ArcelorMittal

Third Party Contractor Employee Handbook

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Introduction

Our Commitment:

At ArcelorMittal Dofasco, we care deeply about the safety and well-being of everyone who enters our site Creating a safe environment is a shared responsibility, and we believe that when we all look out for one another, we build a stronger, more resilient workplace.

We ask that all third party companies join us in this commitment by ensuring their teams follow the same safety practices and standards we uphold every day.

Safety is a collective effort. By staying alert, supporting one another, and speaking up when necessary, we can help ensure that everyone goes home safe.

Purpose and Scope

The ArcelorMittal Dofasco Third Party Contractor Safety Program is for all third party companies that work on ArcelorMittal Dofasco property. This includes:

- Service providers
- Construction contractors
- Delivery carriers
- Supply companies
- Subcontractors

General Information

Understanding Third Party Roles and Responsibilities at ArcelorMittal Dofasco

To help everyone stay safe and aligned, here is what you need to know if you are working at ArcelorMittal Dofasco as part of a third party company:

ArcelorMittal Dofasco classifies contractors into **four main categories** based on the type of work they perform and their relationship to the site.

1. **Construction-Specific Assignment Contractors**
   - Hired for a defined scope or task.
   - Work is typically short-term, or project based.
2. **Supplemental Labor**
   - Contractors who support ongoing operations.
   - ArcelorMittal Dofasco leadership should be clearly identified for task execution related to supplemental activities.
   - Treated similar to internal staff in terms of safety expectations and training.
3. **Specific Assignment Contractors**
   - Hired for a defined scope or task.

- Work is typically short-term or project-based.
- The contractor is responsible for ensuring their compliance.

4. **Outside Carriers and Supply Companies**
   - Includes delivery drivers, logistics providers, and material suppliers.
   - May have limited access to the site but must still follow all relevant safety rules.
   - Often covered under a separate orientation or handbook.

Who is "Third Party Management"?

- These are the people from your company who are responsible for managing or supervising the work being done at ArcelorMittal Dofasco.

Who is a "Third Party Employee"?

- This includes anyone working for a contractor, subcontractor, consultant, vendor, or supplier on AMD property.

What is "AMD"?

- AMD stands for **ArcelorMittal Dofasco**.

Important Rules You Must Follow

All Third Party Employees must adhere to ArcelorMittal Dofasco's Health, Safety, and Environmental (HSE) rules and standards, and/or the Carrier Manual, at all times while on site.
Before coming on site, you must review and understand the safety manual and all related materials.
Your employer is responsible for making sure you have done this. This training completion will be stored in our compliance database for future reference.
After completing this documentation review, your supervisor will give you a "Third Party Contractor Compliant" sticker. This sticker must be placed on your hard hat for identification and verification purposes.

Example of a sticker that will be issued

What Happens If Rules Are not Followed?

Not following the rules is treated the same as breaking your contract.

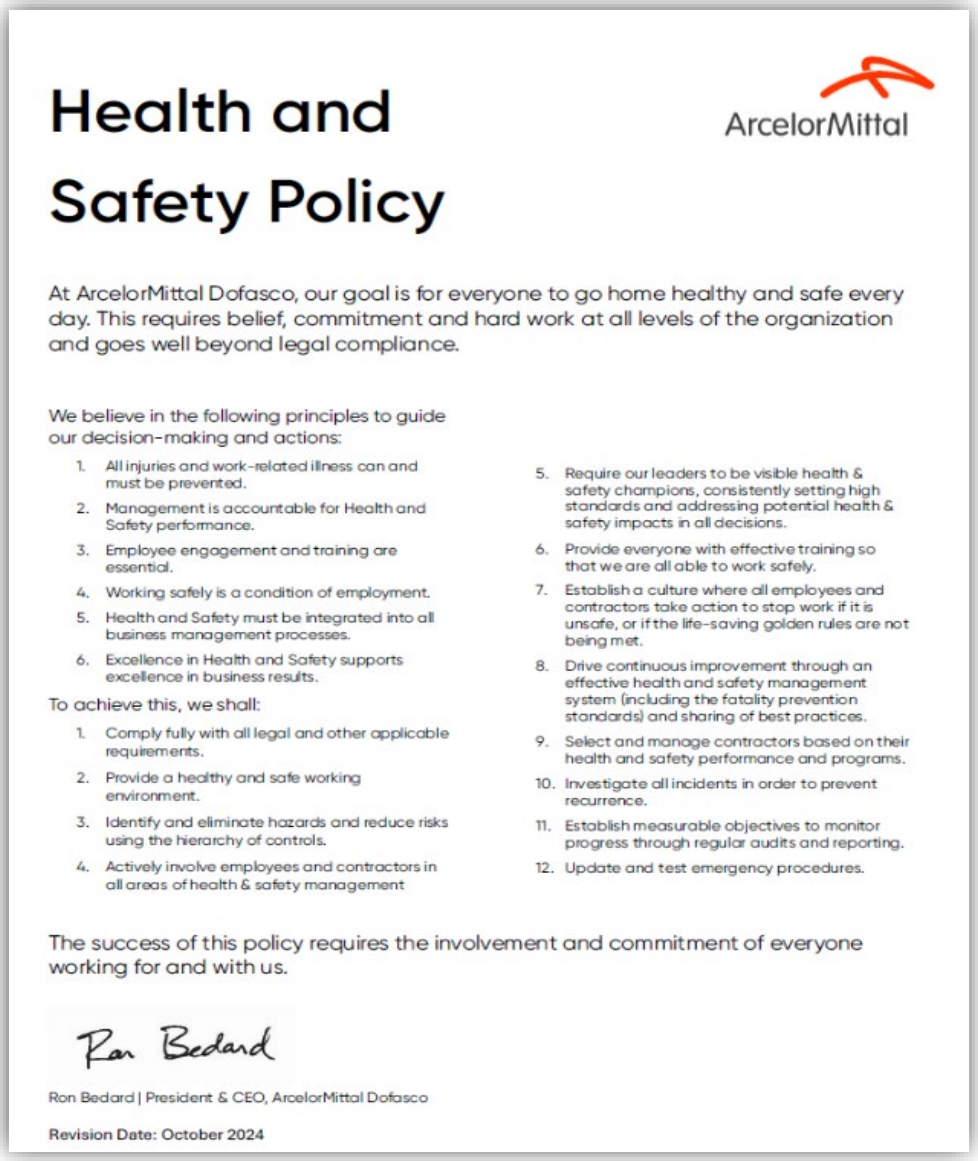
This can lead to:

- Work being stopped
- You being removed from the site
- Your company being dismissed or having its contract terminated—especially if the non-compliance is repeated or intentional

Policies

ArcelorMittal Dofasco Health and Safety Policy

AMD's Health and Safety Policy requires the commitment and involvement of everyone working on our site for it to be successful. You will see our posters placed throughout our site. It is important that you familiarize yourself with these requirements.



Health and Safety Policy

ArcelorMittal

At ArcelorMittal Dofasco, our goal is for everyone to go home healthy and safe every day. This requires belief, commitment and hard work at all levels of the organization and goes well beyond legal compliance.

We believe in the following principles to guide our decision-making and actions:

1. All injuries and work-related illness can and must be prevented.
2. Management is accountable for Health and Safety performance.
3. Employee engagement and training are essential.
4. Working safely is a condition of employment.
5. Health and Safety must be integrated into all business management processes.
6. Excellence in Health and Safety supports excellence in business results.

To achieve this, we shall:

1. Comply fully with all legal and other applicable requirements.
2. Provide a healthy and safe working environment.
3. Identify and eliminate hazards and reduce risks using the hierarchy of controls.
4. Actively involve employees and contractors in all areas of health & safety management
5. Require our leaders to be visible health & safety champions, consistently setting high standards and addressing potential health & safety impacts in all decisions.
6. Provide everyone with effective training so that we are all able to work safely.
7. Establish a culture where all employees and contractors take action to stop work if it is unsafe, or if the life-saving golden rules are not being met.
8. Drive continuous improvement through an effective health and safety management system (including the fatality prevention standards) and sharing of best practices.
9. Select and manage contractors based on their health and safety performance and programs.
10. Investigate all incidents in order to prevent recurrence.
11. Establish measurable objectives to monitor progress through regular audits and reporting.
12. Update and test emergency procedures.

The success of this policy requires the involvement and commitment of everyone working for and with us.

Ron Bedard

Ron Bedard | President & CEO, ArcelorMittal Dofasco

Revision Date: October 2024

ArcelorMittal Dofasco Environmental Policy

AMD Environmental Policy is our commitment to protecting the planet. It guides how we reduce waste, save energy, and follow environmental laws. Everyone plays a part in making our workplace more sustainable and responsible. You will see our Environmental Policy posters throughout our site. It is important to familiarize yourself with these requirements.

Environmental Policy

ArcelorMittal

ArcelorMittal Dofasco is Canada's largest steelmaker and is part of the world's leading steel and mining company ArcelorMittal. It produces a wide range of steel products to meet today's needs in all customer markets.

Steel is the material of choice for environmental protection; not only is it environmentally friendly but it outperforms other materials because it is readily recycled. Environmental excellence is incorporated into all processing activities of the company, promoted by the following principles:

1. Compliance with all relevant environmental laws and regulations, and other company commitments.
2. Implementation of environmental management systems (including ISO 14001 certification) for all production facilities.
3. Conducting environmental impact assessments for major capital projects in accordance with good industry practice.

ArcelorMittal Dofasco

4. Continuous improvement in environmental performance, performance monitoring, pollution prevention, and consideration for use of commercially reasonable best available technology (BAT) where suitable.
5. Development, improvement, and application of low-impact environmental production methods taking benefit of locally available raw materials.
6. Development and manufacture of environmentally friendly products focusing on their use and subsequent recycling.
7. Efficient use of natural resources, raw materials, energy, land, and water.
8. Respect protected areas and manage adverse impacts on biodiversity and ecosystem services in accordance with good industry practice.
9. Implementing a long-term GHG emissions reduction strategy to achieve net zero.
10. Employee commitment and responsibility to environmental performance.
11. Supplier and contractor awareness and respect of ArcelorMittal's environment policy.
12. Open communication and dialogue with all stakeholders affected by ArcelorMittal's operations.

April 2023

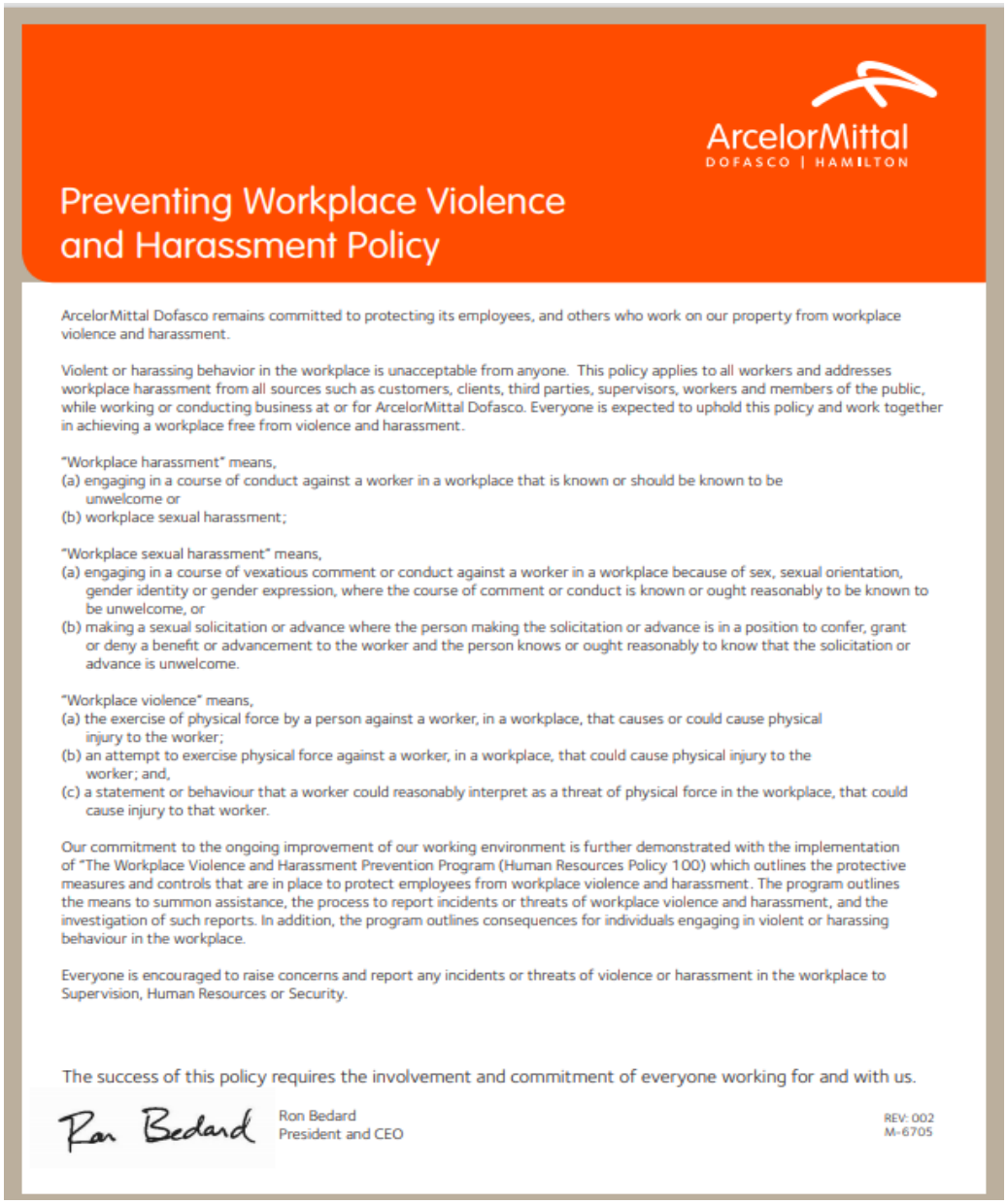
Ron Bedard

Ron Bedard
President and CEO, ArcelorMittal Dofasco

ArcelorMittal Dofasco Preventing Workplace Violence and Harassment Policy

AMD's Workplace Violence and Harassment Policy is in place to demonstrate our commitment to maintaining a safe and respectful work environment for everyone. The policy outlines unacceptable behaviors—such as bullying, threats, or unwanted comments—and provides guidance on what to do if such incidents occur.

Our goal is to ensure that all individuals feel secure, supported, and treated fairly every day. Copies of this policy are posted throughout the site, and it is important that you take the time to familiarize yourself with its contents.



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Preventing Workplace Violence and Harassment Policy

ArcelorMittal Dofasco remains committed to protecting its employees, and others who work on our property from workplace violence and harassment.

Violent or harassing behavior in the workplace is unacceptable from anyone. This policy applies to all workers and addresses workplace harassment from all sources such as customers, clients, third parties, supervisors, workers and members of the public, while working or conducting business at or for ArcelorMittal Dofasco. Everyone is expected to uphold this policy and work together in achieving a workplace free from violence and harassment.

"Workplace harassment" means,
(a) engaging in a course of conduct against a worker in a workplace that is known or should be known to be unwelcome or
(b) workplace sexual harassment;

"Workplace sexual harassment" means,
(a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

"Workplace violence" means,
(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and,
(c) a statement or behaviour that a worker could reasonably interpret as a threat of physical force in the workplace, that could cause injury to that worker.

Our commitment to the ongoing improvement of our working environment is further demonstrated with the implementation of "The Workplace Violence and Harassment Prevention Program (Human Resources Policy 100) which outlines the protective measures and controls that are in place to protect employees from workplace violence and harassment. The program outlines the means to summon assistance, the process to report incidents or threats of workplace violence and harassment, and the investigation of such reports. In addition, the program outlines consequences for individuals engaging in violent or harassing behaviour in the workplace.

Everyone is encouraged to raise concerns and report any incidents or threats of violence or harassment in the workplace to Supervision, Human Resources or Security.

The success of this policy requires the involvement and commitment of everyone working for and with us.

Ron Bedard
President and CEO

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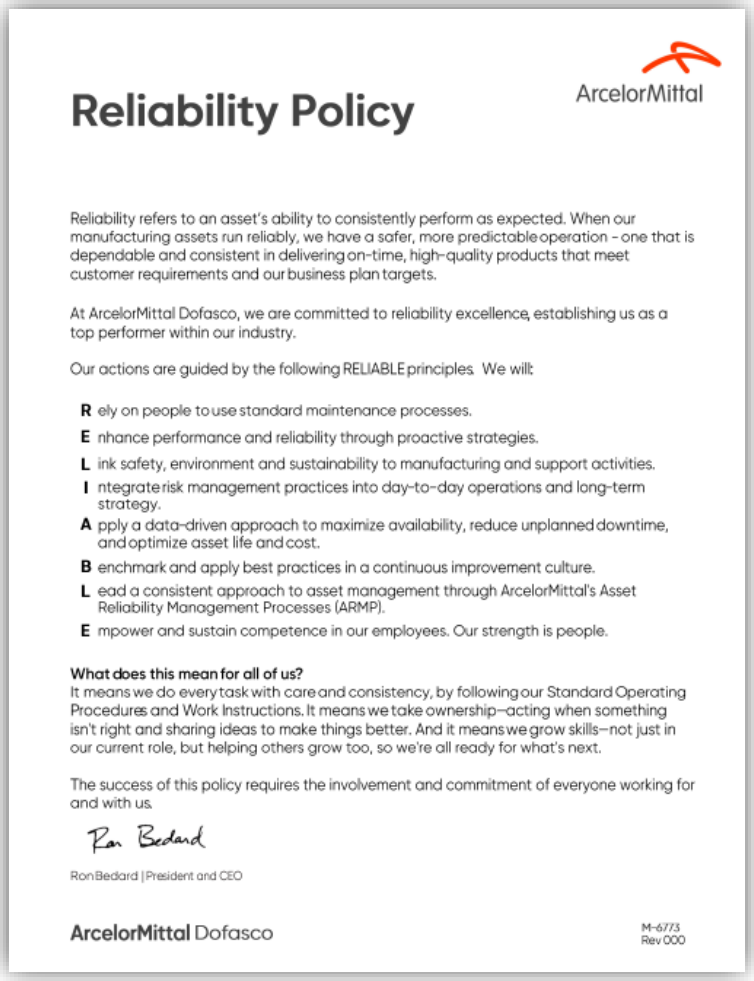
Reliability Policy

At AMD, **reliability** is essential to maintaining safe, predictable, and efficient operations. As a third-party employee, you play a critical role in supporting this commitment. We expect all contractors and service providers to adhere to our reliability principles by following Standard Operating Procedures and Work Instructions, applying proactive strategies, and integrating safety, environmental, and sustainability practices into daily tasks. Your work must align with our goal of minimizing downtime, optimizing asset performance, and fostering continuous improvement. Reliability means taking ownership, reporting issues promptly, and collaborating to share ideas that enhance performance. By embracing these standards, you help ensure operational excellence and contribute to the success of our business and the safety of everyone on site.



Reliability Policy

ArcelorMittal

Reliability refers to an asset's ability to consistently perform as expected. When our manufacturing assets run reliably, we have a safer, more predictable operation – one that is dependable and consistent in delivering on-time, high-quality products that meet customer requirements and our business plan targets.

At ArcelorMittal Dofasco, we are committed to reliability excellence, establishing us as a top performer within our industry.

Our actions are guided by the following RELIABLE principles. We will:

- **R** ely on people to use standard maintenance processes.
- **E** nhance performance and reliability through proactive strategies.
- **L** ink safety, environment and sustainability to manufacturing and support activities.
- **I** ntegrate risk management practices into day-to-day operations and long-term strategy.
- **A** pply a data-driven approach to maximize availability, reduce unplanned downtime, and optimize asset life and cost.
- **B** enchmark and apply best practices in a continuous improvement culture.
- **L** ead a consistent approach to asset management through ArcelorMittal's Asset Reliability Management Processes (ARMP).
- **E** mpower and sustain competence in our employees. Our strength is people.

What does this mean for all of us?
It means we do every task with care and consistency, by following our Standard Operating Procedures and Work Instructions. It means we take ownership—acting when something isn't right and sharing ideas to make things better. And it means we grow skills—not just in our current role, but helping others grow too, so we're all ready for what's next.

The success of this policy requires the involvement and commitment of everyone working for and with us.

Ron Bedard

Ron Bedard | President and CEO

ArcelorMittal Dofasco

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Fit for Work Policy

ArcelorMittal Dofasco is committed to providing a safe and healthy workplace for all employees and to preventing accidents, injuries and illness. There are a broad range of hazards in the work that we do. As a result, our health and safety performance relies on good judgment and precise action. The Company recognizes that its employees and contract workers are operating in an extremely safety-sensitive work environment.

It is well understood that the use of illicit drugs and other mood-altering substances, and the inappropriate use of alcohol and medications as well as other personal factors can adversely affect an employee's health, safety and job performance. It can also affect or endanger other employees, customers or members of the public. Therefore, this Fitness for Work policy (fitness-for-work-requirements-overview-for-third-party-contractors-2022-1-19.pptx) has been implemented to reinforce everyone's responsibility for safety in the workplace.

This policy applies to all employees and contractors while conducting business on behalf of the Company, including when on Company premises or operating Company-owned or leased vehicles and equipment. Compliance with this policy is essential to maintaining a safe and productive work environment.

For Third Parties:

Contractors, including their employees, sub-contractors, and agents, are expected to understand and follow the relevant provisions of this policy. These requirements are outlined in the *ArcelorMittal Dofasco Statement of Contractor Requirements*. Any violation of this Policy may be considered a breach of contract.

Smoke-Free Workplace

Smoking is strictly prohibited in all buildings, enclosed areas, and company-owned vehicles or equipment where employees work, eat, rest, or change. This includes offices, operating pulpits, meeting rooms, washrooms, lunchrooms, and any other designated "No Smoking" areas.

Please use **designated smoking areas.**

Common Hazards in a Steel Mill – What You Need to Know

Working in a steel mill can be dangerous if proper safety steps are not followed. Here are the most common hazards you should watch out for:

1. **High Temperatures and Burns**
   - Exposure to molten metal, hot surfaces, and steam can cause serious burns.
   - All personnel must wear proper personal protective equipment (PPE), and heat-resistant gear as required for the task and work environment.
2. **Electrical Hazards**
   - High-voltage equipment and exposed wiring can lead to shocks or electrocution.
   - Only trained and authorized personnel must handle electrical systems to ensure safety and compliance.
   - "Test before touch" is required to ensure safety when working around electrical equipment or systems.
3. **Heavy Machinery and Equipment**
   - Cranes, conveyors, and rolling machines pose crushing and entanglement risks.
   - All machine guarding and isolation procedures must be followed to ensure safe operation and maintenance of equipment.
4. **Falling Objects**
   - Overhead cranes, stacked materials, and elevated work areas can lead to dropped loads.
   - Hard hats with chin straps must always be worn, and all loads must be properly secured to ensure safe handling and transport.
   - Scaffolding should have kickboards installed whenever possible to help prevent tools or materials from falling.
5. **Mobile Equipment and Vehicle Traffic**
   - Forklifts, trucks, cranes, aerial work platforms, and railcars operate in close proximity to workers.
   - Pedestrian pathways must be used at all times when walking through the plant and it is equally important to follow other traffic control measures in place to ensure safe movement throughout the site.
6. **Chemical Exposure**
   - Lubricants, acids, and other chemicals can cause burns, respiratory issues, or poisoning.
   - Proper labeling, safe storage practices, and the use of appropriate personal protective equipment (PPE) must be followed at all times
7. **Dust and Fumes**
   - Metal dust and welding fumes such as iron oxide, zinc oxide, and other particulate matter commonly found in steel mills can significantly impact respiratory health if proper controls and protective equipment are not in place.
   - Always follow safety procedures, wear the correct PPE, and let your supervisor know right away if you see something unsafe.

8. **Working at Heights**
    - Maintenance or inspections in work areas carry fall risks.
    - Fall protection systems must always be used when working at heights or in areas where there is a risk of falling.
9. **Confined Spaces**
    - Tanks, pits, and ducts can have low oxygen or toxic gases.
    - Entry into designated areas must be authorized through valid permits, with appropriate monitoring and rescue plans in place.
10. **Noise and Vibration**
    - Prolonged exposure can lead to hearing loss or fatigue.
    - Hearing protection must be worn in designated areas, and regular breaks must be taken to help reduce noise-related fatigue and exposure.

ArcelorMittal Dofasco Rules and Requirements

PPE Requirements – What You Must Wear on Site

To keep everyone safe, the following Personal Protective Equipment (PPE) is **mandatory** while working at AMD:

Hard Hat with Chin Strap

- CSA (Canadian Standards Association)-approved (or equivalent standard)
- In good condition (no cracks or damage)
- Have a secure chin strap
- Display a valid compliance sticker (issued after orientation)

Safety Glasses

- Meet CSA Z94.3 or ANSI Z87.1 standards.
- In good condition—no cracks, scratches, or missing parts.
- Must fit properly and not interfere with other PPE (e.g., respirators or hard hats).

Safety Boots

- CSA-approved or equivalent
- Grade 1 protective toe (steel or composite)
- Puncture-resistant sole
- Minimum 6-inch height to provide ankle support
- Lace-up style preferred for secure fit
- Metatarsal protection (internal/external)

Exceptions to the Standard for Metatarsal Requirements:

- Short-Duration (two weeks or less) and Short-Notice Work:
  For tasks of short duration (two weeks or less) that are scheduled on short notice (e.g., individuals coming from the halls), tie-on metatarsal guards are acceptable.
- Roof Work:
  An exception has been approved for employees performing work on roofs when using flat-soled boots (these are not available with built-in metatarsal). In these cases, tie-on metatarsal guards are permitted.

Hearing Protection

- Hearing protection must be worn in designated high-noise areas.
- These areas are clearly marked with signage indicating that hearing protection is mandatory.
- It is also required when using loud tools or equipment, or when noise levels exceed safe limits (typically 85 dB or higher).

- Approved Hearing Protection Includes: Earplugs (disposable or reusable), Earmuffs and / or Dual protection (earplugs + earmuffs) may be required in extremely loud environments.
- Hearing protection must be worn correctly and fit properly to be effective.
- Damaged or worn-out hearing protection must be replaced immediately.

Gloves

- Gloves must always be worn in all designated work areas unless a specific task requires otherwise.
- The type of glove must match the hazards of the task (e.g., cut-resistant, chemical-resistant, heat-resistant).
- Do not use damaged, worn-out, or inappropriate gloves and/or remove gloves in active work zones unless instructed for safety reasons.

Long Sleeves and Pants

- Unless otherwise specified, all workers must wear long pants and long sleeves while on site.
- This clothing must be durable and appropriate for industrial work.
- Shorts, sleeveless shirts, or torn clothing are not permitted.
- Special Cases: In areas with hot work (e.g., welding, grinding), fire-resistant (FR) clothing may be required.
- In some environments, additional PPE like aprons or coveralls may be needed based on the task.

Some areas may have additional PPE requirements.

- Always check before arriving on site
- Ask your supervisor and/or ArcelorMittal Dofasco Contract Coordinator if you are unsure.

Additional Safety Accessories

No touch tools	Use no touch tools at all times when handling materials or interacting with equipment, as part of our safety protocol.
Suspension Trauma Strapping	Mandatory Use: Whenever a worker is using a full-body fall arrest harness and there is a risk of being suspended after a fall.

Accessing ArcelorMittal Dofasco Property

Prior to accessing our site, there are a few things you will want to know:

Personal Protective Equipment (PPE): All individuals must wear the appropriate PPE and always follow general health and safety requirements.

Security Gates and Access points: To help maintain a safe and secure work environment at AMD, all third party contractors and their employees must follow these requirements:

Gate Access: Entry through AMD gates is only permitted with prior authorization.

Visitor Passes: Contractors not working on defined projects must obtain a daily visitor pass to attend Safe Work Permit meetings. Passes must be picked up at the main office before entering through the gate. All visitors must be escorted by the hosting BU from Main Office (regardless if they have been on site and know where they are going).

Security Check: Security personnel at the gates will validate visitor passes upon both entry and exit.

Emergency Access: In emergency situations requiring immediate access for third party employees, the AMD Business Unit representative will coordinate with AMD Security to arrange gate access and personally escort the individual to their destination.

Gate Access Safety Guidelines

To help keep everyone safe and secure, please follow these important rules when entering or exiting through vehicle gates:

- Do not follow another vehicle through the gate. Wait for the gate to fully close and reopen for your entry.
- Never enter the gate when it is partially open.
- Do not enter when the red signal light is on. This indicates that access is not permitted.
- Do not share your employee access card / gate access pass with anyone.
- Do not swipe your card to allow access to individuals who are not authorized.
- Never walk through a vehicle gate. Always use designated pedestrian entrances.
- All individuals must travel the correct route through the gates and adhere to site-specific right-of-way protocols to ensure safe and efficient movement across the property.
- Heavy equipment must always be given the right of way when operating on site.

Traffic and Parking Regulations

To keep everyone safe on site, please follow these traffic guidelines:

Speed Limits: Maximum Speed: The speed limit is **35 km/h**, unless otherwise posted.

Traffic Signs: All posted signs, including stop signs, must be obeyed at all times.

Speed Monitoring: Speed is monitored using a laser detection system, so please drive carefully and responsibly.

Passing Rules on Site: No Passing: Passing is not allowed, **except** when overtaking slow-moving equipment.

Use Caution: Always proceed with extreme caution and never exceed the posted speed limit.

Important Note: Large mobile equipment (e.g., haul trucks or loaders) are not considered slow-moving unless it is performing road maintenance tasks such as grading, street washing, or nail picking.

Access Routes*:*

- Keep Routes Clear: Do not block or restrict driveways, laneways, or emergency vehicle routes at any time.
- Restricted Areas: Access routes designated for heavy equipment only are strictly off-limits to all other vehicles and personnel.

General Parking:

- Unsafe parking—such as blocking emergency exits of fire lanes—will be treated as a parking violation.
- Always park in designated areas and ensure your vehicle does not pose a safety risk to others. All vehicles are to be backed into parking spaces.

Overnight Parking:

- Approval Required: Overnight parking of vehicles or equipment is only allowed with prior approval from the AMD project manager, coordinator, or equivalent.
- Responsibility: The third party employer is responsible for the security of any parked vehicles or equipment.
- Secure Your Vehicle: Vehicles must not be left unlocked or with keys inside.
- Construction Equipment: Equipment such as zoom booms, scissor lifts, excavation equipment, and forklifts must have all movable parts stowed when left unattended.

Motor Vehicles and Heavy Equipment

Vehicle Operation and Safety Guidelines

Our site is unique due to frequent interactions between heavy equipment, motor vehicles, and pedestrians. To keep everyone safe, please follow these important rules

Driver Requirements

- You must be competent and authorized to operate motor vehicles on site and always carry a valid driver's license.
- If operating registered motor equipment, you must have a valid equipment-specific driver certificate. If asked to operate AMD-owned vehicles (e.g., cars, vans, pickup trucks), you must:
    - Be authorized by AMD supervision
    - Hold a valid G2 license or higher
    - Carry your license while operating the vehicle

Vehicle Safety & Operation

- Perform a pre-use inspection before operating any vehicle or equipment. Report and fix any issues before use.
- Ensure loads are securely fastened according to Ontario Ministry of Transportation requirements before transporting materials.
- Do not transport people in the box or on the deck of a truck—this is strictly prohibited.
- Seat belts must be worn at all times, and the number of passengers must not exceed the number of available seat belts.

Rail Safety

Vehicle Crossings

For everyone's safety, please remember the following when working near rail lines:

- Always use designated vehicle crossings when crossing rail tracks. These are the only approved areas for crossing and are clearly marked with signs.
- Do not cross rail lines at any other location unless a formal rail isolation process has been completed. This includes getting approval from your supervisor and coordinating with rail operations.
- If you must cross at a non-designated location, the rail line must be isolated first. This ensures everyone's safety and must be done with proper authorization.
- All vehicles and locomotives must come to a complete stop at rail crossings. Before proceeding, make sure the path is clear of:
    - Oncoming trains or vehicles
    - Any obstructions
    - Other potential hazards

Pedestrian Crossings

When crossing rail tracks, always:

1. Stop, look, and listen for any approaching trains or equipment from both directions.
2. Stay alert — avoid using phones or other distractions.
3. Cross only when it is safe and always remain aware of your surroundings.

Railroad Safety Training for Third Party Workers

- To ensure everyone working near railroad operations understands and follows safety standards, all non-railroad personnel must complete a structured safety induction.
- All third party personnel must complete AMD Railroad Safety Training annually through Safe Contractor. The training includes:
    - Core rail safety practices
    - Isolation requirements
    - Behavioral expectations while working near rail operations

Incident Reporting and Emergency Contacts

To maintain a safe and responsible work environment, the following guidelines must be followed while on AMD property:

Incident Reporting

As a contractor working at ArcelorMittal Dofasco, you are required to **report all accidents, incidents, and near misses immediately**, no matter how minor they may seem. This includes injuries, property damage, equipment failures, and unsafe conditions. Reporting ensures that hazards are addressed quickly, proper medical care is provided, and corrective actions are taken to prevent future incidents. Notify your site contact or supervisor right away and complete any required incident report forms. Failure to report an accident is a serious breach of safety requirements and may result in removal from site.

This includes any event that may lead to an investigation, such as:

- Workplace violence or harassment
- Fitness for work concerns
- Any other safety-related issue

Emergency Contacts

In the event of an emergency, contact the appropriate AMD department immediately:

- **Medical Services**: (905) 548-7200 ext. 2222
- **Fire Department**: (905) 548-7200 ext. 3333
- **Security Department**: (905) 548-7200 ext. 4444

Your prompt reporting and response helps keep everyone safe.

Safe Work Practices and Procedures

To ensure everyone's safety while working on site, please review and follow these important safety practices:

- Report all accidents immediately—whether or not there is an injury—to your supervisor.
- Use designated walkways at all times.
- Yield to vehicles and equipment unless there is a designated stop.
- Do not operate any equipment or vehicles unless authorized by your supervisor.
- Before using AMD equipment, you must:
    - Complete an unfamiliar equipment assessment with your leadership.
    - Be observed by an AMD Subject Matter Expert (SME) to confirm competency.
- Report any defective equipment, unsafe practices, or hazardous conditions to your supervisor right away. If issues are not addressed by Third Party supervision, notify yout ArcelorMittal Dofasco representative.
- Use pedestrian doors where available. If you must use a truck door for moving materials or equipment, ensure the door is fully open and stopped.
- Follow all posted signs and signals, and comply with instructions from Safety/Fire Watch, Security Guards, and Railroad personnel.
- Always use handrails when going up or downstairs.
- Never crawl under or climb over rail equipment, whether it is moving or stationary.
- Cross railroad tracks only at designated crossings and stay at least 3 meters (10 feet) from the ends of stationary rail cars or engines. Do not walk between cars or along the tracks.
- Do not pile materials or park vehicles within 3 meters (10 feet) of any railroad tracks.
- Consult Railroad Supervision before working within 3 meters of railroad tracks. Tracks must be locked out unless the work involves short, intermittent movements. In such cases, a safety person may be assigned instead of a lockout—at the discretion of Railroad Supervision. Notify them once work is complete.
- Cross railroad tracks with vehicles or equipment only at designated roadway crossings. Consult Railroad Supervision before crossing at any other location.
- Passengers not on company business are not allowed in trucks or vehicles.
- Personal cell phones and electronic devices with cameras are permitted on company property; however, they must not be used to copy or record company information or take photographs without prior authorization from Asset Management, the Project Manager, or OSCC. Additionally, cell phones may only be used in designated areas and during approved times.

3-Way Communication for Safe Operations

3-way communication is a safety-critical process used to ensure that messages are clearly sent, received, and confirmed between two parties—typically between a maintenance crew and an equipment operator. This helps prevent misunderstandings and ensures everyone is on the same page before any action is taken.

Here is how it works:

- **Start with a clear identification**: Begin the message by identifying the contact—this could be the crane number or another specific identifier. Avoid using just a first name (e.g., "John") to prevent confusion.
- **State the instructions clearly:** The maintenance crew communicates the required action to the operator. Be specific and clear about what needs to happen.
- **Operator repeats the instructions:** The operator must repeat the message back exactly as heard. This confirms they understood the request correctly.
- **Maintenance crew confirms the repeat:** The maintenance crew then repeats the instructions again to confirm the operator's understanding. If the message is not repeated correctly, the process must start over to ensure clarity and safety.

Life Saving Golden Rules (LSGRs)

ArcelorMittal Dofasco has created 10 Life Saving Golden Rules—clear, simple behaviors that help prevent serious injuries and fatalities.

These rules focus on the most common and dangerous risks found across our steel and mining sites worldwide.

Why They Matter

- **90%** of the 94 fatalities at ArcelorMittal (from 2017 to early 2022) were linked to not following or not understanding these rules.
- These are not guidelines — they are **mandatory rules designed to save lives**.

What You Need to Know

- **The rules apply to everyone on site, for all tasks.**
- **You are expected to know them, understand them, and always follow them.**
- **If a Life Saving Golden Rule is not being followed, work must stop immediately.**

You will find posters displaying the Life Saving Golden Rules posted throughout our site. Please take a moment to review them and ensure you are familiar with their content

What are the Life Saving Golden Rules (LSGR)?

The Life Saving Golden Rules are 10 key behaviors, essential to preventing accident fatal injuries. All ArcelorMittal employees and contractors are expected to follow these rules:

- The rules are clear, simple, task-level applicable, proactive and observable.
- They address the most common fatal hazards & risks.
- Nearly all recent fatal events show a misapplication or violation of one of these rules.
- The rules are a cornerstone of any safety training for both internal and external employees.
- **It is important to relentlessly communicate, illustrate & comment during pre-shift safety meetings, shop floor interactions, and pre-task risk assessments to reinforce the relevance of these rules**

- Employees, both internal and external are expected to know, understand & apply these rules at all times, while on ArcelorMittal properties
- **Any violation of the rules must be considered a severe event**, leading to serious disciplinary consequences at all levels, including for the concerned hierarchy line. They are not "nice to know / understand / respect" but "**must** know / understand / respect"

Work must stop immediately if a life saving golden rule is not being followed.

Life Saving Golden Rules

Respect them to stay alive

1. I work in a "fit and able" condition
2. I use fall prevention or protection when the risk of falling is beyond 1.8 m (6 ft)
3. I follow the isolation procedure
4. I follow the confined space procedure
5. I respect all the rules of load handling and never stand under a suspended load
6. I respect all the traffic and driving rules
7. I respect rail priority and stay out of close clearance areas
8. I respect the rules for entering and working in hazardous gas areas
9. I never disable safety devices
10. I respect all the H&S basic rules, standards and signals and I wear the required PPE

Life Saving Golden Rules

Respect them to stay alive

1 I work in a "fit and able" condition

Involved in 4 fatal events since 2017*

Practical examples of expected behaviours:

- I **work free** from the influence of **alcohol** and **drugs** (illegal or legal).
- If I **take some medication** impacting my alertness, **I talk** to my occupational physician.
- I **speak up** to my colleagues and leader if I **feel unwell, over-stressed** or if **time pressure** is **beyond my ability** to work safely.
- I pay attention to **my colleagues'** conditions.

Being fit and able to work depends on several external factors. Spending time with family and friends, practicing physical exercise, eating balanced food, and avoiding excess alcohol and smoking can help you be fit and able to work and enjoy life.

* Global ArcelorMittal data updated Dec 15th, 2024

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Life Saving Golden Rules

Respect them to stay alive

2 I use fall prevention or protection when the risk of falling is beyond 1.8m

Involved in 20 fatal events since 2017*

Practical examples of expected behaviours:

- I understand and identify **working at height hazards**, including but not limited to roofs, fragile or poorly-guarded structures, floor opening and water along docks.
- I review and understand the procedure / SOP and the associated **risks**.
- I apply all of the required **controls**, at all times.
- **I tie off 100%** of the time to **approved anchor points** when exposed to a fall hazard.
- I keep my **chinstrap** clipped and snug.
- I always use an appropriate **lanyard** and safety harness. I **inspect** my safety **harness and lanyard** before each use.
- When there is a risk of **falling objects** (e.g. materials, tools), the area below must be **restricted** to prevent personnel access.
- I am **trained** and **authorized** to work at heights.
- I must obtain a **Roof Access Permit** for external roofs **except** for when there is a flat roof with no fall off / through hazards and the roof in good condition.

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* Global ArcelorMittal data updated Dec 15th, 2024

3 I follow the isolation procedure

Involved in 25 fatal events since 2017*

Practical examples of expected behaviours:

- I **respect isolation requirements** prior to working on any piece of equipment.
- I **follow** isolation **procedures**, step by step, to guarantee state of Energy zero.
- I **understand** and respect the **4 Step Isolation Process**.
- In particular:
  - I **put my personal lock** on the identified element (lockbox / isolation device): **1 person – 1 lock**
  - I **check** for the dissipation of residual **energies** or have them checked for by a competent person
- I am **trained, deemed competent** and **authorized** before performing any activity related to isolations.

4 I follow the confined space procedure

Not involved in a fatal event since 2017*
(involved several times before 2015)

Practical examples of expected behaviours:

- I **understand and identify** confined space hazards.
- I am **trained** and I **receive a specific work permit** before entering the confined space.
- I **understand** and **use the controls** foreseen by the risks analysis, at all times.
- In particular, I **do not enter** a confined space **without a personal gas monitor**, and I will keep it **continuously operational**, or, when required, I will wear a self-contained breathing apparatus (SCBA).
- I **understand** and **respect gas monitor alarms** and the corresponding evacuation rules.

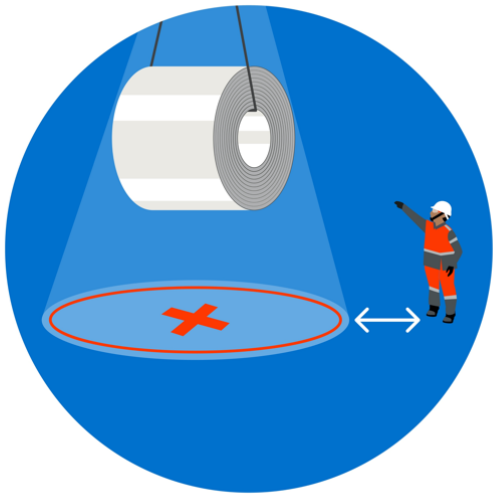
I will observe additional risks when entering in a confined space, such as falling from the same or different level, electrical shock, collapsing and flooding, for example.

5 I respect all rules of load handling and never stand under a suspended load

Involved in 11 fatal events since 2017*

Practical examples of expected behaviours:

- I **understand** and **identify suspended loads** and gravity energy hazards.
- I **respect all the rules** of load **rigging and handling**. In particular, I **use tag line** or **no touch tools** for load guiding when needed.
- I **never put myself** between a suspended load and a fixed point, as the load might move unexpectedly or in an unanticipated direction.
- I **move away** from the load **BEFORE starting the lift**.
- I **never stay** within the **safety cone** of a suspended load. When not possible, I **understand and respect** all the controls foreseen by the specific risks analysis.
- I **never go under** or near a supported piece of equipment that **has not been secured in a safe engineered way** and might therefore fall/collapse.



6 I respect all traffic and driving rules

Involved in 17 fatal events since 2017*

Practical examples of expected behaviours:

- I **understand** and **identify** vehicle **hazards.**
- I **respect the separation** of pedestrians and vehicles at all times.
- I **understand blind spot** hazards and **stay away** from large vehicles at all times.
- I **respect all traffic rules**, in particular, I always **wear the seat belt** when I am in a vehicle.
- I **double check** the application of my **parking brake** before leaving my vehicle.
- I **never** drive without proper visibility **and will switch on the headlights even during a sunny day**.

7 I respect rail priority and stay out of close clearance areas

Involved in 9 fatal events since 2017*

Practical examples of expected behaviours:

- I **understand** and **identify railway hazards**, including **cranes on rails** and **transfer cars** on rails.
- I **stay out** of **close clearances** if the **rail track has not been isolated**.
- I **stay 3m (10 feet) away** from a still **railcar or locomotive** when **I need to cross a railway. This includes stopping and/or parking vehicles within 3m (10 feet) of a live rail**.
- I **never** put myself **between 2 railcars**.
- When operating **rail equipment**, I respect the **lead-end protection** (line-of-sight rule) **at all times**, and all **railway operation rules**.
- I **always** use caution at **all railway crossings**. **Any railway crossing can present a hazard** even when the risks are well controlled. An accident can still happen, even if the probability has been greatly reduced due to the engineered controls.

8 I respect the rules for entering and working in hazardous gas areas

Involved in 5 fatal events since 2017*

Practical examples of expected behaviours:

- I **understand** and can **identify gas** hazards.
- I **understand** and **use** the **controls foreseen** by the **risk analysis**, at all times.
- I **wear** a **personal gas monitor** when required and ensure it is **operational at all times**.
- I **understand** and **respect gas monitor alarms** and corresponding **evacuation rules**.

9 I never disable safety devices

Involved in 3 fatal event since 2017*

Practical examples of expected behaviours:

- I **always put safety devices back in place (e.g. guards)** at the end of work and **check their effectiveness before removing my personal lock**.
- I **speak up** if a safety **device is damaged or malfunctioning**.
- If absolutely necessary to temporarily **override or disable a safety device**, I first **obtain my leader's written authorization**, I **perform** a specific corresponding **HIRA (risk assessment)**, and I **implement** its **controls**.
- I am **trained** and **authorized** to perform any activity that involves Safety Devices (e.g. use a Control Reliable Interrupt).

10 I respect all the H&S rules, standards and signals and I wear the required PPE

Involved in 41 fatal events since 2017*

Practical examples of expected behaviours:

- I **respect all the risk controls** according to the job **risk analysis** and **Standard Operating Practices**.
- I **obtain** a **work permit**, when required, **before starting the job**.
- I **ask** questions **if** something is **unclear**.
- I **communicate** clearly and use **3-way communication for critical messages**.
- I **scan** my **environment** for hazards and **practice shared vigilance**.
- I immediately **STOP the work** and **speak up** when a **life saving golden rule is not respected**.