



Strategy			Operational Systems				PM and Sales	
Leadership	Human Resources	Group Information Systems	Manufacturing	Purchasing	Quality	HSE	Program Management	Sales

1.0 PURPOSE

Safety is FORVIA-Faurecia 1st priority and as such FORVIA-Faurecia must ensure that no employee, contractor or visitor or anyone else that may be affected by FORVIA-Faurecia activities is put at risk.

This Core Procedure describes 7 Mandatory Safety Rules and is applicable in all the FORVIA-Faurecia Group (including production sites, R&D, Headquarters, offices, internal and external warehouses, inside and outside buildings).

The Objective is to prevent occupational injuries for own employees, temporary workers and subcontractors.

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## 2.0 RULES

### 2.1 Stop Work

Everyone has the responsibility and obligation to STOP WORK Immediately when an observed unsafe condition or behavior may result in harm, injury or damage to people, equipment or the environment:

Rule	Symbol	When ? What ? Who ?
Observe...		<ul style="list-style-type: none"> <li>Any dangerous situation or working condition.</li> </ul>
Stop Work...		<ul style="list-style-type: none"> <li>When the dangerous occurrence or behavior could cause harm to persons, equipment or environment.</li> </ul>
Alert...		<ul style="list-style-type: none"> <li>All the affected team members and supervisor or hierarchy about the stop work action.</li> </ul>
Containment...		<ul style="list-style-type: none"> <li>Measures implemented, ideally developed by the local team itself, to avoid injury or harms.</li> </ul>
Restart...		<ul style="list-style-type: none"> <li>The work or activity, respecting containment measures or corrective actions defined.</li> </ul>



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## 2.2 Lock-Out/ Tag-Out

### 2.2.1 Maintenance tasks

All energy sources must be locked with padlock and hasp during the entire servicing or maintenance task.

Rule	Symbol	Must
Residual energy		<ul style="list-style-type: none"> <li>released in a safe and controlled manner.</li> </ul>
Zero Energy		<ul style="list-style-type: none"> <li>verified before commencing servicing or maintenance tasks.</li> </ul>
Mechanical Blocks		<ul style="list-style-type: none"> <li>or other adequate control measures must be in place to prevent unexpected movement.</li> </ul>
Working under energy		<ul style="list-style-type: none"> <li>Requires a written instruction developed by Maintenance and/or ME team to be in place, validated by Plant manager or Site authorized representative.</li> </ul>
PI Tag		<ul style="list-style-type: none"> <li>is applied on the control panel during the entire Servicing or Maintenance activity "I control my PI".</li> </ul>



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### 2.2.2 Other tasks (neither Servicing nor Maintenance Tasks)

In case of full body access to a dangerous area of a machine:

- The PI Tag must be clearly displayed on the control panel,
- A padlock must be used to prevent unexpected startup, if not possible employee must be protected continuously by a safety device (light barrier, radar scanner, safety mat or other).
- "I control my PI" - Each employee must control his/her own PI, and never start or switch on a machine when a PI tag of someone else is displayed.
- A PI never substitutes a padlock, a PI tag must always be used in combination with a padlock.

### 2.2.3 Training/ Validation

- For all maintenance technicians that need to perform LOTO and work under energy, a yearly validation must be done by the Maintenance Manager
- For all operators and any other person that need to perform LOTO or work under energy a formalized training is necessary.
- All operators and any other person that need to perform LOTO or work under energy must be regularly audited (at least yearly) in accordance with the work instructions of their workstation.
- The level of validation must be adapted to the tasks to be done, and records must be kept at least 2 years.
- Local regulation must be followed.

## 2.3 SAFE EQUIPMENT

- All Danger Zones are adequately guarded,
- All Safety Devices are checked on daily basis and recorded on the Safety Device Checklist available in the GAP,
- At least annually, a documented functional check is performed for all safety devices by maintenance or external company according to manufacturer recommendations based on the Functional Safety Matrix,
- "No third-party = no PT": all machines must have a third-party report stating machine is "safe to operate" and fully compliant with regulations,
- Pinch Points are clearly identified and marked in RED or by yellow/black zebras,
- Dangerous moving parts are identified by additional warning signs,
- Safe hand position zones (including handles) are marked in GREEN.



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## 2.4 SAFE TRAFFIC

- A detailed Risk Assessment for each and every intersection must be available and doors, STOP, warning signs, give way, mirrors and any other visual aids must be implemented accordingly.
- Layout and layout changes must be approved by Site HSE.
- Stop signs are mandatory at least for all pedestrian crossings with vehicles (excluding pedestrian pallet truck and AGV). An Eye Contact between the driver and the pedestrian must be done before crossing.
- A complete Physical and Visual Segregation between vehicles (excluding pedestrian pallet truck) and pedestrians is mandatory, nevertheless, if physically not possible at least visual segregation must be done. In any case, production workstations must be physically protected from all vehicles designed with forks and small trains movements.
- All traffic aisles and pedestrian walkways are in a good condition and free from obstacles.

## 2.5 HIGH RISK OPERATIONS

- At FORVIA-Faurecia, High Risk Operations are non-standard operations, including the following cases:
  - Any operation defined as such by the local regulation;
  - Any operation involving work at height, hot works, work under energy (except if WI available), work in confined space and work with hazardous materials;
  - And any other operation defined as such by a risk assessment.
- For any High Risk Operation, specific Work Permits are required (contractors and internal FORVIA-Faurecia activities) and the plant manager must be informed before intervention (e.g.: plant Top 5, contractor board, ...).
- The permit shall be issued by the work requestor, checked by a competent person and approved by the Plant Manager or Plant authorized representative, except for Roof Access that must be approved by the authorized BG Representative.
- Hazards shall be identified, Risks shall be assessed and Controls shall be put in place,
- Any intervention by a Contractor must be covered by a general work permit and a FORVIA-Faurecia representative must check the proper application of preventive measures on a regular basis.
- No Loan Policy applies to all: no FORVIA-Faurecia equipment and PPE shall be made available to any contractor, supplier or subcontractor.
- Contractors must follow FORVIA-Faurecia rules and respect the 7 Mandatory Safety Rules (MSR).
- Roof edges must be secured by collective protection means, such as guard rails. Where this is not possible or when there is a risk to fall through (fragile roof), safety harnesses attached to lifelines and / or anchor points are MANDATORY,
- Roof access points must be locked, and keys are kept by plant manager or site authorized representative.
- No Loan Policy applies to all: no FORVIA Faurecia equipment and PPE shall be made available to any contractor, supplier or subcontractor.



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## 2.6 Personal Protective Equipment (PPE)

- Safety shoes are mandatory on the shop floor both for production and for logistic areas. Only visitors can wear steel-toe protections,
- High Visibility Vests and Safety Shoes are mandatory in Logistic Areas and also when driving transport vehicles,
- A bump cap must be worn during any commissioning, maintenance and repair activities, incl. robot teaching,
- Anti-cutting Gloves must be worn when working with cutter or metal panels. Anti-cut sleeves must be assessed based on risk assessment.
- Safety glasses requirement should be defined by a plant HSE Risk Assessment. They can be mandated either for a selection of tasks, of workstations, of GAPs, of UAPs, for the complete production area or a site or a Division. Prescription glasses with lateral clips are not authorized.
- Other needs of PPE must be defined based on the Risk Assessment (e.g. Bump Cap, Gloves, Sleeves, Face Shields, Ear Protection, Safety vests, ARC flash),
- All PPE Requirement must be displayed at each workstation / area and all employees must be properly trained on how to use their PPE correctly,
- PPE must be checked at the start of the shift / before using and replaced when needed, they must be properly used, maintained and stored.
- All PPEs must be validated by HSE Responsible of the perimeter.
- Contractors must have their own PPEs and must be identifiable.

## 2.7 FIRE & CHEMICAL PREVENTION

- Evacuation plans must be clearly visible and all escape routes, emergency exits, and fire protection equipment must be free from obstacles,
- An evacuation drill must be done at least once per year for each shift.
- Smoking is prohibited in production and in logistic areas and only allowed in designated smoking areas,
- Combustible material must be protected from any source of ignition,
- Flammable materials must be stored in appropriate cabinets in accordance with legal requirements and properly grounded.
- Chemicals must be identified by a legible label, the expiry date must be respected, and storage must respect the zoning, maximum quantities and compatibility matrix between products defined by the site.
- Category 1A and 1B CMR chemicals (acc. to EC 1272/2008) are completely prohibited. Category 2 CMR chemicals are prohibited but may only be used with a derogation from the BG representative.
- Compatibility of stored chemicals must always be assessed, and a maximum volume stored in zoning must be defined and expiration date respected.
- Local Exhaust Ventilation System (LEV) must be frequently inspected and cleaned to eliminate inflammable material accumulation,
- Spark Arrestors must be fitted.
- All human actions from Fire Safety audits by the insurer must be implemented to achieve Standard level.



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### 3.0 ROLES AND RESPONSIBILITIES

Organizational level	Decides creation, modification or deletion of a rule	Can issue a derogation (1)	Train	Ensure application in perimeter of responsibility	Audit application	Know and apply
Group HSE+S VP	✓		✓		✓	✓
BG or Region HSE director		✓	✓		✓	✓
Division HSE director			✓		✓	✓
Plant HSE manager			✓		✓	✓
Plant Manager / Operation Director / Program Manager			✓	✓		✓
Any FORVIA-Faurecia Manager (incl. supervisor)			✓	✓		✓
Any FORVIA-Faurecia Employee or any other person exposed to risks covered by rules						✓

(1) Limited in terms of perimeter and time

### 4.0 RELATED DOCUMENTS / SUPPORTING DOCUMENTS

- FORVIA Documentation
  - FOR-S-LSG-7000 Performance Indicators Definitions in HSE
- Other FORVIA-Faurecia Documentation
  - FAU-C-LSG-5801 7 Mandatory Safety Rules Leaflet
  - FAU-S-LSG-5807 7 Mandatory Safety Rules (7MSR)
  - FAU-I-LSG-5807 7 Mandatory Safety Rules Training
  - FAU-F-DSG-6098 Machine Evaluation Form



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## 5.0 KEY TERMS AND DEFINITIONS

<b>Author</b> (Name, Function)	All HSE BGs
<b>Owner</b> (Name, Function)	Alexandre SCHAER – Group Operations HSE+S VP
<b>Approved by</b> (Name, Function)	Olivier LEFEBVRE - EVP Group Industrial Operations

## 6.0 KEY TERMS AND DEFINITIONS

- **HSE:** Health, Safety and Environment
- **Energy:** any source of energy listed hereby (not exclusive list): mechanical, gravitational, thermal, radiative, luminous, chemical, electrical, or nuclear energy
- **Machine:** (\*) Any equipment transforming a source of energy into a motion or another source of energy (e.g., vertical press, horizontal injection press, welding robots and turntables, flaming equipment, etc.)
- **HSE KPIs:** defined in the procedure [FOR-S-LSG-7000 Performance Indicators Definitions in HSE](#)
- **WI:** Work Instruction





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7.0 HISTORY TRACKING / CHANGES MADE

Issue	Date	Description of changes	Cancels and Replaces
03	03/24	Update 7SF to 7MSR	FAU-P-LSC-5801 – Issue 02
02	02/23	Global Review of the document	FAU-P-LSC-5801 – Issue 01
01	11/21	Document creation	NA

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