

Safety regulations

For employees of third parties working on the Apollo Vredestein B.V. premises



FOREWORD

Before starting work at Apollo Vredestein B.V., please familiarise yourself with the applicable Apollo Vredestein B.V. work and safety regulations in this booklet. Please read carefully; if you have any questions afterwards, please contact the supervisor at Apollo Vredestein B.V. who is responsible for your work for further details.

After reading this booklet, please complete the "Safety & environment checklist" (document no. DMS 115262) in duplicate together with the responsible supervisor from Apollo Vredestein B.V. Retain one copy and hand the other to the responsible supervisor from Apollo Vredestein B.V.

1. GENERAL

1.1 All personnel must comply with the safety regulations as specified in:

- A. The Dutch Working Conditions Act and the working conditions information sheets issued by the Ministry of Social Affairs and Employment.
- B. The Apollo Vredestein B.V. company rules.
- C. The Environmental Management Act.

In the event of failure to comply with these regulations, Apollo Vredestein B.V. accepts no liability and personnel may be removed from the premises.

1.2 Personnel are only allowed to be at locations on site where they are required for work activities. The responsible supervisor from Apollo Vredestein B.V. will inform you on site of the location of all the important security issues.

1.3 **The emergency telephone number in the event of an accident or fire is**

+31 (0) 53-4888222. You will be directly connected with the Security department who will help you further.

1.4 At all times, work as far as the main power switch is carried out without a power supply in accordance with the NEN-EN 50110 standard, unless the job requires otherwise (e.g. for measuring or testing). This should always be done in consultation with the person at Apollo Vredestein B.V. who is responsible for the work. Use the Lockout/Tagout (LOTO) method before carrying out any work in order to secure the machine (or parts of it). LOTO is a way of preventing (hidden) energy (mechanical, electrical, hydraulic, nitrogen, steam, compressed air, etc.) from escaping in an unforeseen way and causing accidents. Electrical, pneumatic, steam/nitrogen and hydraulic systems must therefore be disconnected and depressurised before work commences. Moving machine parts or components must be locked if possible. Installations with high/low temperatures must first be cooled/heated.

1.5 The workplace must always be left in a safe condition so that it does not pose a hazard for people or machines. If necessary, mark the workplace using cones and/or red-white marking tape.

1.6 Waste from the work activities must be sorted as much as possible after consulting with the responsible supervisor from Apollo Vredestein and the IRD (Collection and Recycling Depot), tel. no: 8397, it must be removed from the site in the appropriate storage containers.

2. MAXIMUM SPEED/PARKING CARD

A maximum speed of 15 km/h applies for all vehicles in the outdoor area. A maximum speed of 10 km/h applies throughout the whole factory for all vehicles. Private cars and other vehicles are not allowed access to the premises without the permission of the gatekeeper. The use of a parking card is mandatory. This is to be collected from the gatekeeper and must be placed in the vehicle so that it is clearly visible. The entirety of the Apollo Vredestein B.V. site is subject to visitor regulations.

The Dutch National Road Traffic Regulations apply both on the outdoor site and in the factory. This means that pedestrians coming from the right have priority over all other vehicles, with the exception of **Automatically Guided Vehicles**.

3. FIRE

Ensure that you raise the alarm as soon as possible in the event of a fire, using tel. no: **+31 (0) 53-4888222** (gatekeeper). The gatekeeper will then contact the relevant emergency services. Speak calmly and clearly and state:

- ▶ Name.
- ▶ Location/department of the fire.
- ▶ Nature of the fire.

Start extinguishing the fire using the resources available on site.

4. FIRE ALARM

The fire alarm is signalled by:

- ▶ A minimum of four short bursts on an air horn at a frequency of four per minute. This is an overall factory alarm.
- ▶ Or by the sounding of the evacuation alarm (slow whoop). This is a departmental alarm. If this alarm goes off, it continues to sound until the gatekeeper, together with the officer-in-charge of the company fire service or the fire brigade, turns it off.

A test alarm is sounded every Monday of the week at 10.00 with two short blasts of the air horn.

5. FIRE EXTINGUISHERS

If the nature of the work (see also point 11) requires the presence of fire extinguishing equipment, the use of a “welding blanket” is also mandatory. The welding blanket is needed to protect any raw materials and/or rubber from possible sparks, hot welding slag, cuttings and the like. Fire extinguishing equipment can be collected from one of the TD workplaces before starting work. Once the job has been completed, the fire extinguishing equipment must be returned. Used extinguishing equipment and local extinguishing materials should not be replaced, but must be reported to the company fire service: tel. no.: 8506. Using fire extinguishing equipment for purposes other than extinguishing incipient fires is strictly prohibited. Before starting work, take the height of the location, the operating instructions and the external condition of the fire extinguishers into consideration. If in doubt, please call the company fire service (tel. no: 8506).

6. EVACUATION ROUTES

Never block evacuation routes, walkways, stairs, exits, access to switch cabinets and fire extinguishing equipment. Evacuation routes are indicated by signs. Refer to the warning signs further on in this booklet. The fire doors are especially important: these close automatically in the event of a fire. For this reason, never block these doors.

7. SMOKING AND NAKED FLAMES

Working with naked flames (including welding) is prohibited at all locations across the site, with the exception of locations where signs indicate that this is allowed. The use of naked flames is only allowed if a work permit is issued for this purpose. (See also point 11). From 1 October 2017, smoking will be prohibited on the entire Apollo Vredestein B.V. premises, incl. parking spaces. Thus, also not in vehicles that are on our premises.

8. FIRST AID AND ACCIDENTS

Injuries sustained on the Apollo Vredestein B.V. site must be treated immediately by the attending first aider or emergency response officer (tel. no: 8646).

In the event of a serious accident, the first aider or emergency response officer will notify the gatekeeper, tel. no. **+31 (0) 53-4888222**. The caller must speak calmly and clearly and state:

- ▶ Name.
- ▶ Location/department of the accident.
- ▶ Nature of the accident.

Is an ambulance required? Only the first aider or emergency response officer will be transferred to or is allowed to call 112 for an ambulance. If the ambulance arrives at the gate, ensure that the ambulance is accompanied from the gate to the site of the accident.

The first aider or emergency response officer has an AED (Automatic External Defibrillator or CPR device) on their person. These AEDs can also be found at various locations in the factory and the offices.

In the event of a disaster (fire, environmental incident or very serious accident), the departmental management will be assisted by the company fire service, first aiders and/or emergency response officers. Emergency response officers can be identified by a yellow vest with reflective stripes and the initials “BHV”. All instructions issued by the company or regional fire service, crisis leader, first aider/emergency response officer or the police must be followed.

Important: all incidents, whatever their nature, must be reported to departmental management. A work-related accident/environmental incident report must be made for every incident, including near-misses and environmental incidents. The departmental management or the responsible supervisor from Apollo Vredestein B.V. can provide you with further information if required.

9. ENVIRONMENTAL DISASTER

In the event of an environmental disaster – for example an oil leak, cooling water pollution or the release of fumes – the departmental management or the responsible supervisor from Apollo Vredestein B.V. must be informed immediately.

10. ASSEMBLY POINT

If the workplace has to be evacuated due to a disaster, personnel must gather at the assembly point. There are several assembly points at the Apollo Vredestein B.V. site. In the event of an evacuation, the crisis leader or emergency response officer will direct you to the correct one. An assembly point can be identified by a green square sign with a white print. The warning sign images are specified elsewhere in this booklet. The responsible supervisor from Apollo Vredestein B.V. will direct you to the assembly point(s) on site, in the factory.

11. WORK PERMITS

Work permits apply to all operations involving extra risks. This requires extra attention and skill. Work permits are **ONLY** issued by the Production Manager on duty for the activity (see the work permits overview)!

This concerns a work permit for:

- A. When using fire, welding, cutting and grinding tools. A welding blanket must always be used and sufficient fire extinguishers must be present at the workplace.

- B. When drilling holes in foundations and floors of buildings, the working environment must be protected in order to avoid contamination of the production area.
- C. Work on fire prevention installations.
- D. Work on or near the storage of petrol or volatile substances or chemicals.
- E. Work on or near 10 kV cables and/or transformer stations.
- F. The digging of trenches and holes on company premises.
- G. Work performed within 4 metres of gas pipes, gas storage or gas installations.
- H. Work in the direct vicinity of radioactive sources.
- I. Work in tanks, silos, or on directly connected piping.
- J. Work on pressure vessels or the steam piping network.
- K. Work in sewers.
- L. Roofing work.
- M. Work in which asbestos may be released.
- N. Work involving the use of special hoisting and transport equipment, other than the standard.
- O. Enclosed spaces.
- P. Work in an ATEX (atmospheric explosion) zone.

Permission for carrying out the above work as well as instructions for the safety precautions to be taken are assessed and recorded in writing and confirmed by the Production Manager and/or safety expert.

12. RISKS IN THE WORKPLACE

You should familiarise yourself with risks in the workplace. Contact the responsible supervisor from Apollo Vredestein B.V. for further information on specific local safety regulations, hazards, signs, assembly points and the use and operation of personal protective equipment. After receiving this explanation, please sign the two "Safety & environment checklist" forms, retain one copy and hand the other to the responsible supervisor from Apollo Vredestein B.V.

12.1 Gases

Apollo Vredestein B.V. occasionally uses various gases on a procedural basis. These gases have specific properties, which should be identified prior to installation work being carried out. If you do not know these specific properties, please seek further information from the responsible supervisor from Apollo Vredestein B.V.

Always use the specified protective equipment before you start any work with:

12.1.1 Nitrogen

Nitrogen, an odourless and colourless gas, is stored in liquid form (-196°C) at Apollo Vredestein B.V. Contact with limbs/body parts could cause them to freeze, resulting in serious injury.

Only Linde Gas is allowed to carry out work on the enclosed liquid nitrogen storage facility.

Nitrogen is used in the factory in a gaseous state. It has the dangerous property that, in the event of any leaks, the oxygen is displaced from the area, creating the risk of suffocation. In the event of a leak, the area may only be entered by fire service personnel. They will have the necessary resources, such as respiratory equipment, to be able to do so safely.

12.1.2 Steam

Steam is used at a temperature of up to 200°C in all departments, in particular the vulcanisation departments. Coming into contact with steam or steam-carrying pipes without protective clothing entails a serious risk of burning and therefore injury. The wearing of protective clothing – i.e. clothing that covers as much of the body as possible – is mandatory in these work environments. The sudden release of quantities of steam can also displace the air from the area, creating a serious risk of suffocation.

12.1.3 LPG (fuel for forklift trucks, etc.)

LPG is flammable and explosive. If a leak occurs in a pipe or storage vessel, there is an immediate risk of explosion. LPG can be considered slightly toxic. The rapid evaporation of liquid LPG releases a large amount of gas. This also creates the risk of air being displaced by the LPG. There is also risk of suffocation here, as with nitrogen and steam. Frostbite occurs when liquid LPG comes into contact with skin. The skin actually burns at the point of contact and blisters form.

Only de Visser, the installers, are allowed to work with the enclosed liquid LPG storage facility.

13. REPORTING UNSAFE SITUATIONS

Report an unsafe situation directly to the supervisor on site, or to the responsible supervisor from Apollo Vredestein B.V.

14. WORKING AT HEIGHT

Working at heights of less than 2.5 metres.

If there is a risk that protruding parts or other obstacles may fall while carrying out work at a height of less than 2.5 metres above ground level, measures should be taken to avoid falling from height.

Working at 2.5 metres and above.

If the potential height of the fall is 2.5 metres or above, measures to prevent falls from this height are mandatory. Consideration should be given here to using safety harnesses or installing handrails, to make a fall impossible.

15. ATEX (ATMOSPHERIC EXPLOSION, E.G. DUST EXPLOSION).

The zones in the factory that are subject to the ATEX directive are indicated by zone markings and yellow lines. These areas are subject to special conditions for working with (electrical) equipment/tools. In addition, work where there is a risk of fire and/or an electric shock is not permitted in these zones without permission.

Exceptions, under certain conditions, may only be granted by the Apollo Vredestein B.V. safety expert, tel. no.: 8320.

16. WELDING AND CUTTING EQUIPMENT

A work permit is always mandatory when working with this equipment in the factory. See also points 11 and 12. If the user leaves the equipment unattended for long periods and at the end of the job, electrical welding equipment must be **switched off as far as the main switch** and autogenous welding equipment **must be depressurised as far as the valves**. A **welding blanket** must always be used and a fire extinguisher must always be provided when using welding and cutting equipment.

At the end of the working day, the gas bottles for autogenous welding equipment must be returned to the workplace. The equipment must not be left at the location where work was carried out. Empty bottles must be immediately removed and taken to the "central warehouse" receiving station. The gas bottles, fittings, hoses, and transport equipment for the welding equipment must comply with the latest safety regulations and must be in good condition.

17. CHEMICALS

A number of departments work with chemicals that can be hazardous to health if they are not processed or handled correctly. Always process or protect these materials in accordance with the regulations and, if required, use the correct (personal) protection and guards.

When working (as defined in points 11 and 12) in the vicinity of chemicals or storage of chemicals, exemption can only be granted by the Apollo Vredestein B. V safety expert, tel. no.: 8320.

Information about chemicals is listed on product information cards and often also on the packaging itself. Where necessary, this information is also provided in the department. Each Coordinator in Production (CP) also has the Toxic Substances Register on their PC. In the event of any doubt or ambiguity with regard to the use and/or the regulations, contact the responsible supervisor from Apollo Vredestein B.V.

18. HYGIENE

Good hygiene while carrying out work is of great importance. Good hygiene prevents the development of allergies and other occupational diseases. The consumption of food in the factory and in smoking areas is therefore prohibited. Food may only be consumed in the designated areas and restaurants and after hands have been washed thoroughly. Also remember that working with chemicals and smoking cigarettes are not compatible.

19. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of safety footwear is mandatory throughout the plant, with the exception of the walkways marked with a blue line and the offices. The use of the appropriate personal protective equipment for each job and department is mandatory. The responsible supervisor from Apollo Vredestein B.V. will provide you with the correct PPE. If you have any questions about this, contact the departmental management or the responsible supervisor from Apollo Vredestein B.V. Hairstyles, clothing and the wearing of jewellery must not be allowed to compromise your own safety or the safety of others.

20. SAFETY EQUIPMENT/ITEMS

If the use of safety equipment and/or items is specified, you are responsible for the use of it. In the event of any ambiguities with regard to the use and/or the regulations, contact the departmental management or the responsible supervisor from Apollo Vredestein B.V.

21. COORDINATION WITH OTHERS

In the interests of safety, while jobs are being carried out on the Apollo Vredestein B.V. site, you must review progress and the risks involved with the work at regular intervals with the responsible supervisor from Apollo Vredestein B.V. and, where applicable, also with co-workers on the job team.

22. GOOD HOUSEKEEPING

Make sure that the workplace is always clean and tidy. A clean and tidy work environment will minimise the risk of accidents/incidents. Separate and dispose of (dangerous) residue and waste as quickly as possible in the appropriate storage receptacle, to the Collection and Recycling Depot (IRD). Residue and waste must be provided in a specific manner. IRD staff can provide further information if required. The IRD staff (tel. no: 8812) ensure that materials are stored and then disposed of in a responsible way.

23. AUTOMATICALLY GUIDED VEHICLES (AN AGV IS AN UNMANNED FORKLIFT TRUCK)

AGVs **ALWAYS** have priority over **ALL** other transport methods. However, if work has to be carried out using a vehicle (e.g. a crane or truck) in the AGV area and there is a risk of blocking an AGV, then:

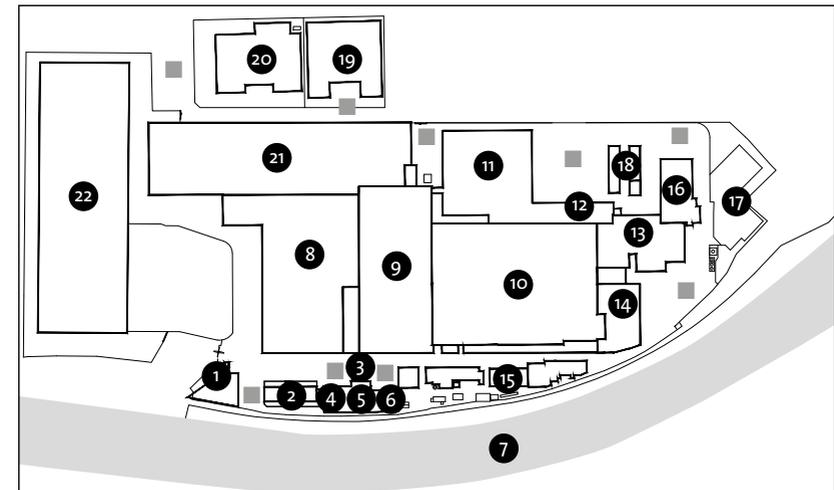
- ▶ The work must first be reported to the AGV supervisor, tel. no.: 8220. If the work is being carried out over several days, then this report must be made on a daily basis, before the work commences.
- ▶ Personnel must be supervised by an Apollo Vredestein B.V. employee, who will assist with orientation and, if necessary, stop the AGV(s).
- ▶ Personnel must ensure that there are no protruding materials and/or tools present on the driving lane of the AGV.
- ▶ Once the job has been completed, personnel must sign out with the AGV supervisor on duty. If the work is being carried out over several days, personnel must sign out each day once work has been completed.

Please carry these safety regulations with you at all times.

Thank you for complying with these safety regulations and rules of conduct.

Apollo Vredestein B.V.

SITE MAP



- | | |
|--------------------------------|-----------------------------|
| 1. Gatekeeper | 13. Mixing units |
| 2. Head office | 14. Raw materials warehouse |
| 3. Staff shop | 15. Test department |
| 4. Technical department | 16. Mixer 8 |
| 5. ARBO (occupational health) | 17. IRD |
| 6. Technical warehouse | 18. Norel halls |
| 7. Conduit | 19. Bleckman |
| 8. MGP1 | 20. Vermont |
| 9. Vulcanisation | 21. MGP2 |
| 10. Building | 22. VDC |
| 11. APBM | |
| 12. Quadruplex | ■ Assembly points |

WARNING SIGNS

Warning and prohibition signs are there for everyone's safety and always have a purpose. The most common signs are listed below. If applicable, you will encounter these signs (and possibly others) in your work environment. Please comply with them. However, be alert and behave responsibly, not only towards yourself but also towards your colleagues.

PROHIBITION SIGNS

				
Smoking is prohibited	Prohibited for pedestrians	Fire, naked flame and smoking prohibited	Not drinking water	Unauthorised access prohibited
				
Prohibited for industrial vehicles	Mobile telephones prohibited	Photography prohibited	Eating/drinking prohibited	

ENFORCEMENT SIGNS

				
Eye protection mandatory	Safety helmet mandatory	Hearing protection mandatory	Respiratory equipment mandatory	Safety footwear mandatory
				
Protective face mask mandatory	Mandatory crossing point for pedestrians	Protective gloves mandatory	Protective clothing mandatory	Dust mask mandatory

WARNING SIGNS

				
Explosive substances	Toxic substances	Flammable substances or high temperature	Corrosive substances	Radioactive substances or ionising radiation
				
Danger	Suspended loads	Electrical current	Transport vehicles	Laser radiation
				
Organic substances	Oxidising substances	Strong magnetic field	Electromagnetic fields	Smooth surface
				
Trip hazard	Low temperature	Harmful or irritant substances	Fall hazard due to height difference	Hot surface
				
Compressed air	Steam	Nitrogen	Switch cabinet only for V.O.P.	Automatic Guided Vehicles

DIRECTIONS



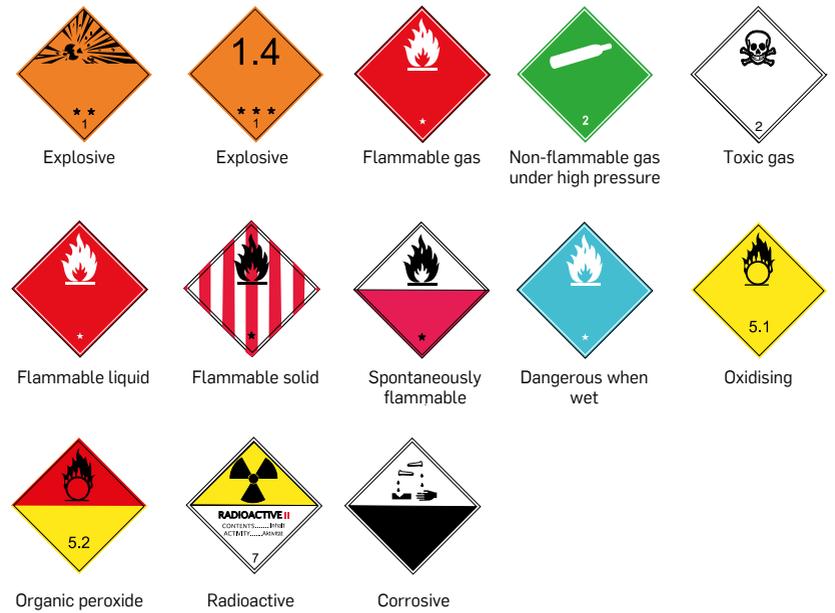
FIRE SAFETY SIGNS



RESCUE SIGNS



ADR SYMBOLS



GHS SYMBOLS



Please note the warning signs
on the sites and in the factory.

IMPORTANT TELEPHONE NUMBERS

8222 (internal)/+31 (0) 53-4888222 (external)

Emergency numbers in the event of fire or accident

For less urgent matters:

8506	Company fire service (faults) (24/7)
8646	First aid (24/7)
8365	Occupational health
8520	Gatekeeper's lodge/Security department (24/7)
8320	Safety expert (daytime only)
9	Receptionist (daytime only)