Practice Note
Nine Safety Rules to Live By

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Content

1 What is the purpose of this Practice Note? 3
2 What is the scope of this Practice Note? 3
3 Introduction 3
4 Application 4
5 Nine Safety Rules 4
5.1 Rule One: Permits to Work 4
5.2 Rule Two: Operating Vehicles and Mobile Equipment 6
5.3 Rule Three: Entering Confined Spaces 7
5.4 Rule Four: Working at Heights 8
5.5 Rule Five: Energy and Machinery Isolation 9
5.6 Rule Six: Moving and Rotating Machinery 10
5.7 Rule Seven: Lifting and Materials Handling 11
5.8 Rule Eight: Handling Hazardous Substances 12
5.9 Rule Nine: Working in the Forests 13
6 Document information 14
6.1 Ownership and release information 14

1 What is the purpose of this Practice Note?

The objective of the Nine Safety Rules to Live By (hereon after referred to as the 9 Safety Rules) is to provide a safe working environment for all those working on Mondi premises or on behalf of Mondi.

These 9 Safety Rules are applicable to:

- All operations under Mondi's operational and/or governance control
- All activities conducted by Mondi employees, contractors, and subcontractors
- Visitors to the operations who are exposed to issues related to the rules

It is the responsibility of the line managers to ensure these rules are implemented and adhered to, and therefore communication is key to understanding the rules. Non-compliance shall be investigated, and suitable actions considered depending on the severity of the non-compliance.

2 What is the scope of this Practice Note?

This Practice Note applies to all Mondi Operations. All mills and plants are to implement the requirements listed in this Practice Note.

3 Introduction

In our drive of sending everybody home safely every day, and our caring approach in Mondi, we strive to eliminate fatalities and life-altering injuries from our operations. To do so, we have the "Nine Safety Rules to Live By" which focus on our high-risk activities.

We expect leaders to ensure that these rules are implemented and maintained; employees and contractors are trained, and the rules are enforced at all our operations.

We expect that employees and contractors adhere to these rules at all times and to look after their own safety as well as that of others. This means intervening when the rules are not followed by others.

In 2024, we have revised the "Nine Safety Rules to Live By" to be aligned with our Social Psychology of Risk approach, in finding the balance between Workspace, Headspace, and Groupspace elements. This places an increased emphasis on our caring approach and culture and on the principles of engagement and responsibility.

We promote a safe working environment for our employees, contractors and the community. This is achieved by developing the desired safety culture to help achieve our goal of sending everybody home safely every day.

These rules include additional responsibilities for leaders to ensure that the requirements of the Nine Safety Rules are adhered to.

4 Application

The leaders shall use this document to ensure understanding of the importance of adherence to the 9 Safety Rules by all people working at or on behalf of Mondi. The continuous focus on implementing and adhering to these 9 Safety Rules will assist in making the step change towards providing a safe working environment and developing the desired culture.

The 9 Safety Rules form the mandatory minimum requirement for implementation. The mandatory character of these rules is signified by the use of the word “shall”. However, there will be circumstances where local conditions will demonstrate that the rule is either not applicable or an alternative approach is necessary.

In these unique circumstances, where the specific requirement cannot be fully achieved, approval must be obtained from the Business Unit or Business Segment SHE Manager and Group Head of Safety and Health. An alternative comprehensive and documented risk-based control procedure or plan shall be formulated, containing:

- Details of the safety rule performance gap
- Proposed alternative controls to be implemented
- Risk level of the risk with proposed controls
- Plan to achieve compliance, if applicable
- Approval by the respective operations manager

5 Nine Safety Rules

5.1 Rule One: Permits to Work

Work with a valid permit when required. A work permit prescribes what requirements and precautionary measures are to be followed and brings the unconscious to the conscious when completing and communicating the details of the permit.

If you are the permit issuer, you shall always:

- Together with the permit acceptor, ensure the minimum requirements have been captured in the Permit to Work template.
- Ensure all hazards associated with the working environment have been identified and suitable control measures implemented to address the risks.
- Consider the impacts on other activities on the site and ensure suitable control measures are implemented to minimise the impacts.
- Establish that the work does not constitute an unauthorised modification.
- Ensure risk assessments or pre-task assessments have been submitted as required by site systems.
- Inform all persons affected and or impacted by the activities before work starts, and who shall make the necessary arrangements at handover.
    - Note: this could be the area responsible person.
- Ensure that the Permit to Work template is completed in full as required by the site-specific Permit to Work system.

- Ensure that a joint visit is conducted by the permit issuer or area responsible person and permit acceptor of the work area prior to issuing the permit.
- If possible, conduct audits of the activities being conducted to determine if measures as prescribed in the Permit to Work are being adhered to.
- Ensure work is stopped if the conditions or circumstances change and refer back to the permit acceptor.
- Permits to work are closed off and work areas declared safe at the end of the task.
- If required, ensure permit handover or issuing of new permit at shift change, or handover to other teams, are aligned to the site requirements.
- Permits to work are filed for future reference.

If you are a permit acceptor, you shall always:

- Together with the permit issuer, ensure the minimum requirements have been captured in the Permit to Work template.
- Ensure risk assessment or pre-task assessment of the task has been conducted.
- Determine the impact your team's work may have on other activities on site.
- Ensure team members understand the risks and precautions involved, as well as any permit requirements and are competent to do the task.
- Ensure additional team members included in the task are instructed on the Permit to Work conditions.
- Ensure the nature and extent of the work does not differ from that which was agreed.
- Ensure a joint visit is conducted with the permit issuer or area responsible person and permit acceptor to the work area prior to commencing the work.
- Ensure no work commences until measures are in place and all signatures have been obtained.
- Ensure team members comply with all requirements of the permit for the full duration of the work.
- Ensure work is stopped if the conditions or circumstances change and refer back to the permit issuer.
- Ensure work activities do not start prior to the start date and time or extend past the closure dates and times.
- Ensure plant and equipment are made safe prior to closure of permit.
- Ensure activities are completed prior to closure of permit.
- Ensure permits are handed back and closed off at the end of the activity.

If you are the permit verifier, you shall always:

- Confirm all measures as listed in the permit will be effective.
- Ensure that the work area is safe for handover to the working team.
- If possible, visit the work area during the task to ensure measures are effective.
- Ensure that the activities are completed, and the work area is made safe before closing off the permit.

If you are a member of a working team, you shall always:

- Adhere to the requirements and precautionary measures of the permit.
- Intervene when others are not following the requirements and precautionary measures of the permit.
- Inform your leader if any of the requirements and precautionary measures of the permit cannot be/are not followed.

5.2 Rule Two: Operating Vehicles and Mobile Equipment

Respect speed limits, keep to your travel paths, wear seatbelts, and only use a phone with hands-free equipment while driving. Speeding and driving/operating in the unconscious mind as the result of being distracted or using a mobile phone increase the risk of incidents.

If you are a driver/operator, you shall always:

- Keep your eye and focus on your travel path.
- Stay at or below the maximum allowable speed limit for the travel paths on which you are driving.
- Adjust your speed to prevailing conditions.
- Avoid using a mobile phone or similar device, if not hands-free.
- Avoid sending or reading text messages and/or e-mails while driving.
- Avoid video calls with your camera on while driving.
- Slow down or stop the vehicle if you notice a pedestrian in your vicinities, until the eye contact is established.
- Switch off the vehicle, when being approached by somebody.

If you are a passenger, you shall always intervene if a driver/operator is:

- Using a mobile phone in a moving vehicle.
- Exceeding the maximum allowable speed.
- Failing to wear a seat belt.

If you are a driver/operator, or passenger you shall always:

- Keep your seat belt properly fastened at all times while vehicle is in operation.
- Check that everyone in the vehicle is wearing a seat belt correctly before operating the vehicle.
- Intervene when fellow passengers are failing to wear their seat belts correctly.

As a pedestrian, you shall always:

- Adhere to demarcated pedestrian walkways.
- Refrain from distracting the drivers/operators.
- Intervene if you observe if drivers and pedestrians not adhering the rules and precautionary measures.
- Inform your leader of any concerns related to mobile equipment.
- Approach the driver only when the driver clearly confirms his/her awareness of the person approaching the vehicle.

5.3 Rule Three: Entering Confined Spaces

Obtain Permit to Work before entering a confined space and ensure you take the necessary precautions. A confined space such as boiler, tank, vessel, or pipe can contain poisonous air, explosive gas, or other hazards such as lack of oxygen, risk of falling objects or risk of falling.

Every time you enter a confined space, you shall:

- Confirm with the person in charge of the work that the atmospheric tests have been conducted and it is safe to start the work.
- Confirm with the stand-by person that you may enter the confined space.
- Follow the requirements of the work permit.
- Immediately exit the confined space if you do not feel well and report to the person in charge.

If you are a stand-by person, you shall always:

- Approve and control access to a confined space.
- Have means of communication with the people inside the confined space.
- Have emergency response arrangements for rescue of the people in the confined space.
- Check that your communications and rescue equipment are in good working order.

If you are the supervisor or the permit acceptor, you shall always confirm that:

- The requirements of the work permit are in place.

- A qualified stand-by person is always present when people are in a confined space.
- Atmospheric testing is carried out as per the work permit.
- It is safe to start the work.

If you are the person responsible for testing the atmospheric conditions, you shall always:

- Understand which tests the work permit requires and how often.
- Use certified and calibrated equipment for the tests.

If you are a member of a working team, you shall always:

- Adhere to the requirements and precautionary measures of the permit.
- Intervene when others are not following the requirements and precautionary measures of the permit.
- Inform your leader if you have any concerns related to the confined space.

5.4 Rule Four: Working at Heights

Protect yourself and others against falling when working at heights. Always use fall arrest equipment to keep you safe when working at heights over two metres. A protective environment includes approved scaffolds, stairs with handrails, barriers, mobile elevated work platforms, etc.

If you are working outside a protective environment where you can fall over two metres, you shall at all times:

- Have a Permit to Work to conduct the work.
- Be medically fit to work at heights.
- Be aware of which fall arrest equipment is required and how to use it correctly.
- Be connected and secured at all times against falling.

If you are a user of the scaffolding equipment, you shall at all times:

- Adhere to the working at heights requirements.

- Ensure that the scaffolding has been authorised and tagged as safe for use.
- Report any unauthorised modifications that have been made to the scaffolding
- Report any defects or damages to your leader immediately.
- Refuse to use scaffolding that is unsafe.

If you are the leader or permit acceptor, you shall:

- Ensure working at height rules are clearly understood and that fall arrest equipment is issued.
- Confirm that it is safe to commence with the work at heights.
- Stop any work on unsafe scaffolding and immediately remove the “safe to use” tag.

If you are part of the team working at heights, you shall:

- Ensure scaffolding is erected in accordance with design and safety requirements.
- Adhere to the working at heights requirements at all times including making use of the fall arrest equipment.
- Intervene if your fellow team members are failing to use their fall arrest equipment.

5.5 Rule Five: Energy and Machinery Isolation

Test isolation before work begins and use specified life-protecting equipment. Carrying out isolations removes you from many dangers such as moving machinery, electricity, high pressure fluids, hot/toxic materials/chemicals, poisonous gas, or radiation, and keeps you safe.

Specified life-protecting equipment such as isolation locks, multiple lock calliper devices, hostage boxes, valve clamping devices, etc. protects you from danger. You shall at all times:

- Understand the various isolations that protect you from harm.
- Confirm with the person in charge of the work that all required isolations are in place.
- Confirm with the person in charge of the work that it is safe to start the work.

- Ensure by test that the right equipment has been isolated.
- Attach your personal lock(s) to the isolation and lock out before commencing any work.
- Intervene if your fellow team members have failed to adhere to the energy isolation requirements.

If you are the leader or the permit acceptor, you shall at all times:

- Ensure your team have been issued with suitable isolation locks and equipment.
- Confirm isolations are in place, including locks, switches, separate pipes with spades, or locked access doors, etc.
- Confirm no stored energy or other dangers remain.
- Confirm that it is safe to start the work.

If you are a member of a working team, you shall always:

- Adhere to the requirements and precautionary measures of the Permit to Work.
- Inform your leader if any of any concerns related to the isolation and lock-out of energy sources.

5.6 Rule Six: Moving and Rotating Machinery

Obtain Permit to Work before overriding or disabling protective equipment. Working in or around moving and rotating machinery can pose a threat to your safety when exposed to unprotected nip points. Safety equipment must work as intended to provide the desired protection. Examples include safety doors, guards, trip/interlocking systems, isolation and lock out devices, alarms, and level controls.

In order to prevent injuries, you shall:

- Avoid engaging in any work that exposes you or your colleagues to unguarded nip points, unless included in the exception list of tasks allowing the intervention.
- Follow the specific precautionary measures when working on tasks included in the exception list.

- Obtain Permit to Work from the person in charge before overriding or disabling a safety-protective device.
- Ensure all safety devices and guards are replaced and in working order after maintenance work has been conducted.
- Report any damaged or missing safety-protective equipment.
- Intervene if others are engaging in activities that expose them to unguarded nip points.
- Inform your leader of any concerns related to moving and rotating equipment.

If you are the leader, you shall:

- Identify the safety critical equipment in the workplace.
- Ensure a list of exception of tasks requiring intervention with moving and rotating equipment is approved and understood.
- Ensure nip points are guarded to prevent access and exposure.
- Ensure safety critical equipment is included in inspection and maintenance systems.
- Ensure authorisation for overriding or disabling a safety-protective device is conducted on the Permit to Work conditions.

5.7 Rule Seven: Lifting and Materials Handling

Do not stand or walk under suspended load. Working or walking under a suspended load or into the drop and/or danger zone is unsafe as the load can fall on you.

A suspended load is an object that is temporarily lifted and hangs above the ground. In order to keep you and others safe at all times, you shall:

- Never cross a barrier controlling an area with a suspended load without authorisation.
- Follow the instruction of the person in charge of the lift.
- If involved in the lifting activity, make use of a tag-line/push rod and stay clear of the drop or danger zones and warn others to stay clear.

- Intervene if you notice any person entering the drop or danger zones.

If you are the crane operator/rigger, you shall:

- If necessary, refuse to commence with lift if the load is not properly secured and/or tag-line/push rod is not used.
- If necessary, ensure that drop or danger zones are suitably controlled or barricaded.
- Cease operations if any person enters the drop or danger zones.

If you are the leader or person in charge, you shall:

- Ensure understanding of the definition of a drop or danger zone.
- Ensure suitable equipment is provided to barricade the drop or danger zone.

If you are a member of a working team, you shall always:

- Adhere to the requirements and precautionary measures of safe lifting.
- Inform your leader if any of any concerns related to the lifting activities and equipment used.

5.8 Rule Eight: Handling Hazardous Substances

Ensure understanding of Safety Data Sheet (SDS) and wear specified Personal Protective Equipment (PPE) when required. Understanding the risks and precautionary measures are necessary where hazardous substances are handled, stored, and transported. This keeps you safe from chemical exposure and can prevent fire or explosion.

In order to stay safe, relevant persons shall always:

- Understand what PPE and precautionary measures are required for use of the specific chemicals to be used.

- Confirm with the person in charge of the chemical handling that it is safe to start work and handle the chemicals.
- Stop work if you detect or suspect chemicals are above the common nuisance levels and inform your leader.
- Understand where the designated escapes, safe refuges, assembly areas, emergency showers, eye wash fountains and other emergency response equipment are located.
- Intervene if you see someone handling or disposing of chemicals without wearing the prescribed PPE, failing to adhere to the safety procedures or endangering the safety of others.
- Report any concerns related to handling and use of chemicals to your leader.

If you are the leader or person in charge of the work, you shall:

- Ensure chemical handling assessments have been conducted for chemicals handled, stored, or transported in your area of responsibility.
- Ensure the persons handling the chemicals have been instructed in the safe handling and precautionary measures.
- Ensure relevant PPE has been issued for the respective chemicals to be used.
- Confirm that it is safe to start chemical handling work.

5.9 Rule Nine: Working in the Forests

When working in the forest, keep a safe distance at all times. Entering a designated harvesting area is unsafe as a tree or log could fall on you or a vehicle hit you.

Maintaining safe distances from harvesting and loading activities, vehicles and equipment keeps you and others safe. You shall therefore at all times:

- Avoid entering a harvesting area without authorisation.
- Follow the instruction of the person in charge of the harvesting operation.
- Understand what the defined safety work rules are.

- Ensure you are in visual sight of the operator of the equipment.
- Wear the high visibility equipment.
- Stay clear of loading and offloading areas at all times.
- Intervene if you observe others not adhering to the requirements or placing themselves and others at risk.
- Inform your leader of any concerns related to harvesting activities.

If you are the leader or person in charge of the forests work, you shall:

- Ensure clear understanding of the safety distances by all employees and contractors.
- Ensure safety distances are maintained at all times.
- Ensure systems are in place to prevent unauthorised persons entering the harvesting compartments.
- Ensure controls are in place to explain the 9 Safety Rules to all persons working on or visiting the site.
- Ensure clear rules are implemented to ensure loading areas are “No Go” areas.

6 Document information

6.1 Ownership and release information

Owner	Group Head of Safety and Health
Effective date	13.05.2025