

The logo for MOLGROUP, featuring a red triangle pointing right followed by the text "MOLGROUP" in red, uppercase letters.

▶MOLGROUP

# TRUCK DRIVERS' **SAFETY** FUNDAMENTALS

WE ARE DETERMINED **TO SAVE LIVES**





## MESSAGE FROM THE CEO

Dear Colleagues and Contractors,

Roads are essential not only in our everyday lives but also for our operations: the raw materials that we process, by-products from our technologies and our products often reach their destinations through road transportation. Unfortunately, this comes at a price, which can include people being injured and in the worst case it can lead to fatalities.

Our staff and contractors in MOL Group drive over 170 million kilometres each year, this represents a significant safety risk to all parties involved. Since 2008 our employees and contractors have been involved in over 800 road accidents; these resulted in over a hundred persons suffering personal injuries, of which fourteen were fatal.

As you are aware, MOL Group introduced the ten 'Life Saving Rules' in 2014 that were focusing on the most hazardous on-site works. Roads represent different risks, to control these risks we are now launching

the 'Truck Drivers' Safety Fundamentals'. These set out clear and simple "dos" and "don'ts" covering driving and road transportation activities that have the highest potential to cause serious accidents. Compliance is mandatory for employees and contractors in MOL Group operations.

I'm asking all of you to make a personal commitment to the 'Truck Drivers' Safety Fundamentals'; we rely on your effective cooperation in order to prevent road accidents and personal injuries.

My message is still the same - if you choose to violate the rules and drive your car or truck the unsafe way, than you choose not to work for MOL Group.

We are determined to save lives.

**József Molnár**  
MOL Group CEO



**Using alcohol / illegal drugs**, or misusing legal drugs or other substances will reduce your ability to drive or work safely. Driving and work is prohibited under the influence of alcohol /illegal drugs, or any other substances, including legal drugs that may reduce your ability to drive safely.

**AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:**

- › Assign work to people who are fit to work;
- › Ensure that the appropriate process in place to identify the persons who are under the influence of alcohol / illegal drugs, or any other substances;
- › Immediately remove people from the work who are under the influence of alcohol or drugs.

**AS A DRIVER, I HAVE TO:**

- › Always inform my superior if I'm taking medicine that may have an effect on my capabilities or performance. If in doubt I always check with the shift lead who will seek medical advice;
- › Avoid using illegal drugs;
- › Report any case of alcohol or drugs abuse;
- › Avoid taking any risk if I do not feel fit to work.



**A seat belt** protects you from injury in the event of an accident and keeps you safe. Wearing seat belts in moving vehicles is compulsory for the driver and all passengers.

**AS A SUPERVISOR / DISPATCHER / MANAGER / PERSON IN CHARGE, I HAVE TO:**

- › Inform my sub-ordinate drivers about the importance of wearing seat belts while driving;
- › Control if they apply this rule; warn them in case of breaking the rule and apply appropriate disciplinary measures in case any of them breaks the rule repeatedly.

**AS A DRIVER, I HAVE TO:**

- › Always fasten seat belts properly before the vehicle starts to move;
- › Always apply this rule, whether I am driving a truck or personal car;
- › Regularly check that my seat belt works properly;
- › Keep my seat belt properly fastened while in a moving vehicle;
- › Check all the passengers travelling with me in the vehicle to do so as well;
- › Convince my work-mate drivers to keep this rule.

**AS A PASSENGER, I HAVE TO:**

- › Intervene when my fellow passengers are not wearing seatbelts properly.





**Speeding** increases the risk of losing control of your vehicle. Local maximum speed limits related to type of vehicle (e.g. road tanker) and operational area must be obeyed and the actual road (e.g. tarmac, gravel, sand, slope) and weather conditions (e.g. rain, snow, storm) must be observed and considered at all times. Driving at or below speed limit is always safer.

**AS A SUPERVISOR/  
DISPATCHER/MANAGER/  
PERSON IN CHARGE, I HAVE TO:**

- › Provide appropriate initial and refresher training for my sub-ordinate drivers on how to adjust driving speed to prevailing conditions (traffic, road, weather, etc.);
- › Organize safe driving courses (e.g. driving on slippery roads, defensive driving, etc.);
- › Apply appropriate control & monitoring of keeping the legal speed limits on the roads (within and out of built-up area; on the highway, main and secondary roads);
- › Apply appropriate disciplinary measures against speeding.

**AS A DRIVER, I HAVE TO:**

- › Stay at or below the maximum allowable speed for the vehicle and for the road I am driving on as indicated by road signs or journey management instructions;
- › Continuously and carefully evaluate current road, weather, traffic conditions and adjust my speed to these conditions.

**AS A PASSENGER, I HAVE TO:**

- › Intervene if a driver is exceeding the maximum allowable speed.



**Avoid fatigue, tiredness.** Keep strictly local requirements on driving hours / breaks / rest time. Do not drive if you are too tired. Always follow prescribed route or journey management plan. A journey management plan (JMP, where applicable) is a plan that helps you as a driver you to travel and arrive safely.

**AS A SUPERVISOR/  
DISPATCHER/MANAGER/  
PERSON IN CHARGE, I HAVE TO:**

- › Include fatigue and tiredness as regular theme at HSE meetings, tool-box meetings;
- › Carefully control & monitor compliance with driving hours / breaks / rest time (e.g. via control of tachograph records, GPS tracking records);
- › Come up with proposal to management to apply appropriate technical solutions helping to recognize symptoms of fatigue and / or tiredness during driving;
- › Do my best to establish open atmosphere in communication with my sub-ordinate drivers, making them brave to report prior to starting work shift if they suffer from fatigue or tiredness;
- › Prohibit driving if a driver is obviously tired, not fit to drive;
- › Verify that a journey management plan is in place and is being followed (where applicable);
- › Verify that the driver understands and complies with the journey management plan (where applicable).

**AS A DRIVER, I HAVE TO:**

- › Always comply with the duty on driving and rest hours as specified in legal requirements or in the journey management plan;
- › Always keep at least the minimum required rest time between subsequent shifts;
- › Do my best to start work always after enough rest, not suffering from fatigue or tiredness;
- › Always inform my superior if I feel myself not fit to drive and ask for a day-off;
- › Stop driving at the first safe place in case I feel myself not fit to drive (i.e. suffering from fatigue, tiredness) and have a rest and/or gymnastic exercises instead of taking just energizing drinks;
- › Confirm if a journey management plan is required before starting the journey and discuss it with the authorized person (where applicable);
- › Understand the journey management plan before starting the journey (where applicable);
- › Notify my superior immediately if changes occur.



**Using your phone** or other electronic devices while driving contributes to reduced focus on the road and increases the risk of losing control of your vehicle. Use of mobile phones during driving is allowed only if using hands free devices. Use of other electronic devices (PC, games, multimedia, etc.) is prohibited. Use CB radio only in case of need.

**AS A SUPERVISOR/DISPATCHER/MANAGER /  
PERSON IN CHARGE, I HAVE TO:**

- › Get the drivers familiar with the mobile phone policy of the company, and ensure (during drivers' trainings, regular HSE and tool-box meetings) the reason why the use of cell phones is prohibited while driving is understood;
- › Control use of cell phones and other electronic devices by the drivers during driving activities; apply disciplinary measures against drivers violating the rule.

**AS A DRIVER, I HAVE TO:**

- › Keep my private cell phone switched off during driving;
- › Take incoming calls from my company (shift lead, dispatcher, etc.) only through hands-free devices while driving;
- › Never initiate outgoing phone calls while driving, even via hands-free devices, except in emergency situations (e.g. calling emergency services when observing a serious road accident);
- › Keep all other electronic devices (e.g. tablet, notebook, multimedia, etc.) switched off while driving;
- › Use GPS navigation only if the destination was set prior to start;

**AS A PASSENGER, I HAVE TO:**

- › Intervene if a driver is using a phone in a moving vehicle.



**Smoking, eating or drinking** during driving contributes to reduced focus on the road and as such increases the risk of losing control of your vehicle.

**AS A SUPERVISOR/DISPATCHER/MANAGER /  
PERSON IN CHARGE, I HAVE TO:**

- › Inform personnel about designated smoking areas;
- › Inform personnel about the hazards of open flame in explosive areas.

**AS A DRIVER, I HAVE TO:**

- › Avoid smoking, eating or drinking while driving;
- › Learn where the designated smoking areas are;
- › Intervene and report if I see someone smoking outside a designated area;





**Using open flame or non-Ex-proof devices** in explosive environments can cause fire and explosion. Use of any devices that may function as an ignition source is prohibited in areas with fire or explosion hazard (such as Zones 1 & 2).

**AS A SUPERVISOR/DISPATCHER/MANAGER /  
PERSON IN CHARGE, I HAVE TO:**

- › Ensure the safety requirements for loading and unloading are followed;
- › Ensure that the vehicles (without catalytic converter) entering an explosive zone are equipped with spark arrestor;
- › Inform personnel about hazards and rules in explosive zones.

**AS A DRIVER, I HAVE TO:**

- › Avoid using any ignition sources (open flames or non-Ex-proof devices) in explosive areas;
- › Use spark arrestors to exhausters of my vehicle (if it is without catalytic converter) in explosive zones;
- › Start loading/unloading activities only if the engine of the vehicle was stopped.



**Improper or no earthing** during loading or unloading, and the use of non-IS (Intrinsically Safe) equipment in dangerous zones of operations may generate sparks and result in explosion. Proper earthing is a must during all technological procedures.

**AS A SUPERVISOR/DISPATCHER/MANAGER /  
PERSON IN CHARGE, I HAVE TO:**

- › Include theme of static electricity and equipotential between vehicle and loading / unloading devices into drivers' trainings, regular HSE and tool-box meetings; provide some examples of dangerous situations, accidents happened due to neglecting proper earthing;
- › Ensure, via regular or on-the-spot controls, that all drivers check the mechanical integrity / operability of earthing device before starting work shift (as part of the daily check-list);
- › Apply disciplinary measures against drivers repeatedly violating daily checks or taking transportation task without proper functioning of the earthing device.

**AS A DRIVER, I HAVE TO:**

- › Check operability and mechanical integrity of earthing device on the vehicle prior to taking over the shift;
- › Report to mechanic on duty if the devices are in improper condition and ask for immediate repair; reject the vehicle until the earthing device has been repaired properly;
- › Start every loading and unloading operation, as the first step of the activity, with connecting the earthing properly;
- › Disconnect earthing after finishing the loading or unloading procedure as the last step of the activity;
- › In certain countries, where Customer site (filling station, wholesale Customer's site) is equipped with own earthing cable, connect first the vehicle to the receiving tanks' connection and then the site's cable to the vehicle; after finishing the unloading procedure, disconnect first the site's cable from the vehicle, than the vehicle's cable from the receiving tank.



**Using appropriate Personal Protective Equipment** as prescribed for the level of risk is obligatory in dangerous zones, during loading and unloading. These can include anti-static equipment (such as protective clothing, boots and gloves) to prevent static discharges from acting as ignition sources in potentially explosive environments. Other necessary Personal Protective Equipment are safety glasses and hard hats.

**AS A SUPERVISOR/DISPATCHER/MANAGER /  
PERSON IN CHARGE, I HAVE TO:**

- › Make sure that the specific PPE is available and personnel are trained;
- › Confirm that it is safe to start work in the hazardous or potentially hazardous atmosphere.

**AS A DRIVER, I HAVE TO:**

- › Be aware of what personal protective equipment to use;
- › Check equipment before using it;
- › Refuse work if prescribed PPE is not available.



**Work at height**, an often neglected hazard during loading and unloading is one of the primary causes of serious injuries and fatalities in road transportation. Use of personal fall protection equipment attached to an adequate anchor point (such as a horizontal lifeline or single anchor point) is compulsory during operations at a height of 2 meters and above, whenever there is no complete approved scaffold, stair or platform with guardrails around.

**AS A SUPERVISOR/DISPATCHER/MANAGER /  
PERSON IN CHARGE, I HAVE TO:**

- › Make sure that the fall protection equipment is available and personnel are trained;
- › Confirm that it is safe to start work at height;
- › Confirm that suitable anchor points are available if personal fall arrest system is to be used.

**AS A DRIVER, I HAVE TO:**

- › Be aware of what fall protection equipment to use and how to use it;
- › Check equipment before using it, always connect the personal fall arrest system to an anchor point when working at height outside of a protective environment;
- › Refuse work if not sure how to use fall protection equipment;
- › Be aware that positioning belts cannot be used for fall arrest.