



# BUREAU VERITAS CARDINAL SAFETY RULES





## FOREWORD



Didier Michaud-Daniel  
Chief Executive Officer

***“In Bureau Veritas,  
Safety is an absolute.”***

02 CARDINAL SAFETY RULES

Already established in 140 countries, Bureau Veritas pursues its international expansion strategy. All this is made possible by the work of our 73,000 collaborators, our company's biggest asset.

In order to protect those men and women and to ensure their safety with the same efficiency everywhere in the world, we have implemented a risk management policy, the objective of which is to reach “Zero Accident”. We are convinced that every accident can and should be avoided. Consequently, security management at Bureau Veritas uses a methodology based on three prerequisites;

- Safety Cardinal Rules must be known and applied without exception anytime and anywhere;
- Preventive measures specific to each activity must be known and respected by every collaborator during their missions;
- Safe behaviours: when they arrive at their workplace, collaborators must apply the “2 minutes for my safety” program to evaluate their environment, identify potential hazardous conditions, and determine what precautions should be taken.

Safety is one of the Group's three absolutes, with ethics and financial control. As Bureau Veritas's brand ambassadors, our collaborators reflect the Group's values. It is their responsibility to promote exemplary safe behaviours when carrying out their missions for our clients.

Didier Michaud-Daniel  
Chief Executive Officer





# WHAT ARE CARDINAL SAFETY RULES?

Our Cardinal Safety Rules set down the expectations that we have for all employees, visitors, subcontractors and third party workers while working at our sites. Cardinal Safety Rules must be remembered by all our staff and adhered to at all times.

<p style="text-align: center;"><b>CHAPTER 1</b> 8 CARDINAL SAFETY RULES</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; width: 30%;">  <p><b>WEAR THE REQUIRED PPE</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>WEAR FALL PROTECTION WHEN WORKING AT HEIGHT</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>DO NOT WALK UNDER SUSPENDED LOADS</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>DO NOT RUN WALK AND USE AVAILABLE HANDRAIL</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>APPLY LOCK OUT/TAG OUT METHOD BEFORE WORKING ON ENERGIZED EQUIPMENT</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>ENSURE ALL MACHINES ARE PROPERLY SAFE GUARDED BEFORE OPERATING/SERVICING</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>WEAR YOUR SEAT BELT</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>FOLLOW SPEED LIMITS AND TRAFFIC RULES</b></p> </div> </div>	<p style="text-align: center;"><b>CHAPTER 2</b> 3 CONTROL MEASURES</p> <div style="display: flex; flex-direction: column; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>USE INTRINSICALLY SAFE EQUIPMENT</b></p> </div> <div style="text-align: center;">  <p><b>RESPECT CONTROLLED AREAS</b></p> </div> <div style="text-align: center;">  <p><b>OBTAIN AUTHORIZATION BEFORE ENTERING A CONFINED SPACE</b></p> </div> </div>	<p style="text-align: center;"><b>CHAPTER 3</b> 5 SAFE BEHAVIORS</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center; width: 30%;">  <p><b>COMPLY WITH SAFE WORKING PROCEDURES AND PLANS</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>DO NOT BE DISTRACTED WHILE DRIVING</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>COMPLETE 2 MIN FOR MY SAFETY</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>DO NOT USE ALCOHOL OR ILLEGAL DRUGS WHILE WORKING OR DRIVING</b></p> </div> <div style="text-align: center; width: 30%;">  <p><b>STOP WORK AUTHORITY</b></p> <p><b>STOP WORKING IF THE SITUATION IS UNSAFE</b></p> </div> </div>
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*“Safety foundations are designed to improve your work conditions and Bureau Veritas business results.”*

## BENEFITS

### For you

- Return home safely everyday
- Maintain your professional image and be recognized as a key contributor to safety

### For your team

- Increased performance
- Increased client satisfaction
- Increased employee satisfaction

### For Bureau Veritas Overall

- Improved image and Brand
- More business
- Increased performance



## ORGANIZATION

### Each employee

Is responsible for complying with these Cardinal Safety Rules.

### Each manager

Is responsible for ensuring that all employees and persons working on behalf of Bureau Veritas are familiar with and apply the Cardinal Safety Rules by training them, informing them and by ensuring they understand that any violation of these Cardinal Safety Rules would constitute a serious violation of the employees' duties.

### Each business unit manager

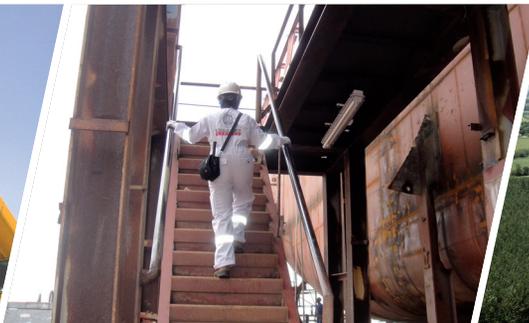
Is responsible for the implementation of the Cardinal Safety Rules in his or her area of responsibility, under the supervision of his/her Regional Manager, Zone Executive Vice President and/or Division Executive Vice President.

*“Safety, it's our responsibility!”*

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*"No job is worth doing,  
if it cannot be done safely!"*





# 8 CARDINAL SAFETY RULES

CHAPTER 1

CHAPTER 2  
3 CONTROL MEASURES

CHAPTER 3  
5 SAFE BEHAVIOURS





**WEAR THE  
REQUIRED PPE**

## WEAR THE REQUIRED PPE

- Personal Protective Equipment (PPE) refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury. The hazards addressed by protective equipment include physical, electrical, temperature, chemicals, biohazards, and airborne particulate matter.
- The purpose of personal protective equipment is to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective to reduce these risks to acceptable levels. PPE is needed when there are hazards present.
- If you do not know which PPE to use, ask your management line.



**WEAR FALL PROTECTION  
WHEN WORKING  
AT HEIGHT**

## WEAR FALL PROTECTION WHEN WORKING AT HEIGHT

- Falls are a persistent hazard found in all occupational settings. A fall can occur during the simple act of walking or climbing a ladder to change a light fixture or as a result of a complex series of events affecting a worker 80 feet above the ground.
- Fall arresting systems, which include lifelines, body harnesses, and other associated equipment, are often used when fall hazards cannot be controlled by railings, floors, nets, and other means. Fall arrest systems must:
  - Prevent all falls from height or stop it in a safe manner.
  - Provide resistance during a fall and guarantee a maximal free fall of 1 meter.





## 8 CARDINAL SAFETY RULES

### DO NOT WALK UNDER SUSPENDED LOADS

- A suspended load is an object that is temporarily lifted and hangs above the ground.
- Working or walking immediately under / close to a suspended load is unsafe as the load can fall on you. Avoid standing next to heavy loads.
- Stay within authorized work and pedestrian areas. Never cross a barrier controlling an area with a suspended load without authorization.
- Follow the instructions of the person in charge of the lift.
- Pay attention to your surroundings: do not stand under cranes, booms and buckets and make sure operators of handling equipment can see you. Maintain safe distances from suspended loads at all times.



**DO NOT WALK UNDER  
SUSPENDED LOADS**

### DO NOT RUN. WALK AND USE AVAILABLE HANDRAIL

- All activities are exposed to slip & trip hazards, especially on stairs, and consequences can be of all ranges, from bruises and stiches, to fractures and even fatality.
- When losing balance, the victim can try to grab a nearby support or can fall on an object or in the water for off-shore activities: the severity of the injury will then depend on the environment.
- Slips, trips, and falls are the most common cause of personal injury at Bureau Veritas.  
Ensure you:
  - Wear appropriate footwear.
  - Are alert to uneven or slippery areas, especially due to seasonal events (snow, ice, etc.)



**DO NOT RUN  
WALK AND USE  
AVAILABLE HANDRAIL**





**APPLY LOCK OUT/TAG OUT  
METHOD BEFORE WORKING  
ON ENERGIZED EQUIPMENT**

## APPLY LOCK OUT/TAG OUT METHOD BEFORE WORKING ON ENERGIZED EQUIPEMENT

- Lock Out/Tag Out is a process used to effectively safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.
- “Lock out” is the placement of a lockout device on an energy-isolating device in a safe or “off” position to ensure the equipment being controlled cannot be operated until the lockout device is removed. The principle is that the person who has placed the lock out device is the only one who can remove it by using a unique key or other unlocking mechanism.
- Tag out” is the placement of a tagout device to provide further warning or information on who is working on the de-energized equipment.
- Before maintaining, inspecting, sometimes operating equipment, always ensure that appropriate Lock Out/Tag Out devices are effective and efficient. Also ensure that you are the only one able to remove the lockout device.

NEVER REMOVE A LOCK OUT DEVICE IF YOU ARE NOT AUTHORIZED TO DO SO.





## 8 CARDINAL SAFETY RULES

### ENSURE ALL MACHINES ARE PROPERLY SAFE GUARDED BEFORE OPERATING/SERVICING

Any machine part, function, or process which may cause injury must be safeguarded. When the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated

The guarding principals are:

- Prevent contact between hazardous moving parts, body, hair or clothing
- Secure guard so that they cannot be easily removed or tampered with
- Protect from objects falling into the moving parts of the machinery
- Allow safe lubrication without removing guards if possible
- Be equipped with an Emergency Stop Button and/or Anti-Start device.

Before maintaining, inspecting, operating equipment, always ensure that appropriate guards are in good condition, effective and efficient.



**ENSURE ALL MACHINES  
ARE PROPERLY SAFE GUARDED  
BEFORE OPERATING/SERVICING**



## WEAR YOUR SEAT BELT

Wearing your seat belt properly will dramatically increase your chance of surviving a motor vehicle collision.

- When a seat belt is worn correctly, it will apply most of the collision or stopping forces across the chest and pelvis, which are better able to withstand collision forces.
- If you are in a crash without wearing a seatbelt and were travelling at 30 mph (48 kph) you will hit the steering wheel, dashboard or windshield with the same impact force you'd feel as if you fell out of a 3rd story window!
- Drivers must ensure passengers are safely fastened in their seat belts (including back seats) before starting the engine of the vehicle.





## 8 CARDINAL SAFETY RULES

### FOLLOW SPEED LIMITS AND TRAFFIC RULES

A higher speed increases the likelihood of an accident because it reduces the possibility of responding in time when necessary. People need time to process information, to decide whether or not to react and, finally to execute a reaction.

- Reduce your speed:
  - Under bad weather conditions
  - At night
  - In heavy traffic
  - On bad roads
  - With high truck traffic.
- Rest 15 minutes for every 2 hours of driving in order to remain focused.



**FOLLOW  
SPEED LIMITS  
AND TRAFFIC RULES**

8 CARDINAL  
SAFETY RULES  
**CHAPTER 1**





*"Because your safety matters."*





## 3 CONTROL MEASURES

CHAPTER 1  
8 CARDINAL  
SAFETY RULES

CHAPTER 2

CHAPTER 3  
5 SAFE  
BEHAVIORS





## USE INTRINSICALLY SAFE EQUIPMENT

- Intrinsic safety (IS) is a protection technique for safe operation of electrical equipment in an explosive atmosphere.
- An explosive atmosphere is a mixture of a dangerous substance or substances (gas, mist, dust or vapour) with the air, which has the potential to catch fire or explode. An explosive atmosphere does not always result in an explosion but, if it does catch fire, the flames travel quickly.
- Using intrinsically safe equipment will reduce the risk of explosions and fires in hazardous areas.



## RESPECT CONTROLLED AREAS

- Access to all areas where exposure to radiation sources or radioactive materials could occur are controlled and marked both on Bureau Veritas premises and at client sites.
- Be alert: do not enter controlled areas unless authorized to do so, and with the requested PPE. Unauthorized entry to controlled areas may result in serious injury or death.
- As a general rule, do not enter work areas where you have no assignment.





## 3 CONTROL MEASURES

### OBTAIN AUTHORIZATION BEFORE ENTERING A CONFINED SPACE

- A confined space can be more hazardous than regular workspaces because of the existing hazards (toxic gas accumulation, etc) but also because of the difficult ingress and egress which makes rescuing challenging.
- To effectively control the risks associated with working in a confined space, the company has established documented procedures for cleaning/ventilating confined spaces prior to entry and authorization requirements for all workers prior to entering these areas. These requirements include:
  - 1- Confined space entry permit.
  - 2- Lock out / tag out
  - 3- Air ventilation
  - 4- Accompanying person



**OBTAIN AUTHORIZATION  
BEFORE ENTERING  
A CONFINED SPACE**





*"As recognized experts in the health and safety fields, we have to practice what we preach to our clients."*





## 5 SAFE BEHAVIORS

CHAPTER 1  
8 CARDINAL  
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3 CONTROL  
MEASURES

CHAPTER 3





**COMPLY WITH SAFE  
WORKING PROCEDURES  
AND PLANS**

## COMPLY WITH SAFE WORKING PROCEDURES AND PLANS

- The Company has developed Safe Work Procedures (SWP) and Plans for addressing significant hazards or for dealing with circumstances that may present other significant risks/liabilities.
- The worker will be guided through a task from start to finish in chronological order. These procedures are designed to reduce the risk by minimizing potential exposure.
- If you are not provided with these Safe Work Procedures, ask your Safety representative for them.



**COMPLETE 2 MIN  
FOR MY SAFETY**

## COMPLETE 2 MINUTES FOR MY SAFETY

- It is the responsibility of each employee performing a task to verify that his/her working environment is safe.
- This includes:
  - Identifying all risks he/she might be exposed to during the course of work (job-related or working environment related) and involve the client when located on a client site;
  - Evaluate if those risks are properly managed;
  - If not, address the problem locally to ensure safe working conditions;
  - If not possible, contact his/her N+1 manager, manager at customer, or his/her HSE department.
- The "2 minutes for my safety" booklet will guide you through the key questions to ask yourself. If the risks cannot be properly controlled and represent a risk to the employee's Health and Safety, the employee shall not start the job (Stop Work Authority).





## 5 SAFE BEHAVIORS

### STOP WORKING IF THE SITUATION IS UNSAFE

- Workers are the best resource in preventing accidents because of their foresight during their tasks. Whether it is in the back of their minds or that funny feeling you might get when things are about to go wrong, stop what you are doing and check on how to proceed:
  - with your Supervisor at a Bureau Veritas worksite
  - with your client at a client site and inform your N+1 as appropriate.
- Employees are responsible for ensuring the prevention of injuries and damage. Employees have the right to stop work if they feel continuing is dangerous to their Health and Safety or the Health and Safety of their co-workers.



**STOP WORKING  
IF THE SITUATION  
IS UNSAFE**

### DO NOT BE DISTRACTED WHILE DRIVING

Driving down the road is no longer a lonely, quiet experience. With mobile smart phones, two-way radios, built-in LCD consoles, the interior of your vehicle no longer offers a quiet place to focus on driving.

- Do not eat or drink on the road. Do not use your mobile device on the road. There is nothing too important that it cannot wait until you pull over in a safe area. Do not use your cell phone while driving, except if you use it with an hands-free kit.
- Some countries and divisions have banned the use of cell phone even with an hands-free kit – check what is the rule in your country and division.
- Ensure you comply with legal requirements.



**DO NOT BE  
DISTRACTED  
WHILE DRIVING**





## 5 SAFE BEHAVIORS



**DO NOT USE ALCOHOL  
OR ILLEGAL DRUGS WHILE  
WORKING OR DRIVING**

### DO NOT USE ALCOHOL OR ILLEGAL DRUGS WHILE WORKING OR DRIVING

- The consumption of alcohol and use of drugs can impair the judgment and coordination of individuals in the workplace and increase the risk to health and safety of others.
- The misuse of alcohol and other drugs may damage an individual's physical and mental health.
- Many aspects of the workplace require alertness, accuracy and coordination, and any impairment to these characteristics can increase the chance of injury to workers or others in the workplace.
- Employees are legally responsible for causing harm to others and are subject to criminal liability in the event of loss of life. Use taxis.





### Safety Risks

Cardinal Safety Rules  
Control measures  
Safe behavior

Comply with these rules to mitigate safety risks and avoid sanctions.

Move Forward with Confidence

### Cardinal Safety Rules

- FOLLOW SPEED LIMITS AND TRAFFIC RULES
- WEAR THE REQUIRED PPE
- DO NOT WALK UNDER OVERHUNG LOADS
- WEAR FALL PROTECTION WHEN WORKING AT HEIGHT
- DO NOT RUN WALK AND USE AVAILABLE HANDRAILS
- APPLY LOCK OUT/TAG OUT SYSTEM BEFORE WORKING ON ENERGIZED EQUIPMENT
- ENSURE ALL MACHINES ARE PROPERLY GUARDED BEFORE OPERATING/STARTING
- WEAR YOUR SEAT BELT

Move Forward with Confidence

### Safe Behavior

- COMPLY WITH SAFE WORKING PROCEDURES AND PLANS
- DO NOT USE ALCOHOL OR ILLEGAL DRUGS WHILE WORKING OR DRIVING
- DO NOT BE DISTRACTED WHILE DRIVING
- COMPLETE 2 MIN FOR MY SAFETY
- STOP WORK AUTHORITY: STOP WORKING IF THE SITUATION IS UNSAFE

Move Forward with Confidence

### Control Measures

- USE INTRINSICALLY SAFE EQUIPMENT
- RESPECT CONTROLLED AREAS
- OBTAIN AUTHORIZATION BEFORE ENTERING A CONTROLLED SPACE

Move Forward with Confidence





***Move Forward with Confidence***

**[www.bureauveritas.com](http://www.bureauveritas.com)**

Should you have a question on these Cardinal Safety Rules or if you face any difficulties implementing them,  
contact your operational manager or the HSE person in charge.  
For more information on the HSE program deployed in Bureau Veritas, visit the BV Portal pages and available e-learning modules.

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