



LIFE SAVING RULES

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1. The Basic

1.1 Overview about Life Saving Rules

Mwasalat is embarking on a journey towards achieving QHSSE (Quality, Health, Safety, Security and Environment) excellence. As part of this commitment, Mwasalat aims to implement stringent measures to ensure zero harm in the workplace, prioritizing the preservation of lives and preventing any non-compliance that could result in severe injury or loss of life.

1.2 Terms and Definitions

Table 1: Abbreviation

No.	Abbreviations	Descriptions
1.	CEO	Chief Executive Officer
2.	LSR	Life Saving Rules
3.	MWL	Mwasalat
4.	PPE	Personal Protective Equipment
5.	QHSSE	Quality, Health, Safety, Security and Environment
6.	Safety Manuals	Refer to Safety Management System Manual for bus operation and Integrated Management System Manual for ferries operations.
7.	SOP	Standards Operation Procedure

Table 2: Terms and Definition

No.	Terms	Definitions
1.	Culpability	Degree of responsibility assigned to an individual for their actions or conduct. It indicates the level of fault or wrongdoing attributed to someone based on their intentions, knowledge, or negligence regarding a particular situation or outcome.
2.	Life Saving Rules	A set of essential safety regulations implemented in workplaces to prevent accidents, injuries, and fatalities. These rules are typically focused on high-risk activities or environments where the potential for serious harm is significant.
3.	Work at Height	This refers to any work activity performed 1.8 meters above the ground and where a person could fall from one level to another, leading to injury. It includes working on ladders, scaffolds, rooftops, or any other elevated surface.
4.	Confine Space Work	Confined space work involves activities carried out in enclosed or partially enclosed spaces that have limited

No.	Terms	Definitions
		access and may present hazards such as restricted entry or exit, poor ventilation, or the presence of hazardous substances. Examples include tanks, silos, tunnels, or enclosed machinery compartments.
5.	Hot Work	Any activity that generates heat, sparks, or flames and has the potential to ignite flammable materials or gases. This can include welding, cutting, grinding, or any other similar operation.
6.	Line of Fire	The path or trajectory that a hazardous object, substance, or energy may travel along during a work activity. This could include the path of a moving vehicle, the trajectory of a falling object, or the direction of a projectile from a tool or equipment.
7.	Sever Sanctions	Significant penalties or punishments imposed consequently for violating rules, policies, or regulations.
8.	Zero-Tolerance Action	Strict policy or approach wherein absolutely no tolerance is shown towards a particular behavior or violation.

1.3 Purpose

The Life Saving Rules (LSR) outline both permissible and prohibited actions, specifically addressing activities with the highest potential safety risks. They also include mandatory safety regulations designed to safeguard Mwasalat's personnel within Mwasalat's premises. These rules are designed to:

- Protect Lives:** The primary purpose of LSRs is to safeguard the lives and well-being of individuals within the workplace. By emphasizing essential safety practices, LSRs aim to prevent accidents and mitigate risks that could result in serious injury or loss of life.
- Prevent Injuries and Incidents:** Help to reduce the occurrence of workplace accidents and incidents by promoting safe behaviors and practices. By adhering to these rules, employees are less likely to engage in risky behaviors that could lead to injuries or harm.
- Establish Clear Expectations:** Provide clear guidelines and expectations for employees regarding safety standards and practices. They outline specific actions and behaviors that are mandatory to follow, leaving no room for ambiguity or misunderstanding.
- Create a Safety Culture:** Fosters a culture of safety within the organization. When safety becomes a top priority and ingrained in the company's values, employees are more likely to take personal responsibility for their safety and the safety of their colleagues.
- Ensure Compliance:** Serve as a framework for regulatory compliance and adherence to industry standards. By enforcing these rules, organizations demonstrate their commitment to meeting legal requirements and maintaining a safe work environment.

1.4 Scope

- This Guideline & Work Instruction defines the systematic approach employed by Mwasalat Company for managing Life Saving Rules.
- It encompasses all documents and records essential for the effective management of Life Saving Rules.

1.5 Applicability

- a. This Guideline & Work Instruction is applicable to all functions, departments, and individuals within Mwasalat Company as well as contractors and third parties who are permanently or temporarily conducting work/project at Mwasalat premises.
- b. The word "shall" be used to denote a requirement. For recommended practices, they will be represented by the words "should" or "will" or "recommended".

1.6 Normative Reference

- Asyad Life Safety Guideline: ASY-QHSSE-PRO-012.

1.7 Responsibility

- a. The CEO is responsible for ensuring widespread awareness, resource allocation, integration, leadership support, approval, and accountability mechanisms for Life-Saving Rules (LSRs) within the organization.
- b. The QHSSE Sr. Manager is responsible for Developing, implementing, and overseeing LSR policies, training, compliance monitoring, incident investigation related to the LSRs violations, and provide regular reports on LSR compliance and performance to the management.
- c. QHSSE professionals play a crucial role in providing training and education to employees regarding LSR. They ensure that employees understand the importance of following safety rules and are aware of the consequences of non-compliance.
- d. Departmental line managers are responsible for effectively communicating and reinforcing the importance of Life-Saving Rules (LSRs) within their teams, providing support, supervising compliance, managing risks, reporting incidents, evaluating performance, and contributing to continuous improvement efforts related to LSRs and safety practices.
- e. All employees are responsible for complying with LSR at all times while performing their duties. They must follow safety rules, protocols, and guidelines to minimize risks and prevent accidents or injuries.
- f. All contractors and subcontractor are required to comply with Life Saving Rules while performing their duties.

1.8 Document Management and Control

1.8.1 Document Review and Amendment

- a. This SOP shall be reviewed and amended when needed, ensuring complete conformity with Asyad requirements.

1.8.2 Document Distribution and Access

- a. This document is distributed officially to the list of personnel stated in the distribution list who shall then distribute it to all their team members.
- b. This document shall also be available with the QHSSE department – Sr. QHSSE Manager as needed who shall provide access to all Mwasalat personnel as requested.

1.8.3 Document Control

- a. This master copy of this document is available with the Document Owner, the QHSSE Sr. Manager an electronic copy. All printed copies will be considered as non-controlled.
- b. The document is provided with a specific reference number and version number. The version number shall be changed upon amendment.

2. Life Saving Rules

Mwasalat Life Saving Rules are an important part of our Safety Management System and Safety Shield. Below subsections are detailing the LSRs of Mwasalat.

2.1 Personal Commitment to Safety

To ensure an effective safety management system and emphasize the importance of Life-Saving Rules, all Mwasalat personnel are committed to the following:

- Identify and assess risks before starting any task.
- Always follow safe work practices and procedures.
- Complete required training and maintain qualifications for safety.
- Ask for help from managers or experts if unsure about safety.
- Report all incidents and near misses.
- Obtain necessary permits for high-risk tasks.
- Wear all required personal protective equipment (PPE).
- Reassess hazards and risks with any changes.
- Look out for coworkers and help them work safely.
- Stop work if conditions seem unsafe to prevent accidents.




2.2 The Twelve Live Saving Rules

The twelve Life-Saving Rules of Mwasalat, illustrated in *Table 3* below, aim at preventing workplace accidents that could potentially cause serious harm or fatalities to personnel. These rules were developed thorough analysis of data, pinpointing the most critical risk factors that may result from busses and ferries operation. Each rule is accompanied by a visual representation and straightforward instructions to ensure everyone's safety.

Table 3: Live Saving Rules

Rule #	Rules Sign	The Rules	Rules Description
1.		Alcohol and Drugs Free	Never work under the influence of drugs, medication, or alcohol.
2.		No Smoking	Smoking is only allowed in designated areas.

Rule #	Rules Sign	The Rules	Rules Description
3.		Safe Navigating/Driving	Comply with all safe driving and navigating rules and drive/navigating defensively all the time. No usage of mobile phone while driving and no exceeding speed limit.
4.		Work Authorization	Work with a valid permit when required
5.		Energy Isolation	Verify isolation and zero energy before work begins.
6.		Safe Working at Heights	Protect yourself against a fall when working at height.
7.		Hot Work Permit	Control flammables and ignition sources.
8.		Confined Space Work Permit	Obtain authorization before entering a confined space.
9.		Safe Mechanical Lifting Operation	Plan lifting operations and control.

Rule #	Rules Sign	The Rules	Rules Description
10.		Avoiding Line of Fire	Keep yourself and others out of the line of fire.
11.		Adhering to Safety Controls	Bypassing safety controls is strictly prohibited. Ensure proper authorization is obtained before making any adjustments to or deactivating any safety controls
12.		Fit for Duty	Be in a state to perform work safely