SPC Global Golden Safety Rules

The Golden Rules have been established to protect our people from harm at work. They apply to all SPC Global employees, contractors and visitors operating within our business. Compliance with these rules is a condition of working with SPC Global and they must be followed at all times.

Breaching a Golden Rule may constitute serious misconduct and may result in disciplinary action, up to and including termination of employment.

1 Fit for Work

Be physically and mentally safe to work

2 Tidy and Organised

Keep work areas clean, organised and hazard-free

3 Trained, Competent, Authorised

Perform only tasks for which you are trained, competent and authorised

4 Personal Protective Equipment

Wear required PPE and wear it correctly

5 Follow the Permit to Work System

Have approved permits before high-risk work starts

6 Safe Use of Forklifts and Mobile Plant

Operate forklifts and mobile plant correctly

7 Lock Out & Tag Out (LOTO)

Isolate energy and lock out equipment before maintenance, repair or cleaning

8 Take 5 – Plan and Assess

Stop, think, assess risks, and plan before every non-routine task

9 Safe Driving

Drive alert, follow rules

10 Stop Unsafe Acts

See something, say something – report safety issues and stop unsafe acts

Fit for Work

Be physically and mentally safe to work

You must be:

- Physically & Mentally capable of performing your job safely.
- Rested & Alert, ensuring you are free from fatigue.
- Clear-Headed, and not impaired by alcohol, drugs, or medication.
- Focused & Present, staying free from emotional distractions.



STOP Work if you are:

- Feeling unwell, overly tired, or dizzy.
- Under the influence of alcohol or drugs.
- Taking medication that affects alertness or performance.
- Stressed or distracted to the point it impacts safety.

If you are not fit for work, you have a responsibility to speak up**.**
Leaders are here to support you – not to judge you.

2

Tidy and Organised

Keep all work areas clean, clutter-free and hazard-free to ensure a safe environment for everyone

You must:

- Clean spills immediately.
- Store tools properly.
- Dispose of waste correctly.
- Keep walkways and exits clear.
- Maintain clean equipment and surfaces.
- Not have personal items in production areas.



STOP Work if :

- There are spills or trip hazards.

If you see it – fix it. Do not walk past hazards.

No job is complete until the area is safe, clean and ready for the next person.

Trained, Competent and Authorised

Work Within Your Scope: Only perform tasks for which you are fully trained, currently competent and formally authorised

Before you start, ensure you are:

- Trained: You have completed the required learning.
- Competent: You have the skills and experience to do it safely.
- Authorised: You have been given the 'green light' by management.

Do not operate equipment, perform specialised tasks or make safety-critical decisions unless you meet all three requirements.



STOP Work if :

- You do not have the correct training or competency to perform a task.

If you are unsure ask your leader before proceeding.
Working outside your training or authorisation puts you and others at risk.

Personal Protective Equipment

Wear required PPE and wear it correctly

You must:

- Inspect PPE before use.
- Ensure PPE is correctly fitted and in good condition.
- Replace damaged or worn PPE immediately.
- Use task-specific PPE as identified in work instruction.
- Wear all required PPE whenever and wherever necessary.



STOP Work if :

- You do not have the correct PPE.
- The PPE is damaged or doesn't fit correctly.

NO PPE, NO WORK

It is your responsibility to know what PPE is required and when at each site location.

Follow Permit to Work System

Valid Permit. Verified Safety.
Follow the system—every task, every time.

You must:

- Obtain the correct permit before starting work.
- Ensure the permit is fully completed and authorised.
- Understand the scope, hazards and control measures.
- Follow all conditions stated in the permit.



STOP Work if :

- You do not have the correct permit to work.
- The permit expires or conditions change.

Permits protect people, equipment and the facility. They ensure hazards are identified, controlled and communicated. **If unsure – stop and speak to your leader.**

Safe Use of Forklifts and Mobile Plant

Operate forklifts and mobile plant correctly

You must:

- Be trained, competent and authorised before use.
- Have completed forklift induction (training).
- Conduct pre-start inspections.
- Follow speed limits, designated routes and drive to conditions.
- Maintain at least 3 metres distance from pedestrians at all times.
- Use warning signals such as horn at corners and in blind areas.
- Ensure loads are stable, secured and within capacity.
- Follow all site rules and procedures.



NEVER:

- Operate without authorisation or training.
- Travel with tines elevated.
- Carry passengers unless authorised.
- Use defective or unsafe equipment.

Lock Out Tag Out

Isolate energy and lock out equipment before maintenance, repair or cleaning

You must:

- Identify energy sources (electrical, mechanical, hydraulic, pneumatic, chemical, steam etc.)
- Apply locks and tags before starting work.
- Verify isolation before touching equipment.
- Keep locks and keys under your control (test for dead).
- Follow site-specific LOTO procedures.



NEVER:

- Attempt to remove or bypass a lock or tag.
- Work on equipment that is not fully isolated.
- Assume someone else has completed isolation.

Isolate energy and lock out equipment before maintenance, repair or cleaning

Take 5 – Plan and Assess

Stop, think, assess risks, and plan before every non-routine task

You must:

- Understand the task and scope of work.
- Identify hazards and risks for the task.
- Ensure you have the correct tools, PPE and equipment.
- Confirm you are trained, competent and authorised.
- Communicate the plan with your team.
- Check the work area for hazards (slips, trips, spills, obstructions).



STOP work if:

- Conditions change. Reassess hazards and update your plan. Resume only when it is safe.

Safe Driving

Drive Alert, follow the rules to stay alive

Always:

- Be physically well, alert and sober before driving.
- Follow all traffic laws and speed limits – on public roads and internal sites.
- Wear your seat belt.
- Keep a safe following distance.
- Avoid distractions (phones, eating and multitasking).
- Adjust speed and behaviour for weather, road and traffic conditions.
- Ensure your vehicle is roadworthy and well-maintained.



NEVER:

- Drive under the influence of alcohol, drugs or fatigue.
- Use a mobile phone or device while driving.
- Take unnecessary risks to save time or meet deadlines.

Protect yourself, your passengers, and the public. Every journey counts.

Stop Unsafe Acts

See something, say something – report safety issues and stop unsafe acts

You must:

- Take immediate action if you see unsafe behaviour.
- Call out unsafe actions respectfully and clearly.
- Have clear safety conversations when required to prevent risk of harm.
- Acknowledge and reward safe behaviour with each other.
- Follow safe work procedures and policies.
- Support your team in working safely.



NEVER:

- Ignore unsafe acts or conditions
- Assume someone else will address the risk
- Compromise safety to save time or meet deadlines

See something, say something – report safety issues and stop unsafe acts