

General Safety Regulations HEROS

Objective	:	The promotion of safety through uniform rules of conduct that apply at the Heros Ecopark in Terneuzen.
For use by	:	Employees, agency and temporary workers, interns, contractors and visitors
Responsible	:	Management
Instruction owner	:	QHSE Manager
References		
- procedure	:	STU 05 Alerts and irregularities STU 07 Reporting incidents
- work instructions	:	VI-20 Issuing personal protective equipment VI-30 Using a work permit VI-40 Location-specific emergency plan VI-50 High-pressure cleaning VI-60 Groundwork VI-70 Confined spaces VI-80 Working at height VI-90 Electricity failure scenario VI-100 Working safely on running machinery VI-110 Electrical safety
- forms	:	none
- attachments	:	none
Archiving	:	not applicable

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GENERAL

These general safety rules summarise the most critical safety rules.

Specific points for attention with regard to safety and the environment are included in full in the work or safety instructions.

Employees, interns, freelancers, temporary workers and contractors are obliged to familiarise themselves with and follow company regulations. The line manager is responsible for proactively ensuring compliance with regulations. If company regulations are not followed, the sanctions policy comes into effect.

Additional safety regulations may apply to the area of the site belonging to third parties (Biodiesel plant, Tank Terminal Sluiskil)!

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The direct supervisor ensures that employees, agency and temporary workers have the proper PPE work clothing and footwear.

Employees receive free PPE, clothing and footwear on the first working day. A signature is required for receipt. A record is also kept for the replacement of (more expensive) items.

The direct supervisor ensures that specific PPE such as safety belts, as well as work equipment (ladders, slings, etc.) are centrally maintained, kept and regularly inspected. Records are kept of these inspections.

Wearing a safety helmet, safety goggles, safety footwear and reflective clothing outside is mandatory on the entire company site, including the quay.

An exception to this is the footpaths that are marked with a pedestrian sign.

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

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

Executive staff are also required to wear **safety shoes or boots** inside.

For bottom ash treatment (CBOI, washing installation), scrap processing (SBI, MFZ, NF plant) or scrap transhipment, **hearing protection** is necessary.

An advisory also applies for wearing dust masks outside for all scrap activities. This is mandatory when there is visual dust nuisance. Dust masks (FFP3) are provided free of charge.

If pictograms indicate that additional PPE is necessary, this advice must always be followed.

JEWELLERY

The uncovered wearing of rings, necklaces, bracelets, piercings and watches by operational and technical personnel is prohibited. The ban does not apply to PPE-free zones, in offices and for visitors.

SMOKING

A total smoking ban applies to the entire Ecopark from 1 January 2022.

Every workplace where more than one person is present must be legally smoke-free. The smoking ban also applies in vehicles.

ALCOHOL, DRUGS AND MEDICINES

Possession, use or being under the influence of alcohol or/and drugs during working hours is not permitted. Decreased alertness due to medical necessity must be reported before starting work.

Exemption from alcoholic drinks at receptions or other occasions can only be granted by the management.

UNDESIRABLE BEHAVIOUR

The social policy at Heros aims to achieve the greatest possible protection of its employees against undesirable behaviour of any kind.

Pursuant to this, the communication /publishing/disseminated of incidents that are sexually oriented, intimidating, discriminating, aggression inciting or violent texts/images towards our own employees or third parties is expressly prohibited. Heros will engage an external confidential adviser in the event of complaints.

TRAFFIC

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The maximum speed on the site is 15 km/h. Seat belts in vehicles and work equipment must be worn. Phone use while driving is prohibited.

Equipment such as shovels, dumpers, and so forth, has PRIORITY AT ALL TIMES except on pedestrian crossings!

Marked walkways/routes/roads must be used.

Walkways, roads and places marked with a FIRE HYDRANT must be kept clear to enable rapid action in the event of an emergency.

Parking is available in the north car park (gate 0 or 1).

Parking spaces with a charging station are only intended for electric motor vehicles.

Parking on the site is only permitted with an exemption and in places indicated with a P-sign.

Driving and parking on site are at your own risk.

Riding on rolling stock (lift trucks, diggers, etc.) is STRICTLY FORBIDDEN.

SECURITY AND ACCESS

The entire company site falls under the international Port Security Act and is ISPS certified.

Both outside and inside has camera surveillance from which the images are recorded.

All persons entering/leaving the site must register and be able to identify themselves.

Registration takes place automatically once an individual has received an access badge. Access badges are provided under certain conditions in combination with a gate instruction.

The access badge is non-transferable and for personal use only.

Individuals who do not have an access badge must register in a visitor registration system on the weighbridge and after office hours at the department where they report.

Taking or borrowing goods, tools, waste or confidential information etc. is only permitted if written proof has been received. This proof is handed over to the weighbridge before removal.

Heros reserves the right to check for theft and, if necessary, report it to the Police.

Photography is not allowed.

UNSAFE SITUATIONS

In unsafe situations with immediate serious danger, immediate action must be taken so that those present are warned, and the relevant supervisor is informed.

Mark unsafe situations first and then remove them as soon as possible.

INCIDENTS AND EMERGENCIES

Before starting the work, you must make sure you know the central emergency number (2222 or 0115-478488), the location of the nearest telephone, fire extinguishing facilities, eye and emergency showers and possible alarm signals.

In case of evacuation, the canteen functions as a meeting place.

HAZARDOUS SUBSTANCES

Hazardous substances are substances that can cause fire or explosion or are harmful to health and the environment.

Before carrying out activities in which an individual may come into contact with hazardous substances, an individual must be aware of the possible dangers. Information can be obtained from the QHSE officer.

New hazardous substances must be included in a central substances register before purchase and after assessment by the QHSE department.

Packaging must include the name of the substance, manufacturer and hazard symbols.

Appropriate personal protective equipment must be used to limit the dangers.

Working with asbestos is strictly prohibited.

DANGER ZONES, CONFINED SPACES AND PROHIBITED AREAS

Installations, sites or buildings cordoned off with marked chains/ tape/fences may never be entered unless accompanied by the employer or after an approved safe work permit has been obtained.

Areas that are shielded from certain hazards may not be entered unless the area has been reopened. Bridging safety requirements is strictly prohibited.

The same applies to power stations where only employees who have a high-voltage permit-to-work have access or may reopen the for access.

There is a separate safety instruction for working safely in confined spaces.

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LOADING AND UNLOADING

During the unloading and loading of trucks, dumpers are always aware of unstable situations that can cause equipment to tip over! Driving is only permitted with the loading compartments fully lowered.
Individuals are NOT permitted to be in the immediate vicinity of equipment to be unloaded or loaded.

HYGIENE

The consumption of food and drinks is prohibited while carrying out activities in which people come into contact with substances and waste substances. Wash hands in designated areas (canteens) before consuming food.

EQUIPMENT AND INSTALLATIONS

Use work equipment, equipment and machines for their intended purpose only. Switching on and off is reserved for authorised personnel only. Modifications and maintenance may only be carried out by qualified personnel from the Heros Technical Service. In all other cases, a safe work permit is required.

If you work in an Ex-zone, only equipment that is explosion-proof may be used. In the event of an Ex designation, enquire about the applicable regulations.

Safety switches must always be locked by means of a personal safety lock so that the relevant machinery part cannot be started up during inspection or maintenance.

In the event of an approaching thunderstorm, safe shelter must be sought in good time after switching off the installation. The production manager gives the signal to stop/start the work.

WORK PERMIT

Heros has a permit system for working safely at our location.

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

The safe work permit is issued by the contact person or the department managing the contractor/third parties.

The permit must be completed such that the activities, the location and the environmental/safety measures to be taken are clear. For high-risk work, a Task Risk Analysis must be carried out.

After the work has been completed, a new agreement meeting will take place, after which the permit will be signed. The permit is archived by the contact person.

ORDER AND TIDINESS

Order and tidiness are prerequisites for performing work safely. Keep your workplace clean and dispose of defective or unused materials immediately. Collect waste materials and put them in the designated bins or containers.

E-LEARNING

Depending on the employment or contract, employees and hired staff will receive an Intranet account for E-learning. Users are required to follow up on notifications and stay up to date.

SANCTION POLICY

Both employees and third parties are required to refrain from all conduct that is detrimental to good order, safety and health in the company and to adhere to the relevant regulations as laid down in the Company Care System.

In view of the key role that everyone within the organisation plays in this, it will usually take place automatically and with proper consultation.

If necessary, failure to comply with the aforementioned obligations may lead to correction and/or punishment of the employee. The manager of the employee or management will decide on this. In the case of third parties, it is the hiring manager who is responsible.

When determining the measure to be taken, the following must be taken into account:

- the seriousness of the violation;
- the circumstances under which it was committed;
- the number of times that the employee has already been notified of non-compliance with his obligations.

The "limitation period" for violations is 2 years.

The following disciplinary measures (increasing in severity) can be taken:

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Measure:

- a. verbal warning (with note in personnel file)
- b. written warning
- c. suspension to a maximum of 5 working days
- d. dismissal

By:

manager
manager
management
management

All employees must hold each other accountable for non-compliance and report this to the manager. The latter decides if a disciplinary process will be started by means of a formal verbal or written warning. In the event of a written warning (measure b.), the manager must notify management. Measures c. and d. are the responsibility of the management.

OCCUPATIONAL HEALTH AND SAFETY SERVICE

Heros is affiliated with a certified occupational health and safety service.

Under the Working Conditions Act, employees have the right to consult an independent expert on:

- working Conditions
- personal health or any limitations
- general health questions

Within our organisation, the QHSE manager has been appointed as prevention officer.