

Valid by March 1<sup>st</sup>, 2024

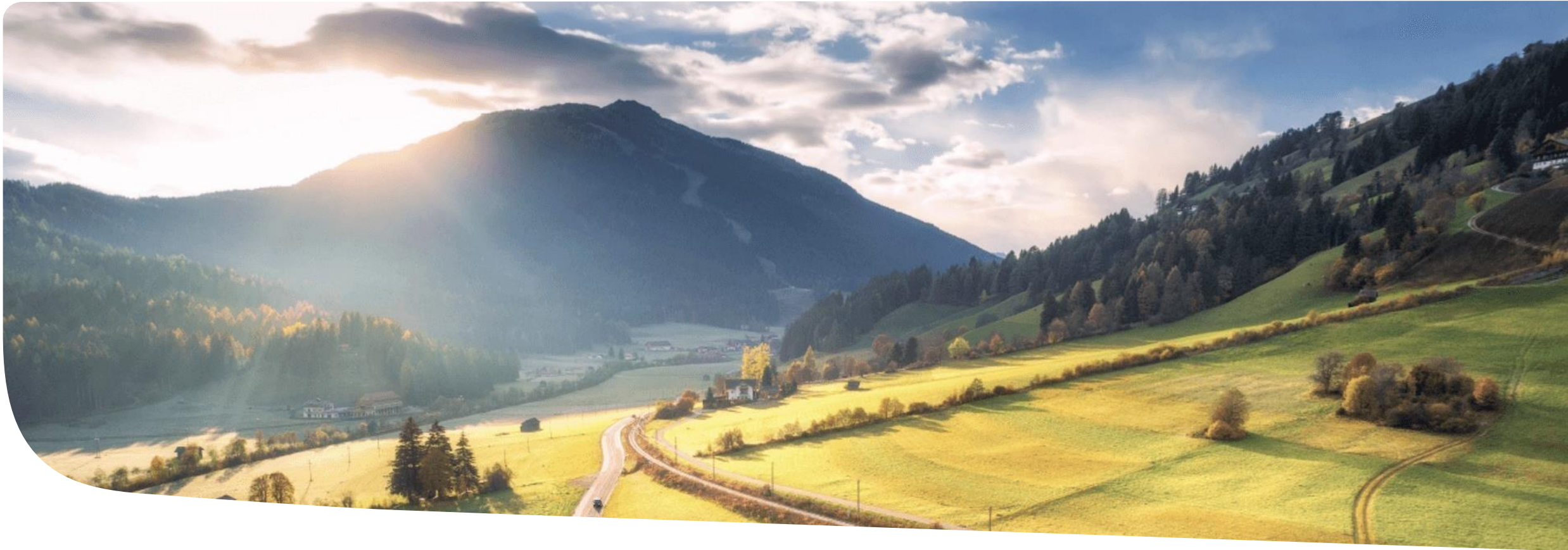
Title	7 Mandatory Safety Rules (7 MSR)
Reference	FAU-S-LSG-5807
Purpose	The purpose of this instruction is to describe 7 Mandatory Safety Rules with the goal to prevent accidents and occupational illnesses related with work activities.
Scope	All FORVIA Faurecia sites across FORVIA Faurecia Group (including production sites, R&D, Headquarters, offices, internal and external warehouses, inside and outside buildings).
Related documents	FAU-P-LSC-5800 Manage HSE FAU-P-LSC-5801 7 Safety Fundamentals (7SF) FAU-C-LSG-5801 7 Safety Fundamentals Leaflet FAU-I-LSG-5807 7 Safety Fundamentals training
Issue n°	02
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# 7 Mandatory Safety Rules

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Compliance /  
Attitude /  
Risk Mitigation /  
Everyone's Engagement

# Mandatory Safety Rules





## Purpose






- Safety is FORVIA Faurecia 1<sup>st</sup> 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 placed at risk.
- This Core Procedure describes 7 **Mandatory Safety Rules** and is applicable in all sites across FORVIA Faurecia Group (including production sites, R&D, Headquarters, offices, internal and external warehouses, inside and outside buildings)
- The Objective is to achieve ZERO Serious HSE alerts (Severe injury, amputation, traffic accident, fire).

Nota: in the following pages, the green text helps identifying the changes to previous 7 Mandatory Safety Rules



# 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
  -  **Observe** Any dangerous situation or working condition
  -  **Stop Work** when the dangerous occurrence or behavior could cause harm to persons, equipment or environment
  -  **Alert** all the affected team members and supervisor or hierarchy about the stop work action ...
  -  **Containment** measures implemented, team's solution, to avoid injury or harms
  -  **Restart** the work or activity, respecting containment measures or corrective actions defined
- Each Site must be prepared for **emergency containment** and sufficient portable **containment equipment** must be in place (e.g.: trolley, cabinet). Each site must be equipped with at least one defibrillator and workers trained on its use in each shift.



## 2. LOCK – OUT/ TAG – OUT

### Lock-Out, Tag-Out for Servicing or Maintenance Tasks

- **A work instruction (or SW)** must describe the procedure to realize LOTO and display the points of lock-out that must be identified on the machine as well (see next page).
- **PI Tag** must be applied on the control panel during the entire **Servicing or Maintenance activity** (« MY PADLOCK, MY PI TAG ») when entering in dangerous zone.  
“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**.
- All energy sources (electric, hydraulic, pneumatic, ...) must be switched off and **locked** with **padlock** and with **hasp** if more than 1 person during the entire servicing or maintenance task.
- **Residual energy** (electric, hydraulic, pneumatic, ...) must be released (bled) in a safe and controlled manner as necessary.
- **Zero Energy** must be verified before commencing servicing or maintenance tasks according to BG Specification.
- **Mechanical Blocks** or other adequate control measures must be in place to prevent unexpected movement.
- **Working under energy** – when at least one energy cannot be turned off or isolated (e.g.: robot teaching) - a written instruction shall be in place, validated by Plant manager or Site authorized representative.

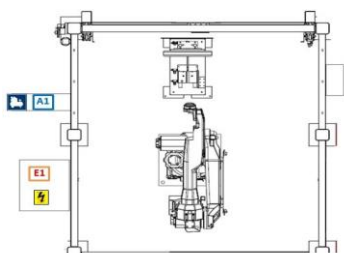

























































































































## 2. LOCK – OUT/ TAG – OUT



## LOTO & work under energy for Servicing or Maintenance Tasks

- The LOTO work instructions must be developed by Maintenance and/or ME team and validated by Plant Manager and Plant HSE Representative.
- They must contain detailed instructions per machine or per group of identical machines with machine layout, identification of different types of energy in the layout, list of tasks allowed to work under energy specifying the energies must be turned off and which are necessary to keep turned on.
- If the tasks to realize are not in accordance with the conditions above, a work permit needs to be issued.



Módulo		INSTRUCCIONES DE SEGURIDAD										EVALUACIÓN		
ASIGNATURA	MODULO	OBJETIVO	SEGURIDAD Y LIBERACIÓN DE EMERGENCIAS										NOTA	COMENTARIOS
ASIGNATURA	MODULO	OBJETIVO	SEGURIDAD Y LIBERACIÓN DE EMERGENCIAS										NOTA	COMENTARIOS
1	1	1	                											
2	2	2	                											
3	3	3	                											
4	4	4	                											
5	5	5	                											
6	6	6	                											
7	7	7	                											

- LOTO rules are also valid for contractors, for example maintenance or commissioning activities.



## 2. LOCK – OUT/ TAG – OUT



### LOTO or work under energy applied to perform other tasks (neither Servicing nor Maintenance Tasks)

- The tasks under energy applied by operators must be identified, work instructions defined and risk assessment applied.
- 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 on the defined safety device to prevent unexpected startup as first step, 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 – Always use your PI in combination with your padlock.





## 2. LOCK – OUT/ TAG – OUT

### LOTO Training/ validation (all tasks)



- Servicing and Maintenance: all maintenance technicians that need to perform LOTO and work under energy must be validated in a yearly basis by the Maintenance Manager.
- Other tasks: for all operators and any other person that need to perform LOTO or work under energy, a formalized training is necessary. Operators must be regularly audited (at least yearly) in accordance with the work instructions of their workstation.
- All tasks:
  - 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.**



### 3. SAFE EQUIPMENT



- All **Danger Zones** must be adequately identified and **guarded**
- All Safety Devices must be checked on a **daily** basis and recorded on the Safety Device Checklist, available in the GAP
  - The proper function of **primary Safety Devices** must be checked with **machine in movement**, except:
    - when technically not feasible (evidence is required);
    - when located inside danger zones
  - **Secondary Safety Devices** located outside danger zones must be **visually** checked
- In addition, a documented functional check must be performed for all safety devices by maintenance or external company according to manufacturer recommendations based on **the Functional Safety Matrix** at least yearly and after any intervention that could **impact the safety circuit**.
- "No third-party = no PT": all machines must have a **third-party report** stating machine is "**safe to operate**" and fully compliant with regulations.
- If one safety device is **NOK STOP WORK** must be applied (**MSR #1**)
- **Pinch Points** are clearly identified and marked in **RED** or by yellow/black zebras.
- **Dangerous moving parts** shall be identified by additional warning signs
- **Safe hand position** zones (including handles) must be marked in **GREEN**



### 3. SAFE EQUIPMENT



- A **third-party report** realized by a third-party expert from Group Purchasing panel stating the machine is “**safe to operate**” and fully compliant with regulations must be available.
- If the report states open points, an action plan to close them must be defined and validated by the Plant Manager and closed on time. In case of non-acceptable risks, machine shall be blocked, without operating until correction.
- For new machines (commissioned after **June 2024**), each machine shall have a **Functional Safety Matrix** realized by a 3<sup>rd</sup> party or by machine manufacturer and validated by 3<sup>rd</sup> party that defines for each safety device which type of energies and movements must be stopped when this device is activated.
- For the remaining machines, the Functional Safety Matrix (done by a third-party or internally) must be implemented in a reasonable timeframe (validated by the BG Representative).



## 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\*. An **Eye Contact** between the driver and the pedestrian must be done before crossing.
- A complete **Physical and Visual Segregation** between vehicles\* 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 must be in a **good condition** and **free from obstacles**.



\* Vehicles: excluding pedestrian pallet trucks used inside the plant when the crossing is with full visibility.



## 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 work, 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 has to 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**.
- 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 harness attached to lifelines and / or anchor points** are MANDATORY.
- Roof access points** must be locked and keys kept by plant manager or site authorized representative.





## 6. PERSONAL PROTECTIVE EQUIPMENT (PPE)



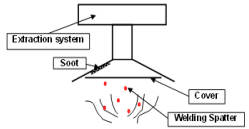
- **Safety shoes** are mandatory on the shop floor both for production and for logistic areas. Only visitors can wear steel-toe protections.
- **High Visibility Vests** are mandatory in logistic areas, also when driving transport vehicles.
- **A bump cap** must be worn during any commissioning, maintenance and repair activity, 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 plugs, safety vests, arc flash protection).
- All PPE requirement must be **displayed** at each workstation or area and all employees must be **properly trained** on how to use their PPE correctly.
- PPEs 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 PPE and must be identifiable.



## 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 insurance approved 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.
- **Local Exhaust Ventilation System (LEV)** must be frequently (at least yearly) **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.



# History Tracking / Changes Made

Issue	Date	Description of changes	Cancels and Replaces
2	02/24	7 Safety Fundamentals replaced with 7 Mandatory Safety Rules (7 MSR) Updated rules: 3. SAFE EQUIPMENT 4. SAFE TRAFFIC 7. FIRE & CHEMICAL PREVENTION	FAU-S-LSG-5807 Issue 01
1	02/23	Document Creation	NA

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