



# Group Life-Saving Rules Handbook





## Introduction

Welcome to the **SITECH Group Life-Saving Rules Handbook**. This document is a guide to the safety rules that all employees, contractors, and visitors must follow at all SITECH entities. These rules are designed to prevent accidents and injuries, and they are a key part of our commitment to creating a safe and healthy workplace.

This handbook covers all entities within SITECH Group, including:

1. ENAR Petroleum Refining Facility
2. Peoples Steel Mills
3. Pakistan Machine Tool Factory
4. Heavy Mechanical Complex
5. Ravi Chemicals Complex
6. Geoscientific Research Institute

These industries present unique challenges and risks, and it is essential that everyone working within SITECH adhere to the life-saving rules outlined here. Compliance with these rules is mandatory to ensure the health and safety of all individuals involved in our operations.

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## Why Life-Saving Rules Matter

At SITECH, we operate in industries that are inherently high-risk, such as oil refining, steel production, heavy machinery manufacturing, chemicals, and mining. To minimize the risks associated with these industries, we have implemented Life-Saving Rules that reflect the best practices in safety management. These rules are based on international standards like **ISO 45001:2018** for occupational health and safety and **ISO 14001** for environmental management.

By following these rules, you help ensure that:

- **Accidents are prevented:** Proper safety practices significantly reduce the chances of workplace injuries or fatalities.
- **Hazards are managed:** Identifying and addressing hazards early prevents serious incidents.
- **Everyone goes home safely:** The ultimate goal of these rules is to ensure that all employees, contractors, and visitors are protected while working at SITECH facilities.



## **The Life-Saving Rules**

Below are the ten Life-Saving Rules that must be followed at all times. Each rule includes a brief explanation, how to comply with it, and the consequences of non-compliance.

- 1. Use Personal Protective Equipment (PPE)**
- 2. Work with a Valid Permit**
- 3. Follow Lockout/Tagout Procedures**
- 4. Safe Work at Heights**
- 5. Safe Lifting and Rigging**
- 6. No Alcohol or Drugs**
- 7. Driving Safety**
- 8. Hazardous Materials Handling**
- 9. Emergency Preparedness**
- 10. Report Unsafe Acts or Conditions**

## 1. Use Personal Protective Equipment (PPE)

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### **Why This Rule is Important:**

PPE is essential to protect you from hazards specific to your job, such as falling objects, chemical exposure, or cuts and abrasions.

### **How to Follow the Rule:**

- Always wear the required PPE, such as helmets, gloves, safety shoes, and goggles, while performing your job.
- Ensure your PPE is in good condition and fits properly before use.

### **Consequences of Non-Compliance:**

Failure to wear PPE can lead to serious injuries and will result in disciplinary action, including suspension from work.

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## 2. Work with a Valid Permit

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### Why This Rule is Important:

Certain tasks, such as hot work, confined space entry, or electrical work, pose significant risks and require special permits to ensure proper safety measures are in place.

### How to Follow the Rule:

- Always obtain a valid work permit before starting any high-risk job.
- Ensure the permit is reviewed and approved by the appropriate supervisor.

### Consequences of Non-Compliance:

Performing high-risk work without a permit can lead to accidents and legal consequences. Immediate disciplinary action will be taken.

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### 3. Follow Lockout/Tagout Procedures

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#### **Why This Rule is Important:**

Lockout/Tagout procedures ensure that equipment is properly shut down and cannot be accidentally activated during maintenance or repair.

#### **How to Follow the Rule:**

- Always follow the correct procedures for isolating and locking out equipment before performing maintenance.
- Only authorized personnel should apply or remove lockout devices.

#### **Consequences of Non-Compliance:**

Ignoring lockout/tagout procedures can result in serious injury or death. Violations will lead to severe disciplinary measures.

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## 4. Safe Work at Heights

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### **Why This Rule is Important:**

Working at heights is one of the leading causes of workplace injuries. Fall protection is required to prevent accidents.

### **How to Follow the Rule:**

- Always use fall arrest systems when working at heights above 1.8 meters (6 feet).
- Ensure that fall protection equipment is inspected and securely anchored before use.

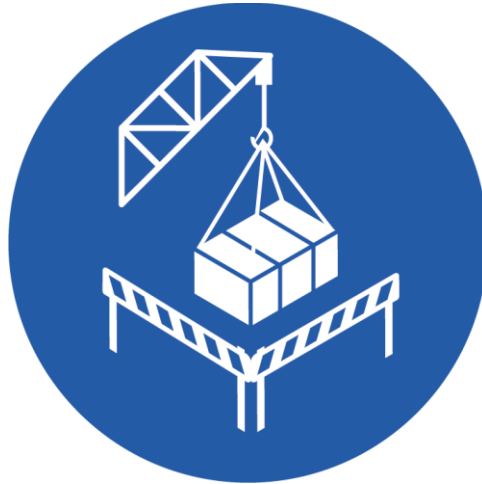
### **Consequences of Non-Compliance:**

Failure to use fall protection will result in immediate removal from the worksite and further disciplinary action.

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## 5. Safe Lifting and Rigging

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### **Why This Rule is Important:**

Improper lifting or rigging of heavy loads can result in serious injuries or equipment damage.

### **How to Follow the Rule:**

- Use proper lifting techniques and equipment for manual handling tasks.
- Ensure cranes, forklifts, and other lifting equipment are operated by certified personnel.

### **Consequences of Non-Compliance:**

Unsafe lifting practices will lead to immediate suspension and further investigation into safety violations.

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## 6. No Alcohol or Drugs

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### **Why This Rule is Important:**

Working under the influence of alcohol or drugs can impair judgment and reaction times, increasing the risk of accidents.

### **How to Follow the Rule:**

- Never work while under the influence of alcohol, drugs, or any substance that impairs your performance.
- Follow company policies regarding random substance testing.

### **Consequences of Non-Compliance:**

Anyone found under the influence will be immediately removed from the worksite and subject to termination.

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## 7. Driving Safety

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### Why This Rule is Important:

Driving is one of the most common activities that can lead to serious accidents if safety procedures are not followed.

### How to Follow the Rule:

- Always wear a seatbelt when operating or traveling in a vehicle.
- Follow all traffic regulations, avoid speeding, and do not use mobile phones while driving.

### Consequences of Non-Compliance:

Non-compliance with driving safety rules will result in removal from driving duties and disciplinary actions.

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## 8. Hazardous Materials Handling

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### **Why This Rule is Important:**

Improper handling of hazardous materials can lead to chemical spills, fires, or health hazards.

### **How to Follow the Rule:**

- Always follow procedures for handling and storing hazardous materials.
- Use proper containment and labeling when dealing with chemicals.

### **Consequences of Non-Compliance:**

Failure to handle hazardous materials safely can result in environmental damage and legal repercussions, along with disciplinary measures.

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## 9. Emergency Preparedness

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### **Why This Rule is Important:**

Being prepared for emergencies ensures that everyone knows how to respond in case of a fire, explosion, or other incidents.

### **How to Follow the Rule:**

- Familiarize yourself with emergency response plans, evacuation routes, and the location of emergency equipment.
- Participate in emergency drills and training.

### **Consequences of Non-Compliance:**

Failure to comply with emergency preparedness procedures will result in immediate corrective action and retraining.

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## 10. Report Unsafe Acts or Conditions

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### Why This Rule is Important:

Identifying and reporting unsafe conditions can prevent accidents before they happen.

### How to Follow the Rule:

- Report any unsafe behavior or hazardous conditions to your supervisor immediately.
- Do not hesitate to stop unsafe work.

### Consequences of Non-Compliance:

Failure to report unsafe acts or conditions can lead to preventable incidents and will result in disciplinary action.

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## Management Commitment

SITECH's management is fully committed to enforcing these Life-Saving Rules across all entities. Managers and supervisors will provide the necessary support, training, and resources to ensure full compliance. Any violations of these rules will result in immediate corrective action, as safety is non-negotiable at SITECH.

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## Your Role in Safety

Every employee, contractor, and visitor at SITECH has a responsibility to follow these Life-Saving Rules. Your adherence to these rules not only protects your own safety but also ensures the safety of your colleagues. Remember, **if a job cannot be done safely, it should not be done at all.**

If you ever have concerns or need clarification, do not hesitate to ask your supervisor or the HSE team.

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## Conclusion

By adhering to the Life-Saving Rules, you contribute to the overall safety and success of SITECH. Our goal is zero incidents, and together we can make that a reality. Review this handbook regularly, participate in safety training, and always prioritize safety in everything you do.

Stay Safe. Work Safe. Be Safe.

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## Contact Information

For any questions or concerns related to the Life-Saving Rules or safety practices, please contact the HSE department or your supervisor.

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### **SITECH HEAD OFFICE**

**+92 51 4718491-3**

**info@sitech.com.pk**

**SITECH, Sagheer Market, F-10/4, Islamabad, Pakistan**

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### **ENAR Petroleum Refining Facility - EPRF**

Phone: +92-21-35121932

Address: EPRF Building, Plot No. 7-B,  
Sector 7-A, Korangi Industrial Area,  
Karachi.

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### **Peoples Steel Mills Limited - PSM**

Phone: +9221-36770116-18

Address: Manghopir, Near Naya Nazimabad Karachi,  
Pakistan, Postal Code: 75890

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### **Pakistan Machine Tools Factory Limited – PMTF**

Phone: +92 21 35082451-54

Address: PMTF Road, Off National Highway,  
Karachi-75030

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### **Ravi Chemical Complex – RCC**

GT Rd, Kala Shah Kaku, Sheikhupura, Punjab

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### **Heavy Mechanical Complex, Taxila - HMC**

Phone: (+92) 051-9314262/622

Address: Hattar Road.  
Taxila, 47080 Pakistan.

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### **Geoscientific Research Institute - GRI**

**Islamabad**

**Khaplu, Skardu.**



## **Acknowledgment**

I, the undersigned, have read and understood the SITECH Group Life-Saving Rules and agree to comply with these rules at all times. Failure to do so may result in disciplinary action.

<b>Name:</b>	
<b>Position:</b>	
<b>Company Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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This handbook is your guide to safety at SITECH. Keep it with you, refer to it often, and ensure that safety is always your top priority.