

ROAD SAFETY BEST PRACTICES GUIDELINE



ARGOS

ROAD SAFETY BEST PRACTICES GUIDELINE

OBJECTIVE

It is the duty of operations to implement the good practices described in the guide, which are framed in road safety elements by establishing concrete actions in the transport processes associated with Argos' operations, and which are oriented toward reducing road incidents. Promote good road safety practices among road actors and stakeholders.

SCOPE

Applies to transportation processes carried out in companies, such as transport of people, transport of raw materials and finished products in the three regions.

- Involves mobile equipment associated to facilities.
- Involves employees driving vehicles for Argos.

Applies to all contractors' and subcontractors' vehicles and drivers operating on the Company's roads and facilities or public roads and areas in the Company's business.

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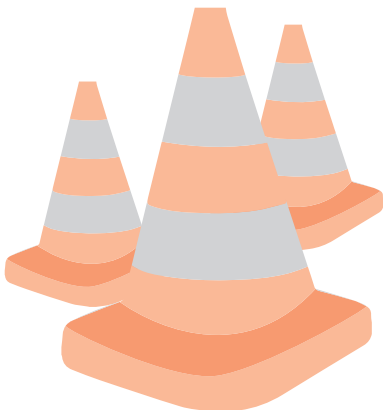
Glossary of terms

Road users: All those that interact with vehicles and/or circulate in public and internal roads of Argos because of their job.

Driver: Persons who are operating a vehicle in relation to company business, for instance full time drivers employed, occasional drivers.

Employee: A person directly employed by the Company, either by full-time, part-time, or temporary agreement.

Qualified driver: Means a person technically and theoretically licensed and trained to operate a vehicle. Must comply with all law requirements to be a driver (training and certifications required by Argos).



Types of vehicles:

- **Owned:** Vehicles owned by Argos.
- **Contracted:** Vehicles Owned by a contractor and temporarily allocated to Argos by means of an agreement.
- **Leased:** Vehicles that are not owned by Argos.

- **Rental car:** A rental (or hire) vehicle is a vehicle that is not owned by the company, which is rented or hired for a specific period of time. This includes short and longterm leases for light vehicles. This includes company-sponsored novated leases.



Contractor: Individuals or companies contracted for carrying out a specific work, either for the short (specific work) or long term.

Organization: Person or group of persons with their own functions with duties, authority and relations to achieve their goals.

Vehicle: Any wheel device that allows the transport of people or things from one place to another by an internal or public road; including motorcycles and bicycles.

Training to drivers: Certification program to ensure that drivers are duly qualified to operate a type of vehicle. Programs have a periodical follow-up and includes a theory, practice on the road.

Facility: A place owned or operated by the Company.

Edge protection (aggregates plant, mines)

Edge protection can be done with construction barriers or adequate materials, such as gravel. Rocks alone are not adequate as edge protection, but can be used to outline roads around the embankment area. Edge protection built with excavation materials must be 1.5 m high or same as the biggest tire turning radius, whichever is greater. The front profile of the protection edge should be built so that the vehicle will not move.

Heavy vehicle: Any load vehicle weighing more than 3.5 tons between fixed chassis and articulated trailer. This includes distribution

vehicles outside of the facility, such as concrete mixing trucks, or load vehicles inside the facility, such as dump trucks, cement pipes or yellow machinery equipment, either owned or contracted.

Light vehicle: Vehicles weighing less than 3.5 tons (including minibuses, motorcycles, and bicycles). This includes passenger cars, utility vehicles allocated to the facilities (e.g. vans, trucks, etc.) used for the Company's business, and non-Company vehicles contracted to transport between the premises of the Company or other facilities of the organization.



Working hours: All hours compensated for servicing the Company, including work breaks.

Journey risk management plan: A management system that ensures valuation of all trips, with proper risk minimization, documented and implemented.



Permit: A legal, documented and personal accreditation authorizing a designated person to operate a vehicle inside and outside of the facility.

Tachograph: A device combining the functions of clock and speedometer. Installed on motor vehicles, it records the vehicle's speed and whether it is moving or stopped.

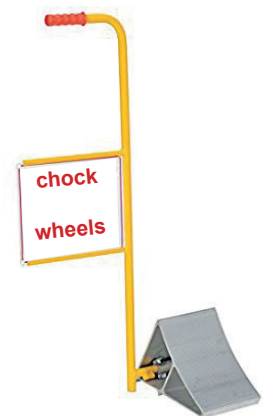
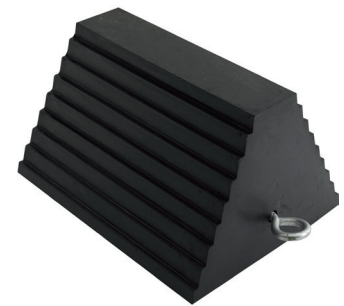
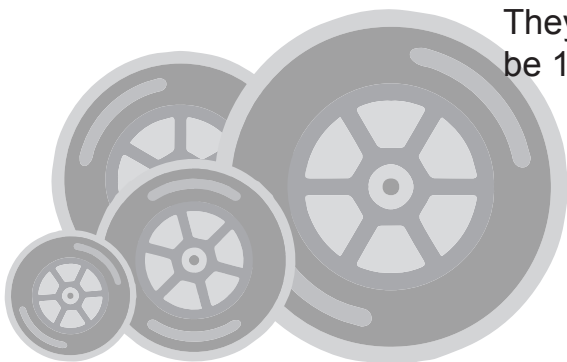
(Note; it should not be confused with a device to measure the rotation of speed of an engine).



Communication device: It is any apparatus that allow for electronic communication between two or more persons, including mobile phones (satellite and cell phones), and devices for sending and receiving text messages.

Chock wheels: Should be made of a resistant material. The lower surface is sometimes coated with rubber to allow grip to the ground. They are placed on the wheels of the vehicle to prevent accidental motion at the loading and maintenance points.

- **Features:** Ergonomic design to prevent trapping. They are recommended to be 1/3 size of the vehicle tire.





Signs of fatigue: Alteration of sensations, perceptions, movements, behavioral changes and difficulties for reasoning.

- **Alert person:** Talkative, lively, friendly, blinking fast (less than 1 second), attentive to what happens in the environment, makes coordinated body movements, and tolerant to errors and third parties.
- **Moderately fatigued:** Looks tired, quiet and reserved, slower blinking (1 to 2 seconds), difficulty to follow instructions, frequent yawning.



- **Little fatigued:** Irritable / impatient, disoriented thoughts, rubbing face or eyes, facial contortions, physical restlessness, yawning.
- **Hazardously fatigued:** Little or no physical activity, fixed view, indifferent to people or to what happens in the environment, long blinks (2 seconds or more), microsleeps.



Distractions: It is a process in which some object, event or person inside or outside the vehicle manages to divert attention from driving.

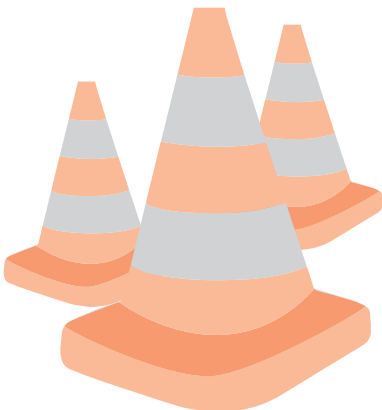
- **Internal:** Include everything that is inside the vehicle, including the actions of the driver or his personal situation: talk or discuss, look at a map, tune the radio, check the mobile, smoke, eat, etc. These are the most common.
- **External:** Include everything that appears outside the vehicle, such as incorrect signage, search for information

other than driving (e.g. look for hotel, restaurant, etc.), advertising posters, work, among others.

Road: Surface used by vehicles, mobile equipment and people to travel. Includes adjacent area.

Road network: A road system in a given area.

Subcontract: Establish an agreement by which an external organization performs part of the function or process of an organization.



ROAD SAFETY ELEMENTS

INSTITUTIONAL



This element establishes the good safety practices for the Senior Management, which must be adopted by the facilities in order to improve the application of safety regulations in long-term driving.

1. Visible leadership on safety from the senior management.

- All people in charge of the company must demonstrate personally and visibly their commitment to manage all aspects of operational safety. In terms of road safety, there must be a clear definition of the role and responsibility well defined for the managers appointed in the management structure.
- Facility leaders with responsibility for vehicle fleet management and direct supervisors. The responsibility for implementing these good practices rests with these managers.
- Health and safety leaders. The health and safety department should support, prepare, promote and work closely with managers so that this

initiative is successful. However, the implementation of standards is the responsibility of management.

- General Managers and Executive Committees. The first and most important requirement to ensure long-lasting and sustainable success of the minimum road safety standards and requirements is that the Company's general managers and senior staff visibly demonstrate their involvement, commitment and leadership.

2. Road safety policy.

Argos has established a Road Safety Policy, which should be disclosed and implemented in the facilities.

This guidance will expand concepts related to it. See the Road Safety Policy on the Intranet.

Route to access:
Digital Workplace/Connectar/
Strategy/Policies /Road
Safety Policy

3. OH&S and Drug and alcohol policy.

See the OH&S and Drug and Alcohol Policies on the Intranet.



DRIVERS



This work focus establishes a series of good safety practices for drivers and contractors who must be adopted by the facilities and supplementary to the legislation and/or regulations in force in each place. In the event of any conflict or contradiction between these rules and the local legislation and/or regulations in force, the provisions of said laws or local regulations must be observed.

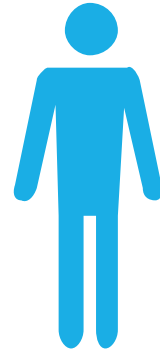
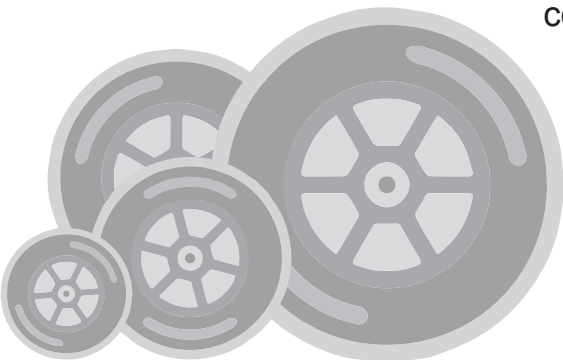
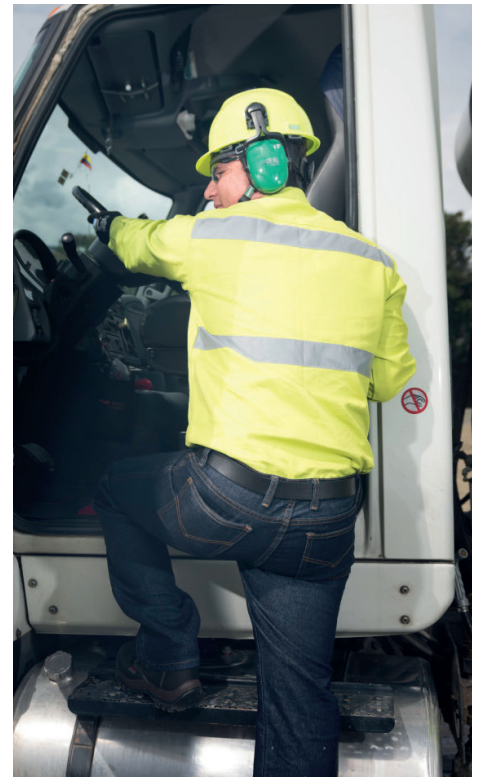
1. Selection, training and assessment of drivers

Selection. Any individual who engages in any activity related to driving must be qualified to drive safely according to established criteria. Then:



- Ensure that the candidate has the appropriate type of license for vehicles (plus trailers) that he is expected to drive or the equipment to be operated.
- Investigate the candidate's potential past incidents or history of court proceedings prior to selection for interview, and ensure that his visual health and fitness are appropriate for driving.
- Assess the attitude and competence behind the wheel in the selection phase.
- Examine the driver's knowledge of local traffic regulations or the traffic code, if applicable.

- Check the candidate's references and make sure that his driver's license is valid.



Training. All drivers must receive initial training on driving, in addition to ongoing training based on the assessment of existing risks. Appropriate training should also be provided in the case of high-risk environments or specialized vehicles. This training is mandatory for the assignment of vehicles or mobile equipment.

Training for drivers should include:

- Review of company policies and standards related to the driving and/or operation of vehicles and mobile equipment.
- Review lessons learned from past incidents according to trends.
- Defensive driving techniques, such as the Smith System Methodology.
- Effects of alcohol and use of psychoactive substances when driving.
- Correct seat position.
- Local culture, regulations and hazards (including personal safety) associated with driving.
- Assessment of behavior and skills behind the wheel, based on risk records.
- Basic technical knowledge of the equipment and/or vehicle to be driven and/or operated.
- Techniques for risk management during the trip.
- Preventing fatigue (healthy rest).
- Safety Equipment and Seat belts
- Pre-trip checks and



For truck mixer drivers see Annex. Field mixer training manual.

Assessment. The need to attend assessments and refresher courses should be based on drivers' performance and risk assessment. These courses will be given on a regular basis at intervals after initial training. The refresher courses should take place every two years so that the population can refresh the procedures and be evaluated continuously.

If driving behavior and skills are not satisfactory or do not improve with training and preparation, drivers must be removed from the operation.

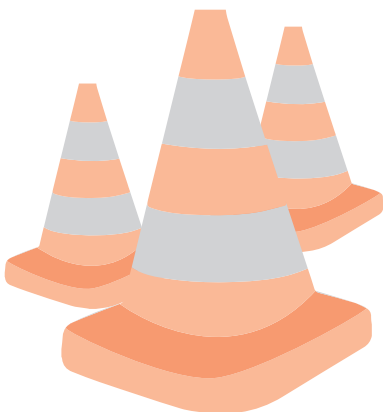


Quality of training and course content

- Employ training internal staff duly qualified or accredited by a recognized body.
- Make observations on the training course and its content in order to meet specific needs.
- Regularly review the training standard to improve the quality and relevance of the course.

2. General safety considerations of drivers:

- Comply with the provisions of the current PPE Life Safe Standard.
- Respect and comply always with speed limits.
- It is the driver's responsibility to avoid distractions while driving the vehicle.
- Ensure the use of the driver's and passengers' seat belts.
- Drivers should not accept passengers except those authorized by the Company.
- Respect and comply with traffic regulations and traffic signs.
- Respect for pedestrians, they always have priority.
- Using cell phones are not allowed while driving. This includes sending or receiving text messages. The driver must respect and apply the instructions given at the facility, such as turning off the cell phone or leaving it in the boxes installed in the vehicles.
- It is the driver's responsibility to secure the elements inside the cabin, by means of fastening and storage devices that prevent the equipment from being released in the cabin (e.g. jacks and tools).
- It is the driver's responsibility to have rested properly before driving.
- Drivers and operators shall not be under the influence of alcohol, drugs or any substance or medication that may adversely affect their ability to operate the vehicle and/or mobile equipment safely. Drivers must comply with this guideline in accordance with the local legislation and the provisions the Company's Alcohol and Psychoactive Substances Policy in force.
- The driver is responsible for the daily pre-start check of his vehicle and to register and report any novelties, according to the procedure established by the facility.



- Vehicle lights must be on when the vehicle is in motion as permitted by the applicable law. The lights used during the day should be bright enough to attract attention and increase the perception from vehicles that come from the front, but not too bright not to dazzle.
- The company must make sure that its incentive mechanisms do not cause drivers to drive more hours than they should, which could result in a driver operating tired or fatigued. **See annex. Fatigue degree test.**
- The company has to inform drivers how they should identify fatigue or any warning symptoms, as well as the means to address it and the procedure to follow where necessary.

Driving with the lights on during the day contributes to reduce the incidence of collisions thanks to better visibility.



3. Transport service contractor management guidelines.

Off-site transportation by contractors can pose a number of risks in terms of safety management that need to be addressed effectively.

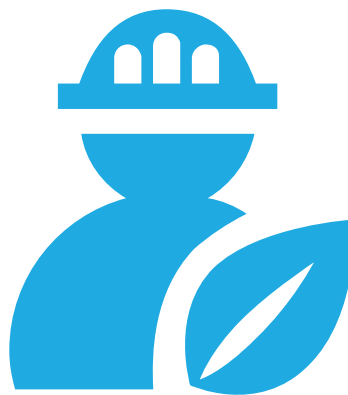
The facility has to encourage the adoption of the guidance with transport contractors, as long as they do not interfere with local contractual laws or represent a possible liability for the Company.

The transportation services within the scope of this guidance must comply with the established process for contractors defined by the organization:

- The organization must ensure that the established road safety elements are included as a pre-selection requirement of contractors, are part of the definition of the contract and the adjudication process, are part of the risk assessment of the pre-start phase, are periodically reviewed during contract

development and included as part of the post-contract review when assessing the suitability of a contractor to provide transportation services, should follow the established contractor management process.

Minimum criteria to take into account when selecting transport service contractors and providers:



The contracting company has a road safety policy that:

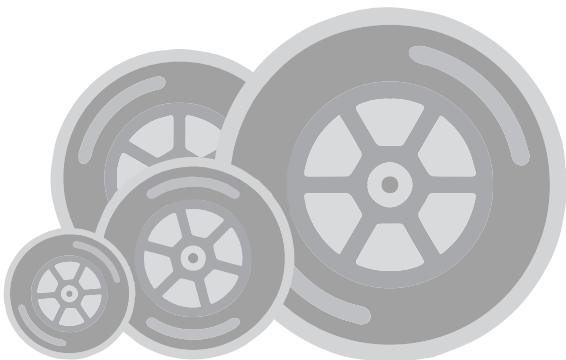
- Requires compliance with applicable legislation in force;
- It is appropriate to the nature and scale of the risks faced by the organization

- It takes account of the client's specific requirements;
- It demonstrates its commitment to improve road safety.

The contracting company has a safety management process for road safety in place:

- Drivers have received training, are accredited and are medically capable to drive the vehicle.
- Drivers are rested and alert.
- Vehicles pass inspections, and any defects found are repaired.
- There are emergency response procedures in case of an accident.
- Travel risks are assessed and appropriate controls implemented.
- Drivers' behavior is adequately addressed (rewards, penalties).

Cabs and buses contracted must be equipped with safety belts. To minimize risks, passengers in front seats (near the windshield) and seats near the doors (on buses) should remain vacant, unless they have seat belts.



VEHICLES



This element establishes good safety practices related to selection, monitoring systems, maintenance programs and inspections of vehicles, which must be adopted by the facilities in order to improve the application of safety regulations in long-term driving.

1. Vehicle selection and specifications.

It must be suitable for the job (taking account of the type and duration of trips for both the driver and the vehicle). This will ensure that transport activities are carried out effectively with minimal risk to the driver and other road users.



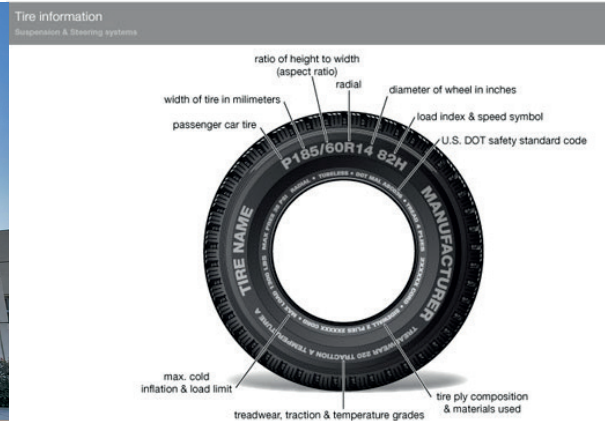
Light vehicles (owned / leased): The following minimum equipment must be installed and secured, where practical or possible:

- Safety belts with three anchor points for each and every occupant. The use of devices that prevent, loosen or modify the correct functioning of seat belts is prohibited.
- Side mirrors for driver and co-driver.
- Anti-lock brakes.
- Elements to attend emergencies: fire extinguisher, first aid kit, flashlight, spare tire, tire wedges, basic toolbox, triangles or signaling cones.
- Head rests (all seats).
- Airbags, at least in the front seats, and in case of personnel transport, there should be airbags in the rear seats.



Heavy vehicles (more than 3.5 tons, owned / leased) must have the following minimum equipment:

- Safety belts with three anchor points for each and every occupant. The use of devices that prevent, loosen or modify the correct functioning of seat belts is prohibited.
- Right and left side mirrors, and convex mirrors for dead angles or blind spots.
- Airbags are recommended at least for the driver.
- Anti-lock brakes.
- Audible alarm system in reverse
- chock wheels (for routine loading and unloading operations).
- Tachograph (device used to measure distance and time traveled by a vehicle)
- Rubber pads on all pedals (clutch and brake) to prevent foot slippage.
- Anti-embedding devices to protect against damage from rear collisions and to prevent rear-facing vehicles from coming into contact with the chassis (for vehicles over 12.5 t).
- Fenders.
- Warning signs whenever possible, addressed to other road actors, e.g. cyclists, motorcyclists, pedestrians.
- Covers to cover cargo transported on public roads to minimize the fall of dust or debris.
- Tires with minimum statutory tread depth (do not use retreaded tires on the front axles); the type shall be as specified by the manufacturer.



Risk of dumping.

If the risk analysis indicates that the risk of overturning due to terrain, vehicle type or working conditions is higher than normal, a properly designed anti-roll protection device must be installed (either internally or externally). If the legal requirements for roll-over protection are stricter, these requirements should be applied.

For mixer trucks, refer to ANX Minimum mixer safety specifications.

Cab load:

Vehicles that do not have independent storage space should be equipped with a net or equivalent item to separate the loading area from the passenger area.

Age of fleet:

It establishes as the maximum age of the operations fleet 20 years. It will be the responsibility of the business to establish plans to comply with this requirement and that allow to upgrade all existing vehicles and that future purchases meet the established requirements.



2. Monitoring systems.

For fleets with this type of systems, they must establish the following measures to manage the information obtained:

- Trip data to be collected: download the information provided by the installed monitoring system. The following are typical data types that are relevant for tracking: driver identification number, speed, driver's hours at wheel, abrupt accelerations or decelerations, the route followed, and kilometers or miles driven.
- Performing periodic analysis of the data and communicating it to the driver periodically, so that the driver has information about his performance, can improve and develop his skills.
- It will be the responsibility of the operation to establish guidelines or procedures to ensure that the controls are installed, functioning properly, protected against theft and have alarms compatible with local traffic conditions.

3. Vehicle maintenance and servicing.

It must be checked that all vehicles comply with the conditions suitable for their circulation and that they are continuously checked as part of a maintenance program. In addition to reducing the risk of damage and incidents on the road, performing proper maintenance and according to the recommendations of the vehicle manufacturer will allow it to operate more efficiently and economically.

Plan maintenance program. There must be a plan evidencing planned maintenance, defining clear standards and frequencies.

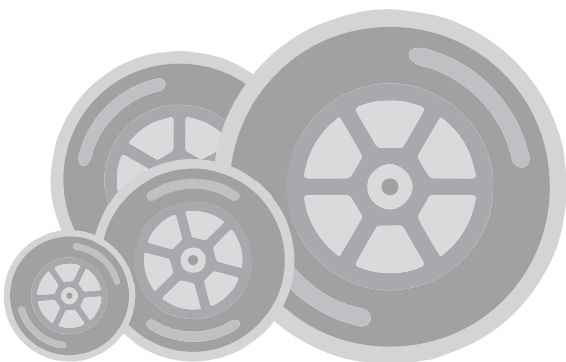
Maintenance assess. Maintenance is regularly assessed and documented to ensure it is of high standard,

including ensuring that spare parts used on the Company's vehicles are of high quality, especially for critical safety elements such as brakes or tires. The durability of parts and any defects in the vehicle must also be monitored so that they can be identified for subsequent repair or maintenance.

"In-house" servicing and maintenance is only undertaken by people trained, qualified and licensed to do so and in designated maintenance areas. Reference should be made to the vehicle manufacturer's service handbook.

Emergency repairs

Any emergency repairs undertaken by others are promptly reviewed and approved by a licensed mechanic at the earliest opportunity.



4. Vehicle pre-trip inspections before to drive.

Should be inspected and checked routinely. There must be a system that determines what checks and inspections are required, how often and who should carry them out.

Pre-trip inspections:

It is a mandatory requirement to ensure that the vehicle is fit to travel before starting a trip. Inspections are the responsibility of the driver assigned to the vehicle and must be performed before starting each trip.

It should be done in a well-lit place so that any faults or breakdowns are not overlooked.

It should be ensured that quality checks of the inspection of the vehicles assigned to the facility are carried out in order to detect what has been overlooked during driver inspections.

Vehicle removal.

A basic inspection will be carried out prior to entry to the facility. Deviations identified should be cataloged to determine their input. This guideline must be socialized with the clients prior to implementation.

Minimum elements to inspect visually:

- Wheels and tires (e.g., wheel nuts and tread depth).
- Lights and reflectors.
- Windows, mirrors and wipers.
- Horns / whistle.
- Structure, bodywork and fluid systems.
- Brakes and hand-brakes.
- Steering condition.
- Extinguisher

- Carping for equipment, as applicable.

Faults report

- The driver must complete and report any failures in the form defined by the organization.
- In case of defects that are critical for safety, such as brake failure, **the vehicle will be removed from use immediately and will not be re-circulated until the faults have been repaired.**
- A “lock-and-tag” system should be used for all faulty vehicles to ensure that people can identify them as vehicles that are “out of service”.



This element establishes good safety practices related to in-house traffic plans and risk management during off-site travel. Such practices should be adopted with a view to improve the application of safety regulations in long-term driving.



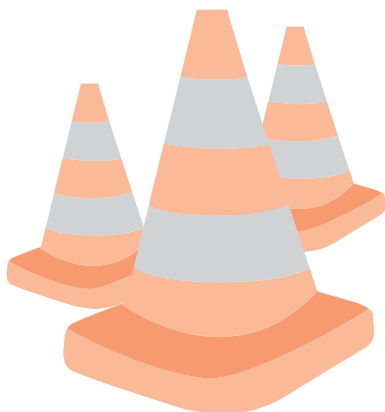
1. Circulation plan.

Facilities must have a circulation plan that separates people from moving vehicles. The elements of the plan are:

Planning of routes, traffic and circulation:

properly identified at the entrance of the facility. For the preparation, the following should be taken into account:

- **Signage:** clear and properly marked traffic structures, traffic regulations (e.g. give way signs, entry and exit of heavy vehicles), facility standards (e.g. requirements for personal protective equipment), location of offices, speed limits, parking lots, waiting areas and places to turn around, zones of prohibited passage.



At Argos, the maximum transit speed within a facility is 20 km/h.



- **Lighting:** Vehicle traffic areas, pedestrian paths, walkways and parking areas should be adequately lit to improve the visibility and safety of both people and vehicles.



- **Parking areas and rest areas for drivers:** Clearly marked and away from main routes and

dangerous areas. Vehicles must be parked in reverse only at the designated location. Park the vehicle so that the first movement when leaving the parking lot is forward.

- **Pedestrian areas:** Pedestrian paths must be clearly marked and identified to keep people away from moving vehicles at all times.



- **Edge protection:** Edge protection built with excavation materials must be 1.5 m high or same as the biggest tire turning radius, whichever is greater. The edges leading

to an embankment should have a height equal to the diameter of the largest tire and be reinforced with gravel. Sand protection walls should be installed when there is a possibility that the vehicle may pass edge protection.

- **Quarry roadways:** For a single traffic lane (one-way), it should be 2.5 times the width of the widest vehicle. For a double (two-way) lane, it should be 3.5 times the width of the widest vehicle. This size increases up to 4 times

Follow the signaling recommendations given by the Signage Manual defined by the Company.



the width of the widest vehicle in curves and corners.

- **Right of way:** At all times, traffic must give way to trucks and heavy loaders, regardless of whether they carry cargo or not.
- **Communication:** Establishing protocols and a clear communication system to prevent staff from being on the ground near moving vehicles.
- **Awareness and training:** Safety guidance and training for employees, contractors, customers

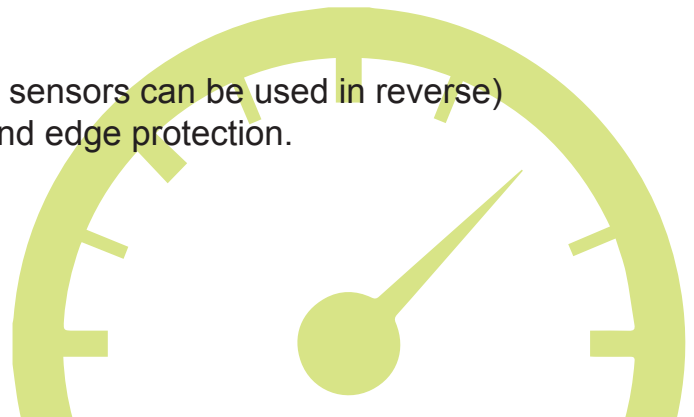
and other visitors to the facility should include information regarding traffic within the facility and other site-specific traffic safety standards, such as:

- Circulation Plan.
- Use seat belts; respect speed limits; cell phone use is not allowed while driving.
- Zones of operation of mobile equipment, pedestrian traffic is restricted and should always be done in the company of an Argos employee.
- Visits to the quarries must be notified, accompanied and authorized by the leader.
- Turn the lights on when entering the facility.
- Any incident must be reported to the Argos employee.

Reverse (reverse):

Reduce the need to reverse using one-way systems or reserved turning areas. If reversing is required, the risk of the maneuver should be assessed and appropriate control measures be taken, including:

- Appropriate lights
- Rearview mirrors
- Audible alarms for reverse
- (Optional) Reversing radar systems (ultrasonic sensors can be used in reverse)
- Turning areas designed with sufficient space and edge protection.



2. Journey hazard management.

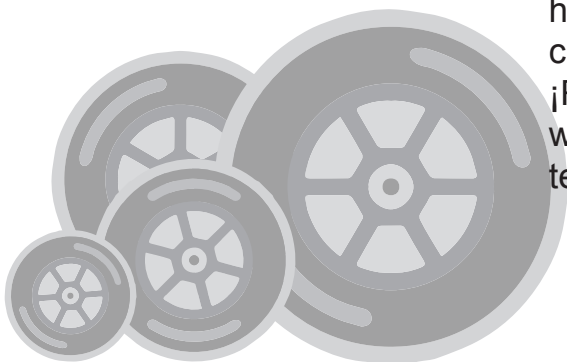
The risk of road accidents is greatest when drivers and vehicles make long trips, especially in hazardous or risky environments in countries. It is recommended to review the logistics strategy and weigh whether changing the mode of transportation, the type of vehicles or the supply and delivery system can reduce exposure to driving risks without affecting the overall performance of the company.

Travel management plan:

If displacement is necessary, all risks should be assessed, especially those associated with night driving, circulation in high-risk areas or routes, weather conditions, etc.

A Travel Management Plan, based on risk assessment, will be prepared where appropriate, and the trip will be planned in a manner that ensures a number of hours of safety-compatible driving hours. This travel management plan should ensure:

- **Designation of persons responsible** for planning and managing trips (e.g. shift supervisor, fleet managers).
- **Formally communicate to the driver** any changes concerning: routes, stops, hazards, loads, requirements for completing the trip report, and contingency plans for en-route emergencies (e.g. procedures in the event of a breakdown).
- **Defined routes.**
 - Identification of **possible hazards during driving before the trip**, especially dangerous intersections, taking account of the terrain, time of day, weather, known danger zones (black spots), speed limits, holidays (especially those that could lead to fasting or alcohol consumption).
 - Identify the places with high concentration of people (schools, parks, hospitals, pedestrian crossing, etc).
 - Remember! You should work with community team for the identification of these zones and to socialize with the stakeholders.
- The choice of **vehicles suitable** for the trip taking identified hazards into account.
- Only qualified **drivers with the permission corresponding** to the type of vehicle to be driven should be designated.
- Adequate means of **communication** between the driver and the facilities should be arranged, as well as a communication protocol between them.
- Have the **vehicles inspected** before the trip begins.



- **Scheduling stops to rest.** It is suggested to consider trips with driving periods greater or equal to 3 hours.

- An approximate **calculation of the time of arrival to the destination** should be made, and the people waiting at that place should be informed, which must activate a contingency plan in the event that the driver has not arrived for the scheduled time.

- Trips during dark hours or in low visibility situations should **be systematically reviewed** and submitted to the formal approval of the fleet manager prior to start. The risk assessment should consider the risk of snow blizzards, dust clouds, smoke, fog, heavy rain, safety hazards and local minimum driving requirements.

- **Drivers should be in good physical and mental form,** paying special attention to the hours worked until that moment, the hours of sleep and the time of day.

When the situation permits so, the organization should work with local authorities or agencies to encourage them to improve road safety and road signage.

- The driver should clearly understand his **responsibility to inform** the end of the trip according to the protocol defined by the operation.

It is essential to remember that responsible planning leaders or personnel should not pressure or authorize any driver to take risks



Speed:
Set as maximum speed of off-site traffic **70 km/h** for heavy vehicles, as long as the local legislation allows.

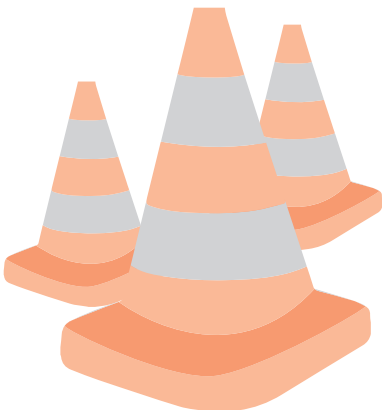


EMERGENCIES



This road safety element provides the minimum lines to be implemented for the attention of road emergencies.

- Define protocol of attention to emergencies, which must include as a minimum:
 - To whom and when the driver should notify the event.
 - Who activates the call chain.
 - Accompaniment to the driver and authorities
- All drivers must be trained in road incident reporting, aligned with the local legislation and the defined road safety protocol within the Company.
- Reporting of road incidents: In the event of a road incident, it must be reported, analyzed and investigated, as defined by the SOP Incident Investigation and Analysis.



LOADING AND UNLOADING



This road safety element provides the minimum lines to be implemented regarding the loading and unloading of products.

- All drivers must be trained in procedures for loading and unloading products or raw materials at the facility or at the customer's site.
- **Blind spots of vehicles and/or equipment:** Before starting the vehicle, the driver and/or operator must check that nobody is near the equipment.



35
m

- Vehicles equipped with sleeping berths, if these are to be used with the vehicle in motion, must have some type of approved fastening device, which will be used whenever the vehicle is in motion.

- **Load limits:** Load limits for vehicles aligned to the manufacturer's specifications or local standards (if these are more restrictive) should be set.

- **Loads:** Loads carried on the vehicles must be securely fastened and have a weight within the limits specified by the manufacturer or by the local regulations (if these are more restrictive).

- **Access of pedestrians to cargo or storage areas of raw materials or finished product:**

- Transit of visitors is restricted. Visitors should be always accompanied by an Argos employee and notify the staff of the area.
- Secure a distance of 100 feet (30 m) from mobile equipment moving.
- The operator of the mobile equipment will indicate if it can be approached (through signals).

- **Recommendations for loading and unloading materials or products:**

- Make sure to be properly aligned when entering the truck scale. If you are not sure ask for help.
- Take into account the drive direction defined by the facility.
- Establish your safe area while performing the process of loading or unloading, using the cones. This will allow the driver to make a risk assessment and identify potential conditions.



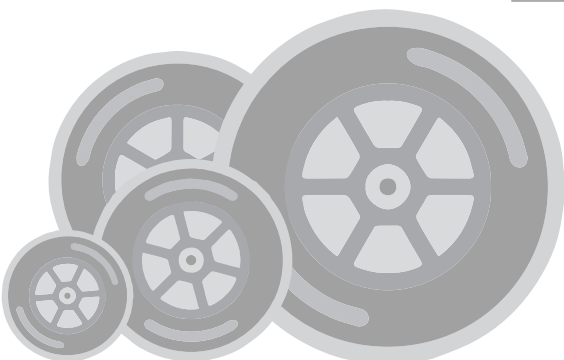
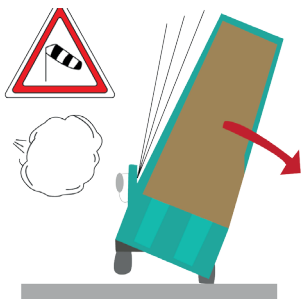
- Establish equipment lockout procedures to prevent their operation during the loading process, such as: pipes, trucks, cement distribution slats, must deliver the vehicle keys during loading; truck mixers, the driver must remain in or near his vehicle while the loading.

Prevention rollovers, during the delivery of aggregates.

- During the activity of uncarping, the driver must remove the keys and place the wedges and cones.
- In the unloading area, the driver must:

Do not overlook strong winds!

- Crosswinds of more than ~ 30 km/h

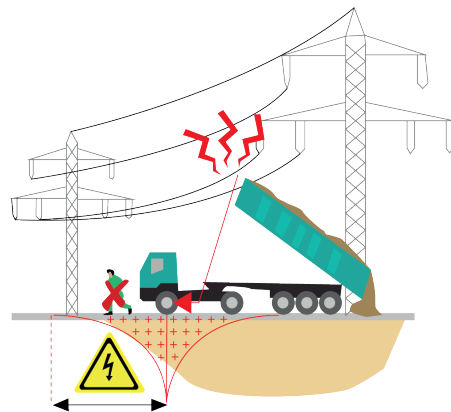


Be careful not to touch the power lines with the trailer!

- Keep a distance of minimum 5 m between the power line and the trailer's steepest part.

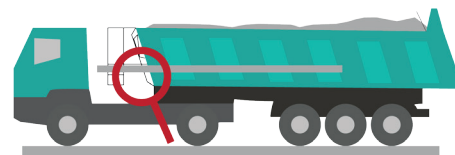
In case of contact with the power line:

- Keep inside (Faraday cage) until the power is shutdown.
- Warn others—getting close may be fatal—there is a critical area of approximately 20 m around the vehicle.



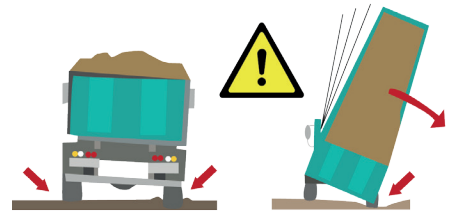
Check if there are leaks in the hydraulic system and review the cylinders!

- This is also an environmental aspect!



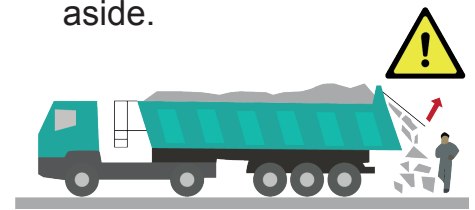
Ground conditions – uneven ground

- Do not tilt, if the lateral tilt is visible!
- Find another place!



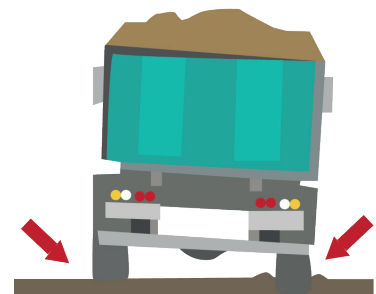
The rear door must be closed before unloading

- Possible load pressure.
- Do not stand up behind the rear door when it is open → always stand aside.



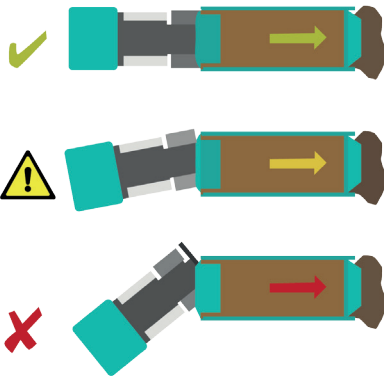
Ground conditions - unstable ground

- Do not tilt, if the floor lateral tilt is visible!
- Find another place!



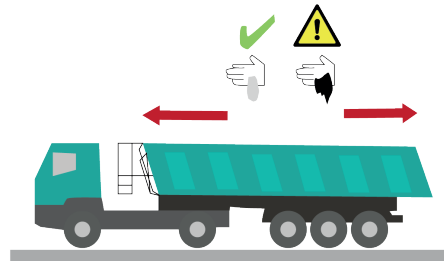
For unloading, take care of the recommendations given by the signaler, if applicable.

Do not equalize the truck.



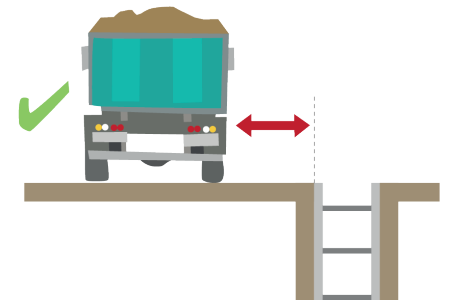
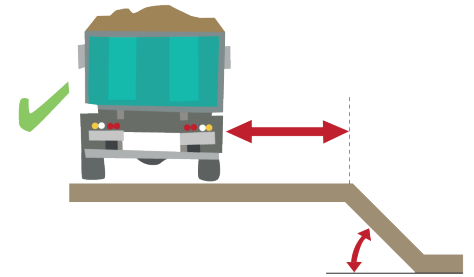
Trailer strength > 7.5 meters only for dry and free-flow materials.

- Pay attention when the load is sticky or freezes on the trailer.
- A sticky material requires frequent cleaning of the trailer.

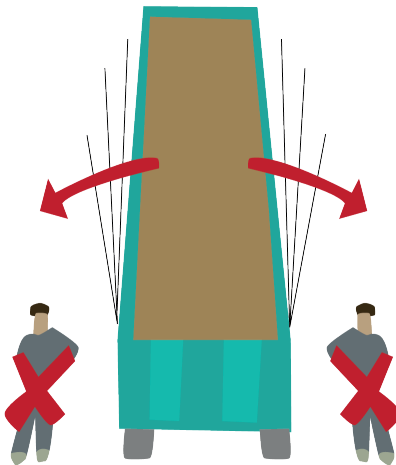


Keep enough passing distance from slopes and excavations!

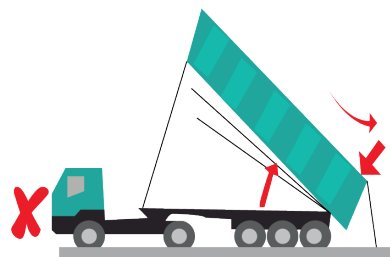
- Otherwise, it may collapse!
- 45° for unstable ground



Make sure that the area is free of pedestrians and equipment before unloading.

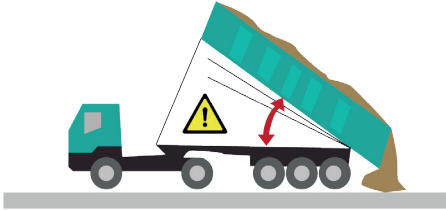


In the dumping process, the impact of material on the tail upper edge may cause the track to tip over.



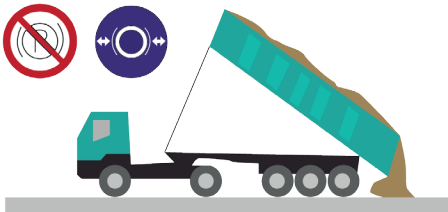
Critical tilt angle.

- A tilt angle of approx. 35° is considered as the most critical in relation with the vehicle stability and must pass with no disruptions.



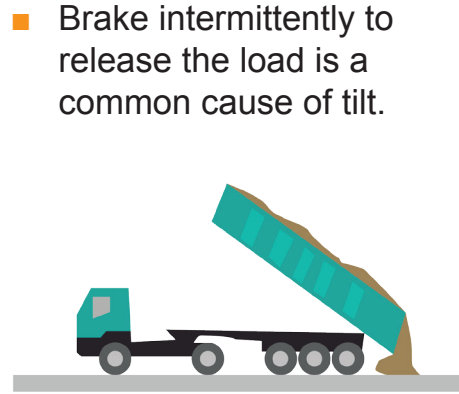
How to use the brakes.

- Do not break continuously → when the brake pedal is released, air may be released abruptly and cause the vehicle to tilt.
- while unloading, the brake has to be released several times.



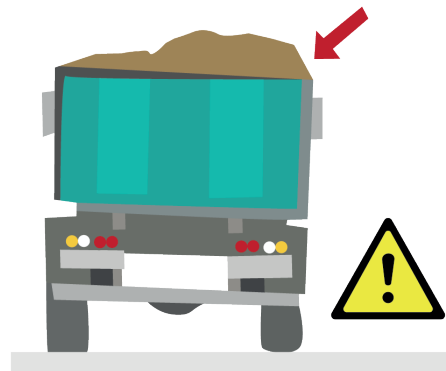
Only slow movements!

- Avoid them, unless necessary.
- Only move very slowly and with caution.
- Avoid the application of intermittent braking



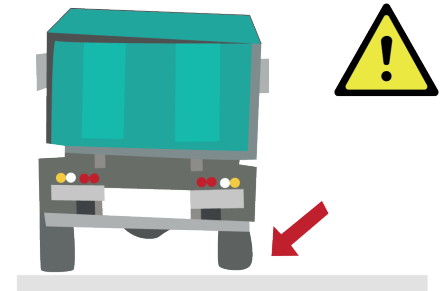
Distribution of load on the trailer:

- Left/right and front/rear.
- Otherwise, it has the same effect as the incorrect tire pressure.

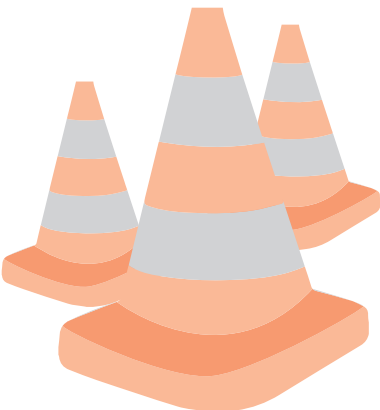


Check and correct the tire pressure, according with the producer specifications.

- 30 mm compression in one side results in lateral tilt of 1°, and this increase the potential hazard of overturn during unload.



The operator must to stay in the cabin with the seat belt on.



CHANGE CONTROL

Control and periodic document reviewed. It is necessary to review the document periodically to identify changes due to modification in the facilities layout, new acquisition, organizational changes, new laws and rules, road incidents and assessment results and recommendations given. The changes of this document must be approved by central safety committee

Change control: *This field is accumulative; a file must be included in the chart for each version managed by the document.*

Date	Document version	Nature of the change

Reference document:
Recommended Good
Practice for Driving Safety -
CSI

Fatigue degree test

How often in the last two months have you been drowsy or fallen asleep in each of the following situations?

Apply the following scale: 1: Never 2: Sometimes 3: Often 4: Very often

Situation	SCORE			
	1	2	3	4
Sitting and reading	1	2	3	4
Watching TV	1	2	3	4
Sitting in a public place (e.g. cinema, meeting)	1	2	3	4
Traveling as a passenger for 1 hour	1	2	3	4
Resting in the afternoon, when permitted by the circumstances	1	2	3	4
Sitting and chatting with someone	1	2	3	4
Sitting in a quiet environment after lunch (with no alcoholic beverages)	1	2	3	4
In a car, while being stopped for a few minutes in traffic	1	2	3	4

Add answers 1 to 8 to obtain the total score. Transfer your score in the following table and set your fatigue profile.

	Low risk			Mid risk			High risk		
Total score	8	9	10	11-12	13-14	15-16	19-23	24-28	29-30
Fatigue profile	1	2	3	4	5	6	7	8	9

Epworth Sleepiness Scale (ESS), 1991, Dr. Murray Johns, Epworth Hospital. Melbourne, Australia.



I PROMISE!
OH&S Management System

SAFETY FIRST

