

General safety regulations HEROS

Aim	:	Encouraging safety via uniform codes of conduct that are applied within the Heros Sluiskil
Intended for	:	Employees, temporary employees, work placement students, contractor and visitors
Responsible person(s)	:	Direct managers
Instruction owner	:	KAM Manager
References		
- Procedure	:	STU 05 Alerts and anomalies STU 07 Reported incidents
- work instructions	:	VI-20 Issuing Personal Protective Equipment VI-30 Use of work permits VI-40 Location specific emergency plan VI-50 High pressure cleaning VI-60 Ground works VI-70 Closed areas VI-80 Working at height VI-90 Plan for electricity failure VI-100 Working safely on a rotating installation VI-110 Electrical safety
- forms	:	None
- Appendices	:	None
Filing	:	Not applicable

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GENERAL

The most important safety rules are summarised in these safety guidelines.

Specific points of attention in relation to safety and the environment are included in the work instructions or specific safety instructions.

Employees, work placement students, self-employed workers and contractors are obliged to be up to date with company guidelines and must follow these. The direct manager is responsible for ensuring that the guidelines are adhered to.

If company guidelines are not followed, the sanctions policy will be implemented.

Other safety guidelines apply to the BioFuel part of the site!

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The direct manager is to ensure that (temporary) employees, agency staff and staff on loan are provided with the appropriate PPE and work clothing.

Employees are issued with this kit, free of charge, when they start work. They sign for receipt.

Replacement with (more expensive) equipment is also registered.

The direct managers ensure that specific PPE such as safety belts, but also equipment such as ladders, hoisting belts etc, are centrally maintained, updated and regularly inspected. These inspections will be registered.

When outside, it is mandatory to wear a safety helmet, safety goggles, safety footwear, and high visibility clothing on the entire site, including the quay. Marked footpath are excluded from this rule.

Safety goggles must also be worn inside in technical service work places, in the garage, the laboratory and in reading cabins.

High visibility work clothing on the site is mandatory and must cover the body completely.

Any employees that are engaged in carrying out work must wear **safety shoes or boots** in- en outside.

At the waste processing installation (CBOI, washing plant), scrap processing (SBI, MFZ, NF-plant) or scrap transfer sites, **ear protection** is always essential.

Outside, you are also advised to wear dust-masks at all sites where there are activities involving scrap. When there is visual dust nuisance is this mandatory. Dust-masks are provided free of charge should they be required.

If signs indicate that supplementary PPE is necessary, these instructions must always be followed.

SMOKING

There is a total ban on smoking within the building (except at indicated locations).

Every workplace where more than one person is at work must be smoke-free (also in vehicles)

ALCOHOL AND DRUGS

The use or being under the influence of alcohol and drugs during working hours is not permitted.

An exemption to this rule regarding alcoholic drinks may be granted for receptions or other circumstances by the directors or department manager

UNDESIRABLE BEHAVIOUR

Heros' social policy concentrates on providing as much protection as possible for its employees against undesirable behaviour at work, whatever form that may take.

As a result of this, it is not permitted to publish/disseminate texts/imagery to employees or third parties that have, for example, a sexual or aggressive nature or incite violence.

TRAFFIC

The maximum speed on site is 15 km/h. Safety belts in vehicles and operating equipment should be worn. Phone use while driving is prohibited.

Equipment such as shovels, dumpers etcetera ALWAYS HAVE RIGHT OF WAY! Marked paths/routes/roads must always be used.

Paths, roads and locations marked with FIRE HYDRANT must remain accessible in case of emergency.

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Parking private cars is only permitted with permission and at your own risk. Parking is possible at car park north (port 0 or 1). On-site parking is only allowed with waiver and in places marked with a P-Board. Driving and parking on site is at your own risk. Catching a lift on rolling equipment (fork-lift trucks, shovels, etc) is **STRICTLY FORBIDDEN**.

SECURITY AND ACCESS

The entire site falls under the international Port Security Act and is ISPS certified. Cameras monitor the site both inside and out and these pictures are recorded.

Anyone who enters into/leaves the premises must register and identify themselves. Registration is automatic if the person concerned has received an access badge, otherwise there is a manual procedure involving signing in and out on the weighbridge. Access badges are provided in combination with a port instruction. The access badge is strictly personal and is non-transferable.

Taking or borrowing goods, tools, waste or confidential information etc. is only permitted if written permission has been granted. When removing the relevant items, this permission will be handed in at the weighbridge. Shooting is not allowed.

UNSAFE SITUATIONS

Should unsafe situations with direct, serious danger occur, immediate action must be taken so that those present are warned and the relevant managers are informed.

First, highlight unsafe situations and then remove the problem as quickly as possible.

INCIDENTS AND EMERGENCY SITUATIONS

Before starting work you must ensure you are aware of the central alarm number (2222 or +31115478488), a nearby telephone, fire extinguishing equipment, eye-baths and emergency showers and any alarm signals.

If evacuation takes place, the canteen serves as a collection point.

HAZARDOUS SUBSTANCES

Hazardous substances are substances that could cause fire or explosion or are damaging to health or the environment. Information must be provided about any danger before work is started, should there be the possibility that contact with hazardous substances may occur. Information can be obtained via the KAM officer.

The appropriate personal protective equipment must be used in order to limit the dangers. Working with asbestos is strictly forbidden.

HAZARDOUS ZONES, CLOSED AND FORBIDDEN AREAS

Installations, sites or buildings delineated with marked chains/tapes/fences must never be entered unless under the supervision of the employer or after receiving an approved work permit.

Areas that are screened off due to certain hazards may not be entered unless the area is released for use. Bypassing safeguards is strictly forbidden.

The same applies to electricity stations where only employees with authority relating to electricity can gain access or release the area for use.

There is a separate safety instruction for working safely in closed areas.

LOADING AND UNLOADING

When loading and unloading lorries or dumpers, always be on the lookout for unstable situations which could lead to the equipment toppling over! It is **NOT** permitted to be in the immediate vicinity of material to be loaded or unloaded.

HYGIENE

The consumption of food and drink is forbidden when carrying out tasks that involve coming into contact with waste. Clean hands in the relevant areas (canteens) before consuming foodstuffs.

EQUIPMENT AND INSTALLATIONS

Resources, equipment and machinery should only be used for the intended purpose. Switching on and off can only be carried out by authorised personnel. Modifications and maintenance can only be carried out by experts belonging to Heros' Technical team. In all other cases, a safety work permit is essential.

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If you are working in an Ex-zone, you may only use equipment that is safe where there is a risk of explosion. Ask about the relevant guidelines in the case of an E-indication.

Work switches must always be locked with a personal safety lock so that the relevant (installation) component cannot be started during inspection or maintenance.

If there are storms in the area, employees must find shelter promptly after switching off the installation.

WORK PERMIT

Heros has a work permit system to ensure work is carried out safely at our location.

Contractors and third parties that carry out work must have a valid work permit.

The work permit is issued by the contact person or the department that is supervising the contractor/third party.

The permit must be completed so that the tasks, location and the appropriate environmental/safety measures are clear.

Once the tasks have been completed, there will be a finalisation point, after which the work permit will be signed off. The permit is archived by the contact person.

NEATNESS AND TIDINESS

Neatness and tidiness are primary requirements for safely conducting tasks. Keep your workplace clean and immediately dispose of defective items or materials that will no longer be used. Collect waste materials and deposit them in the special bins or containers.

SANCTION POLICY

Both employees and third parties must abstain from all behaviour that poses a threat to order, safety and health within the company and must abide by the guidelines within this area, as set out in the Company Care System.

In light of the importance of this to everyone within the organisation, this will usually be obvious and take place with everybody's cooperation.

If necessary, non-compliance with the aforementioned obligations can lead to correction and/or punishment of the employee. The employee's manager or the directors will make a decision about this. If this involves third parties, it is the hiring manager, etc. who will make the decision.

When deciding upon the measures to be taken the following is taken into account:

- the seriousness of the breach;
- the circumstances under which it took place;
- the number of times that the employee has not complied with his obligations previously.

The "period of limitation" for any breach is 2 years.

The following disciplinary measures (ascending in order of seriousness) can be taken:

<u>Measure:</u>	<u>By:</u>
a. verbal warning (with note on personal file)	manager
b. written warning	manager
c. suspension for 5 working days at most	directors
d. dismissal	directors

Everyone can consult one another regarding non-compliance with the guidelines and report this to the manager.

He/she will decide when disciplinary proceedings must be implemented via a formal, verbal or written warning.

The manager will inform the directors if a written warning is being considered (measure b.).

Measures c. and d. fall under the director's authority.

HEALTH & SAFETY

Heros is affiliated to a certified Health & Safety Service.

The Health & Safety Act gives employees the right to discuss the following with an independent expert:

- working conditions
- personal health or any limitations
- health questions in general

Within our organisation, the KAM manager is appointed as preventative employee and counsellor.