

**General Safety and Environmental Regulations**

This set of instructions outlines the safety regulations on the EECV premises, and applies to all employees and third parties who find themselves on the premises.

In addition to existing laws, licences and ISPS code, the following rules apply:

**General and personal safety**

- Each individual is responsible for his or her own safety and partly responsible for the safety of others. Each individual must do everything within his or her power to prevent accidents, dangerous situations and damage to the environment from arising;
- Everybody is obliged to adhere to the safety instructions, regulations and warning signs. Moving, removing or blocking warning signs or safety measures is strictly prohibited;
- Everybody on the premises is obliged to wear protective clothing, protective shoes, protective headgear and protective goggles. The car park and the office buildings are excluded from this regulation. As long as no working activities are being conducted outside on the premises, wearing a protective helmet and protective goggles is sufficient. Protective headgear is not obligatory in the workplace;
- Wherever indicated and/or prescribed, other and/or supplementary personal protective measures must be used (this particularly applies to the type of working activities to be conducted or the location of the working activities). Examples are additional hearing protection measures or extra lighting;
- People are prohibited from unnecessarily gathering at locations where work is being conducted, particularly the installations or within their working reach, in or at the workplace or garage, and within areas that have been cordoned off. Never walk under machines or any load that is being hoisted;
- Use transportation and transit devices, materials (such as gas canisters) and tools in such a way that the neither the safety of people nor machines are endangered;
- The use of dangerous substances is only permitted on the premises after having received express permission from the department responsible for their supervision;
- When working with or near hydraulic installations, wearing body-covering clothing is obligatory;
- Specific safety demands and safety precautions are made available via the responsible department;
- Concerning falling hazards at heights exceeding 2 metres, adequate measures must be taken to prevent falling from an altitude or into water;
- Each individual has the responsibility to ask about anything that isn't (entirely) clear.

**Access determinations**

- Entering the premises is only permitted after reporting one's presence and identifying oneself with a valid proof of identification and having received permission from the Safety Officer. The Safety Officer will register the name of the visitor, the purpose of the visit, the time of arrival and departure, and, if relevant, will check whether the name is on the access register. The Safety Officer will issue a Visitors Form;
- Visitors are obliged to allow visitation, if demanded by the Safety Officer;
- Access is only granted to the specific part of the premises that the person in question is required to be at, specifically related to the nature of his or her visit and the work that needs to be conducted;
- Directives by the Safety Officer must be adhered to. These may concern, amongst other things, the route that one is required to take on the premises, anything related to the car park(s), deviating traffic rules and avoiding obstacles and/or dangerous situations;
- You are not permitted to leave the asphalted roads, unless you have a permit for this or EECV has arranged for permanent supervision;
- Be aware of uneven ground that could cause a tripping and/or falling hazard;
- Boarding ships requires the express permission of the Shipping Authority. Unauthorised parties are prohibited from entering ships;
- Upon leaving the premises, vehicles are obliged to make use of the tire-washing installation;
- Leaving the premises is only permitted after signing out with the Safety Officer and handing in the signed Visitors Form;
- Without the express permission of EECV's executive personnel, individuals are strictly prohibited from entering or leaving the EECV premises via the dock.





**Traffic rules and parking**

Standard traffic rules apply to the EECV premises, unless otherwise indicated. Specifically, the following applies:

- The side routes (via the hardened road) are indicated on the map. Driving over the premises outside of these routes (unhardened roads) is prohibited, unless express permission has been granted by EECV. Wearing a seatbelt is obligatory;
- The maximum speed on the premises is:
  - 30 km/hour on hardened roads;
  - 15km/hour on unhardened roads and on the road by the quay;
  - In the event of dust formation, one's speed should be reduced;
- Be aware of limited clearance heights regarding specific routes;
- People are only allowed to be transported in vehicles intended for passenger transport;
- Moving installation and EECV company vehicles have right of way. Make sure you have been seen by the driver of large machines;
- Exclusively park in the dedicated or intended locations;
- Do not park vehicles in/or the road and within the working reach of machines;
- It is forbidden to block passageways, machine driving lanes, exit routes and access roads to emergency provisions.



**Smoking ban and other bans**

You are prohibited from:

- Smoking on the premises, except in the specifically dedicated spaces;
- Having alcoholic beverages and/or consciousness-modifying substances on one's person, to use them and/or be under their influence on the premises;
- Contaminate the premises and/or buildings;
- Photographing, filming, or documenting the details of buildings, installations or the execution of working activities via any other means;
- Making use of a mobile phone or conducting other activities while operating an installation and/or vehicle;
- Using media devices, such as tablets, DVD players, laptops or similar devices on the outside premises.



**Personal protective equipment (when working on the site)**



<b>Always</b>	
<b>MOSTLY</b>	
<b>Sometimes</b>	



For more information, please refer to the Personal Protective Equipment Instruction. This instruction can be requested from your EECV commissioner or the SHEQS department.

**Activities**

It is not permitted to carry out work on the EECV site without the work being discussed with the EECV's client and specific safety measures have been taken

**Environmental care, order and neatness**

Whenever substances that are in any way harmful to the environment are or have been released, immediate supplementary environmental-protection measures must be taken in cooperation with the responsible department. Additionally, the following applies:

- Keep waste separate and dispose of it in the intended containers;
- Prevent soil contamination through gas oil, oil, paint and other contaminating substances;
- Prevent the unnecessary use of energy or causing unnecessary sound pollution;
- Prevent dust formation when participating in traffic or executing working activities.

Have a generally caring attitude towards order and neatness, including:

- Ensuring a clear, tidy workplace, before, during and after conducting working activities;
- Do not wear long hair loose, have any loose (articles of) clothing, and do not wear jewellery that may cause a risk to its wearer;
- Keep emergency exits and access to emergency provisions free of obstacles.

**Fire prevention**

- It is forbidden to use an uncovered fire source, unless written permission has been granted for this;
- Before commencing "warm" work, the required permits must be present;
- Before commencing "warm" work, all preventative measures to prevent causing a fire (such as fire caused by splattering metal parts) must be taken;
- Required supplementary measures are documented in written form.

**Duty to report deviations (dangers/damage/accidents/incidents)**

- Any individual who finds him or herself on the premises must behave in such a way that his or her behaviour does not pose a hazard to the general safety of people or goods on the premises;
- Dangerous situations or incidents that might (potentially) cause damage must be immediately reported to the Safety Officer or EECV's executive personnel;
- Report fire or accidents via the internal emergency number (112 from an internal EECV telephone) or to the Control Room via +31 (0)181 257 777 from a mobile phone;
- In the event of environmental calamities concerning surface water and/or the soil, specific procedures apply. Immediately report such events to the Control Room (0181 – 257 777).

**Machines, installations and instruments**

- Only authorised personnel is permitted to enter machines and only after having received permission from the operator (reporting duty). Upon leaving the machine, users must sign off;
- The third-party use of materials, machines or tools that are the property of EECV requires the express permission of the party responsible for giving the assignment. Without this permission, proper education and/or instruction, the operation, use or switching gears of any such device is prohibited;
- Be aware of machines that might suddenly (automatically) start driving or moving. The moving of rail-bound machines and the starting up of installations is indicated with an acoustic signal;
- Always keep the rails, high-voltage cables and electricity cables of machines free of obstacles;
- Machines are only allowed to be switched off using the emergency button or emergency cord in the event of emergencies;
- Operational installations are not allowed to be left unattended;



- For the execution of working activities at or near installations and apparatus, one must first obtain permission from EECV's executive personnel. This also applies to digging activities, beating piles into the ground and boring holes;
- It is prohibited to work on machines that have not been expressed as safe according to the existing regulations;
- The coupling of third-party electrical installations to the EECV grid is prohibited without the express permission of EECV;
- All to-be-used materials, machines or tools must meet the legal safety requirements;
- All employees and third parties conducting working activities at the terminal are required to immediately notify their superior or project supervisor of shortcomings or problems with tools, maintenance devices or installations;
- Be cautious of sharp and pointy parts, narrow passageways, rotating parts, returning protective covers, altitude differences in the walkways, always closing the hatches of walking paths and special warnings;
- Always close hatches after leaving an installation.

**Conveyer belts**

The following rules apply when in the vicinity of conveyer belts:

- Always make use of the dedicated under- or overpasses (such as by the quay);
- The starting and/or moving of installations is preceded by an acoustic signal;
- Only conduct working activities at or by conveyer belts after the belt has been proclaimed safe in line with existing procedures;
- In emergency situations, the conveyer belt may be halted using the emergency cord that is attached to both sides of the belt.

**Cafeteria**

- Opening hours of the cafeteria for third parties: daily 04:00 – 04:30, 11:30 – 12:15 and 19:30 – 20:00. Access is prohibited for third parties outside of these times;
- Warm meals are served between 19:30 – 20:00. Warm meals must be ordered before 11:00 at the cafeteria a day in advance. Snack meals can be ordered before 16:00 on the day in question;
- Modified prices apply to third parties.

**Liability and sanctions**

EECV (this includes people working for her) is not liable for any form of damage suffered by individuals lingering and/or present on the premises or to the ships docked on its premises.

The following sanctions may apply in the event that regulations, orders or directives are not followed:

- Collection of damage suffered by EECV;
- Termination of working activities, without the option of damage compensation;
- Removal from the premises;
- Denial of access to the premises for an indefinite period.

The premises is guarded by cameras.

