

THE 12 LIFE SAVING RULES



EDITO

« Safety of operations is the BOURBON's priority but it is also, above all, a personal commitment for each of us, at sea and on land.

Our objective is to protect all our employees and partners, so that everyone will go home to their loved ones in good health. Our ambition is zero incidents, on our sites and during our operations. This is an ambitious challenge, which we must meet by developing a genuine safety culture within the Group, for ourselves and for others.

Safety is a question of leadership – that of management but also that of each individual. Leadership means being responsible and actively involved in one's own safety and that of others, getting involved and being close to one's teams and colleagues, to ensure that the rules are respected and that operations are safe. This is how we will be able to guarantee our customers safe operations and, as a result, the operational excellence we want to achieve.

We have decided to review our Life Saving Rules, dedicated to preventing harm to personnel. These 12 fundamental rules consolidate our experience and our safety standards. It is essential that each of us should know, understand and follow them.

Together, let us commit to safety and respect our 12 Life Saving Rules.

B Safe.

Gaël Bodénès
CEO of BOURBON



OUR LIFE SAVING RULES



RULE N°1
**WORK PREPARATION
& AUTHORIZATION**



RULE N°7
ALCOHOL & DRUGS



RULE N°2
**STOP WORK
AUTHORITY**



RULE N°8
CONFINED SPACE



RULE N°3
**BODY MECHANICS
& TOOLS**



RULE N°9
ENERGY ISOLATION



RULE N°4
**PERSONAL PROTECTIVE
EQUIPMENT**



RULE N°10
WORKING AT HEIGHT



RULE N°5
**SAFE MECHANICAL
LIFTING**



RULE N°11
HOT WORK



RULE N°6
LINE OF FIRE



RULE N°12
SAILING - DRIVING

RULE N°1**WORK PREPARATION
& AUTHORIZATION**

Perform the work only if it has been prepared and authorized

- ✓ I have assessed all the risks and mitigation measures required to start work.
- ✓ I have been able to express any concerns, during a Tool Box Talk and at any time.
- ✓ I have informed all relevant parties of the work to be performed.
- ✓ I am authorized to perform the work on the worksite.
- ✓ I perform Last Minute Risk Assessment before any job.

RULE N°2**STOP WORK
AUTHORITY**

Stop work in the event of any unsafe act or condition

- ✓ I have the right and the responsibility to stop any job in the event of a doubt.
- ✓ I have Constant Risk Awareness.
- ✓ I look after my colleagues' safety.
- ✓ I ask questions when I feel uncertain.
- ✓ I stop and reassess if conditions change.
- ✓ I report all events.

RULE N°3**BODY MECHANICS
& TOOLS**

Adapt your body and your tool

- ✓ I adapt my body mechanics to avoid overstrain and excessive repetitive movements.
- ✓ I ask for help when I need it.
- ✓ I minimize manual handling whenever possible and use mechanical means when appropriate.
- ✓ I use tools suitable for the task :
 - as per manufacturer's specifications
 - with no defects
- ✓ I make sure I have necessary free space, without obstacles or people around.
- ✓ I take care of my balance, especially in adverse weather.

RULE N°4**PERSONAL PROTECTIVE
EQUIPMENT**

Wear it at all times!
it is a last barrier to protect your life

- ✓ I always wear PPE appropriate to the task performed.
- ✓ I always wear PPE in good condition.
- ✓ I always wear a life jacket and a harness when required.
- ✓ I stop work when my PPE or my colleagues' PPEs are missing or damaged.

**RULE N°5****SAFE MECHANICAL LIFTING**

Plan lifting operations and control the area

- ✓ I confirm that the equipment and the load have been inspected and certified and are fit for the purpose.
- ✓ I only operate equipment that I am qualified to use.
- ✓ I establish and obey barriers and exclusion zones.
- ✓ I never walk under a suspended load.
- ✓ I make sure all relevant parties are informed prior initiating the lifting operation.
- ✓ I ensure efficient communication and identify a banksman.

**RULE N°6****LINE OF FIRE**

Keep yourself and others out of the line of fire

- ✓ I position myself to avoid lines under tension, dropped objects, moving objects, pressure releases, vehicles.
- ✓ I apply clear deck policy.
- ✓ I establish and obey barriers and exclusions zones.
- ✓ I take action to secure loose objects and report potential dropped objects.
- ✓ I stay aware of my surroundings and of any conflicting activities.

**RULE N°7****ALCOHOL
& DRUGS**

Zero tolerance

- ☒ I have zero tolerance of alcohol and drugs at work and when travelling from/back home.
- ☒ I know that bringing alcohol onto my worksite/vessel is strictly prohibited.
- ☒ I report any misbehavior.
- ☒ I represent myself, my family and my company with respectful and honorable behavior.

**RULE N°8****CONFINED
SPACE**

Obtain authorization before entering a confined space

- ☒ I confirm that energy sources are isolated.
- ☒ I always wear a gas detector and use breathing apparatus when required.
- ☒ I confirm that the atmosphere has been tested and is monitored.
- ☒ I confirm that there is an attendant standing by.
- ☒ I confirm that a rescue plan is in place.
- ☒ I obtain authorization to enter, in all circumstances, especially for the attendant standing by.

RULE N°9**ENERGY ISOLATION**

Verify isolation and zero energy before work begins

- ☑ I have identified all energy sources, including the equipment control command system.
- ☑ I confirm that hazardous energy sources have been isolated, locked, and tagged (LO-TO).
- ☑ I have checked that there is zero energy and tested for residual or stored energy.
- ☑ I am authorized and qualified to work on the device.

RULE N°10**WORKING AT HEIGHT**

Protect yourself against a fall when working at height

- ☑ I have a work permit.
- ☑ I inspect work area barriers and my fall protection equipment before use.
- ☑ I cross check my colleagues' protections.
- ☑ I secure tools and work materials, to prevent dropped objects.
- ☑ I tie off 100% to approved anchor points while outside a protected area.
- ☑ I ensure that a rescue plan is made available, should anything go wrong.

RULE N°11**HOT WORK**

Keep the situation under control

- ☒ I have a hot-work permit.
- ☒ I identify and control flammable substances and ignition sources.
- ☒ Before starting any hot work, I confirm that flammable material has been removed or isolated.
- ☒ I ensure that extinguishing means are immediately available.
- ☒ Before starting hot work in a hazardous area, I confirm that:
 - a gas test has been completed
 - gas will be monitored continually
 - a fire watch is in place, during and after the work

RULE N°12**SAILING - DRIVING**

Follow safe sailing and driving rules

- ☒ I apply Colreg and traffic laws.
- ☒ I always keep watch.
- ☒ I adapt my speed to the traffic and weather conditions.
- ☒ I do not use phones when I am in command or am driving.
- ☒ I am fit, rested and fully alert.
- ☒ I follow a passage plan.
- ☒ On the road, I always wear a seatbelt and I respect speed limits.

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BOURBON
Building together a sea of trust