

# Basic Safety Rules

Scope: Global	Code: 00-00533NO
Owner: D. Sustainability	Revision: 1.0

## Purpose

To foster a safe working environment that helps to prevent those situations of major risk in our activities.

## Scope of application

The Group's Safety and Environment regulations must be known and complied with by all employees regardless of the type of contract that determines their working relationship, as well as all interns and people who have been temporarily transferred to Repsol to provide professional services (seconded). It is also of mandatory compliance for contracting companies that carry out their activities within facilities managed by Repsol. This shall be included in their contracts.

Whenever it is not possible to comply with any of the Basic Safety Rules in a regular work, the appropriate change management shall be carried out, including risk analysis, the relevant authorisation and the subsequent implementation of the necessary additional measures.

## Framework regulations

- Policy on "Health, safety and environment" (code 00-00075PO)

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### 1. Introduction

The Basic Safety Rules are simple instructions to help prevent high risk situations within Repsol's operations.

This norm defines the need to implement the Basic Safety Rules in the Units<sup>1</sup> and for Repsol and its contracted<sup>2</sup> workers to comply with them.

### 2. Implementation

#### 2.1. Dissemination

The Units must communicate and distribute the Basic Safety Rules to all employees, including contracted workers.

Contractors must be informed of the need to communicate, train and ensure/promote compliance with these rules in the tender process. This obligation will be a requirement in each contract for services.

The materials to disseminate the Basic Safety Rules are available on [www.10reglasbasicas.com](http://www.10reglasbasicas.com) and are to be used by employees and contractors.

#### 2.2. Training

Units are responsible for establishing a training programme for Repsol employees exposed to the risks described in the Basic Safety Rules, and ensuring contracted workers follow an equivalent programme. Unit training programs must include:

- Skills required to identify situations which could give rise to a risk described in the Basic Safety Rules and an understanding of the safety implications of not following these rules.
- Knowledge of preventive actions before, during and after work activities and ensure workers are aware of the measures.

Units must evaluate the effectiveness of this training and ensure that work is only conducted by people with the adequate training.

#### 2.3. Verification

The Units are responsible for establishing programs to implement the Basic Safety Rules applicable to their activities. This program must verify the level of understanding of risks described by the Basic Safety Rules.

This verification may be carried out through the available verification measures included in the Management Systems (inspections, field observations, etc.) or any other systems that the Units consider appropriate.

Units are responsible for implementing any recommendations resulting from verification measures, including communication, enhanced training, and monitoring whenever necessary.

<sup>1</sup> Definition included into the Safety and Environment Function regulation 00-000287NO: This term generally includes all established organizational levels (Executive and Group Managing Divisions, Managing Divisions, Corporate Divisions, Divisions, Business Units/ Economic Units/ Operating Centers...)

<sup>2</sup> Repsol's Safety and Environment regulations must be known and complied by Repsol operations contractors and this requirement must be included into the contracts for services.

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### 3. Responsibilities

Units are responsible for implementing the Basic Safety Rules in such a way that they are understood and applied by all Repsol employees and contracted workers. Units are responsible for:

1. Communicating the Basic Safety Rules to all employees and contracted workers.
2. Training employees and requiring that contracted workers be trained in the risks addressed by the Basic Safety Rules, and assuring that this training is effective. This training shall be mandatory for every worker exposed to the risks described in the Basic Safety Rules. Workers not exposed to the risks shall receive copies of the Basic Safety Rules.
3. Integrating the Basic Safety Rules into management systems.
4. Assuring that the appropriate resources are allocated for implementation.
5. Supervising their enforcement and establishing and applying disciplinary consequences for non-compliance for employees according to applicable legislation, as well as Collective Agreement, applicable agreements or policies published in each country. Units must also guarantee contracted workers compliance through contracts and applicable legislation.
6. Verifying the effectiveness of the implementation program.
7. Ensuring that workers have the appropriate competency, training and certification to conduct work activities that require it, in addition to training in the Basic Safety Rules.

All Repsol employees, contracted workers, secondees and interns are responsible for complying with the Basic Safety Rules. They are responsible for:

1. Knowing and understanding the Basic Safety Rules, and asking their supervisor if they believe a Basic Safety Rule cannot be followed or is not sufficiently clear.
2. Applying the Basic Safety Rules to all activities, requesting the appropriate resources to do so.
3. Stopping work and informing their supervisor if they detect any unsafe actions or conditions or non-compliance with the Basic Safety Rules.

### 4. Exceptions to this Regulation:

Whenever it is not possible to comply with one or more of the Basic Safety Rules during work, a management of change process according to the **norm on "Safety and environmental risk management at industrial assets" (code 00-00353NO)** must be carried out, involving the appropriate risk assessment, authorization and implementation of the requested mitigation measures.

### 5. Basic Safety Rules

#### 1) Safe driving

Plan your trip, assess the risks, and avoid distractions at all times.

##### Before the journey:

- Perform an inspection of the vehicle and plan your trip considering rest periods, weather and road conditions.

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- Do not drive if you have been drinking alcohol or if you have taken any substance, including medication, which may affect your ability to drive.
- Always wear your seatbelt and ensure that everyone travelling with you also does so.

### During the trip:

- Respect the traffic laws as well as any specific rules of private premises.
- Do not manipulate mobile phones, radios, GPS, or any other devices while driving.

## 2) Work permits

Make sure you have a work permit whenever it is required.

### Before working:

- Do not start working on tasks without an authorised permit when a permit is required. Understand the risks involved and the preventive measures before commencing work.
- Ensure all safety measures listed in the permit have been implemented.
- Notify involved and affected people of the scope and timing of the work.

### While working:

- Always follow the instructions on the work permit and remember that you can only perform the work described in the permit.
- If the work conditions change or you have any concerns, stop work safely and consult your supervisor.
- Once the work is complete, verify that the site is safe, clean and tidy and ask for the work permit to be closed.

## 3) Isolation and lockout

Use isolation and lockout systems to stay safe from hazards such as electricity, pressure, temperature or chemical products.

### Before working:

- Check that mechanical and electrical isolation has been installed in the identified locations and make sure that it is mechanically secured and that there are signs indicating its presence.
- Confirm that there is no accumulated “energy” (electricity, gas, liquids, etc.) in the system and verify that the isolation is effective.
- Apply lock-out systems (padlocks, seals, etc.) to prevent removal of the isolations before the work is finished.
- Notify affected personnel about the isolation and lock-out operations

### While working:

- Check the isolation after every interruption of work.

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### 4) Entry to confined spaces

Make sure you understand and apply all safety measures specified in the entry permit before entering a confined space.

#### Before entering:

- Verify that there are signs indicating the confined space and that the space is protected from unauthorized entry.
- Do not enter or allow access to the confined space without a duly completed, authorised and communicated entry permit.
- Ensure the interior atmosphere is tested and verified before and during work, if required by the entry permit.
- Make sure you have the necessary personal protective equipment.
- Ensure that you know and understand the steps to take in the event of an emergency and ensure that the required resources are readily available.
- Verify that there is someone outside the confined space ready to help you if necessary and that you can communicate with each other without any difficulty.

#### While working:

- Use the appropriate respiratory protective equipment and monitor the atmosphere continuously if the entry permit so requires.
- If the atmosphere conditions change during the work, immediately stop work in a safe manner, leave the area, and consult your supervisor

### 5) Excavation

Adopt appropriate measures to prevent cables, pipes, unstable ground and other risk factors from causing incidents during excavation.

#### Before working:

- Do not begin excavation without prior risk assessment and authorisation.
- Ensure that all underground installations are identified, located, protected and that there are signs indicating their location.
- Signpost and protect the excavation in order to prevent people and objects from falling in.
- Confirm ground stability is guaranteed before work and after adverse weather conditions.
- Always brace the excavation unless the work permit defines it as unnecessary.
- If the excavation is over 1.2 m deep, it could be a confined space. Request information from your supervisor to determine if a confined space entry permit is required.
- Make sure there is an evacuation route for every person involved.

#### While working:

- Place the excavated material at a safe distance from the edge of the excavation as determined in a risk analysis.

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### 6) Mobile and energised equipment

Standing in the path of mobile (e.g. cranes, forklifts and other vehicles) and energised equipment (e.g. rotating equipment, electrical or pressurized machinery) may cause you to be struck, trapped or splashed.

#### Before working:

- Ensure the equipment has all necessary protection systems and that they are working properly.
- Confirm that entry into the operational area of the mobile or energised equipment is restricted during its operation.
- Ensure that everyone involved in the operation is familiar with and understands the communication systems (signals, warning lights, etc.) to be utilized.

#### While working:

- Stay in a safe area where the equipment will not strike or trap you and you will not be splashed or hit by materials or fluids.
- Follow the instructions of the person in charge of the equipment.
- Ensure that the area is well lit and wear high visibility clothes to ensure you can be seen.
- Do not disable the protection systems on the equipment.

### 7) Work at height

Protect yourself from falling when working at height.

#### Before working:

- Do not begin work at height without an authorised procedure, permit or certificate that includes a risk assessment.
- When working at height, if there is no collective protection (rails, etc.) or when working on mobile equipment, a harness must be used.
- Ensure that the equipment for working at height is in good condition and used correctly.

#### While working:

- Only use authorised scaffolding, platforms and ladders.
- In order to raise and lower objects, always use a bag or tool tether that allows you to keep your hands free.
- Your harness must always be hooked to an anchor point that can withstand your weight if you fall. Whenever possible, it should be connected above your head.

### 8) Lifting operations

Use a lifting plan and never stand below a suspended load.

#### Before the job:

- Use an authorised lifting plan.

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- Inspect slings, cables and any other lifting and anchoring equipment. Reject any equipment that is not in good condition.
- Verify that the load does not exceed the maximum permitted capacity for the lifting equipment and that it does not contain anything that could come loose and fall during manoeuvres.
- Protect and place signs for the areas that will be affected and never enter or allow others to enter these areas.
- Ensure that everyone involved in the operation is familiar with and understands the communication systems.

### While working:

- Minimise the number of people at the job site and do not stand below the suspended load or allow others to do so.<sup>3</sup>
- Use cables/ropes to guide the load and never touch it with your hands while it is suspended.<sup>4</sup>

## 9) Dropped objects

Prevent objects from falling to lower levels.

### Before working:

- Secure tools and portable equipment to prevent them from falling.
- Inspect and protect potential holes (including mezzanine/grating floors).
- Erect barriers and place signage around drop zones below worksites.

### While working:

- Keep things neat and tidy and ensure that only the necessary tools and equipment are at the job site.
- Avoid standing under areas where work is going on and respect all safety barriers.

## 10) Prevention of leaks

Stay alert to possible leaks of hazardous substances to prevent potentially serious incidents.

- Report leaks at facilities or any situations that could cause a leak.
- Operate equipment within the specified safety limits.
- Verify that leak detection systems are working properly.
- Obtain authorisation before you disable any safety equipment.

<sup>3</sup> Rig floors are excluded from this point.

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## Approval

### Validity

This norm shall become valid on the tenth (10th) working day after the date of its approval.

### Revoked regulations

- Norm on "Implementation and compliance with the « Basic Safety Rules»" (code 00-00533NO), rev. 0.0

### General and temporary provisions

This norm supplements any international, national, or regional legislation that applies to Repsol's activity. Said legislation will apply in any and all cases.

The materials to disseminate the Basic Safety Rules will be available on [www.10reglasbasicas.com](http://www.10reglasbasicas.com). It is not recommended for the Units to elaborate their own dissemination materials, due to the amount of corporate materials that will be available within the Company.

### Revision 1.0 approved by:

Approval:

20/06/2017

**Corporate Executive Committee**