



## Health, Safety and Environment Rules

1. All Department must strictly comply, adhere and follow the company HSE Policy and Procedure.
2. The use of Personal Protective Equipment (PPE) is mandatory in all working areas as per the RIC PPE Matrix.
3. Department managers, engineers, supervisors and foremen should wear minimum PPE requirements in the shop floors (safety helmet, safety glass and safety shoes).
4. All Occupational Injuries, illness, Environmental spills of fire regardless of the severity will be reported to HSE Department immediately.
5. Supervisors and foremen must conduct self-inspection in their area of responsibility for potential hazard exist.
6. Safety Toolbox Meeting should be conducted by the Supervisor and Foreman in the workshop and in the work site before every work start and documented.
7. Designated and assigned Supervisors and Foremen are the persons direct responsible for Safety & Health and liable for any incident/accident or death may happened of their worker (s) in the workshops and in the work sites Not the HSE Head nor the HSE Department.
8. 5S and Housekeeping, every department are responsible to do before and after work. Maintaining the workshop floor, laboratories and offices clean, tidy, neat, order and organized always.
9. MOC-Change Actions Plan and Review for new projects, lay-out plan, extensions, transferring of machines, transferring of cabin offices, transferring of workshops, transferring of offices, purchasing new machines and etc. to fill-up properly the form and submit via email to HSE Department for review and evaluation.
10. Smoking is strictly prohibited in RIC Premises and in all shop floors.
11. All chemical containers must be close, label and safely stored at all time.
12. Access to fire equipments, electrical panels and exits must be free from obstructions.
13. Machinery must not be operation unless all guards are properly installed and operational.
14. While repairing or setting up any machinery, all power sources of energy must shut off, de-energize, locked and tagged.
15. Plant preventive maintenance should be practice regularly.
16. Working in the aisles is prohibited. No material are to extend into the established aisle for temporary or permanently storage.
17. Hearing protection equipments must be worn at all times in areas designated as high noise areas.
18. Compressed gas cylinders will always be secured with chains when stored or during transportation with their valve safety caps on.
19. Damaged ropes, belts, chains, or slings will not be used for lifting equipments.
20. Using of falling protection harness in working areas more than 2 meters height.
21. All excavation & trenching work should comply the safety requirements before work starts.
22. All confine space work should comply the safety requirements before work starts.
23. Forklift drivers must maintain maximum speed limit 5km/hr. in and out factory and follow the forklift safety instructions at all times.
24. Visitors, costumers & contractors should be safety oriented and wear the required personal protective equipment before entering the workshops.
25. Safety a way of Life. Safety is everyone responsibility.

CEO

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