Health and Safety
Induction Training
Rio Tinto Alcan facilities in the Saguenay-Lac-Saint-Jean Region
Goal

Inform contractors and employees about Rio Tinto Alcan requirements, policies and regulations regarding health and safety and risks associated with access to sites.
Company HSE Policy

AWAVERNESS

› Know and understand HSE risks.
› Actively participate in the management of HSE performance inhibiting factors.

SKILLS

› Own the required skills required to perform work safely, protect worker health, and keep environmental impacts to a bare minimum.
› Exercise leadership in order to properly identify, assess and manage HSE risks.
› In case of doubt: Stop the work.

COMPLIANCE

› Everyone has the means to keep HSE risks to a minimum.
› Report incidents and implement corrective actions to prevent recurrence.

EXCELLENCE

› Learn from our mistakes and draw lessons from major incidents to prevent recurrence.
› Encourage, implement and disseminate HSE best practice both internally and externally.
› Always search for ways to limit our environmental footprint and protect biodiversity.

›› We guarantee active and real participation by all employees and service providers.

Health, Safety and Environment Policy

A Rio Tinto Alcan, we care about people and the world we live in. We understand that effectively managing our HSE responsibilities is key to our long-term success. That’s why we are committed to Zero Harm by Choice. This entails preventing fatalities, injuries and illnesses while working proactively to protect the environment.

OUR MISSION: Safety and Environment Policy

We strive to protect the environment and understand the health, safety and well-being not only of people who work for us but also of the communities in which we operate. This is why we continuously improve our HSE performance across the organization, while implementing both the HSE programs and global HSE standards.

AWAVERNESS: All our employees, contractors and other key stakeholders are intrinsically linked to the health, safety and environment of our operations and interact in a way that supports our health and safety commitments.
› Identify health and safety hazards and report these to management.
› Share good practices and lessons learned with our employees and stakeholders.

SKILLS: Every employee and contractor must be capable of identifying and managing HSE risks.
› Own the necessary skills required to perform work safely, protect worker health, and keep environmental impacts to a bare minimum.
› Exercise leadership in order to properly identify, assess and manage HSE risks.
› In case of doubt: Stop the work.

COMPLIANCE: Everyone has the means to keep HSE risks to a minimum.
› Everyone has the means to keep HSE risks to a minimum.
› Report incidents and implement corrective actions to prevent recurrence.

EXCELLENCE: We encourage and support proactive participation in the management of HSE risks.
› Everyone has the means to keep HSE risks to a minimum.
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›› We guarantee active and real participation by all employees and service providers.

December 2018

Rio Tinto Alcan, Chief Executive

Rio Tinto Alcan

We believe that responsible business practices can deliver economic, environmental and social benefits to our stakeholders. That’s why we are committed to Zero Harm by Choice. This entails preventing fatalities, injuries and illnesses while working proactively to protect the environment.

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Rio Tinto Alcan
Contents

» Our Operations
» What’s important to us
» Our Goal
» Compliance and Integrity
» General Rules
» Mandatory Personal Protective Equipment
» Hand Injuries
» Traffic Regulations
» Electrical Hazards
» The Imperatives
» Management of Misconducts
» Emergency Response Plan
» Confidentiality
» What you need to remember
Our Operations

Single message in Rio Tinto Alcan facilities
What’s important to us

• Work together to identify, eliminate or mitigate health, safety and environmental risks (HSE).

• Encourage our employees to adopt a healthy lifestyle, be careful and respect the environment at work and at home.

• Continually seek to reduce the environmental footprint of our operations and activities.
Our Goal: Zero Harm by Choice

Our Vision
For Health, Safety & Environment
Primary Metal, North America

Because we care for our employees, suppliers and host communities, we are fully committed to making our journey towards “Zero by Choice” a resounding success. Our integrated approach will encourage each employee to choose to care for his health, his safety and the environment, as well as those of his peers and community.

This vision will be achieved through:
› leaders demonstrating visible, courageous and rigorous leadership;
› an efficient risk management approach ensuring sustainable performance;
› work teams that master continuous improvement tools and use them to nurture the development of the “Zero by Choice” culture.

Health
Our employees distinguish themselves by their good health condition. This is made possible by:
› the on-going reduction of occupational exposures;
› enhancing knowledge regarding health;
› offering all employees participation in a wellness program.
The goal is zero illness.

Safety
Our employees know how to ensure their own safety and that of their peers. To achieve this, they can rely on:
› leaders that master HSE leadership competencies;
› efficient safety practices, such as safety interactions, Take 5s, and effective pre-shift safety meetings governed by our continuous improvement approach.
The goal is zero injury.

Environment
Our organization is a leader in terms of environmental protection. This is achieved through:
› optimum environmental performance that goes beyond legislations in effect;
› sound relations with surrounding communities;
› constructive relations with government authorities.
The goal is zero harm to the environment.
To achieve our goal, we must:

- Identify and eliminate hazardous conditions and risky work methods
- Adopt preventive measures
- Inform people about hazards
- Observe hygiene, safety and environmental instructions
- Know the risks in the sector
- Keep the plant clean and tidy
- Reduce discharges into effluents
- Dispose of waste in appropriate locations
- Observe preventive measures
- Report all incidents
Compliance and Integrity

• It is illegal to possess, consume or be under the influence of alcohol or drugs on working hours.

• Using Rio Tinto Alcan goods or services for personal purposes is prohibited, including the use of the Internet and electronic mail.

• Observe and be familiar with health, safety and environmental policies, procedures and practices.

• Any form of harassment, violence and solicitation is prohibited.

• Employees and suppliers may be subject to searches of their person, car or belongings.
Critical Risks: Risks that may cause a fatality

Risks present in the area are identified by a pictogram
Critical Risk Management

Critical risk management provides a way to check if critical controls are well designed, understood, implemented and effective on the front line - where the risk lies.

Critical risk management involves:

- Each Rio Tinto facility
- Each critical risk
- Each field staff

Stop and seek help if a control cannot be applied.
Standard Critical Controls

Critical Risk

1. Fall-protection device
2. Fixed work platform
3. Mobile work platform
4. Protection of open ends
5. Scaffolding

Checklists

Different tools are used depending on hierarchical level
1- CCVS Manager
2- CCFV Supervisor
3- CCC/TAKE5 Employee
# General Rules

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>It is forbidden to play, squabble or adopt any behavior that could harm your health, safety, the safety of others or the environment.</th>
</tr>
</thead>
</table>
| Jewelry   | With the exception of administrative offices, wearing jewelry and piercings is prohibited at all times. Only medical alert bracelets are permitted.  
With the exception of administrative offices, only non-metal watches with a non-continuous strap and pins are allowed. |
| Tobacco   | According to the Tobacco Act, smoking is prohibited in the facilities (inside buildings) and in all company vehicles. |
## General Rules

<table>
<thead>
<tr>
<th>Pressurized containers</th>
<th>Never carry pressurized containers, metal markers or butane lighters in plants and facilities unless otherwise specified. Beverages in bottles or cans are prohibited except in the cafeteria or in the dining rooms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed air</td>
<td>Never use compressed air to clean clothes.</td>
</tr>
</tbody>
</table>
## Pedestrians

Pedestrians are required to use pedestrian areas and footbridges to travel outside and inside buildings.

When existing, use pedestrian doors to access buildings.

Make eye contact and have visual confirmation with the operator of a moving vehicle before going into a traffic lane or crossing an intersection.

## Waste

Dispose of waste or contaminated materials in locations identified for this purpose.
## General Rules

| Electronic devices                  | It is forbidden to carry around music players like MP3, iPod, etc.  
|                                   | It is strictly forbidden to photograph, film or record anything with any device inside Rio Tinto Alcan facilities. |
| Tools / Equipment                  | Use any vehicle, equipment, machinery and tools in good working condition and only if you have the qualifications and appropriate licenses. These should be inspected before use. |
General Rules

| Change management | It is forbidden to modify any equipment, tool or process before receiving approval from technical staff qualified in the field and from the health and safety coordinator. |

What’s a change?
Any changes to a system, equipment or process so that it works in a different way and is likely to have an impact on health, safety and the environment.

To what does it apply? Some examples:
- Operating procedures (SOP)
- Maintenance procedures (GO)
- Staff changes
- Training and skills requirements
- Individual roles and responsibilities
- Legal requirements
- Products
## General Rules

### Knives

Category 3 and 4 knives are prohibited

### Improving the Safety Level

<table>
<thead>
<tr>
<th>Level 4</th>
<th>Level 3</th>
<th>Level 2</th>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed and manually retractable blades</td>
<td>Self-retractable blades</td>
<td>Tools with interesting technology</td>
<td>Hidden blades, scissors or shears</td>
</tr>
<tr>
<td>Outer or manually retractable blade</td>
<td>Retractable outer blade when the pressure on the push button is released. Retractability is not automatic.</td>
<td>Automatic retractability: Even if the button to retract the blade is not used, the blade will go by itself in a safe position at the end of each cut.</td>
<td>Blades hidden in the handle.</td>
</tr>
<tr>
<td>[Knife images]</td>
<td>[Knife images]</td>
<td>[Knife images]</td>
<td>[Knife images]</td>
</tr>
</tbody>
</table>

Prohibited at Rio Tinto Alcan
Wearing personal protective equipment is mandatory:

• Helmet*
• Safety goggles*
• Protective footwear*
• Tight-fitting long-sleeved clothing
• Mandatory reflective strips (on clothes, bibs or straps)
• Arc flash protective equipment when required
• Safety gloves

* CSA approved and according to the sector requirements.
Hand Injuries

At Rio Tinto Alcan, hand injuries represent a major risk, hence the importance of identifying them properly.

- Think of the consequences that could have an impact on your daily activities with an injured hand:
  - Playing with your children
  - Fly fishing
  - Motorcycling and cycling
  - Etc.

- Rio Tinto Alcan asks you to take a break to remind yourself what are the threats (see next slide) for your hands, what are the risks and consequences they face, and how to counter these threats.
Hand Injuries

REMINDER

There are different types of threats to your hands:

• Striking threats
• Sharp threats
• Cutting threats
• Mechanical threats
• Chemical threats
• Thermal threats
Traffic Regulations

- Mobile vehicles and equipment shall be identified with the company name.
- Make eye contact with drivers before crossing at intersections.
- Wear seatbelts.
- Secure loads properly.
- Hold a valid driving license.
- Stay inside traffic areas.
- Ensure that all commercial vehicles and trucks are equipped with a rear warning buzzer and an ABC-class extinguisher.
- Turn on headlights and taillights when driving inside buildings.
- Park in spaces reserved for this purpose and apply the principles of safe and stable parking (otherwise, install wheel blocks).
- The use of a cell phone while driving is prohibited, including hands-free systems.
Traffic Rules near Railway Tracks

• Make a compulsory 3-second stop.
• Make sure no train is coming in your direction before crossing the railway track.
• When the lights ARE ON, it is forbidden to go on a railway track. Stop your vehicle and wait for a gap in traffic before crossing the railway track.
• It is forbidden to store materials or park a vehicle within five meters from the railway track.
• In the presence of pedestrian crossings, use them when you have to cross a railway track.
• In the presence of the train on the track, assess its movements before crossing.
• It is forbidden to walk between cars or on car couplings.
Electrical Hazards

To ensure avoiding any risk of electric shock and/or electrocution in your workplace, it is mandatory to:

• Stay in pedestrian traffic areas.
• Respect boundaries of work areas.
• Be authorized to access the site or be accompanied by an authorized person.
• Request a travel permit for the site concerned if you have to travel in a work context
• Observe the approach distances and working procedures at all times.
• Visually inspect tools and extension cords before use.
# The Imperatives

<table>
<thead>
<tr>
<th>No</th>
<th>Theme</th>
<th>Description of the Imperative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Control of hazardous energy</td>
<td>Affix your personal lock as prescribed in the procedure.</td>
</tr>
<tr>
<td>2</td>
<td>Control of hazardous energy</td>
<td>Use the identification form for energy sources when required.</td>
</tr>
<tr>
<td>3</td>
<td>Mobile equipment</td>
<td>Make a stop when it is prescribed. A stop is defined as a complete immobilization of the vehicle.</td>
</tr>
<tr>
<td>4</td>
<td>Mobile equipment</td>
<td>Wear your seatbelt as required.</td>
</tr>
<tr>
<td>5</td>
<td>Work at height</td>
<td>Wear a fall prevention device when working to a height of over 1.8 meters.</td>
</tr>
<tr>
<td>6</td>
<td>Work at height</td>
<td>Wear a harness to work in an aerial basket or a scissor lift.</td>
</tr>
<tr>
<td>7</td>
<td>Machinery protection</td>
<td>Operate any equipment with protective guards and other safety devices in place, except when provided in a procedure.</td>
</tr>
<tr>
<td>8</td>
<td>Confined space</td>
<td>Get a permit before working in a confined space.</td>
</tr>
</tbody>
</table>
Management of Misconducts

**Misconducts** that are observed by a Rio Tinto Alcan manager in connection with the imperatives, regulations, other instructions or serious breaches will be managed under Rio Tinto Alcan’s management process for misconducts, which involves **warnings** and **consequences** for the company concerned.
Emergency Response Plan

• Identify the closest assembly point before the work begins.

• In case of alarm, go to the assembly point and notify the supervisor of your presence.

• Wait for the supervisor’s authorization before returning to the building.
Confidentiality

• Any information or document provided by Rio Tinto Alcan is confidential and is only intended to persons or entity to whom they are addressed.

• It is prohibited to copy or disclose the contents, in whole or in part, of these documents without authorization.

• It is strictly forbidden to photograph, film or record anything with any device inside Rio Tinto Alcan facilities.
What you need to remember

Follow the rules at all times
All incidents must be reported

Our safety, our priority
Reading certificate

To update your file:
• complete the form on the next page
• print the certificate and send it by email to the following two addresses:

laissez-passer.jonq@riotinto.com
documents@simexperts.com

Note: allow 72 hours for processing.

The reading certificate is not a request for a pass.
I hereby acknowledge having read Rio Tinto Alcan HSE induction training document. I am aware of the risks associated with access to the different sites, I understand all the requirements, policies and regulations that I must comply with, and I undertake to respect them at all times.

<table>
<thead>
<tr>
<th>Employee’s NAME (in block letters)</th>
<th>COMPANY name (in block letters)</th>
<th>DATE OF BIRTH</th>
<th>SIGNATURE</th>
<th>DATE OF SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

I hereby, as a representative of the company, confirm that the employee who signed the above, has indeed read Rio Tinto Alcan HSE common induction training document to comply with the rules, policies and regulations described therein.

<table>
<thead>
<tr>
<th>NAME (in block letters)</th>
<th>COMPANY name (in block letters)</th>
<th>Position within the company</th>
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Once completed: return to Cognibox by email at: documents@simexperts.com and to RTA security department at: laissez-passer.jong@riotinto.com