

WELCOME

The following material is being provided for informational purposes and in order to promote safety awareness. It does not constitute nor should it serve as a substitute for legal or other professional advice. Alcatel-Lucent makes no representations or warranties of any kind, express or implied, in providing this material.

EHS COMMITMENT FROM THE TOP



My ambition is for Alcatel-Lucent to be **the** recognized leader in sustainability and responsible business innovation for the technology industry.

Michel Combes
CEO Alcatel-Lucent
2013 Sustainability Report

..... Right First Time
SAFE EVERY TIME

SAFE DRIVING CONCERNS ALL OF US IN THE TELECOMMUNICATIONS INDUSTRY

- Occupational road risk is that risk associated with driving and working with vehicles in our daily work .
- Most of the fatalities in our Telecommunications Industry are related to occupational road risk.
- It impacts the equipment network and systems suppliers, it impacts the installation, commissioning and maintenance crews , It impacts our service provider customers . It impacts everybody. Our Industry is working to reduce risk, preserve life and aims for a fatality free future (F³) for our entire industry.
- Take a short moment to view the video below prepared by our industry under the leadership of Vodafone in the Safety Forum initiative

[Click here to view video](#)

ZERO TOLERANCE SAFETY PRINCIPLES

Driving Related



We never use a hand held phone or text while driving.

Driving Related



We never exceed speed limits or travel at speeds which are dangerous for the type of road, vehicle, or conditions.

Driving Related



We never work under the influence of alcohol or drugs.



We never work on energized equipment or in the vicinity of high voltage power transmission lines unless qualified.

Driving Related



We always wear seat belts when travelling in, or operating vehicles.



We always use the appropriate Personal Protective Equipment and Fall Arrest systems when working at heights.



We always have a lift plan when performing a critical lift.

The consequences for employees that fail to observe safety requirements will be disciplinary in nature up to and including dismissal / termination



TGK30132W – DEFENSIVE DRIVER TRAINING

CORPORATE EHS

June 2015

ALCATEL-LUCENT EHS POLICY

The [Alcatel-Lucent Environment, Health and Safety Policy](#) provides the framework for EHS performance improvement in support of the business strategy.

ENVIRONMENT, HEALTH AND SAFETY POLICY

Alcatel-Lucent is committed to operating in a sustainable manner that protects the environment and the health and safety (EHS) of employees, contractors, customers, and the communities where we conduct business. Meeting this commitment is a primary management objective and the individual and collective responsibility of all employees and will be proactively communicated internally and externally through our Corporate Social Responsibility efforts. To that end, Alcatel-Lucent will:

- ◆ Comply with applicable EHS laws, regulations, directives, commitments with customers, company requirements, and with other requirements to which Alcatel-Lucent subscribes.
- ◆ Provide employees and those who visit or work at Alcatel-Lucent locations with safe working conditions.
- ◆ Design products that are safe, energy-efficient, can be installed/serviced/uninstalled safely, and can be recycled or disposed of in an environmentally responsible manner.
- ◆ Strive to efficiently and effectively prevent pollution, prevent occupational injury and ill health, optimize energy and resource consumption and minimize the EHS impacts from activities, services and products.
- ◆ Regularly assess and continually improve EHS performance in a responsible manner by implementing management systems, setting goals and meeting objectives.
- ◆ Appropriately train, inform, motivate and consult with employees to help them perform their activities in a safe and environmentally responsible manner.
- ◆ Work with suppliers and customers to promote responsible use of products throughout their life cycles.
- ◆ Promote the adoption of similar principles by contractors and suppliers.

This policy will be regularly reviewed, updated as necessary, applied and communicated to all employees and persons working for or on behalf of Alcatel-Lucent, and made available to interested parties and the public.

Michel Combes
Chief Executive Officer

EHS-1-1, Edition 3.3
April 2013

..... Alcatel-Lucent 

AGENDA

1. Introduction
2. General Information
3. Safe Driving Rules
4. Emergency Procedures
5. Accident Procedures, Reporting & Investigation
6. Driver History and Records Review Process
7. Safety Standards for Company Motor Vehicles
8. Maintenance of Company Motor Vehicles and Periodic Vehicle inspections
9. Journey Planning
10. Safety Tips
11. Did you Know that...?

1. INTRODUCTION

Definition

Defensive Driving means **driving in a manner that seeks** to prevent accidents.

Is the way of driving that allow you to recognize the situations in danger and to prevent what could happen with you, your passengers, your vehicle or other people around.

A defensive driver is always capable to avoid accidents, in spite of errors committed by others that ignore or break the transit law.

It does not matter who or what provokes the accident, a defensive driver always tries to avoid getting involved in accidents.



1. INTRODUCTION

Defensive Driving Habits

Habits are very important factors in our life. However, due to their consistency, they are frequently made unconsciously. They express our character and reflect our effectiveness or ineffectiveness.

Habits can be learned and unlearned. This is not easy or fast to do, but it can be done through continuous practice and it needs a strong willpower.

Driving is the result of some habits. Learn how to drive or becoming a defensive driver requires of getting good habits.

A habit is the result of assembling:

- Desire
- Knowledge
- Practice

2. GENERAL INFORMATION

- The use of motor vehicles on the job can be considered a significant health and safety hazard because of the potential for serious injuries, fatalities and property damage.
- The requirements and recommendations outlined in this training can help us to minimize these risks.
- This training also includes requirements and recommendations for the safe operation of motor vehicles on the job.
- Where any country or local legal requirements are more stringent than those cited here, the legal requirements *shall* be followed.

3. SAFE DRIVING RULES

All employees who drive motor vehicles on company business ***shall***:

- Have and maintain a valid driver's license, applicable to the motor vehicle's type size and use;
- ensure all required documents are in employee's possession or on board vehicle (e.g., driver's license, vehicle registration and proof of insurance);
- **WEAR SAFETY BELTS** while driving or riding in a motor vehicle;
- ensure that all passengers wear safety belts (if provided for all seats);
- comply with all applicable local traffic laws and regulations;
- only use company motor vehicles for Alcatel-Lucent business purposes;
- immediately report any suspension or revocation of driver's license, or serious traffic law violation to their supervisor.

3. SAFE DRIVING RULES (...cont.)

All employees who drive motor vehicles on company business ***shall not***:

- drive a motor vehicle:
 - that is found to be potentially unsafe,
 - that does not have all of the required documents on board,
 - while under the influence of drugs or alcohol,
 - with a medical condition or while taking medications that may impair driving,
 - after having been awake for 17 hours or more without at least 6 hours of sleep;
- exceed the posted speed limit or drive in a reckless manner;
- allow non Alcatel-Lucent personnel to drive or ride in the motor vehicle unless there is a business reason to do so;
- perform any activities that could result in a potential distraction from safe driving techniques (e.g., reading, writing, eating, etc.);
- use a mobile phone unless legally parked or the phone is in a “hands-free” mode and mounted within driver’s area of vision;
- drive in severe weather (heavy rain, snow, ice or wind);
- carry firearms, explosives, alcoholic beverages, illegal drugs, radioactive materials, hazardous waste or controlled substances.

3. SAFE DRIVING RULES (...cont.)

All employees who drive motor vehicles on company business ***should:***

- plan the route to be taken before leaving and allow adequate time for the trip,, for longer trips a journey plan might be appropriate (More on this in section 10 of this training package);
- become familiar with the motor vehicle before driving it for the first time (e.g., know the location and proper operation of all controls including the accelerator, brake pedal, gearshift, clutch, headlights, signal lights, windshield wipers, etc.);
- ensure seats and mirrors are adjusted properly before each use;
- turn headlights on during times and conditions of decreased visibility (take care to turn headlights off each time vehicle is parked to maintain battery charge);
- operate the motor vehicle smoothly, without sudden starts, stops, or swerves;
- communicate to other drivers by skillful use of headlights, horn, signal lights, and if necessary, hand signals;
- maintain adequate distance from the motor vehicle ahead in order to prepare for a sudden stop (on the highway, stay at least 3 seconds behind/in the city, stay far enough behind to at least see the rear wheels);

3. SAFE DRIVING RULES (...cont.)

All employees who drive motor vehicles on company business ***should (cont'd)***:

- maintain a “cushion” of space around the motor vehicle in all directions to help prevent collisions and allow adequate distance to respond to emergencies;
- continuously check what is happening in front, on the sides, and behind the motor vehicle in order prevent collisions, anticipate changes, and respond to emergencies;
- reduce speed to compensate for poor weather and road conditions (switch on hazard light if necessary or stop in safe place in very poor visibility conditions);
- check for clearance and the location of obstacles before backing up or parking;
- try to park the motor vehicle so that the first movement when leaving will be in a forward direction;
- be alert to situations that may require an immediate evasive response (e.g., children playing near the road, a slow vehicle entering the road ahead of you, animals or animal-powered vehicles on or near the road).

4. EMERGENCY PROCEDURES

In the event of an emergency or breakdown, all employees who drive motor vehicles on company business *shall*:

- Move the vehicle at a safe distance from traffic, if possible;
- turn on the emergency flashing lights;
- place flares or reflectors behind the vehicle to warn oncoming traffic;
- call a reliable source for help;
- call their supervisor to inform him/her of the situation; and

A flat tire while driving?

- Stop accelerating;
- do not brake suddenly;
- brake smoothly when the car is under control;
- concentrate in controlling the steering wheel; and
- drive to the boundary mark or completely off the road.

5. IF IN AN ACCIDENT...EMPLOYEE ROLE

In the event of involvement in a motor vehicle accident, all Employees who drive motor vehicles on business for Alcatel-Lucent ***shall***:

- Stop the vehicle in a safe place and determine whether anyone involved is injured;
- immediately call for medical assistance if someone is injured;
- report the accident to the local police, but avoid making statements regarding fault or negligence;
- obtain the following information about any other parties involved in the accident: name, address, phone number, driver's license number, owner and insurer of involved vehicles, vehicle registration number, extent of injuries, observation of amount of damage, names and phone numbers of witnesses (if possible);
- report the accident to their immediate supervisor as soon as possible;
- cooperate with internal and external parties that may conduct an investigation of the accident.

5. IF IN AN ACCIDENT...SUPERVISOR ROLE

In the event of involvement in a motor vehicle accident, the Supervisor of the employee involved in the accident ***shall***:

- Immediately provide the necessary support to the employee, the family, and any other individuals affected by the accident;
- immediately report the accident to the EHS Coordinator if the accident resulted in injury or death to any of the involved individuals;
- Local forms and procedures for reporting occupational accidents will be used and followed.

5. IF IN AN ACCIDENT...EHS COORDINATOR ROLE

In the event of a motor vehicle accident, the EHS Coordinator ***shall***:

- Follow the [Serious Incident and Occupational Accident Company Requirement](#).
- Immediately report any serious injuries or fatalities to the Regional EHS Lead and the Senior Director, EHS Office as soon as practicable after the situation has been brought under control
- Local regulatory requirements shall be followed
- conduct, or ensure that a trained individual conducts, an accident investigation and supplements the Accident Investigation Form [EHSMS-L4-453-03](#) (Accident Investigation Form) prepared by the affected Employee's Supervisor
- ensure that all corrective actions identified in the accident investigation are input into the local Corrective Action Process.

5. IF IN AN ACCIDENT...REGIONAL EHS LEAD

In the event of a motor vehicle accident that results in serious injuries or fatalities, the Regional EHS Manager/Leader ***shall***:

- provide the EHS Coordinator with any support he/she may require in conducting the accident investigation
- immediately report the accident to the business unit leader and the Senior Director, EHS Office
- convene a conference call to review the accident with the EHS Coordinator and the involved line Managers
- convene subsequent conference calls until all parties are satisfied that the accident investigation is adequately completed, corrective actions are identified, owners are assigned, target completion dates are set, and the corrective actions are input into the local Corrective Action Process

6. DRIVER ELIGIBILITY AND HISTORY

All drivers must undergo a screening process to verify

- Possess a valid driver's license and maintain a current license at all times.
- Medical fitness to drive (in-country local criteria must be set in accordance with local legal requirements)
- Eyesight and medical checks have been conducted at locally determined intervals after hire.

The records related to drivers will typically include

- verification of valid driver's license (at least annually).
- driver safety training provided by Alcatel-Lucent.
- Review of driver safety training (if required).
- motor vehicle accidents/incidents.
- minor traffic law violations.
- major traffic law violations.

7. SAFETY STANDARDS FOR COMPANY MOTOR VEHICLES

All company motor vehicles *shall* be provided with the following safety features:

- safety belts (front and back);
- Three points safety belts.
- Head rests (if available in country);
- air bags (if available in country);
- sufficient barrier between passenger and equipment compartments (if vehicle used to transport tools and/or equipment).

8. MAINTENANCE OF COMPANY MOTOR VEHICLES AND PERIODIC INSPECTIONS

All Employees who drive company motor vehicles ***shall***:

- Keep the vehicle clean and neat at all times;
- conduct a quick visual check of the vehicle before each use (e.g., check the tires, make sure the windows are clean and not cracked, look for oil or fluid leaks on the ground, check for any nearby obstructions or damage to the vehicle, and check the fuel gauge and other important alarms, gauges and indicators);
- do the following every time the vehicle is filled with fuel:
 - check pressure and condition of all tires (including spare),
 - clean windows,
 - check oil, belts, hoses and fluids,
 - observe windshield wipers, headlights, signal lights and brake lights for proper operation;
- ensure the vehicle has all of the appropriate safety equipment (e.g., first aid kit, flashlight, flares or reflectors, emergency call numbers and jumper cables);
- immediately report any deficiencies to their supervisor.

8. MAINTENANCE OF COMPANY MOTOR VEHICLES

All Supervisors of Employees who drive company motor vehicles ***shall***:

- ensure that all vehicles are maintained according to the manufacturer's specifications;
- ensure that maintenance and repair records are kept for each vehicle;
- ensure that all deficiencies are corrected as soon as possible.

9. JOURNEY PLANNING

Preparing for longer or more hazardous journeys.

Many of our journeys in motor vehicles are short but the longer journeys or journeys (over 4 hours) with particular hazards need careful planning steps to ensure that the journey is undertaken safely.

Key factors in journey planning include:

- Fatigue - The driver must not be fatigued before undertaking a long drive , postpone the journey or provide a second fresh driver)
- Duration - Any journey over 4 hours should be preceded by the completion of a journey plan. See this document [EHSMS-L4-446-07](#) for more detail on journey planning
- Supplies - Have adequate supplies on board (Fuel, Water, Food etc).
- The journey itself - Route , weather hazards, visibility impairments such as fog , rain, snow, dust.
- Communications - Ensure that the Supervisor knows the expected arrival time and the driver reports in to signal safe arrival. Ensure communications means are available : Cell phones , Mobile radio etc.

10. SAFETY TIPS

Avoiding being hit from behind (rear ended).

- Review and make sure that stop lights are working properly;
- Observe what is happening behind you, by checking frequently on your mirrors;
- Anticipate your turns, stops and lane changes by using your signal lights and locally accepted hand signals on time;
- Gradually reduce your speed. Avoid stopping suddenly;
- Do not drive too slowly. It can be as dangerous as driving too fast;
- If you perceive that another vehicle gets too close behind you attempting to surpass, it is recommended to change of lane and let him go.

10. SAFETY TIPS

- Look always in front of you (anticipate what could happen at least within the next 6 - 7 seconds);
- Keep your eyes in movement;
- Make the others see you (lights) and hear you (horn);
- Consider having always a way out.

Vision Rules

- Look far away (remember 6 – 7 seconds) to obtain more information of the road
- Glance over the road to detect possible risks
- Use the rear mirrors to monitor what is behind. It is suggested to turn the mirrors outside and assure that you see the road instead of the side of your vehicle.
- Direct vision (turning your head slightly around) to compensate the dead points.



11. DID YOU KNOW THAT...?

- ...to stop your car from the moment you realize you are in danger until you step on the brake, takes about a second? If you are driving to a speed of 60 Km/h, you cover about 17 meters before you apply the brakes . Add stopping distance an that is the distance you will cover before the vehicle comes to a complete stop.

Now that you know it, **WHEN YOU DRIVE, KEEP YOUR ATTENTION ON THE ROAD. AVOID DISTRACTIONS.**

Golden Rule: A practical way to measure the distance between you and the vehicle in front of you is to count three seconds before reaching its current place.

- ...driving to a speed of 60 Km/h, dialing in a mobile phone implies to go through one block blindly!!!!

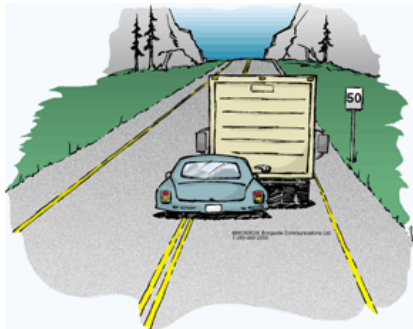
Now that you know it, **IT IS STRONGLY RECOMMENDED (ACTUALLY IT IS A TRANSIT REGULATION IN MANY PLACES) TO STOP IN A SAFE PLACE TO TALK BY MOBILE PHONE.**



11. DID YO KNOW THAT...?

- ...seat belt for pregnant women is vital for her and her baby's own safety and the horizontal band has to be placed over the muscles at groin's height, below the abdomen; and the transversal band across the breast?

Now that you know it, **BE SURE THAT SEAT BELT NEVER HAS TO BE LOCATED OVER THE ABDOMEN IN A PREGNANT WOMAN.**



- ...to overtake another vehicle, you need to drive for the opposite lane at least 100 meters?

Now that you know it, **AN OVERTAKING MANEUVER IS ONE OF THE MOST DANGEROUS. IF YOU ARE NOT COMPLETELY POSITIVE, DO NOT OVERTAKE!**

- ...to completely stop a vehicle you are driving at 100 Km/h in a rainy day you will need a free space as long as a foot-ball ground?

Now that you know it, **IT IS STRONGLY RECOMMENDED TO ALWAYS KEEP AN APPROPRIATE DISTANCE BETWEEN YOUR VEHICLE AND OTHERS.**



PROCEDURE AND TOOLS

For more detailed information please refer to the Procedure and Training available and use the checklists to comply with and ensure safety while driving on behalf of Alcatel-Lucent.

PROCEDURE

- 7.0 Occupational Road Risk Procedure

TOOLS (CHECKLISTS)

- 7.0 Occupational Road Risk - Tools

QUESTIONS OR COMMENTS?

- Contact:
 - Your local EHS Coordinator for further guidance.
- Regional EHS Leaders
- APAC - [Ong Wee Liang](#)
- CALA - [Carlos Ortiz](#)
- EMEA - [Robert Nolan](#)
- NAR - [Rich Quick](#)