



Life Saving Rules Safety Program

Arrive Safe. Leave Safe.



sigmaengineeredolutions.com





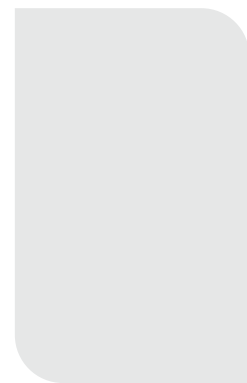
LIFE SAVING RULES

We care about our people therefore we want to ensure the wellbeing of every Sigma employee and contractor so they can go home safely to their family every day.

If we can be safe for a day, we can be safe for a week.

If we can be safe for a week, we can be safe for a month.

By working together and thinking about safety each day we can create the right environment where nobody gets hurt.







A MESSAGE FROM THE PRESIDENT & CEO BRAD WARD

EVERY DAY OUR PEOPLE PERFORM WORK THAT HAS THE POTENTIAL FOR A LIFE CHANGING, PERMANENT DISABILITY OR FATALITY.

THE LIFE SAVING RULES EXIST TO KEEP YOU SAFE.

They have been developed to address the eight critical safety risks our people may face, because there is nothing more important than your safety, and that of your workmates. Some of the risks may not apply to individual sites, that doesn't mean they are any less important.

These mandatory rules are a condition of employment and have been developed to assist you in identifying the critical hazards and the controls that must be in place before and during work.

Strict compliance with these safe working behaviors is essential to prevent high potential incidents that could have fatal consequences.

At Sigma, each of us, regardless of our position in the company, has a general duty of care to ensure ourselves, our workmates and all those who work with us or are impacted by our activities are protected from harm.

Following these rules will require dedication and the courage to step in as soon as you see something that could be done more safely.

If you or your colleagues are in any doubt about these Rules and how they apply to you and your work, I urge you to stop and discuss any concerns with your supervisor.

I AM ASKING EVERY MEMBER OF OUR WORKFORCE TO USE THIS HANDBOOK AND APPLY THE 'LIFE SAVING RULES' AS WE SHARE THE RESPONSIBILITY TO SEE EACH OTHER ARRIVE SAFE, LEAVE SAFE EVERY DAY.

OUR SAFETY BELIEFS

At Sigma we believe that:

All injuries are preventable

Sigma believes all work-related injuries and illnesses are preventable, and we are committed to maintaining our facilities as safe and healthy places.

All workplace exposures can be safeguarded

Following the 8 simple rules Sigma has created, establishes a workplace where all team members are safe.

Working safely is a condition of employment

Safety is a non-negotiable at Sigma. Our goal is for every employee to go home every day without injury and to return to a safe environment on their next workday.

Safety is everyone's responsibility

It is the responsibility of all directors, officers, and employees of Sigma to achieve a safe and injury-free workplace.

Well-trained employees are safe employees

Sigma wants every employee to be trained and knowledgeable in all safety protocols no matter what their job position is.

Those who interact with our business and our products have a right to be safe

Sigma strives to deliver world class safety performance in an environment where everybody is safe every day!

OUR SAFETY BEHAVIORS

I am responsible for my safety; the safety of others and I commit to:

Never ignore a breach of the Life Saving Rules

These rules are in place to keep everyone safe

Comply with all Sigma safety policies and procedures

There may be rules and additional procedures for equipment safety, these rules while very specific must be followed.

Work safely while not putting others at risk

Everyone at safety has the right to be safe and to head home each day without injury.

Take positive action to stop a colleague from working unsafely

Never sit by and watch someone who isn't safe. Step in and make sure safety protocols are followed and respected.

Identify, report, and address all hazards we observe

It is all of our jobs to report safety infractions no matter how minor they may be.



In addition to the launch of the **Life Saving Rules**, **Sigma's Code of Conduct** as well as **Employee Handbooks** have our expectations regarding safety, innovation, and ethical behavior. It sets the guidelines for what is expected of each of us and should form the basis of everything we do at work.



STOP 6+3

HAZARDS-ELIMINATE, SUBSTITUTE, ENGINEERING CONTROL, ADMINISTRATIVE CONTROL, PPE



1. **A=Actuator** – Moving machine parts, cylinder



2. **B=Burn** – Hot molten metal, Metal splash, Hot objects



3. **C=Car** – Material handling-dash, dock hazard



4. **D=Drop** – Leakage, Slip and Trip



5. **E=Electrical** – Electrocution, shock



6. **F1=Fire** – Explosion and hot work, Combustible material



7. **F2=Fall** – Person/material Fall from height



8. **G=Gillette** – Sharp Edge objects, sharp parts



9. **H=Health** – Temperature Extremes, Poor Lighting





OUR APPROACH

Sigma's safety program Life Saving Rules holds at its core a commitment to ensuring our people return home safely to their family and friends injury free and fit for work the next day.

Through the program we hope to bring a visible connection between working life and home life, because we all deserve to go home safely at the end of each day to spend time with the ones we love.

Life Saving Rules is built on the notion of looking after, not just yourself but your workmates too. It aims to provide visible leadership commitment to our people, align leadership and the organization and make sure we hold ourselves to account.

As Sigma strives to deliver world class safety performance, the Life Saving Rules program is an effective tool in planning for our safety and ensuring everyone at Sigma gets home safe everyday!



1

SUSPENDED LOADS & LIFTING

NEVER walk or work under a suspended load or move one over people.

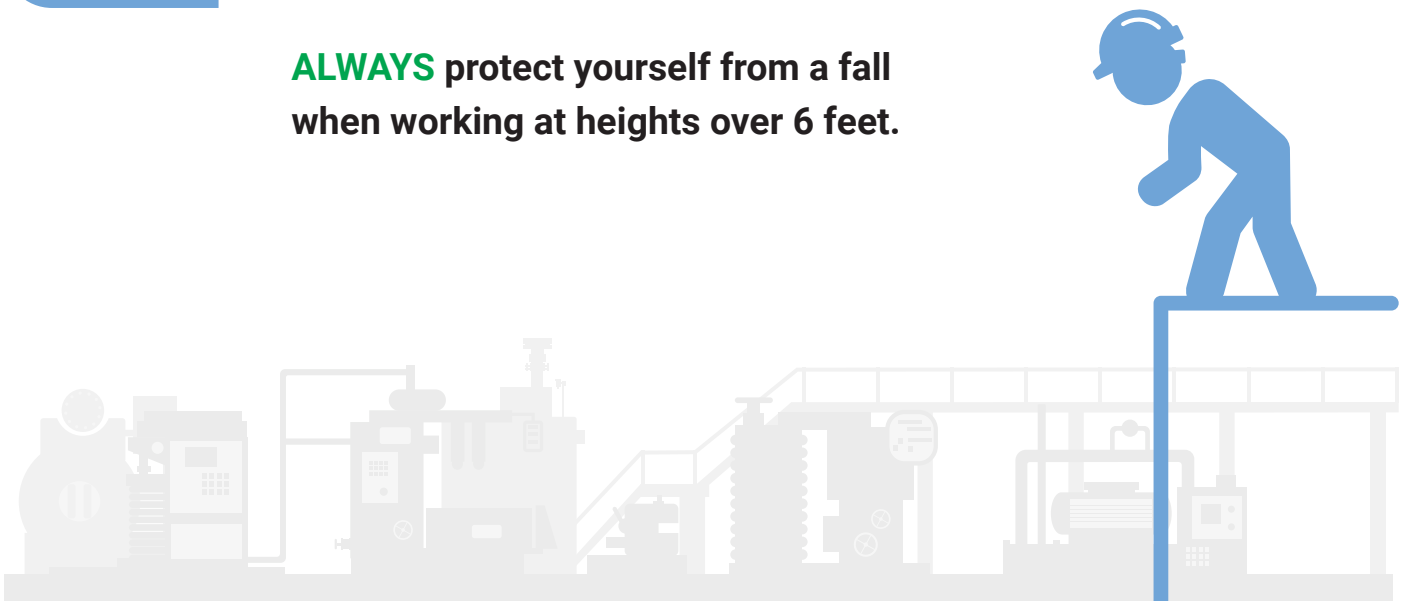
NEVER lift without a license to lift.



2

WORKING AT HEIGHTS

ALWAYS protect yourself from a fall when working at heights over 6 feet.



3

ISOLATION & LOTO

ALWAYS isolate energy sources
before working on equipment.

ALWAYS follow lock-out/tag-out procedures
while servicing & maintaining.

ONLY authorized person is allowed to work
on Electrical Installation.

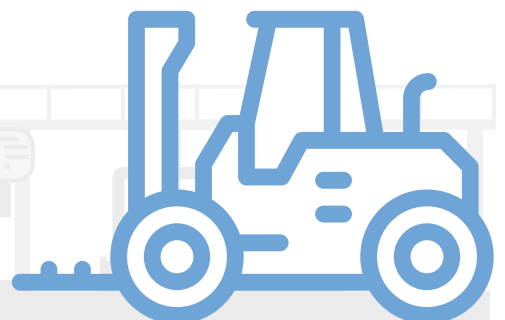


4

VEHICLES, MOBILE PLANT OR EQUIPMENT

NEVER operate vehicles, mobile plant,
or equipment without a valid license
and/or after being assessed as competent.

ALWAYS wear a seatbelt.



5

EXCLUSION ZONES & HOT METAL

NEVER enter exclusion zones unless authorized to do so.

NEVER enter a hot metal zone unless licensed to do so.

NEVER melt without a license to melt.



6

CONFINED SPACES

NEVER enter a confined space unless trained and authorized.

ALWAYS obtain a permit and atmosphere test certificate before entering.



7

DRUGS & ALCOHOL

ALWAYS be fit for work.

NEVER work under the influence of drugs or alcohol.



8

OPERATING EQUIPMENT

NEVER use equipment without all guarding and emergency stops in place and fully functioning.

NEVER remove or tamper with safety devices & guards that are installed to assure safe machine operation.



REPORTING ISSUES

Sigma takes all allegations of misconduct seriously and prohibits retaliation against, or the victimization of, anyone raising a concern in good faith.

If you are asked to breach a rule by a workmate, a Supervisor/Manager or a customer you have a responsibility to say NO.





HOW TO REPORT VIOLATIONS

1. As a first step any issues should be raised with, and will be resolved by your immediate Supervisor
2. If you don't feel comfortable doing this or if your supervisor/manager is implicated in the complaint you should raise it with your site manager or designated contact under a specific policy or procedure
3. Your Human Resources representative
4. You can always report anonymously via the Sigma/Navex portal:

Online: sigmaengineered.ethicspoint.com

Phone (Toll Free):

US

844-539-2241

India

000-117,
then dial:
844-539-2241

Mexico

800-288-2872,
then dial:
844-539-2241



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