

Action	Name	Position
Procedure owner	Arjen Wittekoek	Purchase Director
Final responsibility	Pim de Vries	Plant Manager
Checked	Sam Coomans	Maintenance Manager
Checked	Nico de Regt	SHEQ Coordinator

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5.0	1 July 2008	Bart Neeleman	Change of legislation
6.0	20 may 2010	Nico de Regt	Total adaptation to legislation and procedures in force.

1. Aim

The aim of this manual is to keep contractors, service providers and suppliers (hereinafter contractor) informed of life and work rules in force for the supply of services, goods and/or materials to AVR – Afvalverwerking B.V. (hereinafter: AVR)

2. References

- Health and Safety at Work Act
- Health and Safety at Work Decision
- Health and Safety at Work Ruling
- Health and Safety at Work Rules
- Health and Safety Catalogue for Waste Management Companies
- Working Hours Act
- AVR Safety Procedures
- Health and Safety at Work Information Sheets
- NEN-EN Standards
- Nuclear Energy Act
- Dangerous Equipment Act
- Municipal Planning Regulations
- Environmental Management Act
- Act relating to Materials Hazardous to the Environment

3. Scope

This manual applies to all AVR – Afvalwerking B.V. companies, its subsidiaries and companies of which AVR is the majority shareholder and also other companies in the AVR organisation that apply AVR's group regulations.

4. Contents

1.	Aim	1
2.	References	1
3.	Scope	2
4.	Contents	2
5.	Definitions and abbreviations	5
6.	General provisions	6
6.1	Introduction	6
6.2	AVR's contact	6
6.3	Provisions that take precedence	6
6.4	Confidentiality	6
6.5	Sub-contracting	7
6.6	Temporary employment agencies	7
6.7	Employment of foreign workers	7
6.8	Responsibilities, liability and compensation claims	8
6.9	G-account	8
7.	Safety certificates (VCA* / VCA** / VCU)	9
7.1	General	9
7.2	Training requirements	9
7.3	"Basic Safety (VCA)" certificate	9
7.4	"Safety for Operational Managers (VOL)" certificate	9
7.5	VCA or VCU exemption	9
7.6	Safety passport	9
8.	Access procedures	10
8.1	Introduction	10
8.2	Entering and/or leaving the site	10
8.3	Applying for access badges	10
8.4	Daily passes	10
8.5	Visitors	11
8.6	Safety information	11
8.7	Parking of private vehicles	11
8.8	Parking of commercial vehicles	11
8.9	Delivery of large equipment and materials	11
8.10	Route plan and storage sites	11
8.11	Removal of waste, goods and materials	12
8.12	Inspection	12
9.	General safety rules	13
9.1	Introduction	13
9.2	Personal protection	13
9.3	Smoking	14
9.4	Alcohol and drugs	14
9.5	Work area	14
9.6	Good housekeeping	14
9.7	Traffic rules	14
9.8	Theft and destruction	14
9.9	Entering factories and/or installations	14
9.10	Work permits	14

9.11	Task Risk Analysis (TRA)	15
9.12	Daily safety instruction	15
9.13	Safety contact	15
9.14	Working hours and breaks	15
9.15	Overtime and/or shift work	15
9.16	Canteen, washing and/or cloakroom facilities	15
9.17	Safety walk-downs	16
9.18	Safety plan	16
10.	Reporting, recording and investigating (near) incidents	17
10.1	Introduction	17
10.2	Reporting and recording (near) incidents	17
10.3	Alarm number in the case of serious injury and/or fire	17
10.4	Evacuation alarm	17
10.5	Change of duties	17
10.6	Investigation of a (near) incident	17
11.	Equipment, electric tools and electrical equipment	18
11.1	General	18
11.2	Explosion-proof lighting, appliances and equipment	18
11.3	Use of electrical equipment in enclosed spaces	18
11.4	Use of welding equipment	18
11.5	Electric welding sets and generators	19
11.6	Electric grinding machines	19
11.7	Temporary electric lighting	19
11.8	Switchgear and distribution equipment	19
11.9	Inspection of electric tools and equipment	20
11.10	Checking before use	20
12.	Working overhead and underneath	21
12.1	Working conditions	21
12.2	Use of steel scaffolding	21
12.3	User of ladders and steps	21
12.4	Use of rolling scaffolding	22
12.5	Use of mobile suspended scaffolding	22
12.6	Buckets	23
12.7	Use of a bucket with the aid of a crane	23
12.8	Use of a bucket with the aid of a forklift truck	23
12.9	Use of platforms or scissor lifts	24
12.10	Special descent equipment	24
12.11	Fall protection equipment	24
13.	Forklift trucks	26
13.1	Introduction	26
14.	Mobile cranes, hoists and lifting gear	27
14.1	Introduction	27
14.2	Inspection of cranes	27
14.3	Inspection of hoisting and lifting gear	27
15.	Fire-hazardous activities (hot work)	28
15.1	Welding, flame cutting, gouging	28
15.2	Roofing work	28
16.	Enclosed spaces	29
16.1	Introduction	29
17.	Working on storage tanks containing hazardous substances	29
17.1	Introduction	29
18.	Electrical installation and electrically driven equipment	29
18.1	Introduction	29
19.	High pressure fluid cleaning and vacuum/pressure trucks	30
19.1	High pressure fluid cleaning	30

19.2	Vacuum/pressure trucks	30
20.	Excavation work	31
20.1	Introduction	31
21.	Environmental regulations	31
21.1	Introduction	31
22.	Provision of temporary accommodation	32
22.1	Introduction	32
22.2	Permission to install temporary accommodation	32
22.3	Permit	32
22.4	Use permit	32
22.5	Installing temporary accommodation in the Europort/Botlek area	32

5. Definitions and abbreviations

Visitor	A person who has access to an AVR site for the purpose of a visit.
Visitor's pass	A once-only pass that can be used by a visitor to gain access.
Third party	A person or organisation that does not have a contract of employment with AVR and is not hired by AVR or by a supplier.
Service provider	A corporate body or person that supplies services to AVR and with which a (framework) agreement is signed through the purchase department.
E-101	European form. Required for people (service suppliers, contractors, sub-contractors) from outside the European Union to prove that they have pension, child support and unemployment insurance, for example.
G-account	Earmarked account to which 50% of the wage component is paid according to the liability chain act (WKA).
Hot work	Hot work means all activities where sufficient energy can be produced to cause a fire and/or explosion.
Installation manager	Person appointed in writing as the person directly responsible for the management of electrical installations. The term management covers all the activities that lead to the safe use of electrical installations. The appointment is made by or on behalf of the highest-ranking manager in the organisation (director).
Supplier	A corporate body or person that supplies goods to AVR and with which the purchase department has signed a (framework) agreement.
MVO	Socially Responsible Company
Sub-contractor	Company that performs activities and/or supplies materials as instructed by a contractor.
Client	The corporate body or person (including AVR) that places an order with the contractor.
Contractor	Company that performs activities and/or supplies materials as instructed by AVR.
Access instructions	Safety information film "Together for safety and the environment", which explains the general rules for safe and environmentally-conscious working.
Written work permit	A written work permit is a declaration made in writing and signed by authorised officials to be able to perform activities, described in more detail, at factories or installations.
Access badge	Electronic badge used to record arrival and departure times.
TRA	Task Risk Analysis
Temporary electrical equipment	All electrical equipment that is not part of the permanent electrical installation in buildings or factory installations. Examples of temporary electrical equipment include: <ul style="list-style-type: none"> • Temporary lighting • Electric tools • Equipment that can be moved, such as distribution equipment • Welding equipment • Welding generators and sets.
Safe voltage	A voltage of less than 50 V a.c. or 120 V d.c.
Safety booklet	A booklet containing the general safety and conduct rules that apply when working at AVR.
Safety card	A card stating the local alarm number and also specific company rules.
Safety passport	A document stating the diplomas and certificates held by the holder for safety training and qualification.
VCA	Safety checklist for contractors
VCU	Safety checklist for temporary staff agencies
VOP-er	An adequately trained person for performing simple, pre-determined electrical switching operations.
WID	Identification obligation act
WKA	Liability chain act

6. General provisions

6.1 Introduction

AVR only works with contractors that are included on the list of approved companies for the supply of services, performance of work, supply of goods and/or materials. This list is managed by the purchase department. These contractors possess certified quality, environmental and/or health and safety systems such as ISO 9001, ISO 14001 and/or OHSAS 18001. Preference is also given to MVOs (socially responsible companies), which can prove their dedication to sustainability and respect for human rights and do not use child labour.

In addition to the “General Purchase Conditions”, as filed with the Rotterdam Chamber of Commerce, the safety procedures issued by AVR, but which are not included in this manual, are also part of the obligations to be met by contractors. Reference is made to some of the safety procedures in this manual, but this is not necessarily the case, because the safety procedures are regularly changed and adapted. Also, some safety procedures may apply to a certain site only.

Before starting work, the contractor must always ascertain whether safety procedures exist that may apply to the work he is about to do, but which are not included in this manual.

AVR’s safety procedures are included in the AVR management system. These safety procedures are available on the intranet or the contractor can obtain them through AVR’s relevant contact, the purchase department or the SHEQ department.

6.2 AVR’s contact

AVR appoints a contact for each order at the site concerned. If the contractor has still not been given a name, he must ask for it.

6.3 Provisions that take precedence

The AVR safety rules included in this manual do not claim to be complete. They indicate the most important parts and do not supersede any legal and/or regulatory provisions unless they are more stringent.

Provided that they are relevant and do not conflict with the life and work rules indicated in this manual, AVR’s safety procedures also apply as if they were literally included in it.

In the event of conflict, the order of precedence is as follows:

- Government legislation and regulations;
- This manual;
- Procedures in force at the site.

For more detailed information, the contractor should get in touch with AVR’s contact.

6.4 Confidentiality

The contractor undertakes to keep confidential all the information that he learns by virtue of his contract concerning AVR or concerning the latter’s plans or operations.

The contractor may not disclose or copy to third parties drawings and other documents relating to the work without the written consent of AVR’s contact. AVR shall only permit this if, in its opinion, it is necessary for the correct performance of the work or for meeting mandatory legal obligations. These documents shall remain the property of AVR and must be returned, together with any copies that have been made, on hand-over or completion of the work.

Publications in specialist, daily, weekly or monthly papers, etc. about work to be done or completed and taking photographs and/or recording videos is not permitted without the site manager's consent. The contractor is responsible for ensuring that this condition is also observed by his personnel and that of his sub-contractors.

6.5 Sub-contracting

In the interests of safety, efficiency and quality, AVR wants the smallest possible number of different contractors and sub-contractors working on its sites. Therefore, AVR works with various contracted parties.

In the event of sub-contracting, AVR reserves the right to oblige the contractor to allow scaffolding work, mobile crane operations, mechanical, isolation, electrical and/or civil, road or hydraulic engineering activities to be carried out by companies with which AVR has signed a framework agreement. Only one level of sub-contracting is permitted unless definite arrangements have been made with the purchase department.

The contractor must notify AVR in advance of the sub-contractor chosen for approval by AVR. Contractors should contact the purchase department for further information of companies contracted by AVR.

6.6 Temporary employment agencies

AVR only works with temporary employment agencies that have a valid agency licence, are VCU-certified and with which a framework agreement has been signed. Please contact the purchase department for additional information on contracted temporary employment agencies.

6.7 Employment of foreign workers

If a contractor wishes to employ foreign workers, he must satisfy the law relating to foreign workers and the relevant taxation legislation. Foreign workers must be in possession of a valid residence permit. The contractor must also make sure that communication is possible in a language that can be understood. If this is not the case, the workers will be removed from the site.

Workers from EEA countries

The employment of foreign workers is permitted for persons with a nationality of one of the countries of the European Economic Area (EEA) and Switzerland. These countries are: Belgium, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Great Britain, Hungary, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Norway, Austria, Poland, Portugal, Slovenia, Slovakia, Spain, Czech Republic, Iceland, Sweden and Switzerland. Workers may move freely in these countries.

Workers from Romania and Bulgaria

The following applies to workers from Romania and Bulgaria:

- The person must have a valid residence permit labelled "permitted to work freely";
- The person must have a passport with an official sticker for residence notes marked "permitted to work freely";
- The employer (= contractor) must have a valid employment permit for these workers.

Workers from other countries

Workers from other countries may only work in The Netherlands if:

- The person has a valid residence document marked "permitted to work freely";
- The person has a completed an E-101 form;
- The person has a passport with an official sticker for residence notes marked "permitted to work freely";
- The employer (= contractor) has a valid employment permit for these employees.

To apply for an employment permit, the main contractor must contact:
UWV WERKbedrijf, Bureau Tewerkstellingsvergunningen
Afdeling Arbeidsjuridische dienstverlening
Postbus 883
2700 AW Zoetermeer
Telephone: 079 – 750 29 03

Foreign workers who cannot prove that they are allowed to work or for whom no valid employment permit has been issued may not be employed at AVR.

6.8 Responsibilities, liability and compensation claims

The contractor is responsible for ensuring that his personnel and that of his sub-contractors knows and adheres to the life and work rules given in this manual.

Each contractor entrusted with work is fully responsible for the correct and safe performance of that work and must, before starting work, acquaint himself with the AVR procedures that are applicable to him. Failure to observe these will result in his immediate removal from the site.

The Contractor shall be liable for all damage caused by his personnel or sub-contractors as the result of failure to observe the procedures and/or legal provisions that apply.

Stoppage of the work as the result of evacuation through fire or gas alarm or emergency safety drills is deemed to be force majeure on AVR's side with regard to the agreement. The Contractor may not charge for any waiting times that may result from this situation.

The Contractor is obliged to indemnify AVR against any compensation claims from third parties that arise from the unsafe actions or omissions of the Contractor, his employees or sub-contractors. The safety procedures applicable at AVR may be changed and/or supplemented by AVR at any time. The contractor must then observe the amended procedures.

6.9 G-account

If a wage component is mentioned, but this is not specified in detail on the invoice, under the liability chain act, 50% of the invoice amount shall be transferred to the contractor's G-account as a reserve for employee and civil insurance premiums and tax on income.

Invoices will only be paid if the purchase department is in possession of a copy of the G-account agreement, proof of registration with the Chamber of Commerce and the most recent information from the tax authority and professional indemnity association.

7. Safety certificates (VCA* / VCA** / VCU)

7.1 General

Safety management systems, courses and measures make an undeniable contribution to increasing safety within companies. Along with many other companies, AVR has imposed VCA certification on contractors who (will) work in factories, installations and on sites. Temporary employment agencies must also be VCU certified.

7.2 Training requirements

Contractors must not allow their employees to do work in factories, installations and/or work places without the necessary specialist and safety training. The requirements listed below are minimum requirements.

7.3 “Basic Safety (VCA)” certificate

The contractor’s employees who do the work must possess a “Basic safety (VCA)” certificate. Subject to a written application to and approval by the plant manager, the following may be exempt from this requirement:

- People who will do administrative work only and will not come into contact with hazardous substances, machines and/or other equipment.
- Commissioning engineers, system specialists, analysts or foreign specialists from specialist companies who work once for a few days under the direct supervision of a certified employee of the contractor or AVR.
- Personnel newly recruited by the contractor, provided it can be proved that they have been registered to take the “Basic Safety (VCA)” or “Safety for Operational Managers (VOL)” course/examination and who are directly supervised by a certified employee for a single period of three months maximum.

7.4 “Safety for Operational Managers (VOL)” certificate

The contractor’s managers, from shop floor foreman level, who are responsible for the supervision of workers, have to hold the “Safety for Operational Managers (VOL)” certificate.

7.5 VCA or VCU exemption

VCA or VCU exemption is only granted if no certified company is available to do the work. VCA or VCU exemption is organised via the purchase department. Such exemption also has to be approved by the plant manager.

7.6 Safety passport

The safety passport, which is managed by the Stichting Samenwerken voor Veiligheid (SSVV) (Safety cooperation association) is used by clients as an instrument to record and verify the legal and specific operating requirements with reference to medical suitability, safety training and courses.

The safety passport allows the holder to prove which safety and qualification diplomas and certificates he has without any problem. This allows the client to check this information (or have it checked) at the gate and/or on the site. This also avoids duplication of safety instruction. Contact SSVV for information (see: www.vca.nl).

8. Access procedures

8.1 Introduction

Access to the site is only allowed for the contractor's employees, site managers and business visitors subject to observance of the procedures put in place for this purpose. The contractor is not allowed to employ persons younger than 18 at AVR.

8.2 Entering and/or leaving the site

The contractor's personnel may only enter and/or leave AVR's site via the designated access. When entering and/or leaving the site where no automatic access recording system is available, people must always log in and out according to the local internal rules. At AVR production sites where an automated access recording system is installed, access to the site is granted if the person concerned has a valid access badge. The procedure for applying for an access badge is described in 8.3.

8.3 Applying for access badges

To apply for access badges, the contractor has to complete an access badge application form for each employee. The necessary forms can be obtained via the security officer/receptionist and/or AVR contact.

The forms have to be submitted 24 hours at the latest before the work is due to start, be filled in completely and accompanied by a copy of valid proof of identification (passport, identity card or driving licence). For people from countries outside the European Economic Area (EER) and Switzerland, a copy must also be provided of a valid residence document labelled "permitted to work freely" (see 6.7). This also applies to the EEA countries of Bulgaria and Romania.

Unnecessary waiting times will be avoided if these forms are submitted on time. Application forms that have not been filled in completely will not be processed. The access badge is actually issued after the person concerned has identified himself by means of an original form of identification.

The badge operates the turnstiles and/or doors. The time is also recorded automatically.

The access badge issued is personal and may not be transferred to anyone else. Apart from any consequences for the contractor, abuse of the access badge results in immediate withdrawal of the badge and removal of the persons concerned from the site. The contractor shall be liable for any consequences of this action for the work or otherwise.

The contractor is responsible for the access badges issued to his personnel and to his sub-contractors. The contractor is also responsible for the correct administrative handling of his personnel and that of his sub-contractors working under his responsibility.

Access badges must be handed in to the security official/receptionist on completion of the work. The contractor will be charged €45.00 for each access badge that is not handed in or is damaged. The contractor confirms his agreement with this rule when he submits an access badge application form.

8.4 Daily passes

If a contractor's employee forgets his access badge, a daily pass can be issued for one working day. In these cases, the employee must report to the security officer/receptionist to fill in a "forgotten pass" form. He has to prove his identity with a valid form of identification. The security officer/receptionist inputs the employee's arrival and departure times manually in the access recording system.

8.5 Visitors

The contractor's employees may not have private visitors. Business visitors for the contractor are only allowed access if the visit has been reported to the security officer/receptionist in advance. In principle, a contractor may only receive visits in his own area or office. If the contractor's official due to be visited is not present, the visitor is not granted access. A visitor may never visit any part of the AVR site without being accompanied by the contractor.

8.6 Safety information

The contractor's personnel due to work in factories, installations and/or work places are given a copy of the booklet with the "General Safety and Conduct Rules" on the first working day. For information on the content of this booklet, please refer to safety procedure "30.080 Safety and Conduct Rules".

In addition to this booklet, a safety information card is also issued. This has the local alarm number and also lists the Do's and Don'ts. It is issued via the security officer/receptionist or AVR's contact. Visitors only receive the local safety card.

The Deltalinqs safety information film, "Together for Safety and the Environment" is shown at the transfer and production sites. VCA and VCU certified companies may organise the showing of the film and the record in the safety passport themselves. A test has to be taken after the film has been seen.

The test consists of 15 questions. Access to the site is only granted to those achieving a pass rate of at least 80%. The test may only be omitted in special cases at the discretion of AVR.

8.7 Parking of private vehicles

Cars, company buses, motorcycles, scooters, mopeds and cycles have to be parked/stowed in the designated places. Parking is subject to rules applicable to the site concerned. Vehicles are parked/stowed at the owner's risk. Parking in places and areas reserved for AVR employees, the disabled and/or visitors is prohibited.

8.8 Parking of commercial vehicles

In principle, only commercial vehicles that are necessary for doing the work (transporting of materials/equipment) are admitted by means of a vehicle pass. The decision rests with the security officer/receptionist.

The pass has to be returned on leaving the site. Otherwise, commercial vehicles have to be parked in the designated parking area after loading and/or unloading materials and/or goods.

8.9 Delivery of large equipment and materials

The delivery of large equipment (mobile cranes, heavy transport) **has to be reported at least 24 hours in advance** to the security officer/receptionist and AVR contact. The equipment to be used must be provided with yellow inspection stickers.

8.10 Route plan and storage sites

When large equipment is being transported, a route plan has to be prepared with AVR's contact in advance. This has to be handed to the security officer/receptionist at the gate. There must be no departure from the route stated. Materials and/or components may only be unloaded at the designated storage sites. The vehicles must leave the site immediately after unloading.

8.11 Removal of waste, goods and materials

The removal of waste supplied to AVR for disposal is regarded as theft. The person responsible is denied access to the site immediately. Such cases are also reported to the police.

The "Removal of Goods" procedure has to be observed for the removal of materials, goods and/or waste when it has been agreed that these shall be removed by the contractor.

8.12 Inspection

Security personnel is authorised to inspect or check persons and vehicles wishing to enter or leave the site. Any refusal is reported to the project manager and the person concerned is denied further access to the site.

9. General safety rules

9.1 Introduction

The contractor shall take all the necessary precautionary measures connected with the work in order to prevent accidents, damage and/or harm to the environment. Observance of AVR's safety procedures and legal provisions is never arbitrary. Any unsafe and/or undesirable situations that come to the notice of the contractor must be remedied immediately if they relate to his agreement with AVR. Unsafe and/or undesirable situations must be reported immediately to AVR's contact.

If an unsafe situation and/or unsafe working practices are found, AVR shall be entitled to demand that the contractor changes them immediately in a way and time-scale to be determined by AVR. AVR also reserves the right to stop the work in such situations without compensation.

9.2 Personal protection

All personal forms of protection demanded by AVR and/or are necessary for the safe performance of the work must be issued by the contractor to his personnel before work starts.

Safety helmets

Safety helmets must be worn.

Unless stated otherwise, exemption is only granted for inspection chambers, electrical switchgear rooms, laboratories, offices and safe corridors indicated.

Safety goggles

Safety goggles with side flaps or equivalent types must be worn. Unless stated otherwise, exemption is only granted for inspection chambers, offices and safe corridors indicated.

Safety work clothing

Suitable safety work clothing must be worn.

Work clothing means an overall or two-part suit in accordance with EN 531 or EN 471 class 2. Working in shorts, T-shirts, short-sleeves and/or with the upper body exposed is not permitted. Exemption is only valid for offices and safe corridors indicated.

Safety shoes

Safety shoes must be worn.

Exemption applies only to offices and safe corridors indicated.

Additional personal protection

If the work or site so requires, additional personal protection must be worn where appropriate. This additional protection includes:

- Ear protection
- Respiratory protection (dust masks, gas filter cylinder, independent respiratory protection).
- Wrap-around goggles (for cutting, chipping and/or grinding work)
- Face protection (high-pressure fluid cleaning, working with caustic fluids).
- Fall protection equipment.

9.3 Smoking

A general smoking ban is in force on site and in the offices. Smoking is only permitted in the designated areas. Individuals in breach of the smoking ban will be removed from the site immediately.

9.4 Alcohol and drugs

The following rules concerning the use of alcohol and drugs are in force at AVR:

- Bringing and/or using alcoholic drinks and/or drugs on site is prohibited.
- AVR has the right to remove from the site anyone suspected of being under the influence of alcohol and/or drugs.
- AVR reserves the right to organise an investigation into the presence of alcohol and/or drugs. The contractor and his personnel must cooperate fully with this investigation.

9.5 Work area

The contractor and his personnel are forbidden from entering places other than the area where they have to do their work. Breach of this ban by his personnel may lead to removal from the site.

9.6 Good housekeeping

Each day, the contractor must ensure that the work area and temporary accommodation is always tidy and cleared. If the contractor is in breach of this, the client shall clear the area at the contractor's expense.

9.7 Traffic rules

The Highway Code and the regulations governing traffic rules and signs apply on site. The maximum speed is indicated by signs. Vehicles may only be parked on site in the areas designated for this purpose. Extinguisher hydrants and/or emergency exits must be kept clear at all times.

9.8 Theft and destruction

AVR accepts no liability at all for the loss of property of contractors and/or his personnel. In the event of theft or destruction, the contractor must report this immediately to the security officer/receptionist and AVR contact. The contractor must issue a report on the act of theft or destruction. The contractor must report any theft to the police himself.

9.9 Entering factories and/or installations

Before entering a factory or plant, every contractor must report to the control room and/or the duty manager. They must always log out again on leaving the site.

9.10 Work permits

The permission of the manager is always required before doing any work in operational areas. The contractor may only start work after he has been issued with a valid work permit. For information on applying for a work permit, please refer to safety procedure "30.155 Work Permits".

A work permit does not exempt the contractor from his responsibility to carry out the work safely, irrespective of whether the measures in the work permit are defined completely or correctly. Only persons authorised by AVR, who can prove that they have followed "Deltalinqs instruction on work permits", may apply for a work permit. (see annex 30.155B01).

9.11 Task Risk Analysis (TRA)

Where appropriate, AVR may require the contractor to draft a detailed work plan with a Task Risk Analysis (TRA) before starting work. This must be approved by AVR's contact. For information on preparing a TRA, please refer to safety procedure "30.060 Task Risk Analysis".

9.12 Daily safety instruction

Each day, before starting work, the contractor's manager must instruct his fellow workers with regard to safety measures that must be taken, observance of the work permit conditions and discussion of any TRA that has been drafted.

9.13 Safety contact

Any contractor working on site has to appoint his own safety contact. If the total number of employees of the contractor for one or more projects (including sub-contractors) is 50 or more at the same time, a qualified safety officer must be present on the site.

In addition to the above, AVR reserves the right to require the contractor to ensure that a full-time safety officer is present on the site (irrespective of the number of employees) if the nature of the work gives due cause and/or if the contractor fails to meet the requirements regarding safety and good housekeeping. The contractor shall pay the costs incurred in this connection.

9.14 Working hours and breaks

AVR's contact will notify the contractor of the working hours applicable to him for each site. The contractor is responsible for ensuring that his personnel and/or that of his sub-contractors observes the working hours and breaks in accordance with the working hours act. Each day, the contractor must record the hours worked by his personnel on a list. A copy of this list has to be submitted to the relevant SHEQ coordinator. If the industrial inspectorate carries out an inspection, this list must be made available to the inspector.

9.15 Overtime and/or shift work

Overtime and/or shift work is only permitted under unusual and unforeseen circumstances. If the contractor wishes to work outside the normal daytime shift, he must always obtain the AVR's contact's consent.

Overtime may only be worked after AVR's contact has signed the relevant registration list as a sign of his agreement. On the production sites, the signed registration list has to be handed in at the gatehouse/reception at the end of normal working hours.

It is emphasised at this point that overtime may never be worked on the site without the permission of AVR's contact. If personnel wish to access the site after the daytime shift and/or over the weekend, the security officer will only allow access if this has been reported by AVR's contact beforehand.

9.16 Canteen, washing and/or cloakroom facilities

The contractor must provide all the necessary canteen, washing and/or cloakroom facilities. AVR'S facilities are not available to the contractor's personnel in principle.

9.17 Safety walk-downs

Safety walk-downs are performed on AVR's sites in order to promote the safety awareness of managers and workers. Please refer to AVR's safety procedure "50.065 Safety Walk-downs". Where necessary, the contractor's managers will be asked to take part in a safety walk-down, in which case they are obliged to do so. The relevant SHEQ department at AVR will prepare a schedule in this respect.

The contractor's managers must check the site each day for unsafe practices and/or situations, good housekeeping and observance of the safety rules that apply to the work being done. If he finds a situation that does not satisfy the requirements in force, he must stop the work until a correct situation is restored. If it is not possible to stop the work, he must notify AVR'S contact immediately and agree the necessary action with him.

9.18 Safety plan

Before a new construction or renewal project is started, the contractor must prepare his own Safety plan for the implementation stage based on the one prepared by AVR. The contractor's Safety plan must be approved by AVR's contact and the corresponding SHEQ official. The approved Safety plan also applies to any subcontractor(s) and supplier(s) of the contractor.

The Safety plan must include an organigram with details of officials who can be reached at work or at home in the event of a (near) incident. The list has to be supplied to the security officer/receptionist. A copy of the list also has to be supplied to AVR's contact.

10. Reporting, recording and investigating (near) incidents

10.1 Introduction

Each incident and/or near incident (fire, accident, damage and/or environmental incident) must be reported verbally by the contractor to AVR's contact **immediately** and in writing within 24 hours. For information on the reporting procedure, please refer to safety procedure "50.500 Reporting and Investigation of Incidents". This procedure is available from AVR's contact and/or the SHEQ department.

10.2 Reporting and recording (near) incidents

As indicated in 10.1, the Trackwise incident management system on the intranet must be used for reporting a (near) incident. The incident report form in Trackwise must be completed in liaison with AVR's contact and/or an employee of the SHEQ department.

10.3 Alarm number in the case of serious injury and/or fire

Accidents involving serious injury and/or fire, where immediate assistance is required, must be reported via the local alarm number. The local alarm number is indicated on the safety card issued where work is being done.

10.4 Evacuation alarm

If a major accident occurs (fire or gas explosion), an evacuation alarm is given on AVR's transfer and production sites in Rotterdam, The Hague or Doven, wherever the accident happens. The contractor must follow the evacuation alarm and instructions of internal helpers or production personnel at all times. The contractor must ensure that his personnel and that of his subcontractors is acquainted with the local evacuation rules.

If an evacuation alarm sounds, work must stop, the work permits issued lapse and must be handed in immediately after the "all clear". Work may only be resumed after the issuer has re-assessed and re-issued the work permits.

10.5 Change of duties

If, following an accident, an employee is unable to perform his normal duties, the contractor must do all he can to find suitable work for him. The contractor must confirm any change of duty to AVR's contact and the SHEQ department in writing. Duties may only be changed if it is considered medically justified by the company's medical officer.

10.6 Investigation of a (near) incident

The main purpose of investigating a (near) incident is to determine the cause. Corrective action can be taken on the basis of the result of this investigation in order to prevent any repetition. The form of investigation is described in procedure "50.500 Reporting and Investigating Incidents". This procedure can be obtained from AVR's contact and/or the SHEQ department.

11. Equipment, electric tools and electrical equipment

11.1 General

The term 'equipment' covers all appliances, machines, tools and instruments that are used on site. Only well maintained equipment that is checked and approved each year may be used on site. Equipment must satisfy the requirements of Chapter 7 of the Health and Safety at Work Decision and NEN 3140.

The contractor must ensure that gas and oxygen cylinders, electric tools and equipment are safely switched off at the end of the working day.

Defective and/or damaged equipment must not be used and must be withdrawn from the site.

11.2 Explosion-proof lighting, appliances and equipment

Explosion-proof lighting appliances, equipment, tools and/or mobile 'phones must be used in what are known as explosion-hazardous areas, which can be identified by the pictogram signs located there.

11.3 Use of electrical equipment in enclosed spaces

In enclosed spaces with essentially conducting walls, ceilings and/or floors, with which it is possible to come into contact, only a safe voltage of 50 V a.c. or 120 V d.c. maximum may be used in a dry environment.

A d.c. voltage from a welding converter or an a.c. voltage from a welding transformer must be used for electric welding. Supply sources must be earthed and installed outside the enclosed space. For information on working in enclosed spaces, please refer to safety procedure "30.172 Enclosed Spaces". This procedure can be obtained from AVR's contact and/or the SHEQ department.

11.4 Use of welding equipment

The following requirements apply to the welding equipment:

- Welding processes generate welding smoke that pollutes the atmosphere of the working environment. Ensure good ventilation or the right respiratory protection
- Screen the face and eyes with a suitable welding helmet with welding lens and the right protective filter
- In addition to the standard PBMs, wear additional PBMs, such as a leather apron, welding gloves, etc.
- Make sure that the working environment is free from burnable material and keep a fire extinguisher within easy reach
- Use a welding screen or blankets to protect the environment against sparks and radiation
- Gas cylinders must remain outside an enclosed space
- The voltage supplied must satisfy the following conditions:
d.c. voltage of 120 V maximum without ripple or 110 V with 1.5% ripple maximum, a.c. voltage of 50 V maximum with interruption of the welding current. If this is higher than 50 V, a voltage-reducing relay must be used.

11.5 Electric welding sets and generators

The following requirements apply to electric welding sets and generators:

- If an electric welding set or generator is provided with plugs that carry a dangerous voltage, this voltage system must be based on an earthed system
- The set must be equipped with earth leakage switches with a maximum response current of 30 mA. n 30 mA. To allow the earth leakage protection system to work properly, the unit must be earthed via the external cables intended for this purpose. Dangerous situations can occur if the set is not earthed.
- The electrical components on the outside of the generator or set must have a minimum protection class of IP 44 (splashwater-proof)
- Diesel-driven generators must have a fine particulate filter (DME) and spark arrestor on the exhaust.

11.6 Electric grinding machines

The following requirements apply to the use of electric grinding machines:

- Electrically driven grinders must not have a setting knob, unless the disc is smaller than 127 mm for an angle grinder or 55 mm for a straight grinder
- In the case of grinders with a power of 1000 Watt and more, the operating switch must have a lock in the "off" position so that the grinder cannot turn if the operating switch is touched accidentally
- The guard must cover the disc over at least 180°. The grinder must not be used without the guard
- Ear and face protection must be worn
- Harmful vapours or substances may be released when grinding certain materials. In this case, ventilation and/or respiratory protection must be used
- Make sure there are no burnable materials in the vicinity and place a fire extinguisher within easy reach
- Shield the environment from sparks if necessary.

11.7 Temporary electric lighting

The following requirements apply to the use of temporary electric lighting:

- It must be installed so that no fire-hazardous situations can occur
- Halogen lamps must be provided with a cage-type construction
- The use of explosion-proof lighting is obligatory in explosion-hazardous areas.

11.8 Switchgear and distribution equipment

The switchgear and distribution equipment for temporary facilities must at least satisfy the following requirements (NEN 1010):

- It must consist of a plastic material
- Be suitable for installation outdoors, with a minimum protection class of IP 55 (hose waterproof)
- Mounted on a free-standing metal supporting structure equipped with earth cam
- Equipped with a roof against the rain
- Provided with a 4 pin main switch with padlock in the "off" position
- Each outgoing patch panel with a nominal current of 125 A or lower must be equipped with a 4 pin switch and connecting box with terminal block for connecting the cable conductors
- Each CEE plug with a nominal current of 125 A or lower must have a 30 mA earth leakage switch.

11.9 Inspection of electric tools and equipment

Electric tools and equipment must be inspected once a year according to the relevant guidelines (NEN 3140). The contractor is responsible for inspecting his electrical equipment, or organising its inspection, on time. This equipment must be provided with a valid inspection sticker.

11.10 Checking before use

Immediately before use, the user must check whether the electric tools, portable lamps, mobile electric tools, temporary distribution equipment and mobile electric cables are in a good state of repair and satisfy the following requirements:

- *The electrical equipment must be undamaged, clean and dry*
- *The electrical equipment must have a valid inspection sticker*
- *Connecting cables or mobile cables are not damaged or repaired*
- *Connecting cables are correctly fitted in the housing or receptacle and plug and no loose conductors are visible*
- *External earths must be correctly connected to a designated earth point.*

Electrical equipment or devices that are damaged must not be used and must be withdrawn from the site. Faults affecting temporary electrical installations must be corrected by trained, qualified employees or by an electrical engineering contractor approved by AVR.

12. Working overhead and underneath

12.1 Working conditions

When working at a height or depth of ≥ 2.50 metres, personal fall protection gear must be worn **at all times**. See procedure “30.176 Working Overhead or Underneath”. This procedure can be obtained from AVR’s contact and/or the SHEQ department.

Overhead working is not permitted under the following conditions:

- Wind speeds above 6 Beaufort at the site
- Strong wind gusts
- Heavy rain
- (Approaching) bad weather
- Mist (inadequate view of other employees)
- Snow and ice (slippery constructions)
- Other dangerous weather conditions.

12.2 Use of steel scaffolding

If scaffolding is to be erected, the contractor must use the scaffolding company with which AVR has signed a framework agreement. Work instruction W03 (Use of Scaffolding) as part of safety procedure “30.176 Working Overhead or Underneath” includes specific rules for the erection, requesting and working on steel scaffolding. This procedure can be obtained from AVR’s contact and/or the SHEQ department.

12.3 User of ladders and steps

The basic principle to be remembered when working overhead is that the use of ladders must be limited as much as possible. A ladder or step may only be used as a working platform if the use of other equipment is not feasible for technical and/or operational reasons.

A ladder or step must satisfy the Goods Act (decision on portable climbing equipment) and NEN-2484 based on the Health and Safety at Work Decision, article 7.4 and Health and Safety Policy Rules, 7.4-4.

The following conditions apply to the use of ladders and steps:

- The standing height (feet above floor level) must be less than 7.5 metres
- The effective standing time must not exceed 4 hours, with a maximum of two hours without a break
- At least one hand must remain free to hold the side of the ladder or rung
- The maximum force resulting from pulling and/or pushing is between 5 kg and 10 kg
- The maximum reach is less than an arm’s length (without stretching).

If the above conditions cannot be met, ladder or steps may not be used. In these cases, a safer type of equipment must be used. The following conditions apply to the use of ladders and/or steps:

- Erect a ladder so that:
 - It projects at least one metre above the place to which it gives access
 - Is prevented from sliding away and/or shifting at all times
 - Is erected at an angle of between 70° and 75°.
- Never climb a ladder further than the fourth rung from the top
- To access a roof or platform, the ladder must project 1 metre above the roof or platform
- When climbing up and/or down a ladder, you must have three contact points with the ladder at the same time
- Tools and materials must be carried in a bag or hoisted
- Steel and/or aluminium ladders and steps must not be used in rooms containing electrical gear (high and/or low voltage) with an open installation (live electrical parts not insulated)

- An erected ladder must be prevented from falling and/or twisting at all times. If there is a real risk of falling, a harness belt must be used. This is at the contractor's discretion.
- Ladders and/or steps must be checked every year. This must be identified by an inspection sticker indicating that the last inspection took place less than a year ago.

Work Instruction W05 (Using a Ladder) of safety procedure "30.176 Working Overhead or Underneath" includes specific rules for the use of ladders.

12.4 Use of rolling scaffolding

An instruction manual must be available for each type of rolling scaffold. The manual must contain all the relevant information on the construction, maintenance, safe use and dismantling of a rolling scaffold. The rolling scaffold must satisfy NEN-EN 1004. The following information must be provided on a rolling scaffold in a clearly legible form:

- The load class
- Maximum construction height
- Name of the manufacturer or hire company
- The words "Follow the User Manual".

The following conditions apply to the use of rolling scaffolding:

- The maximum construction height of a rolling scaffold at AVR is 8 metres
- A rolling scaffold may only be used on a firm, even surface
- A rolling scaffold may only be climbed on the inside
- The wheels must be locked for use
- The rolling scaffold must be provided with stabiliser bars to prevent tilting
- Nobody must ride on the rolling scaffold when it is being moved
- The working floor must have side planks
- It must be constructed according to the instructions for use
- A rolling scaffold must be checked every year. This must be identifiable by means of an inspection sticker indicating that it was last inspected less than a year ago
- The work area around a rolling scaffold must be cordoned off with marking tape.

Work Instruction W04 (Use of Rolling Scaffolding) of safety procedure "30.176 Working Overhead or Underneath" contains specific rules for the construction and use of rolling scaffolding.

12.5 Use of mobile suspended scaffolding

According to the Health and Safety at Work Decision, mobile suspended scaffolding is not automatically a safe working environment. It should only be used if it is not reasonable to use a safer working method (scaffold or platform). The following conditions apply to the use of mobile suspended scaffolding::

- Only suspended scaffolding with valid certificates and inspection stickers may be used
- The construction must be sufficiently strong to take the expected load. Strength calculations must be made if there is any doubt
- When constructing or dismantling suspended scaffolding, a qualified person must be present to supervise the correct securing and use of the scaffolding
- Suspended scaffolding must be constructed or dismantled without the risk of falling. This means that a roof edge fixing or fall protection equipment must be used
- Suspended scaffolding may only be used after users have been instructed by means of a toolbox meeting
- Users must be attached to the bucket construction by means of a harness belt
- Above a height of 25 metres, a radio phone or mobile phone must be used for communications
- The work area underneath the suspended scaffold must be cordoned off with fencing or marking tape.

12.6 Buckets

People may only be transported in a bucket by means of a crane and/or forklift truck subject to the following conditions:

- If the work will only take a short time, so that bringing in and removing more suitable equipment would generate disproportionately high costs and/or the delay caused by bringing in more suitable equipment would cause greater risks than those associated with working with a bucket
- A bucket must be made according to the instructions contained in the Health and Safety at Work Policy Rules, 7.22, third paragraph.

Work Instruction W02 (Use of a Bucket) of safety procedure “30.176 Working Overhead and Underneath” contains specific rules for the use of buckets.

12.7 Use of a bucket with the aid of a crane

The following safety rules apply to the use of a bucket with the aid of a crane:

- Only buckets that have been inspected may be used. The bucket must be inspected at least once a year and must carry a sticker indicating that it was last inspected less than a year ago
- Persons using the bucket must be informed beforehand of the risks and the safety precautions to be taken
- Each person in the bucket must wear a harness belt secured to the bucket
- Only one person in the bucket may give instructions to the crane operator
- Radio phones must be used to guarantee good communications
- Persons may only enter or leave the bucket when it is set down on a firm surface..
- The work area of the crane with bucket must be cordoned off with fencing or marking tape.

Work Instruction W02 (Using a Bucket) of safety procedure “30.176 Working Overhead or Underneath” includes specific rules for the use of buckets.

12.8 Use of a bucket with the aid of a forklift truck

The following safety rules apply to the use of a bucket with the aid of a forklift truck::

- Only buckets that have been inspected may be used. The bucket must be inspected at least once a year and must carry a sticker indicating that it was last inspected less than a year ago
- The load to be lifted must never exceed the maximum working load of the forklift truck
- The cables and chains used in the lifting mechanism of the lifting truck must be at least double
- The forklift truck must be provided with hose rupture protection
- The bucket fastener is secured to the forklift truck
- The forklift operator must at least hold a “forklift truck driver” certificate
- The forklift operator must remain at the controls as long as the bucket is in the raised position
- Driving a forklift truck with people in the bucket above a lifting height of 20 cm is not permitted. Positioning above this height may only be done at very low speed
- On the forklift truck side, the bucket must have a screen over the whole width and up to a height of at least 1.75 metres to prevent the risk of crushing
- Nobody must step in or out of the bucket in the raised position
- The work area must be cordoned off with fencing or marking tape.

Work Instruction W02 (Using a Bucket) of safety procedure “30.176 Working Overhead or Underneath” includes specific rules for the use of buckets.

12.9 Use of platforms or scissor lifts

The following safety rules apply to working with platforms or scissor lifts:

- A platform must comply with the specifications described in NEN-EN 280 (Platforms – Design Calculations – Stability Criteria – Construction – Safety – Inspection and Testing)
- A platform may only be operated if the user has been authorised to do so and holds a valid platform certificate. Also, the user must be at least 18 or older
- Each person in the bucket must wear an attached harness belt. The bucket must allow the safety line to be attached. An attached harness belt must also be used when travelling with the platform in the neutral position
- A self-propelled platform may only be driven with the pistons retracted. The mast and bucket must be in the neutral position (horizontal)
- When a platform is driven on the site or the public highway, it must be accompanied by someone on the ground at all times. He must warn the person in the bucket and keep an eye on the traffic.
- Nobody may step in or out in the raised position
- If there is a risk of collision, the area must be cordoned off with fencing, tape or cones, for example
- A platform is not a lifting device and must therefore not be used as such
- The load on the platform must not exceed the maximum working load. Only hand tools and/or any (small) items needed, which may not project outside the bucket, may be transported with the platform
- A platform may only be used up to a maximum wind speed of 6 (13.8 m/s)
- Platforms that may only be used in enclosed spaces must be labelled “For use in enclosed spaces only”
- At the end of the working day, a platform must be parked in a place designated by the contractor for this purpose. The ignition key must always be removed to prevent unauthorised use
- A number of labels must be clearly affixed to a platform:
 1. Name of the manufacturer, year of manufacture and type number
 2. Maximum admissible working load
 3. Maximum number of people
 4. Valid inspection sticker

Work Instruction WO7 (Use of Platform/Scissor Lift) of safety procedure “30.176 “Working Overhead or Underneath” contains specific rules for the use of platforms or scissor lifts.

12.10 Special descent equipment

The following safety rules apply to the use of special descent equipment (abseil equipment) for carrying out inspection and/or minor repair work in places that are difficult to access:

- The work may only be done by specialist companies
- The employee(s) concerned must have undergone adequate special training in order to be able to work with descent equipment. This must be proved to AVR’s satisfaction on request
- The work area must be cordoned off with fencing and/or marking tape.

12.11 Fall protection equipment

If no rail structures, roof edge fastener, steps or scaffolding can be installed and/or there is a risk of falling, one of the following fall protection systems must be used:

- Harness belt + safety line
- Non-fall (locking device) + harness belt
- Braked fall (descent device) + harness belt
- Fall stop devices + harness belt.

The following safety rules apply to the use of fall protection equipment:

- A harness belt must be worn when:
 - Constructing or dismantling steel scaffolding
 - Installing overhead steel construction parts
 - Working on roofs or cable ducts when there is a risk of falling

- Working from a bucket (platform, suspended scaffolding, crane)
- Using climbing irons if there is no cage construction
- Suspended hoisting devices.
- Harness belts and fall protection equipment must be inspected by an expert at least one a year
- Once a harness belt has intercepted the fall of a user, it may not be used again and the belt and safety line must be replaced by new ones.

Work Instruction W06 (Use of Fall Protection) of safety procedure “30.176 Working Overhead or Underneath” includes specific rules for the use of fall protection equipment.

13. Forklift trucks

13.1 Introduction

If forklift trucks are not used properly or safely, dangerous situations may occur which might result in injury or damage. Therefore, people who drive a forklift truck must hold a recognised forklift truck certificate.

The following safety rules apply when using forklift trucks:

- The driver of the forklift truck must at least hold the “forklift truck driver” certificate
- The forklift truck must be equipped with an appropriate cage construction and also a safety belt that must be worn when driving or working
- Passengers may not ride on a forklift truck unless it has a special safe passenger seat
- The counter-weight must never be weighted
- People must never be lifted with a forklift truck. This can only be done by using a special bucket. Please refer to paragraph 12.6 and 12.7
- The forklift truck driver’s vision must be unhindered at all times
- People walking in areas where forklift trucks are operating must be aware of the movements of forklift trucks and if necessary warned by the driver by means of acoustic signals
- Unless a special hoist is fitted, the forklift truck may only be used for hoisting with the forks or bucket in the way intended
- If the driver leaves his seat, the forks have to be placed on the ground, the wheels in a straight line, the handbrake must be on and the ignition key removed
- A mobile phone must not be used when driving.

14. Mobile cranes, hoists and lifting gear

14.1 Introduction

Hoisting work with mobile cranes is associated with the corresponding risks. Therefore, only mobile cranes from companies that are a member of the VVT (Vertical Transport Association) may be used at AVR.

Where appropriate, AVR may require the contractor to use the crane hire company with which AVR has signed a framework agreement for hiring mobile cranes.

Before carrying out hoisting work with mobile cranes, please refer to safety procedure “30.174 Hoisting Work”. This procedure can be obtained from the AVR contact and/or the SHEQ department.

14.2 Inspection of cranes

Only approved cranes can be used on site. The inspections carried out and the details are given in the crane log. This also applies to multifunctional machines, such as tamping and/or earthmoving equipment. The crane log must be available on site for inspection.

14.3 Inspection of hoisting and lifting gear

Hoisting and lifting gear (tackle, slings, chains, etc.) must satisfy the legal requirements in force. For the inspection and use of hoisting and lifting gear, please refer to the Health and Safety at Work Decision, article 7.4 A, “Inspections” and article 7.20, paragraph 1– 8, inclusive, “Hoisting and Lifting Gear”.

15. Fire-hazardous activities (hot work)

15.1 Welding, flame cutting, gouging

During welding, flame cutting, grinding, gouging, shotblasting, chiselling, etc., measures must be taken to prevent a fire or explosion. This type of work is also known as hot work. The following safety measures apply:

- To do work in operational areas, the contractor has to hold a valid work permit (see paragraph 9.10)
- Gas and oxygen hoses must be in good repair and checked before use for defects and/or leaks
- Acetylene and propane gas bottles must be equipped with a snuffer
- If required because of the nature of the site, welding blankets must be used where appropriate to prevent the risk of fire through the release of sparks
- Gas and oxygen bottles may only be present in factory installations if they are necessary for the work to be done
- Gas and oxygen bottles must be prevented from falling over through the use of a strap or chain. They must be installed so that they cannot be struck by falling objects. The gas and oxygen bottles installed must be easily accessible under all circumstances. In the event of fire, it must be possible to remove the gas and oxygen bottles easily and quickly
- A bottle truck is obligatory if acetylene gas is used. A steel fire shield must be fitted between the acetylene and oxygen bottle at the height of the reduction valves
- A gas bottle spanner must be provided on gas and oxygen bottle stop valves to close the bottles tightly
- At the end of the working day, gas and oxygen bottles must be closed and the reduction valve spindles unscrewed.
- An inspected fire extinguisher (minimum P-6 extinguisher) must be available on site. No fire extinguisher may be removed from a factory, installation or building
- Depending on the environmental factors, welding blankets must be used to prevent sparks from spreading
- When the work has been completed and/or at the end of the working day, the contractor is obliged to check the site for any fire risks (30 minute and 3 hour check). He must also ensure that electric welding equipment is switched off.

15.2 Roofing work

Roofing work is associated with corresponding fire risks. The following safety rules apply to the use of bitumen boilers:

- The free area around the boiler must be at least three metres and be cordoned off
- No other materials may be stored within this area
- If the boiler is placed on the roof, a reservoir has to be installed to collect spilt tar from under the boiler and the extraction valve. This reservoir must be able to hold the content of the boiler + 10%. It must be checked first whether the roof has sufficient load bearing capacity.
- At least two P-9 type fire extinguishers must be available on the roof. Depending on the site situation, it may be necessary for a pressurised fire hose to be available. This is at the discretion of AVR's fire or safety officer
- A maximum of one spare propane or butane gas bottle may be present on the roof. Empty bottles must be removed from the roof immediately.
- The boiler thermostat must operate properly and be correctly set
- The gas supply to the boiler must have a suitable pressure controller.

16. Enclosed spaces

16.1 Introduction

Working in enclosed spaces is associated with a number of risks, such as:

- Fire and/or explosion
- Suffocation (chemical reaction, biological reaction and inert gases)
- Stupefaction or poisoning
- Moving parts
- Electrocution
- High temperature.

For information on working in enclosed spaces, please refer to safety procedure “30.172 Enclosed Spaces”. This procedure can be obtained from AVR’s contact and/or the SHEQ department.

17. Working on storage tanks containing hazardous substances

17.1 Introduction

Working on storage tanks that have contained burnable, harmful and/or toxic substances is associated with major risks and requires special safety measures in order to prevent fire or explosions.

For information on working on storage tanks with hazardous substances, please refer to safety procedure “30.171 Storage Tanks with Hazardous Substances”. This procedure can be obtained from AVR’s contact and/or the SHEQ department

18. Electrical installation and electrically driven equipment

18.1 Introduction

The following rules apply when working on electrical installations and/or electrically driven equipment:

- Only certified persons may do electrical work: on low voltage installations in accordance with NEN 3140 and on high voltage installations in accordance with NEN3840
- Electrical switching operations in low voltage or high voltage rooms may only be performed by appointed persons after permission by the installation manager and in liaison with the duty officer
- Machines or process equipment may only be switched on by authorised AVR personnel after permission by the duty officer
- The operation of electrical process equipment in factories and installations by unauthorised persons is forbidden
- For information on securing and working on electrically driven equipment, please refer to safety procedure “30.165 Locking and Label Procedure”. This procedure can be obtained from AVR’s contact and/or the SHEQ department

19. High pressure fluid cleaning and vacuum/pressure trucks

19.1 High pressure fluid cleaning

The following rules apply to high pressure fluid cleaning work:

- Only companies that are members of the Stichting Industriële Reiniging (SIR) (Industrial Cleaning Association) may do high pressure cleaning work
- The work to be done must be monitored in accordance with the safety regulations in force, as described in the SIR manuals
- A high pressure unit must be manned by at least a certified machinist and a high pressure sprayer. The work must be done under the supervision of a certified operator. He is responsible for the work to be done and for supervising observance of the regulations
- The work area must be cordoned off with marking tape. Warning signs must also be installed
- The operator must submit a copy of the completed high pressure check list to the work permit issuer
- The high pressure sprayer must wear personal protection that at least complies with the SIR regulations. In the case of special risks, additional personal protection may be required. Reference is made to the task risk analysis in this respect.

19.2 Vacuum/pressure trucks

The following rules apply to work involving vacuum/pressure trucks:

- Only companies that are members of the Stichting Industriële Reiniging (SIR) may do work involving the use of vacuum/pressure trucks
- Vacuum/pressure trucks must satisfy SIR regulations
- Vacuum/pressure trucks must be checked to ensure that they are clean and empty on arrival
- The AVR contact must inform the driver beforehand concerning the disposal of the content of the vacuum/pressure truck
- The work area must be cordoned off with marking tape. Warning signs must also be installed.

20. Excavation work

20.1 Introduction

When excavation work is done, dangerous situations may occur for people, business and/or the environment through damage to power cables, network cables, process pipes, drinking water pipes, gas pipes and/or drains. Consequently, before any excavation work starts, it is necessary to get in touch the relevant AVR contact to ascertain the presence of pipeline and cable routes in the work area.

For information on excavation work, please refer to safety procedure “30.173 Excavation Work”. This procedure can be obtained from AVR’s contact and/or the SHEQ department

21. Environmental regulations

21.1 Introduction

Contractors who do work may affect our environment directly or indirectly. Therefore, the following regulations apply to contractors:

- The equipment used must comply with current environmental legislation
- Air pollution, waste water discharges, soil contamination, odour and noise nuisance must be prevented and are only permitted with the consent of AVR
- The contractor must try continuously to reduce the environmental effects of his activities wherever possible
- It is important, both before and during the work, that the contractor is aware of current laws and regulations that are relevant for him and also the conditions of AVR’s permit. Please get in touch with AVR’s contact or the SHEQ department.
- The contractor must take into account direct and/or indirect environmental aspects in his proposals. He must offer environmentally friendly alternatives wherever possible
- The contractor must store any waste resulting from his work separately in the waste containers provided for this purpose.
- Please get in touch with AVR’s contact regarding the positioning of waste containers and the removal of the waste materials produced, including rubble, scrap and/or contaminated soil.

22. Provision of temporary accommodation

22.1 Introduction

Many uses are made of temporary accommodation on industrial sites for the organisation and performance of building, maintenance, sealing or demolition work. The construction, siting, equipping and use of temporary accommodation are associated with legal regulations according to the “Planning Decision” and local business regulations.

The term ‘temporary accommodation’ is used to represent a building or facility that is installed on the site for a certain period and includes sheds, portacabins, mobile sheds, containers, caravans, tents, canteen, washing and/or changing accommodation.

22.2 Permission to install temporary accommodation

Permission to install temporary accommodation is granted exclusively by AVR’s appointed site manager. Written application must be made through AVR’s contact.

22.3 Permit

Before installing temporary accommodation, such as sheds, portacabins, caravans, etc., it may necessary for AVR’s site manager to apply for a licence from the relevant municipal body. Accommodation may be installed after permission is given.

22.4 Use permit

In the case of accommodation that can be used by more than 50 people at the same time, the appointed AVR contact has to apply for a use permit from the relevant municipal body.

22.5 Installing temporary accommodation in the Europort/Botlek area

Specific rules apply to the installation of temporary accommodation in the Europort/Botlek area. Please refer to the brochure issued by Deltalinqs, “Temporary Accommodation Guidelines” and, for the Rozenburg establishment, procedure “30.091 Applying for permission to install temporary accommodation”. This procedure can be obtained from AVR’s contact and/or the SHEQ department.