

# Occupational Health and Safety

## The “Always Safe” Rules Booklet



always safe

# The “Always Safe” Rules

**These rules apply worldwide and are mandatory to ensure that all Veolia managers and staff understand and adopt a set of basic safety principles and practices in their daily work as part of an always safe culture.**

**To encourage their understanding and deployment, the Occupational Health & Safety Department, the Occupational Health & Safety Center of Excellence and the Communication Department have created a variety of illustrated scenarios from real-life accidents that have occurred in the past at Veolia.**

**This training tool restates every "Always Safe" rule as illustrated in three steps: Risk, Accident and Prevention. Every scenario is based on at least one of the ten major risks at Veolia's business activities.**

**The process for communicating and deploying these “Always Safe” Rules in each of the geographic areas and countries may be adapted to match the procedures and the tools used locally, so long as each of the rules is communicated to managers and to all staff members.**

**Deployment can be spread over time if a timetable is set out with deadlines not exceeding December 2016.**

# I ALWAYS comply with occupational health and safety rules & regulations.

## RISK



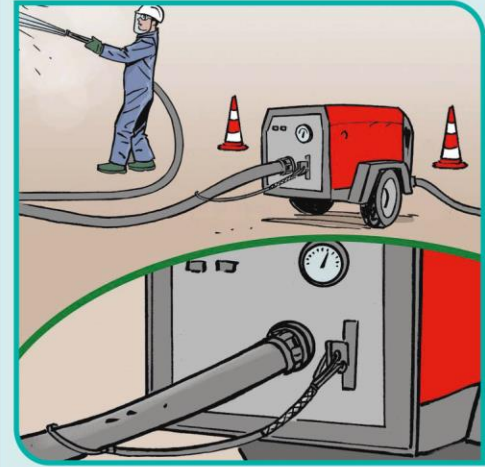
A manager asks a worker to use high pressure equipment that does not have the anti-whiplash braid fitted. The braid function is to stop the pipe from hitting nearby staff or equipment should the connection fail.

## ACCIDENT



The connection fails and the hose hits the worker.

## PREVENTION



The manager first ensures that the equipment complies with the requirement before entrusting it to the worker.

**I ALWAYS** lead by example to openly demonstrate exemplary commitment to health and safety as a company value.

**RISK**



The manager tells his/her team what PPE is required to perform the task while not wearing the required Personal Protective Equipment (PPE) himself/herself.

**ACCIDENT**



Workers will wonder why they should wear the PPE when their own manager comes to the working area not wearing any PPE.

**PREVENTION**



The manager leads by example and restates the safety rules.

**I ALWAYS** ensure that health and safety is the primary consideration in work scheduling and production.

**RISK**



The manager asks the worker to urgently perform the job without carry the mandatory job safety assessment and establish the required lockout measures.

**ACCIDENT**



To meet the deadline set by the manager, the worker decides to do the job without previous lockout of the electrical cabinet. The worker is electrocuted.

**PREVENTION**



Despite the urgency, the manager takes the time to explain the work to be done and to address the mandatory job safety assessment and safety lockout.



**I ALWAYS** ensure that personnel have the proper safety training and the authorization to perform the assigned task or activity.

RISK



The manager asks two workers to go in a confined space without making sure that they have the required training and qualifications.

ACCIDENT



The worker who had not received the mandatory training entered the confined space without supervision of his/her co-worker who was preparing the equipment.

PREVENTION



The manager ensures that all the workers have the required training and qualifications and that the job safety assessment was done.

**I ALWAYS** take all reasonable steps to identify and correct any known hazards before allowing personnel to proceed with a work-related task or activity.

RISK



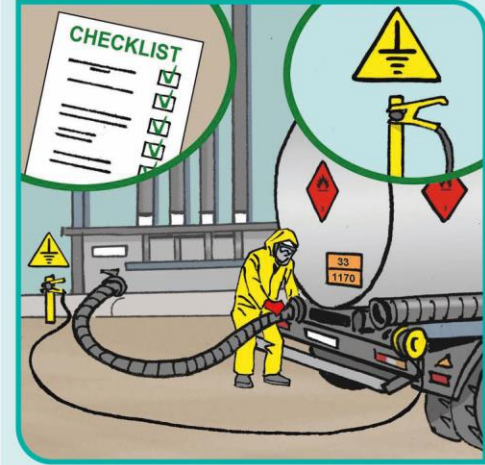
The manager asks the worker to speed things up a little without making sure that the tank truck was electrically grounded.

ACCIDENT



The tank containing an inflammable liquid explodes.

PREVENTION



The manager ensures that the job safety assessment is followed and that all required verification steps are checked before the operator starts the job.

I **ALWAYS** address risk management through a hierarchy of controls (engineering controls such as; elimination or substitution, administrative controls such as; signage and warnings, with personal protective equipment as a last defence).

**RISK**



The manager planned the work without assessing the risks involved. No specific protections are in place.

**ACCIDENT**



The sideways of the trench collapse and the worker is buried.

**PREVENTION**



The manager performed the job safety assessment and implements the required preventive measures. Safety measures are checked before the job starts.



**I ALWAYS** empower employees with the authority and responsibility to correct and/or report all unsafe situations, acts, or conditions observed in the workplace – up to and including **STOPPING** a job when necessary.

**RISK**

The manager did not remind the worker of his/her duty to report and put an end to any hazardous activity or situation. The forklift's weight lifting capacity is not suited to the load to be lifted.

**ACCIDENT**

The forklift tipped over as the driver was expelled from the forklift cabin. Worker was smashed under the forklift.

**PREVENTION**

The worker, instructed by the manager to never exceed equipment height capacity, identified that the forklift was unsuitable for the charge and therefore stopped immediately the job and reported the unsafe conditions before proceed to use a suitable forklift.

# I NEVER ask anyone to perform an unsafe act.

## RISK



The manager asked the worker to place a cover over the truck load without making available the means to perform the operation safely.

## ACCIDENT



The worker slipped and fell from the roof of the truck.

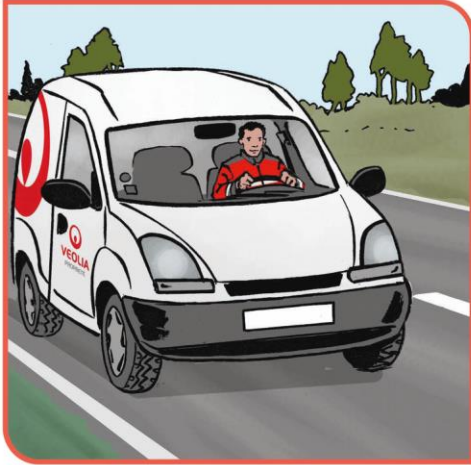
## PREVENTION



The manager made sure that the means available are suitable to handle the cover safely.

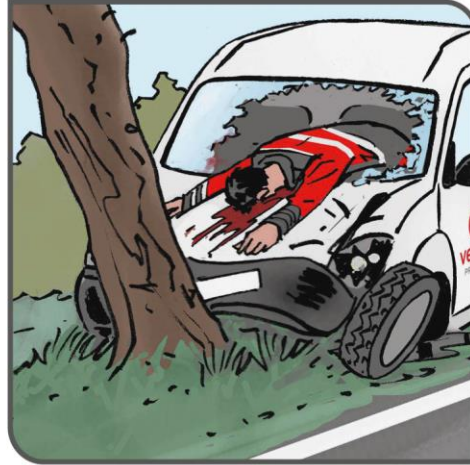
**I ALWAYS** comply with all applicable regulatory, company and client occupational health and safety rules, regulations, work instructions, policies, procedures, best practices, and industry standards.

RISK



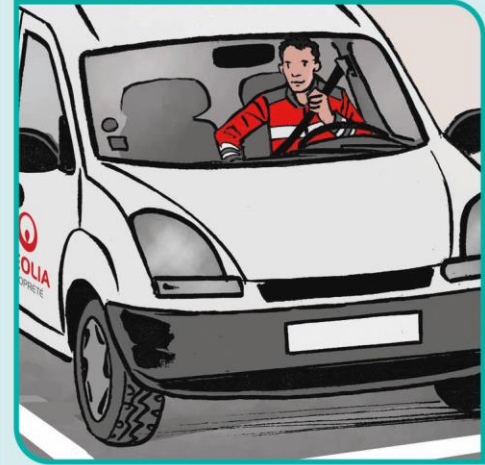
A worker fails to wear a seatbelt when driving a vehicle.

ACCIDENT



An accident happens and the worker is thrown from the vehicle.

PREVENTION



The worker wears a seatbelt and complies with all of the safety rules and regulations.

**I ALWAYS** perform tasks and activities with proper qualification, authorization, and pre-task planning.

**RISK**



A worker without the required training and approvals decides to work on an electrical cabinet that was left open.

**ACCIDENT**



The worker is electrified.

**PREVENTION**



The job is only done by certified workers in position of the mandatory credentials and PPE.



I am **ALWAYS** empowered with the responsibility and obligation to stop any unsafe behaviour or activity, to report the issue promptly to management, and work together with management toward a safe resolution.

RISK



Someone sees a co-worker placing both and others in a dangerous situation by using a blow torch next to a tank of inflammable products and takes no action.

ACCIDENT



The tank explodes.

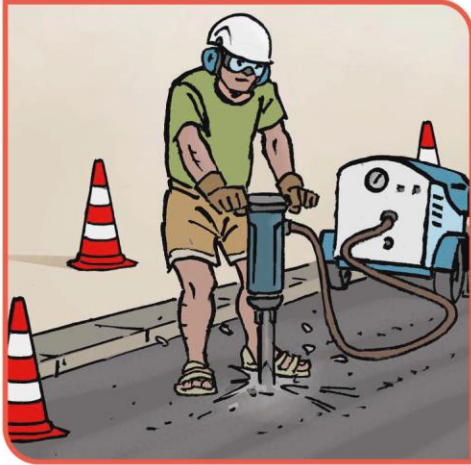
PREVENTION



The worker tells his/her colleague to stop immediately the job and informs him of the risk of imminent explosion.

# I ALWAYS wear the required Personal Protective Equipment.

## RISK



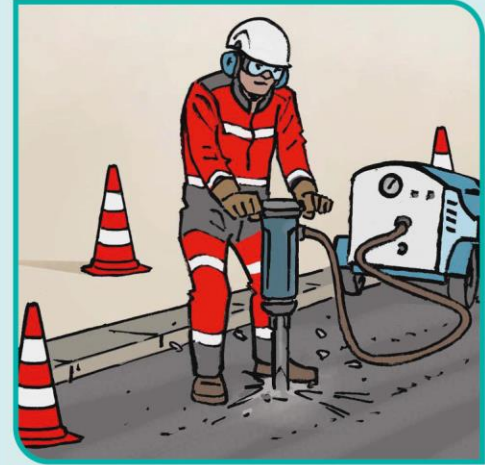
A worker is performing his/her job without wearing all the required Personal Protective Equipment.

## ACCIDENT



A pneumatic drill slips into the worker's foot and perforate it.

## PREVENTION



The worker performs the job only after finishing the job safety assessment and ensures that he/she is wearing the required Personal Protective Equipment.

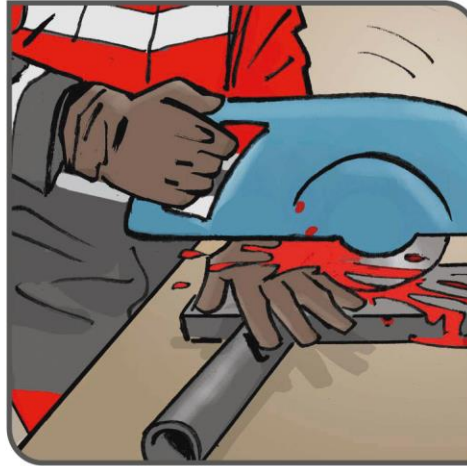
**I ALWAYS** work in fit condition – free from the effects of fatigue, drugs, and alcohol.

**RISK**



A worker that has consumed alcohol at lunch time is no longer aware of the risks that he/she face in his/her job.

**ACCIDENT**



The worker cuts his/her hand.

**PREVENTION**



A worker who has not consumed any alcohol, drugs or medication can devote his/her full attention to mastering the task entrusted to him/her.

**I ALWAYS** report all work-related injuries/illnesses, unsafe conditions, unsafe work practices, near-miss incidents and hazards.

**RISK**



A worker almost falls after tripping on a pothole in the road but does not report this unsafe act / hazard to anyone.

**ACCIDENT**



Soon afterwards, another worker falls and injures himself/herself in the same place.

**PREVENTION**



The worker that experienced an unsafe act, hazard or near miss reported the pothole to his/her manager. The hazard was signed and corrective measures implemented. The manager gave positive feedback to the worker.



I **NEVER** compromise my own health and safety or those around me for profit, production, comfort, or convenience.

RISK



Despite his/her manager formally forbidding this unsafe act, a worker uses his/her mobile phone while dismantling scaffolding.

ACCIDENT



The worker falls and ends up in a wheelchair.

PREVENTION



The worker leaves his/her mobile phone in his/her locker and applies the implemented safety rules.

**Veolia**

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“I agree to  
these rules and  
I commit to applying them  
and explaining them to my  
teams”

MANAGER

(Given name, Surname, date and signature)

“I agree to these rules and I  
commit to applying them at all  
times”

EMPLOYEE

(Given name, Surname, date and signature)



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