



Yara Management System

Document type:

Procedure

Valid for organisation:

Sluiskil

Valid for location/facility:

Persoonlijke veiligheid en arbeidsomstandigheden

(HAE-028294) MINIMUM PPE REQUIREMENTS AND OTHER RULES OF CONDUCT

Notes:

- Added rule of conduct 17 with regard to good housekeeping and the elimination of direct dangers.
- Added minimum standards for standard PPE.

1. Introduction

This procedure includes the agreements concerning the wearing of personal protective equipment and other rules of conduct for the Yara Sluiskil B.V. site.

2. Definitions

PPE = Personal Protection Equipment

Working = We use the term 'work' to refer to all jobs that require a work permit, preparatory work, inspections, sampling, SOTs (Safety Observation Tours) and various other tasks that do not require a work permit. These include processing, i.e. without a work permit, even outside a safety zone. We treat this the same as work that requires a work permit. We do not include office work in this context.

Visitor = We use the term 'visitor' to refer to any persons who do not work at the Yara Sluiskil site. These include public servants with investigative powers, e.g. police, Inspectie SZW [Inspectorate of the Dutch Ministry of Social Affairs and Employment], DRMW [Spatial Planning, Environment and Water Agency of the province of Zeeland], fire brigade, RWS [Dutch Directorate-General for Public Works and Water Management], VROM [Dutch Ministry of Housing, Spatial Planning and the Environment], etc.

3. PPE and clothing regulations

The flowcharts contained in this document illustrate the general and minimum PPE/clothing requirements in place at the Yara Sluiskil BV site. At the end of the flowchart, you will find numbers that correspond to items of mandatory PPE and clothing that have been listed in Section 3.3.

In order to help you interpret the flow charts properly, the above-mentioned definitions are important.

Document owner:
Lesley Vermeerssen

Document ID:
YMS0-180-1367

Changes in this version:
<Data required>

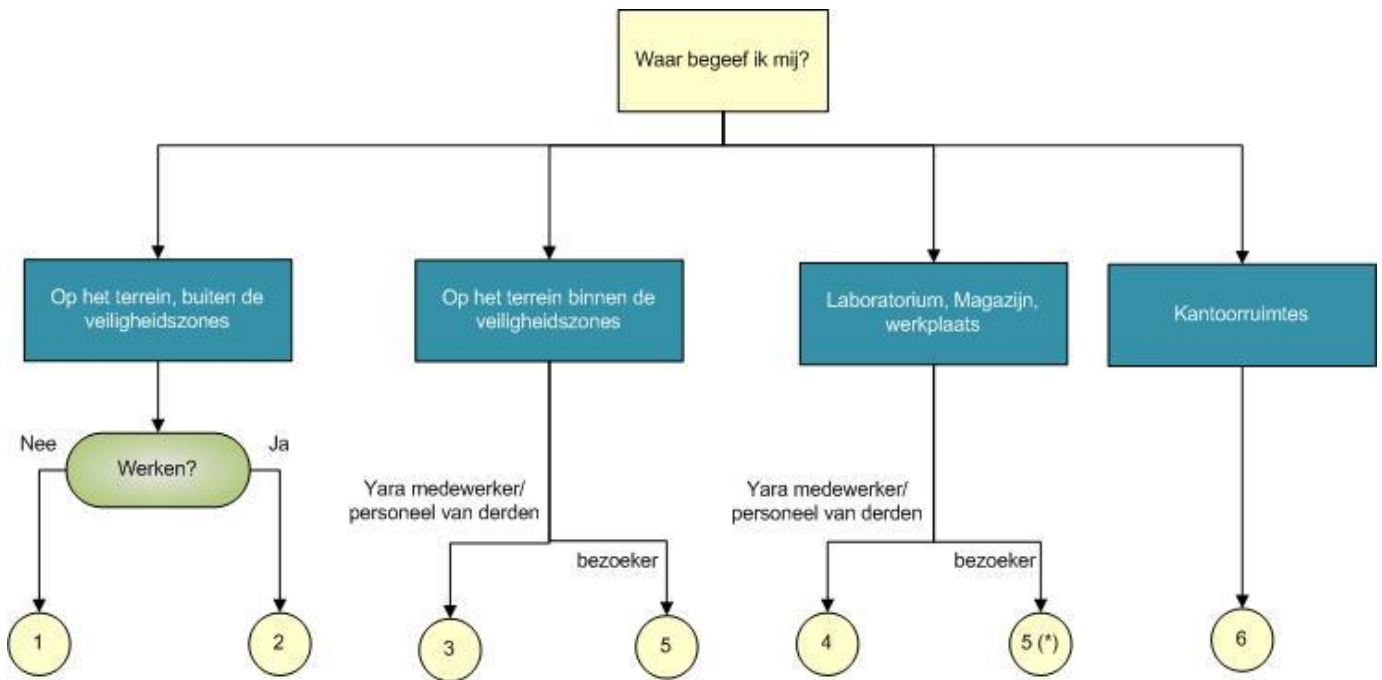
Approved by:
Lesley Vermeerssen
Version: 13.0

Approval date:
2019-09-09

A paper copy is an uncontrolled copy of the document

Next review date:
2020-09-25

3.1 Yara employees, third-party personnel (contractors, drivers, etc.) and external visitors



3.2 Commuting

Only when driving to or from work do you no longer have to wear PPE and long sleeves outside the safety zones.

3.3 PPE and clothing regulations

No.	PPE requirement
1	<ul style="list-style-type: none"> - Safety helmet. - Safety glasses (regular/clip-on). - Long-sleeved clothing.
2	<ul style="list-style-type: none"> - Safety helmet. - Safety glasses (regular/clip-on). - Safety shoes or boots. - Fire-retardant work clothing (long trousers and sleeves).
3	<p>See No. 2 + additional <u>Safety zone-specific codes of conduct</u>.</p> <ul style="list-style-type: none"> - Signs next to zone boundaries (blue lines) indicate any additional items of PPE required to enter and stay inside the safety zone. - A helmet exemption applies for working in substations within the safety zone.
4	<p>Several non-standard PPE requirements apply in various buildings:</p> <ul style="list-style-type: none"> - Central Maintenance Department Workshop: <ul style="list-style-type: none"> ✓ Inside the safety zone, it is compulsory to wear safety glasses, safety shoes, hearing protection and fire-retardant clothing. A safety helmet is not required. - Supply Management Warehouse: <ul style="list-style-type: none"> ✓ Inside the safety zone, it is compulsory to wear safety glasses and safety shoes. A safety helmet and fire-retardant clothing are not required.

	<ul style="list-style-type: none"> - QHSE Laboratory: <ul style="list-style-type: none"> ✓ Inside the safety zone, it is compulsory to wear a long-sleeved lab coat or fire-retardant jacket, safety glasses and enclosed footwear. A safety helmet and safety shoes are not required. When working with chemicals, it is highly recommended to wear the available blue trousers in addition to the coat. If you do not wear the blue trousers, any damage to clothing is at your own risk.
5	<ul style="list-style-type: none"> - Safety helmet. - Safety glasses (regular/clip-on). - Fire-retardant visitor's jacket over long trousers or fire-retardant clothing (long trousers and sleeves). - Safety shoes or boots. - Additional <u>Safety zone-specific codes of conduct</u>. <ul style="list-style-type: none"> ✓ Signs next to zone boundaries (blue lines) indicate any additional items of PPE required to enter and stay inside the safety zone. <p><i>(*) Non-standard PPE requirements apply when entering the laboratory, warehouse and central workshop.</i></p>
6	<p>No general PPE requirements. Office spaces also include control buildings and termination rooms</p>

Additional or more specific requirements may exist for Items 1-6 as specified by exceptions to rules and additional rules.

Exceptions are only possible if they have been included and specified in a safety plan, e.g. during overhaul shutdowns on projects, or if stated on the safety work permit or in work instructions.

-
- Additional PPE requirements may apply if certain hazards exist. These are stated on the safety work permit, in work instructions, or on signs, etc.

Additional explanation for third-party personnel:

- Third-party personnel should have their own personal protection equipment (incl. hearing protection).
- **Mandatory minimum standards with regard to PPE and fire-retardant work clothing, see section 3.4.**

Additional explanation re. hearing protection:

- The standard hearing protection device for our own employees in zones where hearing protection is mandatory are custom-moulded earplugs or ear muffs.
- Foam earplugs are only intended for external visitors on short-duration visits to the factories.
- Third-party personnel are expected to have their own hearing protection, custom-moulded earplugs or ear muffs.

Additional explanation regarding visitor's coats:

- Internal/external Yara employees, visitors or third-party personnel may take a WOC / BBS or Systematic Inspection wearing long visitor's coats instead of fire-retardant work clothing (long trousers and sleeves), as long as they satisfy all PPE requirements. Visitor's coats are available from security.

External visitors:

- The person receiving visitors (or his/her representative) meets external visitors at the security post once they have registered. He/she accompanies the visitor across the Yara Sluiskil BV site and then back to the porter's lodge at the end of the visit.

- External visitors can come to the security service - to require fire-resistant clothing and / or footwear -, together with receiving the personal access badge (HAE-027350). After the visit all PPE will be handed in at the security officer.
- External visitors without prescribed clothing must remain outside safety zones. The Yara host is responsible for enforcing this requirement.

3.4 Minimum standards with regard to PPE and fire-retardant clothing

Personal protective equipment may only be used if they provided with the CE marking and contain at least the following standards/properties:

- Safety helmet in accordance with NEN-EN 397 and no ventilation holes.
- Safety (over) glasses in accordance with EN 166F.
- Safety shoes in accordance with NEN-ISO 20345 type S3.
- Fire retardant workwear according to EN 340, EN 11612 A1 B1 C1 flame retardant, EN 1149-5 antistatic and EN 13034+A1 limited protection against chemical spray.
- Work gloves in accordance with EN420.

4. Golden Rules

These Golden Rules are in force throughout Yara.

	Werken op hoogte	Bij alle werkzaamheden op hoogte moet er een risicostudie worden uitgevoerd. Het niet gebruiken van een valbeveiliging zal leiden tot onmiddellijk ontslag.
	Werken met gevaarlijke chemicaliën	Blootstelling aan chemische risico's moet geminimaliseerd worden en geschikte persoonlijke beschermingsmiddelen moeten gebruikt worden wanneer dit blijkt uit de risicostudie.
	Werken met beveiligde apparatuur, machines en hun beveiligingen	Beveiligingen mogen niet verwijderd worden zonder schriftelijke toestemming (werkvergunning).
	Werken aan energiehoudende apparatuur	Alle energiebronnen moeten vrij zijn van energie en geborgd tegen inschakelen voordat de werkzaamheden starten.
	Werken in besloten ruimten	Voor alle werkzaamheden in een besloten ruimte moet er een schriftelijke toestemming zijn voor het betreden van de ruimte. De besloten ruimte moet afgesloten zijn van alle aangesloten leidingen en energiebronnen. Gasmetingen moeten zijn uitgevoerd en een mangatwacht moet steeds aanwezig zijn.
	Verkeersveiligheid	Alle voertuigen en al het rijdend materieel dat wordt gebruikt voor Yara moet voldoen aan de bedrijfsstandaard en nationale wet- en regelgeving. Houd je altijd aan de verkeersregels en pas een veilige en defensieve rijtechniek toe. Alleen bevoegd personeel mag het rijdend materieel bedienen. Voetgangers zorgen dat ze gezien worden door de chauffeurs en maken altijd gebruik van de beschikbare looppaden.

The Safe by Choice handbook on the golden rules and the posters can be found at:

<https://pulse.yara.com/locations/netherlands/sluiskil/Pages/KAM-algemeen.aspx>

5. Code Of Conduct

<p>1. All contractors and visitors should be able to identify themselves using the ID badge issued to them.</p> <p>If a contractor is carrying out work on his/her own at our site, then he/she must be able to communicate in one of the official site languages – Dutch, English, German or French.</p>	<p>Site Access and Safety Zones – HAE-027350</p>
<p>2. Contractors working alone on the Yara Sluiskil site must be at least 18 years old. Minors, under 18, may only carry out work under constant, expert supervision and if they are older than 16, e.g. on work experience.</p> <p>The Human Resources department will determine the provisions for allowing site access to minors under the age of 16 on a case-by-case basis and, if applicable, in consultation with the QHSE department.</p>	
<p>3. The same traffic rules and regulations apply across the entire site as on the public road. The maximum speed on the site is 30 km/h [18.5 mph].</p>	<p>Yara Sluiskil On-Site Traffic + Enforcement – HAE-025858</p>
<p>4. Parking is permitted in the designated parking spaces only. Park vehicles rear end first. Parking on the Yara site is at your own risk.</p>	<p>Yara Sluiskil On-Site Traffic – HAE-025858.</p>
<p>5. It is prohibited to smoke anywhere on site, except in designated areas.</p>	<p>Smoking Policy + Enforcement – HAE-026589</p>
<p>6. Eating and drinking are prohibited on the company premises. It is only permitted in the spaces provided.</p>	
<p>7. It is prohibited to take photos for external use, unless a member of the management team has given permission to do so.</p>	
<p>8. It is prohibited to light open fires.</p>	
<p>9. It is prohibited to use and/or have a mobile telephone in your possession (turned ON or OFF) in designated ATEX zones due to ignition hazards. These zones include ammonia system areas and all of Zone 2. Only mobile telephones issued with an EX certificate and labelled accordingly with an EX sticker are permitted.</p> <p>Safety plans may state which rules apply to the use of mobile telephones during maintenance shutdowns, when working on decommissioned systems and zones designated as normal operations, etc.</p> <p>It is prohibited to use and/or have a mobile telephone in your possession in a termination room due to interference hazards.</p> <p>It is prohibited to use a mobile telephone when driving a motor vehicle, moped, scooter or bicycle.</p>	<p>Explosion safety document HAE-028237.</p>
<p>10. It is compulsory to sign in and sign out when entering blue zones.</p>	<p>Site Access and Safety Zones – HAE-</p>

	027350
11. It is prohibited to drink or use alcohol or drugs on the Yara Sluiskil site.	Alcohol and Drugs Policy + Enforcement – HAE-027257 , Tab 4.
12. Wearing rings is prohibited during: <ul style="list-style-type: none"> - operator activities (incl. loading) - the taking of samples in the various departments - jobs that require a work permit - work that has been made permit-free for a shutdown/project - activities at and within maintenance and contractors' workshops at the supplier park - work in the warehouse - the exercises and employment of the fire brigade 	
13. Facial hair when wearing a mask or fresh air helmet/hood*: It is mandatory for everyone at Yara Sluiskil, who must be able to use a breathing air mask or fresh air helmet/hood* at any time for his/her position (including in training), to be clean-shaven at the start of the scheduled services. In addition, persons who occasionally and not acutely use a breathing mask or fresh air helmet/hood* should be clean-shaven at the time of use. * The only exception to this is when using the 3M Versaflow 400 connected to a cylinder battery with compressed air.	
14. It is only permitted to carry out work if you have a work permit to do so. You must be familiar with safety regulations/specific instructions in the department in question when carrying out any work.	Work Permit System – HAE-026168 .
15. It is prohibited to obstruct fire extinguishers, emergency exits or emergency showers.	
16. You must immediately report any unsafe situations or acts, or threats to health, safety and the environment.	
17. Areas with a risk of slipping/tripping/falling should be immediately cordoned off with red/white tape, indicating that there is no access to the cordoned off area. Then report that there is danger and that the place has been cordoned off. Clean the workplace or have it cleaned. Ensure proper PPE is used during clean up.	
18. Enforcement and sanctions apply should you fail to adhere to the code of conduct. Enforcement policies are in place at Yara Sluiskil BV that apply to the use of PPE, overhead working, working in confined spaces, alcohol/drug use , traffic, etc. In extreme cases, these may involve dismissal or removal from the site.	Enforcement Policy – HAE-027257 , Tab 8.
19. Theft is forbidden. Yara is not liable for any missing items.	