



ALCOA INESPAL AVILES

General Safety Rules For Truck Drivers



Stop and parking inside the plant

STOPPING/PARKING THE VEHICLE IS FORBIDDEN:

1. In front of entrances/exits for pedestrians or vehicles.
2. On pavements, pedestrian crossings or paving stones .
3. Blocking the path to stairs, hydrants or other emergency elements that should be accesible.

IN CASE OF BREAKDOWN:

1. Delimit and properly signpost the road and make use of all the luminous signals.
2. If you must leave your vehicle, **COMPLETELY STOP** the engine, make sure the **SPEED** is **STUCK**, **POWER** is **CUT** and put the **HANDBRAKE** on.
3. If the driver or a passenger must stand outside the vehicle, **PERSONAL PROTECTION EQUIPMENT** must be worn. These equipment will depend on the area.

Remember:

**USING BAYS AND
INSTALLATIONS AS
PEDESTRIAN CROSSING
AREAS IS FORBIDDEN
(Observe signals)**



PERSONAL PROTECTION EQUIPMENT

External truck drivers must wear at least:



1. Helmet with chin strap



2. Safety footwear with metatarsal guards

3. Reflective vest



4. Reflective vest



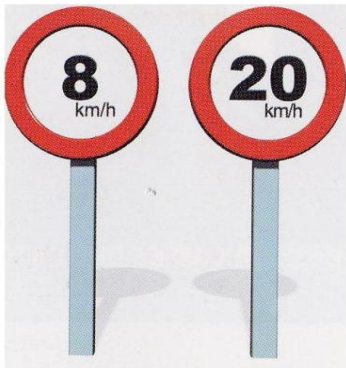
5. Earplugs in the zones where it is necessary

6. Work clothes with long sleeves and legs

TRAFFIC RULES INSIDE THE PLANT

All vehicles must have their license plate or registration number on their bodywork. Also, contractor vehicles must show the name of the contractor company.

SPEED LIMITS



1. Inside the bays: 8 Km/h

2. In the streets: 20 Km/h



3. When driving, the vehicle's headlights must be dipped and rotative lights **ALWAYS ON**.

4. **ALWAYS** keep the safety belt fastened when driving.



OTHER SAFETY RULES



1. Stay in a safe area, away out of reach of mobile equipment. Stay 4 meters any mobile equipment.

2. No drive in the mobile equipment that are no adapted for that
3. In the commercial product load remains inside the cabin. In the materials download remain at observation point indicated by Alcoa.

4. The TARPING/UNTARPING INSTALLATION must be used whenever tarping/untarping operations are performed. Also, use the installation when personnel must perform jobs on the truck which expose them to heights.



(a) Tarping



(b) Untarping



(c) Installation

ALWAYS use the harness! It must be adjusted and connected properly to the hook of the retractable device.

5. In low visibility areas, slow down and sound your horn before proceeding.



6. **SMOKING IS FORBIDDEN**, except for in specifically authorized areas, which are always outside bays and installations.

