

Please consider the environment  
before printing this document.



# HEALTH & SAFETY CODE



## OPERATIONAL MEASURES







Everyone has to follow the 10 LSR and their operational measures. I personally count on you to have the right mindset and behaviour to make sure safety remain everyone's daily number one priority.



**Gauthier LOUETTE,**  
*Chairman and CEO  
of SPIE*

---

This booklet is a collection of the fundamentals to achieve full compliance with the 10 Vital Safety Rules. It will guide you through the most important safety operational measures you must follow before starting any high risk activity. Our collective objective is to work in a safe environment: « safety is everyone's business ».



**Jérôme LESNE,**  
*Group Health and  
Safety Director  
of SPIE*



# INTRODUCTION

## This is how we do it at SPIE!

Please find an overview of the fundamental and not negotiable operational measures that must be implemented to be compliant with the 10 Life Saving Rules **to prevent severe and fatal accidents in SPIE.**

You, your team, your temporary workers your subcontractors, must apply 100% of the fundamental operational measures every time, everywhere.

**Safety is everyone's business**



### Before any new task:

- I think before I act
- I identify risks and hazards
- I perform a Last Minute Risk Assessment
- I visually check my equipment before use



**HAVE A QUESTION? ASK YOUR MANAGER**

**In case of any deviation, immediately STOP the concerned activity and alert your manager**



# **ELECTRICITY & OTHER FORMS OF ENERGY**

## **LIFE SAVING RULES**

- 1. I will always ensure that electrical and all hazardous energy sources have been isolated, locked and tagged.**
- 2. I will always check the absence of voltage before working on electrical parts.**

---

**Only trained and competent employees are authorized to carry out electrical operations.**

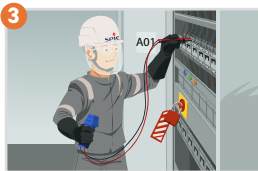
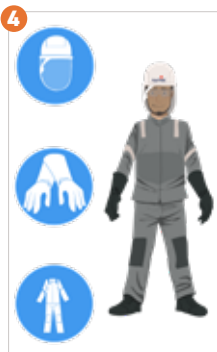
**Only appropriate, certified and periodically inspected equipment/ materials are permitted.**



# ELECTRICITY & OTHER FORMS OF ENERGY



## Operational measures



1. Before any intervention on equipment, I mechanically lock the different sources of energy (electrical, hydraulic, mechanical, fluid).
2. I must have an exclusive control of the lock I use. No one should be able to open my own lock.
3. I check for the absence of residual energy. For electrical equipment I check the absence of voltage before starting or restarting work using only a 0-voltage detector.
4. I use long sleeved safety clothes and the necessary PPE.

**Watch the full video**

<https://qrcodes.pro/Electricity-en>



**Remember that working under voltage is prohibited unless the person responsible for the electrical installations gives written and reasoned consent.**



# WORKING AT HEIGHT

## LIFE SAVING RULES

3. In the absence of guarded areas, I will always wear my harness and stay attached to an approved anchor point when there is a risk of falling.
4. I will always ensure created openings and excavations are physically secured to prevent falls.

---

**Only competent personnel may carry out work at height.**

**Only appropriate equipment/materials, certified and periodically inspected by a competent person, are authorized**



# WORKING AT HEIGHT



## Operational measures

### Roof, permanent structures and floor openings

1



2



3



1. No work is authorized if the roof is not equipped with guardrails or other protective measures (e.g. harness + lifeline).
2. I ensure that the guardrails are compliant (mini handrail 1 m; mid-rail 0.5 m; toe board 0.1 m).
3. Skydomes, canopies and false ceilings must be physically secured.

**Watch the full video**

<https://qrcodes.pro/Working-at-height-roof-en>





# WORKING AT HEIGHT



## Operational measures

### Mobile Elevated Work Platform : MEWP

1



2



3



4



1. Driver and ground watcher check and test emergency maneuvers before use of MEWP.
2. I ensure an exclusion zone is properly marked off to prevent access while work at height is being carried out.
3. I always wear a harness and hang on to the identified anchor points.
4. I know and respect the safety distances from overhead power lines.

**Watch the full video**

<https://qrcodes.pro/Working-at-height-MEWP-en>



# WORKING AT HEIGHT



## Operational measures

### Scaffolding

1



2



3



4



1. Only trained employees are authorized to assemble, dismantle, modify or inspect scaffolding.
2. I only enter scaffolding that has a valid inspection.
3. I use the stabilizers if the equipment is equipped with them.
4. I do not move a scaffolding with someone on it.

**Watch the full video**

<https://qrcodes.pro/Working-at-height-scaffolding-en>

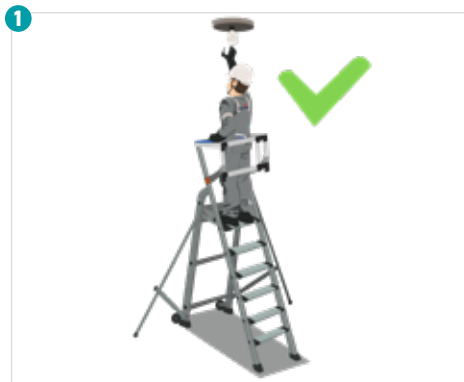


# WORKING AT HEIGHT



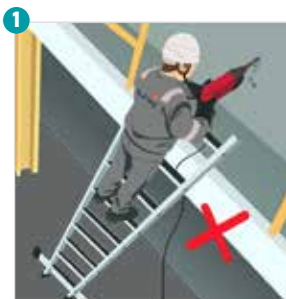
## Operational measures

### Platform ladder



1. I use the stabilizers if the platform ladder is equipped with it and I close the protective door.

### Ladder



1. It is not authorized to work from a ladder or a stepladder. Ladders must only be used to access or egress a place of work.

**Watch the full video**

<https://qrcodes.pro/Working-at-height-ladder-en>







# LIFTING ACTIVITIES

## LIFE SAVING RULES

5. I will never walk or stand under a suspended load
6. I will always use lifting equipment that can lift the load safely and I will always inspect them before use.

---

**Only competent persons can conduct lifting operations**

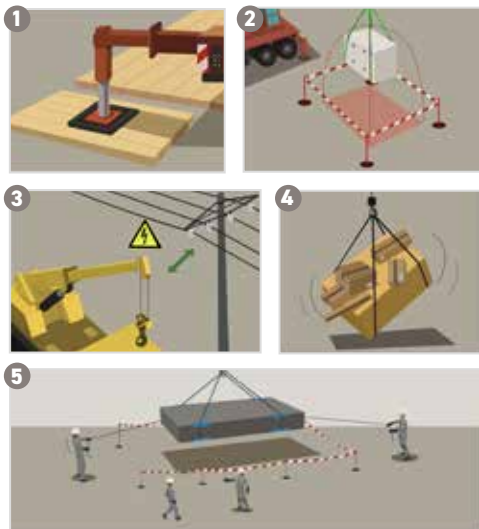
**Only appropriate equipment/materials, certified and periodically inspected by a competent person, are authorized**



# LIFTING ACTIVITIES



## Operational measures



1. I ensure lifting equipment have a stable and leveled base.
2. I demarcate the area where the load or lifting equipment is moving (chains, barriers, warning signs).
3. I know and respect the safety distances from overhead power lines.
4. I secure the load properly to prevent it from slipping or falling.
5. I never touch a moving load by hand. I use a rope or guide.

**Watch the full video**

<https://qrcodes.pro/Lifting-activities-en>





# WHILE DRIVING

## LIFE SAVING RULES

7. I will always wear the seat belt and respect the speed limit when operating any type of vehicle.
8. I will always ensure I am physically able and alert when I drive.

---

**Only trained and competent employees may drive a vehicle or machine.**

**Only appropriate equipment/materials, certified and periodically inspected by a competent person, are authorized**



# WHILE DRIVING



## Operational measures



- 1.** I secure the loads and I have only the amount of hazardous goods allowed to transport.
- 2.** I respect the authorized load limits.
- 3.** I keep my vehicle clean and well maintained.
- 4.** I never hold my phone in my hand while driving and I don't use headsets.
- 5.** I maintain a safe distance from all moving machinery. I remain visible and I always maintain visual contact with the operator.
- 6.** I do not drive under influence of alcohol or drugs.
- 7.** I behave responsibly on the road.

**Watch the full video**

<https://qrcodes.pro/While-driving-en>







# PREPARATION

## LIFE SAVING RULES

9. I will always conduct a risk assessment and ensure the required safety precautions are implemented and understood before starting any work.

---

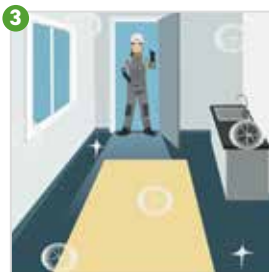
**I provide the means to work safely**



# PREPARATION



## Operational measures



### **I am a leader in safety, so:**

1. I check that all employees are properly trained, capable of carrying out the assigned tasks and have received a health/safety welcome.
2. I check that the necessary PPE, equipment and tools have been provided to my team and that they are used correctly.
3. I ensure that my team has equipped, clean and tidy premises.
4. I encourage my team to ask question and raise any doubts.

**Watch the full video**

<https://qrcodes.pro/Preparation-en>





# EXECUTION

## LIFE SAVING RULES

10. I will always STOP work and inform my manager if I don't feel safe

---

**I dare to alert in the event of a dangerous situation**

**I lead by example**



# EXECUTION



## Operational measures



### **I am a leader in safety, so:**

- 1.** I strictly follow the rules and always use the adequate job instruction for the job.
- 2.** I ensure to have the correct tools, equipment's and PPE for the assigned tasks.
- 3.** I keep my workplace clean and tidy.
- 4.** I recognize and reward good safety, but I deal firmly and fairly with poor safety.

**Watch the full video**

<https://qrcodes.pro/Execution-en>



# PERSONAL PROTECTIVE EQUIPMENT



## Standard



*Helmet with  
4-points chin  
strap.*



*Working/Safety  
clothes*



*Safety shoes*



*Safety glasses*



*Hear protection*



*Protecting  
gloves*



## Safe use of PPE

1. Comply with instructions and training
2. Maintain, clean and store PPE properly.
3. Report any damage or shortages to your supervisor.  
Ask for new PPE to be supplied.

**Watch the full video**  
<https://qrcodes.pro/PPE-en>



# LEADERSHIP RESPONSES



To ensure that the operational  
measures are respected

**everywhere**

**at all times**

**by everyone**



To adopt behaviour:

- **Appropriate**
- **Fair**
- **Exemplary**
- **Consistent**



# VALUE POSITIVE CONTRIBUTIONS



## 1. What is a positive contribution?

- Safety rules are always respected
- The site achieves a level of excellence in safety
- A good safety practice is reported by an individual or a team.



## 2. How to value?

- Express satisfaction
- Congratulate
- Encourage people to continue
- Reward



## 3. Why?

- Encourage the employee to feel satisfied that they have done their job well
- Promote safe behaviors and initiatives
- Increase engagement in Safety

# REACT TO AN ERROR



## The right to make mistakes is recognized / accepted



### 1. What is an error?

- Deviation from a rule



### 2. How to react?

- Immediate intervention at the workplace
- Exchange to ensure the deviation is understood and shared
- Remind and explain the rule
- Identify the actions needed to resume work



### 3. Why?

- Promote transparency and make it easier to report errors
- Make a work situation safer by addressing the causes of the error
- Prevent severe accident



# REACT TO A VIOLATION



## 1. What is a violation?

- Repeated failure to comply with safety rules
- Voluntary exposure to a serious and imminent hazard
- Endangering others



## 2. How to react?

- Verbal warning : reminder of the rule, awareness, training
- Interview with management  
+ safety reminder letter
- Written warning
- Demotion/Layoff/Termination



## 3. Why?

- Making individuals responsables
- Put a stop to the most serious violations
- Prevent severe accident



<https://qr codes.pro/Spie-operational-measures>