

OVET BV

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Title :Safety, environmental and behavioral regulations for third parties
Version :3.1
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Safety, environmental and behavioral regulations for third parties

Instructions

OVET BV

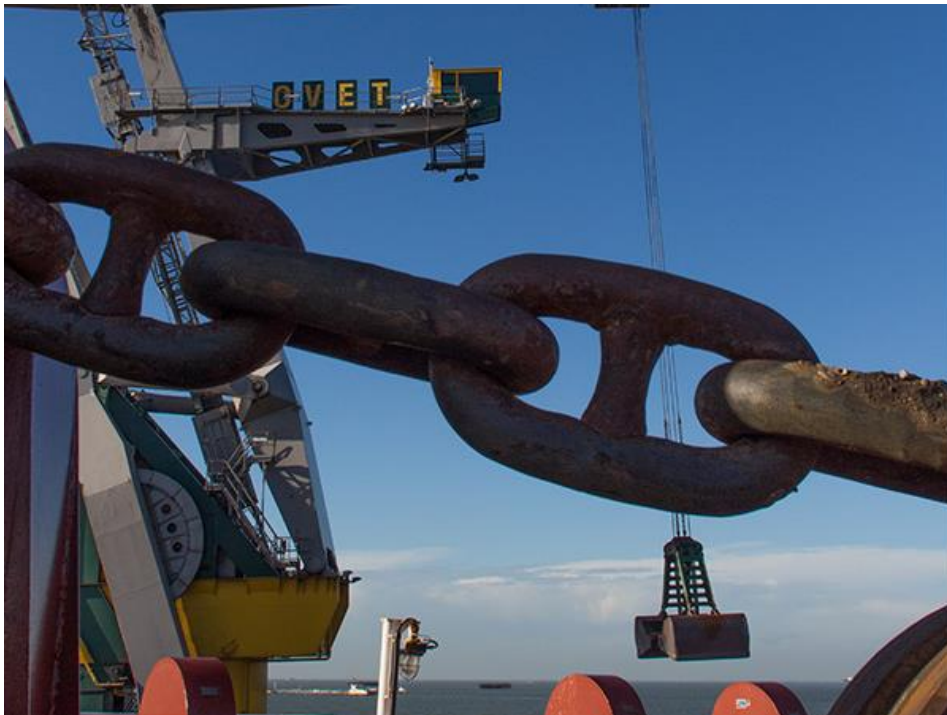


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Summary of most important hazards

- Danger of falling
 - Due to height differences and steps

- To trip
 - Due to material on site or (spilled) product

- Slip
 - Due to water, rain, icing, dust or spilled product

- Drowning
 - By getting into water

- Danger of breach (danger of collapse)
 - Because a batch does not return to its natural shape after being scooped away, but also forms an angle of almost 90 degrees. This creates a risk of avalanche, resulting in entrapment or suffocation. Some batches can also collapse due to excessive moisture content.

- Hanging loads
 - By grabs and other material that is lifted on the crane or in the workshop.

- Drive into the water
 - By driving along the waterfront

- Crossing traffic
 - Due to large moving equipment such as wheel loaders, dumpers and tractors with trailers

- Collision
 - By moving equipment

- Exposure to dust
 - Due to blown away product

- Choking hazard
 - Through access to confined spaces

- Multi-threads
 - Due to mooring wires that snap or break on or near floating cranes and ships

Summary of most important safety rules

- The contractor is obliged to inform his employees of all applicable regulations;
- It is prohibited to work under the influence of alcohol and/or stimulants;
- Smoking in buildings, mobile equipment, floating cranes and bio-sheds is prohibited;
- The Working Hours Act must be followed, including additional work elsewhere;
- Adhere to the safety instructions, rules and warnings;
- Everyone must register at the kiosk or terminal desk;
- Entering and leaving the site is only permitted via the main entrance;
- Follow instructions from the terminal office employee or team management;
- Failure to follow instructions may result in a denial of access to the site;
- Wearing a safety helmet, reflective clothing and safety shoes or boots (type S3) on site is mandatory;
- Wearing visibility class work clothing (EN20471 class 3) is mandatory;
- To carry out welding, fire or grinding work, it is mandatory to wear overalls that protect against heat and flames (EN ISO 11612:2015) or a welding apron;
- Commercial vehicles, equipment and trains always have priority;
- It is prohibited to ride on vehicles other than in the designated seating and standing areas;
- Only start work after receiving operational and safety instructions;
- Making phone calls and using a smartphone while driving is prohibited;
- A work permit is required for work with an increased risk;
- Hearing protection must be worn in workplaces with a high noise level (>80dB);
- Eye protection or face protection is mandatory during work that involves danger to the eyes or the entire face due to splashes, sparks, solid particles, radiation, etc.;
- When working where dust is encountered, wearing a P3 dust mask or half face mask is mandatory;
- The use of a life jacket (275N) while working on or near the water is mandatory;
- A certificate is required to operate a forklift;
- Working in confined spaces is prohibited without a work permit and explicit permission from OVET;
- It is forbidden to come into the immediate vicinity of a conveyor belt;
- When loading and unloading in the open air, the dumping height is limited to less than one meter;
- Prevent dust from spreading that can be observed at a distance of more than 2 meters from the source. (Do not throw grippers, do not overfill the gripper, the gripper must close properly at the bottom);
- If dust forms, stop the activity and call a water truck immediately;
- The distance between shore and ship must be as small as possible;
- Report emergencies immediately to the team management or the manager involved.

1 Introduction and contact details

1.1 Introduction

This document describes the most important regulations that apply to third parties who carry out work on the sites and floating cranes of OVET BV

The following topics are discussed in succession: general prohibitions and obligations that apply to third parties (chapter 2), access to the terminal and traffic at the terminal (chapter 3), rules that apply during work (chapter 4), rules that arise from ISO 9001 and ISO 14001 in the field of quality and environment (chapter 5), how to act in the event of disasters (chapter 6) and finally the other provisions (chapter 7).

When this document refers to third parties, the following parties may be referred to, among others:

- Contractors and subcontractors
- Contractors
- Visitors
- Controllers, supervisors and inspectors

1.2 Contact details

OVET BV Terminal Kaloothaven - Vlissingen

Port number 9401
Monacoweg 3
4455 SZ Nieuwdorp (Vlissingen-Oost)
the Netherlands
Tel.: +31 113 672 600
Email: info@ovet.nl

OVET BV Terminal Massagoedhaven - Terneuzen

Port number 1401
Norway Road 2
4538 BG Terneuzen
the Netherlands
Tel.: +31 115 676 800
Email: info@ovet.nl

Contact in case of emergencies:

HSSEQ Manager and PFSO
Tel.: +31 115 676 829
Email: mgroen@ovet.nl

Team management Terneuzen:+31 6 20138494

Vlissingen team management:+31 6 20138492

Manager involved:The (contractually) responsible person employed by OVET

2 General prohibitions and obligations

2.1 General prohibitions

It is expressly prohibited:

- Carrying and/or using alcoholic beverages and stimulants;
- Under the influence of alcohol (max. 0.2 per mille of alcohol) and/or stimulants at the start of work;
- To enter/be on the premises while under the influence of a substance of which one knows or can reasonably suspect that safe behavior is adversely affected;
- Smoking in buildings, moving equipment or floating cranes.

2.2 General obligations and agreements

The following obligations and agreements apply to third parties:

- Dutch legislation regarding safety, health and the environment applies;
- The Working Hours Act must be followed;
- As a third party, you must be aware that delays or delays in the work due to compliance with our regulations can never be considered a reason for late delivery or will never lead to compensation from OVET in money or work;
- Managers, security officers and OVET employees are authorized to take corrective action with regard to third parties regarding any unsafe or environmentally harmful situations or a working method used. The person addressed has the obligation to change this immediately;
- Everyone is obliged to adhere to the safety instructions, rules and warnings;
- The contractor is obliged to inform his employees of all applicable regulations;
- Permission must be granted by the responsible employee for the use of materials, machines or tools that are the property of OVET;
- If third parties cause damage to OVET property, this must be reported immediately in writing to the shore boss/foreman/HSSEQ department.

2.3 Knowledge and skills

Third parties must have sufficient knowledge and skills to carry out the work efficiently and safely (in accordance with legal requirements and guidelines of the Labor Inspectorate).

A training matrix has been added below showing the level of training associated with different activities/functions. Third parties must meet this level of training. The loader and mobile crane certificate will be issued by OVET after a driver has been assessed by OVET mentors, based on a checklist.

	Safety instruction OVET	Dock worker	Basic safety	Loader certificate	Forklift certificate	Mobile crane cert.
Permanently hired tremmer	X	O	X			
Permanent driver for hire	X	O	X	X	XX	
Permanent driver for hire	X	O	X		XX	X

- X required
- O desirable
- XX only if a forklift is driven

3 Access to the terminal and traffic flows

3.1 Access to the terminals

3.1.1 ISPS

OVET is ISPS required. Rules are imposed under the Port Security Act.

- All visitors register;
- There is an appointment or demonstrable reason for the visit;
- Permission from the ship's management (SSO) is required to enter ships;
- Means of transport and luggage may be examined for contents by an authorized person;
- Stricter control measures may apply for boarding seagoing vessels. You will be informed in advance if there are stricter measures.

3.1.2 General access rules

The following general access rules apply:

- At OVET, identification is required with a valid photo ID;
- Entering and leaving the site is only permitted via the main entrance;
- Access to the site on foot, by car or truck is at your own risk;
- Access is only granted to the area of the site where the work is taking place. You must follow the indicated route;
- Only persons aged 18 or older are allowed to carry out work on our terminals and floating equipment;
- Thirdly, you must immediately report unsafe situations or unsafe behavior of OVET employees to the team management or the manager involved;
- Managers and managers involved are entitled to deny third parties access to the site or to remove them from the site if they violate the applicable legal and OVET rules and instructions or fail to comply with these points;
- It is prohibited to enter OVET shore installations or floating equipment without prior permission.

One must follow the instructions of the terminal office employee or team management. These instructions may include, among other things:

- The driving and/or walking route to be followed on the site;
- The parking lot;
- Deviating traffic rules;
- Avoiding obstacles and dangerous situations.

Failure to follow instructions may result in a denial of access to the site for a period to be determined.

3.1.3 Registration and deregistration procedure

The registration procedure at OVET is as follows:

- Every visitor must register via the kiosk at the entrance prior to a visit to the OVET terminals;
- If traveling in a group, everyone in the group must register themselves;
- A code is sent to your telephone via the kiosk, which is used to contact the Terminal desk and grant access;
- The applicable Terminal Regulations and a map of the terminals are provided at the terminal office;
- Every visitor must familiarize himself with these rules on site;
- Depending on the type of visitor, the terminal office will determine whether the visitor may enter the terminal individually or accompanied by OVET staff;
- When entering the site from the water or via the railway, you must report immediately to the shore boss/foreman on duty;
- When leaving the site, the visitor must check out with the terminal office employee; any PPE will be returned;

3.1.4 Safety presentation

A safety presentation will be presented to third parties who regularly or long-term carry out work on the OVET site. A test follows to verify whether the instructions have been sufficiently understood. The presentation can be tested before arrival at OVET or on location and must be completed successfully.

3.2 Personal protective equipment

It is mandatory to wear a safety helmet, reflective clothing and safety shoes or boots (type S3) on OVET company premises. (with the exception of the parking space outside the gates and in the offices).



Third parties carrying out work are required to wear a visibility class overall (EN20471 class 3) in addition to the PPE mentioned above.

Third parties who carry out welding, fire or grinding work are required to wear overalls that protect against heat and flames (EN ISO 11612:2015) or a welding apron in addition to the PPE mentioned above.



In addition to the standard PPE equipment mentioned above, it may be necessary to wear additional PPE. More about this is described in Chapter 4.

3.3 Traffic

The following traffic rules apply on OVET sites:

- The Road Traffic Act applies to the sites, unless otherwise stated;
- Commercial vehicles, equipment and trains always have priority;
- Communication is via walkie-talkie; A walkie-talkie is provided by OVET. The correct channel will be communicated at the presentation. After the work, the walkie-talkie will be returned.
- Parking vehicles in places other than those designated for this purpose is not permitted;
- A maximum speed of 20 km/h applies throughout the site, unless a sign indicates otherwise; in addition, the speed should be reduced if conditions require it (for example in case of dust);
- Driving and walking on the sites outside the indicated access roads is prohibited, unless the work requires this;
- The use of defective motor vehicles is not permitted;
- Vehicles, transport equipment and lifting equipment may only be driven and operated by trained personnel;
- Personnel may only travel in passenger transport vehicles;
- It is prohibited to ride on vehicles other than in the designated seating and standing areas;
- It is expressly prohibited to block passageways, escape routes and fire extinguishers.

3.4 Safety on site

Past incidents show that it is important that an LMRA (Last Minute Risk Analysis) is carried out before you start work. This is the way of thinking where you come up with and apply a solution in the event of a deviation. If there is no solution, go back to the team management or the manager involved to find a suitable solution.

LMRA way of thinking:

- Where am I?
- What am I going to do?
- What are the circumstances?
- Are there dangers to my safety and that of my colleagues?
- What measures do I need to take to carry out the work safely?

Work safely:

- Take a step back if you need to
- No risks
- Safety comes before production
- Stay critical

Large machines operate on the OVET sites. Visibility from the large machines can be very limited. Great caution is therefore required. Driving routes and instructions are announced to staff on site. Instructions must be followed carefully. If in doubt, the terminal office, team management or the relevant manager will be contacted to provide security.

Special attention should be paid to loading shovels, forklift trucks, wagons and quay cranes. Be aware of sudden starting of machines, parts of installations and vehicles. An acoustic sound accompanies the movement of machines.

It is strictly forbidden to come near a running crane or other work involving machines without permission.

Entering closed storage areas and standing on goods in storage is prohibited without express prior written permission.

Entering and leaving machines takes place in the office parking lot as much as possible. If there is no other option than to enter or leave the machine on the site, this is done:

- In a well-lit place;
- Where there is no material that could cause people to trip or slip.

If the above does not apply to that location, another location must be found or measures must first be taken to prepare the location.

3.5 Signage on sites

General

The sign below is published on the sites and on floating cranes and indicates all orders, prohibitions and warnings at the OVET terminal.



General sign with commands, prohibitions and advice

Special risks

This is indicated by a sign on areas of the site where special risks apply. Below are two examples.



Crossing traffic with large machines Danger of entering port

4 Activities

4.1 General activities

As a third party, you bear full responsibility for the safe and environmentally conscious execution of the work you perform. The following rules of conduct apply:

- Only start working at the terminal after the safety presentation with questionnaire has been completed and tested;
- Only start daily activities after receiving adequate instructions;
- The train rails and through routes must remain free of obstacles;
- Means of transport, materials (such as gas bottles), tools, etc. must be placed in such a way that safety is not compromised;
- Entrances, exits and passages may not be blocked;
- When working at heights, objects should not be deliberately dropped;
- It is forbidden to enter the chairs in the canteen wearing work clothes;

Depending on the work to be carried out, additional agreements or regulations may apply.

4.2 Operating machines

In addition to the professional competence that must be demonstrated for operating machines (as described in 2.3), the following rules apply.

- Machines, equipment, etc. must be operated in accordance with the manual;
- It is prohibited to remove warnings and protections from machines;
- Making phone calls and using a smartphone while driving is prohibited;
- Always keep the communication connections open (mobile radio, walkie-talkie, etc.);
- Always follow the agreed driving route;
- Wear the seat belt in the machines;
- Smoking in the machine is prohibited on OVET grounds;
- Always report on the walkie-talkie if you come close to another machine with the machine; Always listen carefully to the radio;
- Stay out of the maneuvering area of other machines as much as possible.

4.3 Work permit

A work permit is required for work with an increased risk. Activities with an increased risk include welding or burning in a bunker or cleaning in a tank. The responsible OVET employee determines during the preparation of the work whether a work permit is required. Prior to the work, the work permit is discussed with the employees involved. Third parties are obliged to follow the regulations in the work permit. For outsourced work, it is determined in consultation with the manager involved whether the work permit from OVET or the contractor is used.

4.4 Additional PPE

The standard PPE equipment is described in 3.2. In addition to this standard equipment, the nature of the work may require the use of additional PPE. These are described below. If a work permit applies, the additional PPE is indicated on the permit. In other cases this will be indicated by the responsible OVET employee.

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4.4.1 Hearing protection

At OVET, workplaces with a high noise level (more than 80 decibels) are indicated with signs or stickers. Wearing hearing protection is mandatory in those places.

- Earplugs
- Earmuffs
- Otoplastics

Note: Otoplastics are personal and are therefore not provided by OVET to third parties.

4.4.2 Face protection

When carrying out work that involves danger to the eyes or the entire face due to splashes, sparks, solid particles, radiation, etc., eye protection or facial protection is mandatory. The protective equipment to be used depends on the nature of the work and must be agreed with the responsible OVET employee.

Removable side shields must be used with prescription safety glasses.

Resource	Danger to eyes					
	Particles fine	Particles coarse	hot shot	Sparks	Liquids	Radiation
Safety glasses		X				
Grinding glasses	X	X	X		X	
Face shield		X	X	X	X	
Welding goggles	X	X	X	X		X
Welding cap		X	X	X		X



4.4.3 Respiratory protection

Many of the bulk goods at OVET can create dust. Various measures are used to prevent dust formation. In some cases, dust can still occur in the workplace. The risk of this dust varies from annoying to harmful and occasionally the dust is dangerous to health. To protect the employee against this, respiratory protection must be worn. Depending on the nature and quantity of the dust and the exposure, different protective equipment can be used. The different types used in OVET are described below.

Dust filter mask

Dust filter masks are often used in the form of a so-called snout (cap for the nose and mouth). With OVET, only P3 snouts are used. These are available in the warehouse. Muzzles should be changed every day or more often if necessary.

In addition to snouts, there are also P3 filter canisters for use in combination with a half or full face mask.



Gas and vapor filter mask

Dust filters are not suitable for retaining gas or vapor. Filters have been developed for gases and vapors with a filling that removes harmful vapors and gases from the air before it is inhaled. The gas and vapor filters are also divided into different classes. Each class is identified with a letter and color. The following classes are the most common:

- A (brown): protected against organic vapors and solvents (e.g. thinner);
- B (grey): protected against inorganic gases and vapors (e.g. battery acid);
- E (yellow): protected against sulfur dioxide and hydrogen chloride;
- K (green): protected against ammonia.

In addition to the above-mentioned single filters, there are also combination filters, such as an ABEK3 filter canister.



Gas and vapor filter masks are only available as a filter canister for use on a half or full face mask. Full and half face masks and filter canisters are available in the warehouse. Advice on the correct filter can be requested from the HSSEQ department.



In addition to the above-mentioned respiratory protection types, there are breathing air compressors and compressed air devices. This concerns specialist equipment that requires training and a medical examination and is therefore not considered in this document.

4.5 Work at height

The following rules apply to working at a height of 2.5 meters or more:

- When working at heights, hard barriers should preferably be used as much as possible. If this is not possible, personal fall protection is mandatory;
- Aerial platforms or telehandlers must have demonstrably undergone the annual inspection and may only be operated by certified personnel;
- Only use a ladder with a stabilizing bar if no safer alternative is available;
- The use of a ladder without a stabilizing bar is prohibited;
- Make sure that materials or tools cannot fall.

4.6 Working on and near water

Wearing a 275N life jacket is mandatory in the following situations:

- During towing activities (cranes or fender pontoons);
- When getting on and off the relay boat;
- When changing lighters;
- During the calibration of lighters;
- Within 2 meters of a free frame edge;
- Within 1 meter of the pontoon edge (to open surface water).



Life jackets are available in the operations office near the team management.

4.7 Vertical transport

The following rules apply to vertical transport:

- A certificate is required to operate a forklift truck. Forklifts owned by OVET may only be used after permission from the contact person or manager;
- Only approved and certified lifting equipment may be used;
- Make sure that the area above which the load may be located is cordoned off;
- The operating operator is responsible for safety during the hoisting operation;
- Make sure that there is no loose material on the load to be lifted;
- Provide good means of communication if there is no direct view of the load.

4.8 Confined spaces

A confined space is a space with one or more of the following characteristics:

- Closed or partly open;
- Limited access and escape routes;
- Not designed for the residence of persons;
- Limited space to move.

In a confined space there is an increased risk of, for example, suffocation, explosion, slipping or poisoning. If third parties must work in a confined space, this will be announced in advance and an OVET work permit is required. See 4.2 for an explanation of work permits. The most important rules for working in confined spaces are:

- The enclosed space is opened in advance and sufficiently ventilated;
- The space must be easy to access and leave;
- There is a manhole guard at the entrance to the room;
- An enclosed space may only be entered once it has been released by the OVET gas measurement expert. A released confined space has a yellow label;
- A continuously operating gas measuring device is mandatory during the work;
- When entering storage sheds, the use of a gas measuring device is mandatory;
- The lighting may operate on a maximum of 50 Volt alternating current;
- The electrical equipment (220/230V) is connected per device to a small isolation transformer with protection;



- Fire extinguishers are available and easily accessible;
- Use the correct prescribed PPE (such as fire-retardant clothing, welding boots, gloves, helmet, goggles, respiratory protection);
- After the work, the waste is collected, the tools are cleaned, the sign-out takes place and the permit is terminated;

In addition to the most important rules above, a number of specific rules apply that are detailed in an OVET work instruction. Third parties will be informed of this prior to the work.

A gas measuring device will be made available prior to the work.

4.9 Hot work

Hot work is defined as work that produces open flames or sparks (e.g. welding, grinding and burning). A work permit is required at OVET for hot work in high-risk places (for example welding on board ships). If work has to be carried out in high-risk locations by third parties, this will be announced in advance. See 4.2 for an explanation of work permits. The most important rules for hot work are:

- All flammable materials in the area (5 m) are removed, covered or shielded; Pipes or tanks containing fuel are emptied or closed; Floors and/or bilge are cleaned;
- Fire extinguishers are available and easily accessible;
- The correct PPE is used (including fire-retardant clothing, welding boots, gloves, welding hood, grinding goggles, hearing protection and respiratory protection);

- The workplace is sufficiently cordoned off and provided with signage, holes in the floor are protected against falls;
- Ensure that gas bottles are secured against falling over;
- Ensure that gas bottles are stored outdoors or in a well-ventilated area;
- Ensure that gas bottles are secured against collision;
- Executive(s) ensure order and cleanliness in the workplace;
- After the work, waste is collected, tools are cleaned, sign-out takes place and the permit is terminated.

4.10 Hazardous Substances

It may be necessary to work with hazardous substances. These may be hazardous substances that OVET makes available (e.g. technical spray for maintenance or paint for painting work) or hazardous substances that third parties bring along themselves. The rules for working with hazardous substances are described below.

- Taking and storing hazardous substances is only possible in consultation with the manager involved and/or the HSSEQ department;
- Hazardous substances must be stored in the original and closed packaging in accordance with PGS15 and provided with the correct CLP hazard symbols;
- Prevent environmentally hazardous substances from ending up in the environment by, for example, using drip trays or double-walled protection.

For hazardous substances made available by OVET, Safety Data Sheets (SDS) can be requested from the HSSEQ department.

4.11 Conveyor belts

At OVET we work a lot with conveyor belts. Due to the nature of these machines, there is an increased safety risk when working in the vicinity of a conveyor belt. The following rules must be strictly followed:

- It is forbidden to come into the immediate vicinity of a conveyor belt;
- It is prohibited to take samples from a conveyor belt or otherwise collect goods;
- Only in emergencies may machines and/or conveyor belts be stopped by means of the emergency button or emergency cord;
- Do not place tools or other materials on the conveyor belts. This can seriously damage the tire.

4.12 Technical requirements of machines

All machines to be used on OVET industrial sites and floating installations must at least meet the following (technical) requirements:

- CE declaration;
- Valid annual BMWT inspection + sticker on installation;
- Annual inspection of lifting and hoisting equipment;
- All applicable legal regulations and guidelines;
- All statements and inspection reports can be requested if desired;
- Reaming machines must meet the requirements set by OVET with regard to hoisting.

When hiring machines and auxiliary equipment, the contractor must provide a "Hire Equipment Checklist" at the latest upon delivery. OVET is entitled to request the technical condition and associated documents and to refuse machines if deviations and/or shortcomings are discovered.

A contractor hired by OVET remains responsible at all times for the soundness of all machines, auxiliary equipment, tools, materials, etc. to be used by him, regardless of whether they belong to subcontractors or third parties (hired).

4.13 Regulations on site area assigned to third parties

It may be necessary to make part of the site available for third parties who have to carry out work on the OVET site for a longer period of time. For example, for storing materials and machines or installing a shelter (shack). The following rules apply to using a site area:

- Third parties must ensure that the part of the OVET site allocated to them is kept clean;
- Waste and materials must be stored in an orderly manner and in such a way that they do not form an obstacle to the usual walking and driving routes and cannot blow away;
- Measures must be taken to prevent and combat fire;
- Measures must be taken to prevent dust formation, in collaboration with the HSSEQ department, operations or technical service;
- First aid/BHV equipment must be available in the accommodation;
- A copy of these documents must be present in the accommodation;
- When using hazardous substances, proper storage must be ensured.

5 Environmental and quality regulations

5.1 Environmental regulations

Environmental care is of paramount importance at OVET. We are aware of the environmental impact that our activities entail. We expect third parties to actively contribute to our efforts to minimize environmental impact.

As a third party, you bear full responsibility for the environmentally conscious execution of the work you perform. Below are the associated regulations, listed per most important activity carried out by third parties.

General

- Separate waste and dispose of it in the designated containers;
- Prevent contamination of the soil. Equipment where leakage of soil contaminants may occur must be placed on a liquid-tight floor or a drip tray must be used;
- Prevent energy waste, dust spread and noise pollution.

Transshipment with quay cranes

- Preventing the spread of dust that is observable at a distance of more than 2 meters from the source:
 - Do not 'throw' grabs;
 - Do not overfill grabs and cargo holds;
 - Ensure that the gripper does not open or close during a swiveling movement;
 - Bottom of gripper closed during pivoting movement (except polyp);
 - Use the most suitable gripper for each transshipment product;
 - Use grabs in good condition and well maintained;
 - If the grab is damaged/leaking, replace/repair the grab immediately.
- When loading and unloading in the open air, the dumping height is limited to less than one meter;
- The work will be stopped if, despite the measures taken, visible dust dispersion occurs that is observable at a distance of more than 2 meters from the source. Call the spray truck immediately.
- Preventing goods from entering a surface water body:
 - Try to run spill-free through targeted education and training;
 - Never run over open water. If present, turn over spill facilities;
 - Do not discharge removed storage residues into surface water.
- The distance between shore and ship is as small as possible;
- Handling of goods belonging to the drift class S1, S2 and S3 takes place with proper grabs that are closed from the top;
- No goods are stored on the quay up to 5 meters from the quay edge;
- Cleaning of grabs is carried out in such a way that transfer residues or rinse water do not enter the surface water;
- Goods are sufficiently moistened, if possible in advance, or dust emissions from goods are prevented with a mist curtain;
- Anticipate meteorological conditions. The work does not have to be stopped or may be resumed if, as a result of taking measures, no visually noticeable dust dispersion and/or spillage of goods occurs as a result of the weather conditions. This can only happen under the responsibility of the shore boss;

Moving with loading shovels or dumpers

- Preventing the spread of dust that is observable at a distance of more than 2 meters from the source:
 - Maximum speed 15 km/h at and in front of the office and 30 km/h on dumper routes;
 - When storing goods outside, dust is prevented from spreading by moistening with water or covering with an encrusting agent;
 - Clean roads, quays and open areas as often as necessary.
- When loading and unloading in the open air, the dumping height is limited to less than one meter;
- Steep sides of parties must be avoided; Dig off areas from one side and have crust former applied again after excavation;

- Conveyor belts must be protected against wind at a height of 5 meters and more; Permanently installed hoppers must be equipped with wind screens on 3 sides or with an efficiently functioning water spray system;
- Clean up spills around parties immediately after storage and/or transshipment; Clean up spills next to and under the conveyor belt at least daily;
- Keep a 4-metre wide accessible path for the spray truck along the site boundary;
- Anticipate meteorological conditions. The work does not have to be stopped or may be resumed if, as a result of taking measures, no visually noticeable dust dispersion and/or spillage of goods occurs as a result of the weather conditions. This can only happen under the responsibility of the shore boss.
- The work will be stopped if, despite the measures taken, visible dust dispersion occurs that is observable at a distance of more than 2 meters from the source. Call the spray truck immediately.

For all (bulk) products, a Safety Data Sheet (SDS) and an extract of the SDS are available from team management or the relevant manager and the HSSEQ department. This includes measures that must be taken to prevent environmental pollution.

5.2 Quality regulations

OVET delivers consistently high quality and can respond flexibly to customer wishes. The expertise of the staff and reliable machines and installations are of great importance. Good relationships and communication with our external parties are of great importance in this quality process. To guarantee quality, the following rules apply:

- At the start of the shift: check the machine for damage, if necessary. report damage to team leader/shore boss/inspector;
- Check on the basis of the plate number whether the correct batch is being treated;
- Make sure there is a sign with the correct lot number in the load when creating a new lot;
- Ensure clean grabs/loading buckets when moving/loading washed/sieved product;
- Fill containers in such a way that no spillage occurs on the tramlines during transport
Avoid driving with wheels in washed/sieved product;
- Store games at least 1 meter away from the feet of other parties;
- Clean up parties around after entry or exit; Remove spills from the driving paths and spills over the concrete beams;
- After the end of the shift: complete the movement list, refuel the machine and leave it clean.

6 Calamities

We talk about a disaster when an unforeseen event occurs resulting in damage to people and/or the environment. Examples of a disaster are:

- Fire due to welding or grinding;
- Contamination of water or soil due to oil leakage.

Naturally, disasters should be prevented as much as possible. That is why preventive measures apply at OVET. If an emergency does occur, rules apply to ensure that you can act correctly at that time. The most important rules are listed in the paragraphs below. For more information, the Business Emergency Plan can be requested and viewed at the terminal office and the HSSEQ department.

6.1 Prevention

- Unsafe situations must be immediately flagged and passed on to the team management or manager involved. This must be recorded in writing;
- Third parties must report (near) accidents that occur at the OVET terminals in writing to the team management or manager involved and the HSSEQ department, so that this can be recorded for learning purposes.

6.2 Act in the event of an emergency

To be well prepared for emergencies, the following rules apply:

- Fire hydrants and hydrants or street pots must always be and remain accessible to the fire brigade. Fire extinguishers must be accessible;
- Third parties must rely on the location of fire extinguishers, escape routes and assembly points. Access to these resources should not be blocked.
- Third parties must be familiar with the use of fire extinguishing equipment, fire blankets and emergency showers;
- Fuel and oil spill control products are available in the workshop and on the floating cranes.

In the event of an emergency, the following three rules apply:

1. Stay calm, assess the situation and get yourself to safety;
2. Report the emergency;
3. Follow the instructions of the OVET staff.

Report an emergency

All incidents (accident, fire, leakage, etc.) must be immediately reported to the team leader on duty, the manager concerned or the HSSEQ manager/PFSO.

Follow instructions

Instructions from OVET staff to leave the workplace must always be followed, even if an emergency has not yet occurred (for example in the event of a threat of danger).

OVET has an in-house emergency response (BHV) organization. In the event of an emergency, the instructions of the emergency response team must be strictly followed.

In the event of a major emergency (e.g. fire), the evacuation plan comes into effect. Everyone must go to the meeting point, which can be recognized by the green sign.

Location Vlissingen: the meeting point is located opposite the office.

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Location Terneuzen: the meeting point is located at the bicycle shed near the main entrance.



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7 Other provisions

Liability

Anyone staying on the sites, installations or on the ships and/or floating equipment moored there:

- You are there with the means of transport and goods belonging to you entirely at your own risk. OVET BV or the persons it employs are not liable for any damage;
- You therefore indicate that you are aware of and accept the contents of this agreement, as well as that OVET BV can always rely on the General Storage and Transshipment Conditions of OVET BV to the extent necessary.

Other provisions

- Taking into account the above, everyone who enters or is on the grounds must behave in such a way that the overall safety of persons and property is not jeopardized;
- In all cases, additional rules may apply.
- In addition to OVET's Safety, Conduct and Environmental Regulations, both the "General Purchasing Conditions" and the "Additional conditions regarding orders and the acceptance and execution of work on company premises and/or (floating) installations for the benefit of the client" apply to all requests, offers and agreements regarding the execution of orders and/or the acceptance and execution of work by the supplier on OVET's sites and installations.
- For the application of these conditions, supplier personnel should also be understood to include third parties involved by the supplier in the execution of the agreement(s).

Failure to comply with regulations

In the event of failure to comply with regulations, orders or instructions, in particular with regard to safety, hygiene and traffic, we reserve the right to:

- To have the person concerned removed from the sites of our companies or floating installations and to deny further (possible future) access to our sites and installations;
- To stop the work in question without accepting liability in any way for any consequences for those involved or their client.

Disclaimer

The contractor undertakes to indemnify OVET against all claims from third parties, its own This includes employees of OVET, for compensation, if these claims are or may be related to actions and/or activities of the contractor. The contractor is liable for all damage and costs resulting from this.

Non-compliance

1. Non-compliance with Safety-, environmental and behavioral regulations for third parties/General Purchase terms and conditions are reported to the Purchasing Department.
2. If necessary, the Purchasing Department will contact the supplier to agree on the deviation.
3. The deviation is included in the supplier file.