

Gazprom Key Safety Rules

1. General

The key safety rules are developed based on the analysis of route causes of accidents having occurred in Gazprom PJSC subsidiaries and entities.

1.2. The Key Safety Rules are aimed at:

implementing the Policy and achievement of Gazprom objectives in labor safety and industrial safety;

improving safety culture among the employees;

defining the general minimum requirements to employees' safe behaviour;

preventing the accidents involving the employees;

making the employees aware of unacceptability of action causing the accidents.

2. Terms, definitions and abbreviations

Energy source is the equipment/device consuming the various types of power (electric, pneumatic, thermal, mechanical, etc.)

Key Safety Rules is the Employee Code of Conduct for Gazprom PJSC and its subsidiaries and entities when doing their job responsibilities, as well as for the contractor's employees engaged to work at the Gazprom PJSC facilities and its subsidiaries and entities, based on the contract or other legal basis, which failure to comply with may lead to the accidents.

Safety culture is the qualification and psychological readiness of all the persons, at which the Gazprom facilities industrial safety shall be observed as the priority goal and the internal requirement, making the employees personally aware of the responsibility and self-discipline during the works, affecting safety.

Line manager is a supervisor whose management level is to manage the workers and other employees immediately (Foreman, Department or Area Supervisor).




Accident is any undesirable event, having occurred in the Company, and led or could have led to an employee health detriment at work, or an accident, or an incident (clause 3.1.49, Gazprom STO 18000.1001-2014).

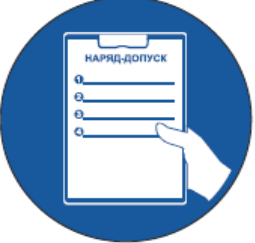



Contractor is an entity (another party), performing the works and rendering services to Gazprom PJSC and (or) its subsidiaries and entities on a contractual basis.




High-risk works are the works, which require the persons in charge to carry out the number of mandatory arrangements and technical actions ensuring safety when doing these works.



PPE or **Personal protective equipment** is the technical means used to prevent or reduce the exposure of employees to harmful or dangerous industrial factors, as well as to protect them from contamination or the influence of the special temperature conditions.

3. Key Safety Rules

Item No.	Key Safety Rules/Signs	General requirements
1	<p>Use personal protective equipment at production sites and during the works</p> 	<p>Employees shall use the personal protective equipment (coverall, safety boots, protective helmet, safety glasses, gloves, etc.) in accordance with the requirements established for the type of activities and (or) the production facility.</p> <p>As a Task Supervisor or the Foreman responsible for the activities, you shall:</p> <ul style="list-style-type: none"> check all the employees involved in the production process to have the full and serviceable set of PPE required for the safe work performance prior to any works have been started; control the employees use the PPE correctly during the works.
2	<p>Fasten the seat belts when driving a vehicle</p> 	<p>Vehicle driver shall:</p> <ul style="list-style-type: none"> be fastened and do not transport passengers not fastened with the seat belts (including in a bus, in the back seat of a vehicle, etc.), when driving the vehicle equipped with the seat belts; inspect the belts serviceability and no belt visible damages exist before pulling away; not start driving without making sure that everyone in the vehicle is properly fastened. <p>Vehicle passengers shall:</p> <ul style="list-style-type: none"> be fastened when driving the vehicle equipped with the seat belts (including in a bus, in the back seat of a vehicle, etc.); inform the driver about the passengers in the vehicle who use the seat belts incorrect or do not use them at all.
3	<p>Use fall arrest equipment when working at height</p> 	<p>To ensure safety when working at height, the employees shall:</p> <ul style="list-style-type: none"> be able to use PPE, tools and technical means ensuring safety; personally inspect all the issued PPE before each use; keep the PPE, tools and technical equipment in good condition (when using ladders, make sure that they are in good condition and reliable); perform the delegated works only.

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4	<p>High risk works shall be done under the effective permit-to-work or be recorded in the special log</p> 	<p>Prior to start, when doing the activities requiring the number of the mandatory arrangements and technical actions to ensure safety while working, the Employees shall:</p> <ul style="list-style-type: none"> get safety briefing; know and understand the requirements of the work performed, specified in permit-to-work, safety actions while working and follow them; make sure the work can be started safely; perform the works delegated by the Supervisor only; inform the supervisor of any changes to the approved work sequence.
5	<p>Use serviceable tools and equipment only</p> 	<p>To ensure safety the employees shall:</p> <ul style="list-style-type: none"> not use the damaged (including deformed) tools/devices/equipment; check the completeness, no mechanical damages available on the tools, accessories, as well as the required protective devices, screens, etc. shall be in place; suspend the work and inform the immediate supervisor about the malfunctions identified, in case of the tool/devices/equipment failures.
6	<p>Carry out the earthworks according to the effective permit-to-work</p> 	<p>To ensure safety when performing the earthworks and other works related to placement of work places in pits and trenches, employees shall:</p> <ul style="list-style-type: none"> make sure together with the supervisor or the person in charge for the works, that it is safe to start earthworks; fulfill the requirements of the permit-to-work issued; safely stop the works and notify the supervisor or the person in charge for the works in case there are potential threats of an accident/injury to occur.
7	<p>Isolate the power sources</p> 	<p>Before repair, commissioning and other works to be done, it is required to reliably isolate all the possible power sources (except for the cases when the power is used to do the works) and make sure, and accidental or unplanned energization (electric, steam, water, hazardous substances, etc.) is eliminated.</p>

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8	<p>Use the gas analyzer where required (confined spaces, rooms where gas leak may occur)</p> 	<p>To ensure safety when carrying out the gas-hazardous /hot works, employees shall:</p> <ul style="list-style-type: none"> make sure together with the supervisor or the person in charge for the works, the air composition has been analyzed at work area and it is safe to commence the works; stop the works if the maximum allowable concentrations are exceeded. <p>As a Task Supervisor or the Foreman responsible for the activities, you shall:</p> <ul style="list-style-type: none"> make sure the air composition has been analyzed at work area, prior to the works have been started, and is being carried out during the works with the frequency specified in the PTW; arrange the air composition analysis in the work area once the works are complete.
9	<p>Smoking outside the designated areas is prohibited</p> 	<p>Employees shall:</p> <ul style="list-style-type: none"> know about no smoking is allowed outside the areas designated for this purpose; know the location of designated smoking areas; intervene if someone smokes outside the designated smoking areas.
10	<p>It is prohibited to exceed the speed limits or use a mobile phone while driving</p> 	<p>While driving, the driver is prohibited to:</p> <ul style="list-style-type: none"> use a mobile phone / radio, send and read the text messages; exceed the maximum permitted speed set by the traffic rules or specified in the itinerary for this trip; exceed the maximum permitted speed established for this vehicle. <p>The driver shall drive the vehicle at a speed not exceeding the established limit, considering the traffic intensity, the characteristics and condition of the vehicle and cargo, road and meteorological conditions, in particular visibility towards movement. The speed shall be such to allow the driver constantly control the vehicle movement.</p> <p>No instructions or circumstances can be the grounds to violate these rules.</p>

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11	<p>The consumption of alcohol, drugs and other restricted medicines is prohibited</p> 	<p>Employees are prohibited to: fabricate, use, store, sell, and distribute alcohol, drugs, and other restricted substances.</p> <p>Employees shall: inform their immediate supervisor about medications taken that may affect their ability to perform the works; intervene and report to their direct supervisor about the known cases of alcohol or drug use at workplace.</p>
12	<p>Not get distracted while moving on slippery surfaces and in places with barely-visible obstacles</p> 	<p>To ensure safety the employees shall: watch the step while moving; not get distracted while moving (not to send or read the text messages from mobile phones); not carry or move the loads that obstruct the view of the route surface; hold on to the handrails, cross-overs when moving on the stairs, walkways, service platforms (not to keep hands in pockets); use the boots matching the weather conditions; not leave equipment, materials and tools on the route.</p>

4. The Key Safety Rules Application Procedure

4.1. A subsidiary and an entity can develop its own Key Safety Rules on the basis of Gazprom PJSC Key Safety Rules, considering the peculiarities of industrial activities, identified hazards and assessed risks.

4.2. The Key Safety Rules are communicated to all the employees of Gazprom PJSC and its subsidiaries and entities, as well as to the personnel of the entities engaged at Gazprom facilities and its subsidiaries and entities on the basis of a contract or other legal basis.

4.3. In case of Key Safety Rules violation or doubts about the safety of the works performed, each employee has the right to warn the foreman, as well as to inform his immediate supervisor about the above-mentioned facts.

4.4. It is recommended to include the Key Safety Rules in the standard forms of the work and services contracts.

4.5. The scope of the Key Safety Rules is determined depending on the job duties performed by the employees.

4.6. Posting the signs containing the Key Safety Rules (hereinafter - graphic part sign) is allowed in places of trainings, in transport vehicle lines, on bulletin boards, etc. It is also allowed to use the separate signs to indicate the areas, zones, sites and other places where the dangerous factors may appear.

4.7. When posting graphic part signs, it is required to consider, that the information materials are easier to recognize (read) within the direct sight. The larger their size and frequency of installation, the higher the recognition and the readability of the signs is. The ratio between the size and frequency of the installation is recommended in accordance with the requirements of GOST P 12.4.026.