

Quality Management Systems (Q M S) Safety Management Systems (S M S)

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MANUAL OF THE **OPERATIVE INSTRUCTIONS** OI Nr. 00

GENERAL SAFETY REGULATIONS.

Ed. 4.

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- ☐ The present Operative Instruction (OI) establishes the "General Safety Regulations" valid inside PIR Terminals 257, 259, 260 and 279 (hereinafter referred to as "the Terminal") for:
 - · Company Personnel.
 - · Authorized Self-Employed Workers and Third-Party Personnel, carrying out authorized works.
 - External Auditors carrying out inspections.
 - Authorized Visitors.

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2 RESPONSABILITIES.

Here below is a list of all Personnel involved and the relative duties, for the correct application of the regulations of the present OI:

FUNCTION	ACTION			
Personnel of PIR Terminals.	Must comply with, and must ascertain that everybody complies with the following General Safety Regulations.			
Self-Employed Workers, Third-Party Personnel, External Auditors, Authorized Visitors.	 Must strictly comply with the following Safety Work Regulations. 			

3 REFERENCES.

- "Extract of Internal Emergency Plan of Terminal" (IEP).
- □ PRS Nr. 06/01 "Authorization of Works at PIR Terminal".
- ☐ PRO Nr. 05/2 "Material Safety Data Sheets Management, 16 pts..." (MSDS).
- ☐ IO Nr. 17 "Use and Management of Personal Protective Equipment (P.P.E.), Collective Protective Equipment (C.P.E.) and Garments".

	SUMMARY OF REVISION				
Ed.	Rev.	Description			
4	1	Checking and improvement of English language translations [IO 00 (Ing) "General Safety Regulations"].			
4	0	Extension of field of application of plant 257.			
3	2	Improvement of references with other applicable documents of systems.			
3	1	Variation in Company organization chart, standardization of terminals and revision of registrations.			
3	0	Variation on manager of terminals 260 and 279.			
2	2	Insertion of operative instructions of which All 2h at DEI			

Issued		Checked		Approved	
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4 TERMS AND DEFINITIONS.

☐ In the present OI, the new terms and definitions are directly explained when introduced.

5 EQUIPMENT AND NECESSARY PROTECTIVE EQUIPMENT.

☐ Personal Protective Equipment (P.P.E.).

It is peremptory that all PIR SpA Personnel working in the Terminal must wear the necessary P.P.E. to carry out activities.

Such equipment is personally issued and/or available in the Terminal to all PIR SpA Personnel, as referred to in IO Nr.17 "Use and Management of Personal Protective Equipment (P.P.E.) and Collective Protective Equipment (C.P.E.)".

Whatever the case, all Personnel must observe the provisions set forth in Product Safety Data Sheets (that have been distributed and illustrated), in order to accurately select the specific P.P.E. to wear / utilize in different circumstances and for the different products being handled [See (PRO 05/2)] "Material Safety Data Sheets Management (16 pts)...".

Personnel carrying out activities that are subject to written authorization, that require the issuing of "Work Permits" (WP) as referred to in the Safety Procedure (PRS) "Authorization of Works in the Terminal" [See (PRS 06/1)], must peremptorily use the P.P.E. indicated in section 5 of the WP.

6 PROCEDURE.

6.1 RISKS PRESENT.

 The entire Terminal area is classified as a major-accident hazard zone, as it stocks dangerous substances (E.g. Inflammable products).

Furthermore, the Terminal may also store products that are to be considered mainly dangerous because they are Carcinogenic, Toxic, Corrosive and Harmful to the Environment.

6.2 REGULATIONS TO BE FOLLOWED.

□ INSIDE THE TERMINAL, THE FOLLOWING IS FORBIDDEN:

- Entrance of unauthorized people and/or animals.
- Accessing operational zones of the Plant, if not accompanied by Company Personnel or if not having specific authorization.
- To smoke, except in places purposely indicated, where smoking is allowed.
- Entrance of vehicles not equipped with suitable flame traps.
- Breaking the speed limit indicated on the road signs.
- Breaking the speed limit indicated on the road
- Park vehicles in areas that:
 - Obstruct fire escapes, emergency escapes and regular internal viability.
 - Do not respect vertical and horizontal signals, by parking motor vehicles outside permitted areas.
 - > Are near any kind of fire-fighting equipment, such as:
 - Portable extinguishers.
 - Tanks containing foam liquid.
 - Draws containing hoses.







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6 PROCEDURE.

- Hydrating columns.
- To carry out maintenance on motor vehicles.
- To leave vehicles',
 - Engines;
 - > Lights:
 - Combustion heating equipment;
- switched-on when parked and/or during the loading/unloading operation of products and materials.
- To use and to leave switched-on, electrical equipment that is not intrinsically safe, such as:
 Mobile phones;
 - > Photographic equipment with or without flashlight, outside the offices:
 - Radio apparatus;
 - and non-the-less, use items that may cause sparks, such as:
 - > Lighters, wax matches.
 - Portable light devices.
- Carry out activities that are subject to written authorization, if the WP is not obtained.

The jobs that need written authorization are those to which the relevant Procedure, does not expressly describe as not requiring/accepting the "Work Authorization".

The Company Personnel, the Authorized Self-Employed Workers and Third-Party Personnel given the responsibility of carrying out work in the Terminal, must always request, and wherever foreseen, receive the WP, before commencing activities. The work permit must be kept safe for the entire duration of the works.

- It is the duty of the authorized PIR Personnel to evaluate the actual necessity of issuing such authorization for the activity that is to be carried out.
- To operate using adequate P.P.E., prescribed as per Sect. 5 "Equipment and necessary Personal Protective Equipment".

Transgressors of the present regulations will be sanctioned immediately.

7 REGISTRATIONS	
References:	
IO Nr. 00 (Eng.)	"General Safety Regulations"



