

**Vehicles & Driving General:** applies to all vehicles, owned, or leased and operated by ArcelorMittal or its service providers, which are used on ArcelorMittal sites or off-site for ArcelorMittal business purposes



## Design Specifications

- Vehicles cannot be used to tow any equipment, unless engineered to do so.
- All vehicles used for work purposes must be subject to a risk assessment.
- Exit area and road have to be clearly indicated in case of vehicles with limited view (guiding people or vehicles could help the vehicle driver in order to avoid interaction between him and the other vehicles or pedestrians)
- No person may drive a vehicle unless they are trained and tested as competent to operate that vehicle.
- All persons required to drive/operate vehicles on site must have a valid site license or permit.
- A traffic plan (internal and external) must be developed including emergency road, parking, high risks area, ...
- Roads have to be kept in a good shape (including during winter time)



## Safety forklift equipment

## Traffic rules

- The driver and all passengers must wear their seat belts, where fitted, at all times.
- Speed limits and traffic rules must be developed, reviewed regularly and rigorously enforced. Clear signage must be used especially in areas of high risk (such as railway crossings).
- No vehicles shall park in hazardous or controlled areas, for example, rail lines, around cranes, near fire hydrants, shipping areas etc. (A risk assessment must be carried out to identify and highlight these areas)
- Smoking is not permitted in any company vehicle.
- Use of cell phones : see AM Safety ST 301
- Vehicles will be operated with the lights on at all times.
- Vehicles operated on the site (passenger cars excluded) will be equipped with a loud horn automatically activated when driving backwards.
- Vehicles operated on the site will be equipped with a rear spot light automatically activated when driving backwards
- In crossings with pedestrian crosswalks, the preference is always given to the loaded industrial vehicle.



## Check-list

## Safety Checks

- Forklift and all vehicles must be **checked prior to each use**. Defective components must be immediately removed from service. Records must be kept.
- A certified inspection must be done according to the manufacture's instructions and legal requirement.











































## Operation and maintenance

- For each vehicle to be parked, the vehicles park brake must be activated, the engine switched off and the ignition keys removed before leaving cab. If vehicles equipped with a manual gear box are parked on a slope, the gear box should be put in 1st gear or reverse (depending on the direction of the slope) as an extra protection against unforeseen movement.
- Assure vehicle's wheels are properly blocked as a first step before starting any loading or unloading.
- During loading and unloading, the park place has to be designed for the products and people have to follow the Standard Operational Process linked to these products.
- People have to wear all prescribed PPE
- All loads have to be fixed on the trailers



## Dock for truck

## Required checklist before starting the work

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**Are the vehicles used in compliance with their engineering design?**
- 


**Did the drivers participate in the preparation of or do they know the HIRA dedicated to their work or engine?**
- 


**In case of limited view, is the driver helped by someone else or does the signage permit to secure the working area?**
- 


**Are the drivers trained on their tasks? Do they have a valid site permit or authorization?**
- 


**Do the drivers worn with prescribed PPE?**
- 


**Are roads in good shape?**
- 


**Are drivers following the safety rules? (safety belt, speed limits, parking area, smoking policy, mobile phones, lights all the time, ..)**
- 


**Are vehicles on the sites equipped with rear spot light and loud horn automatically activated when driving backwards?**
- 


**Are forklift and Vehicles on site checked prior each use?**
- 


**Is a certified inspection performed according to the manufacture's instructions and legal requirement?**
- 


**For each vehicle to be parked, are the vehicles park brakes activated, the engine switched off and the ignition keys removed before leaving cab?**
- 


**During loading and unloading tasks, are the vehicle's wheels properly blocked and is the place designed for the task?**
- 


**Are the operators following the Standard Operational Process?**
- 


**Are the loads fixed on the trailers as described on the stowage plan?**

**This listed points are the minimum to be checked before starting the work.**