



APEX MINING CO., INC.

Maco, Compostela Valley Province

AMCI NEW EMPLOYEE ORIENTATION GUIDELINES

NEW EMPLOYEE ORIENTATION

QESH POLICY

Quality, Environment, Safety and Health Policy

Apex Mining Co., Inc. (AMCI) envisions inclusive progress in harmony with sustainable development through continuous improvement of business practices as a responsible mining company.

The company is committed to:

- A** – Attain the quality satisfaction of stakeholders while maintaining profitability of the company.
- M** – Manage and protect the environment and neighboring communities towards long-term societal benefits.
- C** – Continually innovate its business processes by implementing legally-compliant, cost-efficient, and globally-competitive mining practices.
- I** – Implement occupational safety and health standards and programs to prevent illnesses and untoward incidents.

This IMS Policy is the foundation of management responsibility and shall be implemented and continually improved at all levels of the organization.

This is the AMCI way!

AMCI SAFETY CORE VALUES

1. Safety comes first, before business activities.
2. No task is so important and no service so urgent that it cannot be undertaken safely.
3. A good attitude is the key to success and every person on site including employees, contractors, consultants and visitors must continually demonstrate by their actions and words that they are committed to safety.
4. All incidents and injuries, both on and off the job, can be prevented.
5. Each and every individual is responsible for his/her own Safety and for ALL those around them.
6. We must learn to identify and recognize, assess and manage risks and hazards.
7. Compliance with all applicable laws and regulations pertaining to Safety must not be compromised.

SAFETY PROGRAM

Here at AMCI we have developed a Comprehensive Safety Program. Copies of the program are found within the ORM, Safety Office and ISO Document Control. If you are unsure of the correct way to do a task then refer to the appropriate Standard Operating Procedure and/or practice.

RESPONSIBILITIES OF WORKER, SUPERVISOR AND MANAGER

WORKER

Know and follow Safety and Health requirements affecting your job

- If unsure ask for instruction
- Work safely, and encourage your co-workers to do the same
- Correct any unsafe conditions or acts and immediately report them to your supervisor
- Immediately report any injury to the first aid attendant and supervisor
- Take the initiative. Make suggestions to improve Safety and Health and set a good example.



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SUPERVISOR

- Follow management's safety directives
- Instruct workers under your direction and control and ensure their work is performed without undue risk
- Ensure new employees, contractors and visitors have adequate training and a safety orientation before they begin work.
- Ensure compliance with Safety and Health Regulation
- Participate in accident investigations, or ensure adequate investigations are completed
- Take initiative to ensure all Company responsibilities are met.
- Set a good example

MANAGEMENT

- Provide a safe and healthy workplace.
- Ensure that workers are adequately trained.
- Keep written records of training.
- Establish and maintain a comprehensive safety and health program.
- Support supervisors, safety coordinators and workers in their health and safety activities.
- Take action immediately when a worker or supervisor tells you about a potentially hazardous situation.
- Initiate an immediate investigation into accidents.
- Report serious accidents to Mines and Geosciences Bureau
- Provide adequate first aid facilities and services.
- Provide personal protective equipment where required.
- Make available to all workers a copy of the Safety and Health Regulations.

WORKER RIGHTS

Three Basic Rights:

The right to refuse

You have the right to refuse if you have "reasonable cause to believe that to do so would create an undue hazard to the Safety and Health of any person". However, if you do, you must report the unsafe condition to your supervisor immediately and comply with the Procedure for Refusal.

Procedure for Refusal

1. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the safety and health of any person.
2. A worker who refuses to carry out a work process or operate a tool, appliance or equipment must immediately report the circumstance of the unsafe condition to his or her supervisor or manager.
3. A supervisor or manager receiving a report must immediately investigate the matter and
 - a. ensure that any unsafe conditions is remedied without delay or
 - b. If in his or her opinion the report is not valid, must so inform the person who made the report.
4. If the procedure does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tools, appliance or equipment, the supervisor or manager must investigate the matter in the presence of the worker who made the report and in the presence of any of the following
 - a. A member of the CSHEC
 - b. An Employee's Representative
 - c. Safety Officer
 - d. Any other reasonably available worker selected by the worker
5. If the investigation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the manager and the worker



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must immediately notify HR/Legal, who must investigate the matter without undue delay and issue whatever orders are deemed necessary

No Discriminatory Action

1. A worker must not be subject to discriminatory action because the worker has acted in compliance with Procedure for Refusal
2. Temporary assignment to alternative work at no loss in pay to the worker until the matter in the Procedure for Refusal is resolved is deemed not constitute discriminatory action

The right to participate

All employees have a right to take part in Safety and Health activities. For example, you can be chosen to be a Safety and Health Employees Representative or a member of a committee. You also have a right to report unsafe practices and conditions without worrying that you will be reprimanded (get in trouble)

The right to know

All employees have a right to know what hazards are present on the job, and how these hazards can affect them. You learn about the hazards during health and safety training sessions and through on-the-job instructions.

Drug and Alcohol Policy

No worker is to report to work under the influence of alcohol or any deleterious drug or substance. The use of drugs or alcohol on working site is strictly prohibited. We reserve the right to remove from the working site any person who is, or appears to be, affected by the effects of drugs or alcohol, or any other condition that may otherwise inhibit the workers ability to protect their safety and health while on this construction site.

Disciplinary Action Process

Please refer to Company HR Code of Conduct

Reporting: Incidents, Injuries, Accidents, Property Damage, Near Miss, Hazards

All workers are required to report any accidents, incidents or near misses to the supervisor immediately.

Report any unsafe acts or conditions you observe, or know of, to your Supervisor as soon as possible. If you are capable of correcting the unsafe condition yourself, do so. ALWAYS make sure the Supervisor is aware of the unsafe acts or conditions observed, even if they were corrected.

Accident / Incident Investigations

1. Any incident/accident must be verbally reported to your Supervisor/Manager and Safety Department within two (2) hours after the incident/accident occurred.
2. Any personnel that had been injured while on duty should immediately report to clinic for medical assessment and/or treatment.
3. Any operator (machine or equipment) that had a property damage incident must immediately report to clinic for Alco-Test.
4. Incident area if possible must remain intact and must not be disturbed unless it is unsafe to do so.
5. Supervisors must completely fill out the Incident Report Form with Manager's comment and Action Plans to prevent recurrence and submit to Safety Office within 24hours after the incident.
6. Failure to comply on the following may be subjected to issuance of Incident Explanation.

Investigations are completed on all accidents (medical treatment, property damage) and near misses, to prevent similar accidents from occurring in the future. If you are involved or witness an accident or near miss, report it immediately to your Supervisor. Provide as much detail as possible, such as the time, location of the event and a description of what happened, or what almost happened. You may be asked to assist in the investigation process, such as preserving an



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accident scene (tape off the area, keep people out or away), implementing emergency response, or providing a witness statement. Management is required to complete an accident / incident report, and all available details of the event are needed.

Emergency Facilities and Staff

AMCI is equipped to provide First Aid and Minor Medical Treatment. We employed a 24/7 Physician and Team of Nurses as well as part-time Dentist and Dietician. We have equipped ambulance to move patients of serious injuries to our accredited hospitals in Tagum and Davao

- First Aid Stations
- Fire Extinguishers
- Fire Hydrants
 - Mill to Admin
- Qualified First Aiders
- Emergency Response Team is on standby 24/7
- Ambulance and Fire Trucks on standby

Reporting of Emergencies

1. Assess the urgency of the situation. - Before you report an emergency, make sure the situation is genuinely urgent. Call for emergency services if you believe that a situation is life-threatening or otherwise extremely disruptive

2. EMERGENCY CONTACT NUMBERS

Name	Position	Contact Number	Call Sign
1. Apex Radio Thunder	Radio Communications	0939-9132-865	Thunder
2. Maria-Rica-Xtra M. Arguel	Safety Manager	0908-8938-041	S1
3. Rodel Serad	Asst. Safety Manager	0998-5609-658	S2
4. Arman Agner	ERT	0939-9370-335	ERT
5. Edu Seguerra	Safety Officer	0999-9923-087	S12
6. Medical	Medical	0947-9949-568	Rescuer
7. Security	Security Office	0949-8805-046	
8. Danilo G. Regis	Environment Manager	0908-8938-700	Bagras
9. Jhonard Jorolan	GSD Transportation	0908-8995-5638	

3. What to report – Speak in calm, clear voice and tell them why you are calling. Give the most important details first. Then answer their questions

- a. Nature, type, location and extent of the emergency
- b. Your location and your name
- c. Any person injured? How many? If you or someone is injured, explain how it occurred and what symptoms the person currently displays (i.e. conscious/ unconscious)
- d. Initial action taken to address the concern, if any

4. Follow the Dispatcher/Thunder/Safety/Security instructions.

After he or she has gathered all the necessary information, he or she may tell you to assist the person or people in need. Pay careful attention, and do not hang up the phone until you are instructed to do so. Then follow the instructions you were given.



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Safety Meetings

Safety Meetings schedule is posted prior to the start of the month and coordinated with your supervisor and manager. Participation is the key to ensure that safety meetings are productive and useful. Apply the safety points that are brought up over the course of the year into your daily work routines.

CSHEC (Central Safety Health Environment Committee)

The CSHEC is made up of representatives from each type of work we do. The committee has worker, supervisory and management, representatives and contractors as members. The purpose of the committee is to discuss accident prevention, discuss safety concerns from the workforce and recommend ways to put the recommendations into practice.

Safety Related Training

Workers will receive Safety Related Trainings in the following ways; New Worker Orientation, Refresher Course, Skill Safety training or in house/external training sessions.

Workplace Inspections

Workplace inspections will be conducted on a regular basis and/or special circumstances at all of our locations. You may be asked to assist your supervisor when these inspections occur. It is also your responsibility to check your worksite daily for any hazards and ensure they are corrected promptly.

AMCI SAFETY RULES AND REGULATIONS

1. An employee shall report to work well rested and not under the influence of any intoxicating liquor.
2. An employee shall not be permitted to enter with or carry intoxicating liquor, deleterious drugs or deadly weapon into any working area.
3. All employees shall report to work using proper clothing, steel toe shoes or boots and hard hats whenever it requires. Wear clean fitting comfortable clothing and keep sleeves rolled down. Proper or clean haircut should also be considered to all AMCI employees.
4. An employee attending to his job shall avoid wearing finger rings, jewelries, metal chains and unnecessary articles, as such may be caught in moving parts.
5. All newly hired employees shall attend Safety Awareness Induction Course in order to be familiarized with the Company Policy, Standards, and Safety Rules and Regulations associated with the works and the government standards which shall be adopted.
6. Each employee shall be qualified and / or experienced or have knowledge to perform the particular work he is assigned. No employee shall perform or do any job or work which he is not authorized and qualified to do
7. Each employee shall study the job carefully to determine all the hazard present and see that all necessary safeguards and safety devices are provided to protect himself and other workmen.
8. He shall examine safety devices before they used to make sure that they are in good condition and that the proper device shall be used for the proper work to be done
9. All employees shall faithfully observe all sign posted notices pertaining to safety and sanitation.
10. All employees shall promptly report all unsafe and unsanitary conditions to either his Supervisor or to the Safety officer.
11. An employee shall assist his fellow workmen in the prevention of accidents and warn them on dangerous conditions that he may come to know on any part of the mine.
12. An employee shall not enter areas known to be dangerous or pass through danger signs without proper authority approval.
13. An employee is not allowed to linger in any part of the mine or any working area after the end of his / her shift
14. An employee shall be forbidden to interfere with, remove, displace damage or destroy any safety devices or other appliances furnished for his protection or for the protection of others, or interfering with any method or process adopted with a view of minimizing hazard unless ordered to do so by the management.



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15. Each employee shall attend safety meetings whenever required by management and shall participate actively whenever appointed member of any safety committee.
16. No employee is allowed to sleep in any working area either on or off duty.
17. Each employee before leaving their job must ensure that it is left safe. If for any reason the workplace / equipment cannot be made safe, the area or equipment must be guarded or barricaded or placed with cautionary sign and reported immediately to supervisor.
18. If in doubt the job / work to be done, ask the supervisor.
19. Practical jokes, horseplay; pranks are strictly prohibited in workplaces as these type of behaviors can cause accident and injuries and/or damage to properties.
20. Unsafe practices and unsafe working conditions that may result to accident must be corrected and reported, respectively.
21. An employee shall immediately report to his supervisor any injury he sustained while performing his regular duties with the company no matter how slight. This must be done within two (2) hours after the accident.
22. An employee shall immediately administer first aid, if qualified, to and injured workman or get in touch with the nearest first aid station or to any company official who shall make the necessary steps for the proper treatment of the injured person.
23. No one shall walk or stay under any distribution transformer or transmission power line during a storm.
24. All stray or cut electric wires whether dead or alive shall be reported to the Electrical Department or to his immediate supervisor.
25. An employee shall take care of flammable materials in such a way as to minimize fire hazards.
26. An employee shall watch out for moving machines such as trucks, dozers, graders, cranes, loader and other mine equipment.
27. No one shall pass or work under booms, buckets, unless properly blocked or stopped. No one shall also pass or work under suspended loads.
28. Ensure that the workplace and equipment are in good order/condition and take any corrective action necessary before commencing a job. Always maintain good housekeeping.
29. An employee is not allowed to ride on any company vehicle unless he is authorized to do so. He shall ride only on vehicle which had been provided by the company for his transportation to and from his work.
30. Operate equipment which you have been trained instructed and authorized only.
31. Pilferage or stealing of company's properties including equipment parts and supplies, first aid supplies, safety paraphernalia will be dealt with dismissal from the company
32. Vandalism or graffiti will not be tolerated.
33. No Smoking is allowed at the offices, supplies storage, workshops and in other non-designated smoking areas.
34. An employee should fill out a permit (work/lifting/ electrical/ excavation) specifying the task to be done with attached (JSA) job safety analysis before commencing to work to ensure that safety practices have been implemented. This may applicable to critical job and/or those workings that needs a safety analysis.
35. The division managers, department managers, superintendents, shift managers, supervisor, employees and contractors' representative have the responsibility to see to it that General Safety Rules and Regulations are followed by every employee and other employees involved in the operation.
36. Authorized representatives of the Safety Department shall have the power and duty to enforce the Safety Rules and Regulations contained in this provisions and all other rules and regulations that may hereafter be promulgated concerning the safe operation and sanitary upkeep of the mine as well as pollution control laws and regulations.
37. Authorized representative of the Safety Department shall have the power and authority to summon supervisor and employees having knowledge of the incident or accident, inspection or investigation requiring their attendance and take testimonies of witnesses and / or the production of records, papers or documents as maybe needed to a just determination of the matter under investigation, inspection or injury,
38. Failure to comply with these rules will result in disciplinary action up to and including termination.



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OTHER SAFETY PROVISIONS

RANDOM ALCOHOL TESTING

The company is implementing the alcohol testing to all incoming employees to ensure no employees reporting to work under the influence of liquor.

PERSONAL PROTECTIVE EQUIPMENT

Employees will be issued Personal Protective Equipment when necessary, by reasons of hazards encountered, that are capable of causing injury or impairment. It must be worn to provide protection. Each employee has the responsibility to inspect their PPE before they use it as well as maintain and wear the proper PPE. PPE must be worn whenever signage indicates; you are instructed to do so by your Supervisor and procedures outline its use.

PROHIBITION OF BRINGING PERSONAL MOTORBIKES AT MINE SITE WORKING AREAS

1. No personally owned motorbikes shall be allowed to be brought into any part of the Company/ Industrial Areas
2. All personally owned motorbikes shall be parked properly only at the designated parking area at Skull Gate.
3. Only company issued motorbikes shall be allowed to be brought to Industrial areas, properly parked at a safe area away from the working areas
4. Drivers and riders must wear full face crash helmet while driving/riding motorbikes

VEHICLE/EQUIPMENT INSPECTIONS

A pre-start inspection is a careful inspection performed by drivers and equipment operators of the vehicle they will drive or operate that day. The inspections must be performed prior to the start of shift. The pre-start information must be entered on a vehicle inspection sheet and signed by the operator. The inspection report is to be turned into the supervisor and mechanical group before the start of shift.

DRIVING/RIDING COMPANY SERVICE VEHICLE

1. No Smoking is allowed inside the Company Service Vehicle
2. Company Drivers are not allowed to answer calls or texts when the vehicle is in motion.
3. Drivers and Operators must conduct PRE-START CHECK UP before operating or driving an equipment or vehicle and report any defects immediately to his Supervisor
4. Personnel who wish to ride at tray back of the Service Vehicle should wear hardhat and should not seat in the edge of the unit
5. Only maximum of four (4) personnel allowed to ride in the tray back of the service vehicle

WORKPLACE VIOLENCE

Workplace violence is a safety/security issue within the industry. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- Threatening behaviour - such as shaking fists, destroying property or throwing objects.
- Verbal or written threats - any expression of intent to inflict harm.
- Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- Verbal abuse - swearing, insults or condescending language.
- Physical attacks - hitting, shoving, pushing or kicking.

When confronted, calmly back away, DO NOT enter any situation or location where you feel threatened or unsafe.



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IMPLEMENTING GOOD HOUSEKEEPING OR 5S

Maintaining a clean work area will prevent accidents. Keep vehicles clean and organized. Do not litter, keep garbage in a location where it can be disposed of properly at a later time. When leaving a job, check to ensure that there are no tripping hazards, and that it is safe for the general public (excavations barricaded, sidewalks closed, tools picked up...).

ASK FOR INSTRUCTIONS

If you are unsure about how to perform a job safely, notify your supervisor that you are unfamiliar with the task and ask for a demonstration or further clarification on how to perform the job safely.

LOCK OUT/TAG OUT

The purpose of a lockout program is to ensure the highest level of worker safety while working with hazardous energy. The lockout program covers all work, servicing and maintenance of machines, equipment or systems in which the unexpected energization or inadvertent release of stored energy could cause injury.

MANUAL LIFTING

Before manual lifting consider the following options. Can I:

1. Use mechanical means to assist in the lift (excavators, cranes, forklift, vehicles...)
2. Ask for assistance with the lift. (Be sure to agree on when to lift... On 3... 1, 2, 3)
3. Use safe lifting practices if you are safely capable of making the lift.

Safe lifting includes:

1. *Plan the lift:* Clear a path where you will be carrying the load, watch for trip/slip hazards and eliminate where possible.
2. *Make the lift:* Rule of Thumb-Look up as you lift, this ensures that you are lifting with your legs and not your back. Crouch down to the load facing it, keep your back as straight as possible, tighten the abdominal muscles, ensure you have a firm grip on the load, and lift smoothly with the legs.
3. *Move the lift:* Keep the load close to the body and avoid twisting and side bending.
4. *Lower the lift:* Use the same technique in reverse from "Make the lift" and watch your fingers for pinch points.

3 Point Contact: Mounting / Dismounting Procedure

1. When mounting and dismounting equipment, or climbing ladders, use the 3 point contact system. This means you must have three extremities holding onto the equipment at all time: Furthermore you must:
 - a. Ensure the equipment is completely stopped,
 - b. Make eye contact with the operator,
 - c. Ensure that the operator is not going to start moving while you are on the machine,
2. Use the 3 point contact system to mount and dismount equipment.
 - a. Face the equipment while mounting and dismounting.
 - b. Do not twist while dismounting equipment
 - c. Beware of slippery surfaces,
 - d. Do not carry anything while mounting or dismounting equipment.
3. Never ride on a piece of equipment unless it has been specifically designed for this purpose.



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SAFETY INFORMATION DISSEMINATION

You will find posted information regarding current issues in Safety Bulletin Boards. We keep updating the board with such things as upcoming training, new Company Safety Policy, safety memorandums, Schedule of Meetings, hazard alert etc.

Safety Related Information are also disseminated via online through company emails

HAZARD AWARENESS

Types of Hazards

1. Chemical – arises from excessive airborne concentrations of acids/mist, solvents/vapours/gases, dust/particulates, heavy metals or fumes
2. Physical – noise, inadequate illuminate, extreme/low temperature, radiation, extreme pressure, vibration, poor ventilation
3. Biological – bacteria, virus, fungi, molds, microorganisms
4. Ergonomics – improperly designed tools or work areas, improper lifting or reaching, poor visual conditions, repeated motion in awkward position

Hazard Control Measures (Ranking from Highest Effectiveness to Business Value)

1. Elimination – design it out
2. Substitution – use something else
3. Engineering Controls – isolation and guarding
4. Administrative Controls – training and work scheduling
5. Personal Protective Equipment – Last resort

BASIC UNDERGROUND SAFETY RULES

1. You must comply with all the Company Safety Rules and Regulations, instructions and signage.
2. PPE must be worn including hard hat with chin straps, as designated by signage, task procedures or verbal instruction from your supervisor. NO PPE, NO ENTRY, NO WORK.
3. Do not enter barricaded or unventilated areas of the mine .
4. No person is to operate any equipment unless trained and authorized.
5. Only authorized electricians are permitted to carry out electrical repairs and installations.
6. You are not permitted in any area where explosives are stored, handled or used unless trained and authorized.
7. You are not permitted to go under “unsupported” ground unless declared as Rockbolt Free Competent area.
8. Make sure your caplamps works.
9. Every underground worker must inspect the workplace before starting any task. Checks must be done for ventilation, ground condition and potential hazards.
10. Scaling is the method of removing loose rock that has the potential to injure personnel or damage machinery. Periodic ground checking and/or scaling should be done from time to time.
11. Always be aware of blind spots. The operator of the UG vehicles cannot see you in those areas.
12. Always be in a position where the driver can see you.
13. Move to a safe position when you see and hear the heavy vehicle coming toward you.
14. If you are unable to move out of the way, then signal to the driver with your caplamp and he will let you pass. Always move to a place where the driver can see you.
15. Except for the operator, no other person is allowed to ride in any UG equipment.
16. Smoking is not permitted in the underground.
17. UG telephone is used in communicating from surface to underground and vice versa, and from one mine area to another. UG telephone is also used for relaying standard information and for emergency only. No horse playing.
18. Watering down should be implemented.
19. All UG tools/materials/equipment must be placed at established designated area.



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20. No cooking in underground.
21. Power line must be properly hanged at right side wall with a height not less than 2.5meters from floor.
22. No person is allowed to work in underground heading without companion. Buddy-buddy system should be followed.
23. Every worker is not allowed to leave a working area without the knowledge of his direct Supervisor.
24. Tampering/pilfering of safety paraphernalia's installed/placed at the working area is prohibited.
25. When you are aware of an emergency through a verbal warning or radio message, inform everybody and make your way out of the mine.
26. You must know the blasting time and must allow the dust and fumes to escape. You are not permitted to enter the said area until the "all clear" has been given.

NO ENTRY AREAS

Unless specifically authorized by your Supervisor or Manager, you must never enter NO ENTRY areas

VENTILATION

Primary Ventilation system draws air into the mine and exhausts air back to the surface. This provides the mainline of the mine with fresh air circulation.

Secondary Ventilation fans supply air from the mainline to the work area

AIRBORNE HAZARDS

- Dust from drilling, blasting and loader work.
- Blasting consumes available oxygen and contaminates the air with toxic gases
- Diesel fumes from machinery
- Mine Gases
 - Carbon Monoxide
 - Carbon Dioxide
 - Hydrogen Sulfide

OXYGEN DEPLETION

- A hazardous condition in UG if not managed properly it can result in a fatality.
- Oxygen depletion is caused by:
 - Displacement of oxygen by other mine gasses
 - Diesel engines running excessively underground
- Good ventilation is the key to avoiding oxygen depletion

GAS MONITORING

- If you suspect gas in an area, do not enter. Notify your Supervisor.

COMPRESSED AIR

- Before you work on a compressed air line, make sure that
 - Supply has been isolated
 - Line has been bled
 - Clamp has been installed
- Never point the hose at other people or use it to clean yourself down.

BASIC MILL SAFETY RULES

1. You must comply with all the Company Safety Rules and Regulations, instructions and signage.



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2. PPE must be worn including safety goggles, as designated by signage, task procedures or verbal instruction from your supervisor. NO PPE, NO ENTRY, NO WORK.
3. No person is to operate any equipment unless trained and authorized.
4. Smoking is not allowed in the Mill Complex.
5. Crossing danger/warning signs is prohibited.
6. Working above three (3) meters from floor requires fall arrestor.
7. Use an approved full body harness and shock absorbing lanyard or a fall restraint device attached to a fixed anchor point.
8. Tampering/pilfering of safety paraphernalia's' installed/placed at the working area is prohibited.
9. Eating shall be done at designated eating area.
10. Maintain three point contact when you climb. Always maintain one hand and two feet, or two hands and one foot, when climbing or descending ladders.
11. Be familiar with the properties of hazardous substances. Know the risks of handling them and take precautions

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

1. Please Refer to Procedure on Reporting of Emergencies
2. Siren Protocols
 - a. Siren will be sounded only as necessary, during emergency and testing. The siren will not be sounded without the instruction of the Safety and/or Security Manager.
 - a. For **all unintentional events** such as natural disaster, accidental fire, landslide etc.. The siren will be **sounded one (1) long sound** as per instruction of the Safety Department.
 - b. For **intentional events**, the siren will be sounded **three (3) broken long sound** as per instruction of the Security Department.
3. Muster Points
 - a. All employees heard one (1) long sound shall immediately proceed to the nearest muster point and stay at the muster point until further advice.
 - b. All employees hear three (3) broken long sound shall immediately remain at his area and take cover until further advice.
 - c. Muster points shall be maintained safe, well-kept and with proper signage
4. Emergency Marshalls
 - a. An emergency situation will be handled by your designated Emergency Marshall, Supervisor/Manager or Safety Personnel
 - b. In the event of an emergency, follow the exact instructions given by your Emergency Marshall, Supervisor/manager or Safety Personnel
5. EMERGENCY SCENARIOS
 - a. *Fire Response*
 - a. Alert supervisor immediately using the communication system in place.
 - b. Ensure there is a safe path away from the fire.
 - c. Attempt to extinguish the fire using the extinguisher(s) provided. (Remind worker where the fire extinguishers are located).
 - i. **PASS** Method
 - a. **P**ull the pin that is locking the lever open.
 - b. **A**im the hose at the base of the fire.
 - c. **S**queeze the lever on top.
 - d. **S**weep the hose side to side at the fire.



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- d. If the fire is too big or out of control, or if your escape route is threatened, report to the emergency musters point. Wait there until a headcount has been conducted and you have been given further instructions.
- b. *Earthquake Response*
- a. If you are indoors during earthquake
 1. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
 3. Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
 4. Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
 5. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
 6. Be aware that the electricity may go out
 - b. If you are outdoors during an earthquake
 1. Stay there.
 2. Move away from buildings, streetlights, and utility wires.
 3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls.
 - c. If you are in a moving vehicle
 1. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
 2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
- c. *Landslide Response*
- a. During
 1. Stay alert and consider evacuating an area susceptible to landslides.
 2. Listen to unusual sounds that might indicate moving debris, such as trees cracking or boulders knocking together
 3. Move away from the path of landslide or debris flow ASAP
 4. Move quickly to safe area
 - b. While you are outdoors
 1. Try to get out of the path of the landslide by running to the nearest high ground or away from the path



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2. If you are near a river, be alert for any sudden increase or decrease in water flow or for a change from clear to muddy water. Such changes may indicate landslide upstream. Move quickly to safer areas.

c. For UG Personnel

1. Listen for any information from the portal guard, alerting your Supervisor for heavy rainfall or rise of water near the river.
2. Have your UG equipment park inside the UG.
3. Go to a designated area if you have been told to evacuate.
4. Stay away from the slide area. There may be danger of additional slides
5. Listen or be informed for the latest emergency information
6. Watch out for flooding, which may occur after a landslide or debris flow
7. Check for injured and trapped persons near the slide without entering the direct slide area

d. *Chemical Spillage Response*

1. Listen for any information from the portal guard, alerting your Supervisor for heavy rainfall or rise of water near the river.
2. Have your UG equipment park inside the UG.
3. Go to a designated area if you have been told to evacuate.
4. Stay away from the slide area. There may be danger of additional slides
5. Listen or be informed for the latest emergency information
6. Watch out for flooding, which may occur after a landslide or debris flow
7. Check for injured and trapped persons near the slide without entering the direct slide area

6. Evacuation Plan

- a. Proceed directly to emergency muster point upon hearing designated emergency signal.
- b. Wait there until a headcount has been conducted. If workers are missing, relay their last known whereabouts to the supervisor if you know.
- c. Be prepared to assist with rescue or recovery operations.