

# 10 SAFETY PRINCIPLES

# SAFETY FIRST!



## Lead by example and promote Safety Culture

- I respect and I reinforce safety instructions.
- I provide a secure working environment on a daily basis.

### MANAGER :

- I am personally committed to the deployment of the safety policy.
- I share this commitment with all my colleagues.
- I demonstrate my commitment when making safety inspections.



## Respect the zero-tolerance alcohol and drug policy

- I know that driving a vehicle, using equipment or carrying out safety tasks, requires all my attention and skills.
- While at work I am not under the influence of alcohol or illicit substances.
- I agree to ask for help when needed (addiction).

### MANAGER :

- I pay attention to suspicious behaviour of my colleagues.
- I organize alcohol and drug controls in compliance with the current regulations.
- I offer employees with alcohol and/or drug issues to benefit from an Employee Assistance Program.



## You are responsible for your own safety and for the others

- I pay constant attention to my work environment and of my colleagues.
- I respect safety instructions related to my job and I ask my colleagues to do the same.
- I report potential safety issues to my hierarchy.

### MANAGER :

- I monitor all tasks and activities of my staff and analyse the potential risks.
- I am available to discuss health & safety issues, and I implement solutions where possible in cooperation with the local Safety Committee.



## Always follow procedures: Don't cut corners

- I carry out my professional tasks in the strict compliance with safety regulations.
- I do not allow myself any deviation from safety rules (traffic regulations/ laws, maintenance tasks, operations...).
- I do not hesitate to suggest improvements to my manager.

### MANAGER :

- I monitor how my staff respects the safety rules in place.
- I carry out regular "safety inspections" and take note of all observations regarding safety improvements. I implement improvements where possible.



## If you see something, say something

- I immediately inform my manager and/or my colleagues of any dangerous situation.
- I also report any suspicious situation or behaviour (abandoned objects, presence of unauthorized persons, suspicious behaviour...).

### MANAGER :

- I put in place an alert system to take into account all security and safety warnings.
- I ensure that the means and procedures of response are in place and effective.



## Respect all signals, signs and speed limits

- I respect all traffic instructions in our Operations (depots, workshops, head offices...).
- I strictly respect the traffic regulations and instructions (road, stations, bus stations, car parks...).

### MANAGER :

- I set up a local circulation plan which identifies all vehicle movement on the Transdev premises.
- I ensure that the plan is known and respected by all staff and any person authorized to enter Transdev premises (subcontractor, suppliers...).



## Always wear your personal protective equipment

- I select the appropriate protective gear before starting any work or entering a risk area.
- I make sure that the protective gear is in good condition.
- I respect the user instructions and use the protective gear correctly.

### MANAGER :

- I make the appropriate protective gear for each activity available to my collaborators.
- I make sure that they know the use of each PPE and that they actually wear them at their workstations.



## Ensure your workplace is tidy and all equipment well maintained

- I ensure that my workspace is clean and tidy, as well as circulation and storage areas.
- I sort out spare parts and dispose of any unnecessary items.
- I contribute actively to the cleaning activities in the workshop.

### MANAGER :

- I support my team where possible to keep workspaces tidy and clean.
- I regularly carry out "safety inspections" to make sure that work and storage spaces are well maintained.



## Report and investigate all the incidents in a timely manner

- I immediately report any accidents or near misses to my manager.
- I gather the information needed in order to understand the event.
- I provide support to the investigation team to identify the cause (Root Cause Analysis).

### MANAGER :

- I systematically analyse every safety related event including near misses.
- I involve the local safety committee and implement the recommendations.
- I inform the staff on safety related events and communicate associated corrective actions.



## Share Knowledge and best practices with your colleagues

- I take advantage of the "toolbox discussions" (and any other opportunity) to exchange with my colleagues and my manager.
- I share my suggestions for improving safety in my daily activities (Best Practices to avoid incidents / accidents).

### MANAGER :

- I organize "toolbox" meetings to raise awareness of safety issues among my colleagues.
- I listen to and take into account improvement suggestions wherever possible.