

TRUCK DRIVERS' SAFETY FUNDAMENTALS

Dear Colleagues and Contractors,

Roads are essential not only in our everyday lives but also for our operations: our clients' products often reach their destinations through road transportation. Unfortunately, this activity comes at a price, which can include people being injured and in the worst case it can lead to fatalities.

As you are aware, Star Energy Oiltanking has recently introduced the '**Life Saving Rules**' that focus on the most hazardous on-site works. Roads & Road Transportation represent different risks, to control these risks we are now launching these 'Truck Drivers' Safety Fundamentals'. These set out clear and simple "dos" and "don'ts" covering driving and road transportation activities that have the highest potential to cause serious accidents. Compliance is mandatory for employees and contractors involved in these operations at SEOT.

We ask all of you to make a personal commitment to the 'Truck Drivers' Safety Fundamentals'; we rely on your effective cooperation in order to prevent road accidents and personal injuries.

Our message is still the same - if you choose to violate the rules and drive your car or truck the unsafe way, than you choose not to work with SEOT.

We are determined to save lives.



A seat belt protects you from injury in the event of an accident and keeps you safe. Wearing seat belts in moving vehicles is compulsory for the driver and all passengers.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Inform the drivers about the importance of wearing seat belts while driving;
- Control if they apply this rule; warn them in case of breaking the rule;
- Apply appropriate disciplinary measures in case any of them breaks the rule repeatedly.

AS A DRIVER, I HAVE TO:

- Always fasten seat belts properly before the vehicle starts to move;
- Always apply this rule, whether I am driving a truck or personal car;
- Regularly check that my seat belt works properly;
- Keep my seat belt properly fastened while in a moving vehicle;
- Check all the passengers travelling with me in the vehicle to do so as well;
- Convince my colleagues to follow this rule.

AS A PASSENGER, I HAVE TO:

- Intervene when my fellow passengers are not wearing seatbelts properly.



Using appropriate Personal Protective Equipment as prescribed for the level of risk is obligatory in the terminal during loading and unloading operations. These include the use of anti-static equipment (such as protective clothing, boots and gloves) to prevent static discharges from acting as ignition sources in potentially explosive environments.

Other necessary Personal Protective Equipment is safety glasses and hard hats.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Make sure that the specific PPE is available and personnel are trained;
- Confirm that it is safe to start work in the hazardous or potentially hazardous atmosphere.

AS A DRIVER, I HAVE TO:

- Be aware of what personal protective equipment to use;
- Check PP equipment before using;
- Refuse work if prescribed PPE is not available.



Using alcohol / illegal drugs, or misusing legal drugs or other substances will reduce your ability to drive or work safely. Driving and work is prohibited under the influence of alcohol /illegal drugs, or any other substances, including legal drugs that may reduce your ability to drive safely.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Assign work to people who are fit to work;
- Ensure that the appropriate process is in place to identify the persons who are under the influence of alcohol/ illegal drugs, or any other substances;
- Immediately remove people from the work who are under the influence of alcohol or drugs.

AS A DRIVER, I HAVE TO:

- Always inform my supervisor if I'm taking medicine that may have an effect on my capabilities or performance. If in doubt, I will always check with my supervisor and seek medical advice;
- Avoid using illegal drugs;
- Report any case of alcohol or drugs abuse;
- Avoid taking any risk if I do not feel fit to work.



Using your phone or other electronic devices while driving contributes to reduced focus on the road and increases the risk of losing control of your vehicle. Outside the terminal, use of mobile phones during driving is allowed only if using hands free devices.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Familiarize drivers with the mobile phone policy of the company and ensure the reasons why use of cell phones is prohibited is understood;
- Control use of cell phones and other electronic devices by the drivers during operations; apply disciplinary measures against drivers violating the rule.

AS A DRIVER, I HAVE TO:

- Follow the company's mobile phone policy;
- Keep my private cell phone switched off during driving;
- Take incoming calls only through hands-free devices while driving;
- Never initiate outgoing phone calls while driving, even via hands-free devices, except in emergency situations;
- Use GPS navigation only if the destination was set prior to start.

AS A PASSENGER, I HAVE TO:

- Intervene if a driver is using a phone in a moving vehicle.



Proper earthing is a must during all operations. Improper or no earthing during loading or unloading, and the use of non-IS (Intrinsically Safe) equipment in dangerous zones of operations may generate sparks and result in explosion.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Include theme of static electricity and equipotential between vehicle and loading / unloading devices into drivers' trainings, regular HSE and tool-box meetings; provide some examples of dangerous situations, accidents happened due to neglecting proper earthing;
- Ensure that the mechanical integrity / operability of earthing device is certified, before starting work operations;
- Refuse to operate trucks without proper functioning of the earthing device.

AS A DRIVER, I HAVE TO:

- Check operability and mechanical integrity of earthing device on the vehicle prior use;
- Report to my company if the devices are in improper condition and ask for immediate repair; reject the vehicle until the earthing device has been repaired properly;
- Connect earthing properly before starting every loading and unloading operation as the first step of the activity;
- Disconnect earthing after finishing the operation as the last step of the activity.



Working at height, an often neglected hazard during loading and unloading, is one of the primary causes of serious injuries and fatalities in road transportation. Use of personal fall protection equipment attached to an adequate anchor point (such as a horizontal lifeline or single anchor point) is compulsory during operations at a height of 1.5 meters and above, whenever there is no complete approved scaffold, stair or platform with guardrails around.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Make sure that the fall protection equipment is available and personnel are trained;
- Confirm that it is safe to start work at height;
- Confirm that suitable anchor points are available if personal fall arrest system is to be used.

AS A DRIVER, I HAVE TO:

- Be aware of what fall protection equipment to use and how to use it;
- Check equipment before using it, always connect the personal fall arrest system to an anchor point when working at height outside of a protective environment;
- Refuse work if not sure how to use fall protection equipment;
- Be aware that positioning belts cannot be used for fall arrest.



Using open flame or non-Ex-proof devices in explosive environments can cause fire and explosion. Use of any devices that may function as an ignition source is prohibited in areas with fire or explosion hazard (such as Zones 1 & 2).

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Ensure the safety requirements for loading and unloading are followed;
- Ensure that the vehicles (without catalytic converter) entering an explosive zone are equipped with spark arrestor;
- Inform personnel about hazards and rules in explosive zones.

AS A DRIVER, I HAVE TO:

- Avoid using any ignition sources (open flames or non-Ex-proof devices) in explosive areas;
- Use spark arrestors to exhausters of my vehicle (if it is without catalytic converter) in explosive zones;
- Start loading/unloading activities only if the engine of the vehicle was stopped.



Smoking, eating or drinking at the terminal is restricted to designated areas only. During driving, these contribute to reduced focus on the road and as such increases the risk of losing control of your vehicle.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Inform personnel about designated smoking areas;
- Inform personnel about the hazards of open flame in explosive areas.

AS A DRIVER, I HAVE TO:

- Avoid smoking, eating or drinking while driving;
- Learn where the designated smoking areas are;
- Intervene and report if I see someone smoking outside a designated area.

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Speeding increases the risk of losing control of your vehicle. Local maximum speed limits related to type of vehicle (e.g. road tanker) and operational area must be obeyed. Actual road (e.g. tarmac, gravel, sand, slope) and weather conditions (e.g. rain, snow, storm) must be observed and considered at all times. Driving at or below speed limit is always safer.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Provide appropriate initial and refresher training to all drivers on how to adjust driving speed to prevailing conditions (traffic, road, weather, etc.);
- Organize safe driving courses (e.g. driving on slippery roads, defensive driving, etc.);
- Apply appropriate disciplinary measures against over speeding.

AS A DRIVER, I HAVE TO:

- Stay at or below the maximum allowable speed for the vehicle and for the road I am driving on as indicated by the road signs;
- Continuously and carefully evaluate current road, weather, traffic conditions and adjust my speed to these conditions.

AS A PASSENGER, I HAVE TO:

- Intervene if a driver is exceeding the maximum allowable speed.



Avoid fatigue, tiredness. Strictly observe local requirements on driving hours / breaks / rest time. Do not drive if you are too tired. Always follow prescribed route or journey management plan (where applicable) as that helps you as a driver to travel and arrive safely.

AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:

- Include fatigue and tiredness as a regular theme at HSE induction, tool-box meetings;
- Prohibit driving if a driver is obviously tired, not fit to drive;
- Carefully monitor compliance with driving hours / breaks / rest time;
- Develop means to recognize symptoms of fatigue and / or tiredness of drivers.

AS A DRIVER, I HAVE TO:

- Start work always after enough rest, not suffering from fatigue or tiredness;
- Always keep at least the minimum required rest time between subsequent shifts;
- Always inform my superior if I feel myself not fit to drive;
- Stop driving at the first safe place in case I feel fatigued or tired, and have a rest before starting again.