ensure that he:

Is medically capable;

- Has the required authorizations;
- Has received training on the instructions of use and on any particularities of the handling gear from ARCELORMITTAL site.

The contractor designates a qualified foreman in charge of securing the loads and transmitting orders if necessary.

7.6.3 USE OF ARCELORMITTAL VEHICLES OR EQUIPMENTS DRIVEN BY ARCELORMITTAL STAFF ON BEHALF OF THE CONTRACTOR

In this case, the health and safety instructions established with the contractor must specify who is in charge to ensure the management of the work.

7.7 MONITORING OF GOODS BELONGING TO THE CONTRACTOR

The contractor shall take all measures to ensure his equipment, facilities, subdivisions, work and storage areas are monitored at all times. He must inform the ARCELORMITTAL site about the measures adopted prior to commencement.

7.8 STORAGE AND EVACUATION

7.8.1 DURING WORKS

The contractor must ensure that tools and equipment are stored away at the end of every working day so that they do not block passages or fall.

7.8.2 AT THE END OF WORKS

For the duration of work, the contractor shall keep the premises / workplace clean and tidy.

At the end of works, the contractor shall remove all equipment and debris, clean the site and leave it in an orderly state.

Bottles of gas and all dangerous tools or equipment must be removed. The contractor is liable for injuries caused by a bottle of gas or dangerous equipment left on site.

All excavations/openings made must be filled in.

If the contractor has not cleaned up the site, the ARCELORMITTAL site reserves the right to do so or have it done at the expense of the contractor.

7.8.3 AFTER COMPLETION OF WORKS

The contractor must inform the ARCELORMITTAL site representative that the work has been completed.

Where appropriate, they must return:

- The authorisation access;
- The lockout certificate(s) or work authorisation(s).

8 SPECIAL WORK

8.1 WORKING AT HEIGHT

Work at height must be carried out in compliance with the law and regulation in force.

8.1.1 SIGNALLING

All work at height is clearly indicated by placing visible signs at the edge of the dangerous areas. The contractor will put these signs up, unless otherwise specified between ARCELORMITTAL site and the contractor.

8.1.2 WORK ON ROOFS

Work on roofs must be done in compliance with the law and regulation in force and, in particular, complying with prevention measures set up (guardrails for the scaffolding used, railings, handrails on roofs, roofer's ladders, devices used to avoid holding onto insufficiently resistant equipment, prohibiting work on slippery roofs).

Access to the roofs of the ARCELORMITTAL site is forbidden. When access is necessary, the ARCELORMITTAL representative must issue an authorisation notice. This authorisation will be given when the specific precautions defined between the ARCELORMITTAL site and the contractor has been implemented.

8.1.3 WORK ON OVERHEAD CRANES AND CRANE TRACKS

For all work on cranes or sections of crane runway located in the operations sector they must be identified as "out of service".

The representative of the ARCELORMITTAL site only authorises access to overhead cranes and to crane runways after approval from the relevant department.

When construction, installation, repair or maintenance work is done near a lifting device, any movement of this device is forbidden as long as the workers are active in the hazardous area.

However, when it is absolutely necessary to move the device, other than during its use, with a view to carrying out certain special works, it must be done under the supervision of qualified personnel.

The intervention of qualified personnel is also compulsory when the work requires access near to live bare wires which must be also compulsory out of energy and locked out.

8.1.4 SCAFFOLDS AND LADDERS

- Scaffolds
Scaffolds or any equivalent means are compulsory when law and regulation deem it necessary. They must comply with the law and regulation in force. Measures must be foreseen to avoid any risk of collision, notably of machines and cranes. If electrical appliances other than ones of very low voltage are used on scaffolding, the scaffolding must be grounded.
- Ladders
Ladders must be used in compliance with the law and regulation in force. Ladders must be made of non conductive material in electric substations and metallic or non conductive material elsewhere. Ladders are not generally to be used as a work station but a means of access.

8.2 TRANSPORTING OR LIFTING PERSONNEL

Personnel responsible for transporting or lifting can only use devices especially designed for this purpose and that corresponds to the law and regulation in force.

The personnel in charge of its implementation must hold a training certificate relevant to this type of machine and a driving authorisation document issued by his employer following appropriate training.

8.3 LIFTING WORK

8.3.1 LIFTING DEVICE

Mechanical and manual lifting devices used on sites by the contractor must be in good working condition and be regularly checked.

The contractor must have certificates for the initial verification and periodic inspection issued by an approved organisation for the equipment used, whether he owns it or not.

Lookouts are compulsory if there is a risk resulting from several pieces of machinery being used at the same time. A priority order will be defined, if necessary, by the health and safety instructions established between the ARCELORMITTAL site and the contractor.

Overhead cranes have the priority over vehicles moving inside the plant. A lookout may be required, if necessary.

The cables, chains, cords and hooks must be in good condition and regularly checked. Notably any metallic cable with a bulge, or which is clogged or deformed, must be removed from service.

It is forbidden to park or pass under loads. Lifting above persons is forbidden. The electromagnet handling areas must have regulated access.

8.3.2 LIFTING FOREMAN

The lifting foreman is a worker designated by his employer.

He has been trained in:

- Basic slinging rules;
- Conventional gestures and signals;
- Specific exploitation instructions;
- Risks due to manoeuvres, to the environment.

The main role of the lifting foreman is to:

- Give a manoeuvre order to the crane operator;
- Ensure the safety of personnel on the ground.

The same worker cannot simultaneously operate a sling and be a manoeuvre foreman but, on the other hand, he can carry out a slinging task, then direct manoeuvres, or vice versa.

When the sling operator is in charge of manoeuvring the lifting device himself from the ground using a hanging control box or by remote control, he is the manoeuvre foreman unless there is insufficient visibility.

The contractor will designate by name the manoeuvre foreman each time the contractor is in charge of lifting operations.

8.3.3 BRACING

The use of machines requiring bracing is forbidden without prior authorisation from the ARCELORMITTAL site. It is forbidden to use a railroad track as attachment for a bracing wire. Similar rules apply to any other point of resistance which is too weak, such as aerial ducts, posts, line supports, public works machines, etc.

No bracing equipment may use a clearance gauge. If a clearance gauge is used, the contractor must obtain authorisation from the ARCELORMITTAL site and must set up the appropriate signs.

8.4 EXCAVATION WORK

Excavations or trenches cannot be undertaken without the written agreement of the engineering and design department of the ARCELORMITTAL site, who will notify the contractor of electric cables or pipe work situated in the ground.

The expense of any unforeseen displacement of conduits or electric cables will be the responsibility of the ARCELORMITTAL site, but the contractor cannot benefit and will be responsible for deterioration or resulting incidents.

The stresses caused on the ground and foundations are verified by the contractor and are under his responsibility. The contractor renounces any claim against the ARCELORMITTAL site for information provided, which is merely given on an indicative basis.

Excavations and trenches must respect the legal and regulatory provisions.

8.5 FLOOR WORK

When openings are made in floors, a suitable guardrail must be installed to prevent any risk of falling. The contractor in charge of the work will oversee that all preventive provisions are in place.

When steel grid floors are placed or dismantled, an operating procedure will specify the working rules. Any risk of falling will be taken into account and adequate prevention measures used by the contractor in charge of the work such as: resistant guardrails, access forbidden, signalling, lighting, marking.

8.6 WORK IN CONFINED SPACES

This work, noted for being dangerous, is the subject of legal and regulatory provisions specifying the prevention measures to be set up.

This type of work must be preceded by a risk analysis, establishing the dangers that may be encountered during the operation:

- Insufficient oxygen;
- Presence of toxic gases;
- Explosion;
- Burial or drowning;
- Falling from heights;
- Falling objects or tools;
- Contact with toxic, unhealthy or aggressive products;
- Other.

This analysis will determine the equipment necessary to protect personnel as well as the collective prevention and protection measures set up.

This work must always be carried out under the surveillance of one or several persons who permanently remain outside the risk area and are provided with a means of communication to call for rapid assistance if necessary.

8.7 WORK ON RAILWAYS

Work on the railways or in the surrounding area cannot be undertaken without the agreement of the person responsible for the ARCELORMITTAL site railways. This person must also be notified when the works have been completed.

Legal and regulatory provisions in force will be respected during work carried out on railways or in the surrounding area. The safety of personnel assigned to these tasks must be ensured either by locking out and tagging out the relevant railway or by setting up a partition between the work areas and the traffic.

If this is not possible, provisions must be implemented to warn the personnel that vehicles are approaching, such as designation of a lookout (announcer) or setting up an automatic announcement system.

The contractor will designate a road foreman by name when he undertakes rail network operations. The foreman is in charge of overseeing the workers during the work on the vehicles and setting up breaks and grids.

8.8 STORAGE, TRANSPORTATION, USE OF INFLAMMABLE OR EXPLOSIVE MATERIALS

Inflammable or explosive materials used on sites must be visibly labelled and stored in a special location subject to the approval of the ARCELORMITTAL site's Fire Safety Department. Using such materials must be approved by this Department. Transporting and using explosives and the constitution or use of explosive depots are subject to the regulations in force. They are subordinate to obtaining a special agreement on this subject.

Waste from inflammable or explosive materials removed from the site to approved treatment centres is the responsibility of the contractor and must be done on a daily basis.

Explosives must be used according to the legal and regulatory provisions.

Sufficient measures must be taken to prevent harming personnel or damaging equipment as a result of the explosion or ejections.

The written instructions will be established by the contractor using the explosives.

8.9 WORKS NEAR MOLTEN METAL

All personnel working in or near areas at risk of ejection of molten metal must be appropriately trained by his employer.

The contractor must provide personal or collective adapted protections, such as protection screens for its personnel.

Any contact between water and molten material generates a very serious risk of explosion.

8.10 ELECTRICAL WORK

Access to electrical installations and premises is reserved for authorized electricians in accordance with legal and regulatory provisions and will be strictly subject to the authorisation of the Electrical Maintenance Department of the ARCELORMITTAL site (electrical clearance required).

8.10.1 CONNECTIONS

The contractors can only be connected to the electrical network of the ARCELORMITTAL site by prior agreement.

Limits of services and responsibility:

The ARCELORMITTAL site is responsible for the electrical power supply up to and including the connection or to the plug used. Work is limited to supplying current to the plug or the connection required.

Contractors are forbidden from working on a plug, connection or protection.

Downstream from the plug or connection, the power supply is the responsibility of the contractor.

Design of installations of the contractor:

The cabinets and electrical boxes, as well as the equipment whose power supply they ensure, are made in compliance with the rules and regulations in force.

The facilities must be checked periodically and especially when they are started up or after having undergone significant modifications.

If it is observed that any equipment or facilities are in poor condition, the representative of the ARCELORMITTAL site reserves the right to forbid the use of any electrical equipment in poor condition and can demand a certificate of conformity issued by an approved organisation before the installation is switched on.

8.10.2 WORK ON ELECTRICAL EQUIPMENT

The operational personnel must be trained to deal with risks resulting from electrical installations and have written authorisation corresponding to the work undertaken.

The contractor will only start work after the lockout / tagout officer of the ARCELORMITTAL site has issued the appropriate documentation, or a work authorisation specifying the type of work and the exact boundaries.

The lockout / tagout officer of the ARCELORMITTAL site is the only person authorised to lock or tag out and to release from lock or tag out except in the case of new facilities before receipt and specific cases having been the subject of a special contract.

When the personnel are called upon to work near live wires they must not approach the installation themselves or move within close proximity with tools, devices or machinery that they use or any part whatsoever of the material and equipment they use. They must remain within a safe distance, respecting the legal and regulatory provisions in force.

8.11 WORK IN AREAS WHERE GASES AND TOXIC PRODUCTS ARE USED

8.11.1 GAS AND TOXIC PRODUCTS PRODUCED BY THE ARCELORMITTAL SITE

For work in areas with risks of exposure to toxic gases and products, protection measures for personnel, goods and the environment must be put in place in accordance with the legal and regulatory provisions and the safety documentation in force.

8.11.2 GAS AND TOXIC PRODUCTS USED BY THE CONTRACTOR

If the contractor is intending to use toxic gases, toxic or corrosive products, he must make an appropriate declaration to the ARCELORMITTAL site. This in no way exempts the contractor from the legal regulations and prohibitions.

The contractor must, in advance of any works, provide staff and the medical service of the ARCELORMITTAL site, the information necessary for prevention and safety on a safety data sheet regarding the gases and toxic products used.

8.11.3 PARTICULAR CASES OF CMR (CARCINOGENIC, MUTAGEN, TOXIC FOR THE REPRODUCTION) AND DCA (DANGEROUS CHEMICAL AGENTS)

It is forbidden to enter the sites with CMR products or packaging having contained CMR products. Where work requires the use of CMR because there are no safe alternative product equivalents

available, the contractor will provide a file and issue it in advance to the clients showing the extreme need for using the product. The file will describe the measures taken to safeguard the employees' health and protection during installation to avoid the exposure of the other people working in the proximity of the sites. This will be done in compliance with the regulation in force in each country.

Prior to the use of any DCA products it will be required that a risk assessment be done to secure the health and safety of those concerned and others in the surrounding area.

This must be done in accordance with legal provisions and regulations.

The containers must be clearly labelled and shall be stored in a safe place not presenting any danger for individuals, property and the environment, previously approved by ARCELORMITTAL.

The disposal of waste outside the plant is the responsibility of the contractor and will be carried out daily in approved processing centres, previously approved by ARCELORMITTAL.

8.12 WORK IN RADIOACTIVE AREAS

The introduction, use and storage of radioactive materials as well as the use of ionizing radiation electrical generator devices can only be done under the surveillance of a competent person designated by and under the responsibility of the contractor. He is in charge of applying the legal and regulatory provisions in force.

This competent person from the contracting company must contact the competent person from the ARCELORMITTAL site and can only introduce, use and store these materials after written authorisation. The competent person from the contracting company will signal any incident which may create a radiation or contamination risks to any personnel.

Access to "monitored" areas where radioactive elements are used or stored by the contractor must be strictly forbidden except by "competent" persons in accordance with the legislation and having received authorisation from the ARCELORMITTAL site. The areas have to be indicated by statutory signs, beyond which all traffic is forbidden.

8.13 NOISY WORK, MOTOR COMPRESSORS AND GENERATOR SETS

Site motor compressor sets and power generator sets must comply with the legal and regulatory provisions in force relative to limiting noise levels previously approved by ARCELORMITTAL.

8.14 SAND BLASTING AND PAINTING WORK

Signs delimiting the hazardous area and bearing the words "WARNING - SAND BLASTING" or "WARNING - PAINTING" must be installed.

The contractor must mark the hazardous areas on the site. Any resulting damage of facilities, buildings, and vehicles around the site is the responsibility of the contractor.

8.14.1 PAINTING WORK

Paint work is done in compliance with the legal and regulatory provisions bearing public administration regulations concerning special measures relative to the protection of workers carrying out spray painting or varnishing work.

8.14.2 SAND BLASTING WORK

Sand blasting work must be carried out in compliance with the legal and regulatory provisions bearing public administration regulations concerning special measures relative to the protection of workers applicable to the work of blast cleaning, dull rubbing or sand blasting.

8.15 SEALING WORK

Only powder actuated tools with indirect shot are authorised. All precautions must be taken against the risk of ejection which could affect and hurt other workers. The contractor carrying out work with powder actuated tools must have necessary authorisation.

8.16 WORK WITH SUSPENDED LOADS

It is essential that suppliers and assemblers of equipment with hanging loads consider the necessity of controlling the resistance calculations of supports, attachments and hinges. They must also consider the necessity of how assemblies are made and whether they are applied by bolting, riveting, welding or inserting. This obligation applies notably to silos, hoppers, reservoirs and capacities of all types without pressure for which the regulations or the contract has not foreseen reception by an approved organization.

Moreover, the first loading after mounting or replacing the load after maintenance work must be done after the personnel has been evacuated from areas where a falling load could cause accidents.

8.17 WORK WITH HEAT

The contractor will take all provisions so that its personnel work under proper and safe conditions, such as adapted individual protection, ventilation, organisation of personnel rotation.

9 TESTS

During work or once completed, no-load tests or loaded tests must be made on machinery or equipment; all provisions must be made for protecting the personnel and ensuring that they are moved from dangerous areas. There must also be a provision for protecting the person in charge of the tests.

In particular, filling silos, hoppers or reservoirs, the first power-up of electric power installations, placing or replacing toxic or explosive gas ducts, and putting hydraulic circuits under pressure must be carried out after moving the personnel from the dangerous areas. Only the appropriate personnel strictly necessary for the tests and suitably forewarned and protected from risks are authorised to intervene.

In the case of new facilities, the respective duties of the lockout and tagout officers and relevant parties between the contractor and the ARCELORMITTAL site must be specified.

10 SITE VISITS

The representatives of the ARCELORMITTAL site, the safety officers and any employee of the ARCELORMITTAL site responsible for following the progression of the work carried out by the contractor are authorised to make safety visits on site and to deliver a report.

Any observations recorded that may be considered dangerous during this visit by the representative of the ARCELORMITTAL site could result in the work being stopped and may only be resume once the necessary corrective measures have been implemented.

These job site visit reports will be used to establish a rating for the contractor, which will be taken into account during subsequent consultations.

11 SAFETY RATING OF COMPANIES

In order to establish the safety policy of the contractor's work on ARCELORMITTAL sites and to take into account the safety results, the Safety Department officers and the representatives of the ARCELORMITTAL site can carry out a safety audit on the company's premises and carry out an audit report.

The ratings resulting from these audits will be taken into account during meetings with the contractors tendering for new services.

12 ACKNOWLEDGEMENT OF RECEIPT OF THE ARCELORMITTAL GENERAL SAFETY INSTRUCTIONS FOR CONTRACTORS

It is essential that when this document is received, that the contractor shall return the joined acknowledgement of receipt to the representative of the ARCELORMITTAL site stating that the contractor has received the General Safety Instructions of the ARCELORMITTAL site and pledges to make them known to and respected by its personnel, temporary workers and the personnel of all subcontracting companies used when carrying out the work.