



## **Safety, health and environmental requirements for contractors**

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## 1. General

### 1.1 SHE Policy NEDMAG INDUSTRIES

- The concern for Safety, Health and Environment (SHE) is an integral part of the total business operation and is as equally important as production, quality and financial results. If a choice must be made, safety has the highest priority.
- Everyone working on NEDMAG grounds is responsible for Safety, Health and Environment.
- By making the necessary resources and training available and by taking effective measures, we ensure that employees are able to carry out their duties under conditions that are safe, that do not harm their health, and that tax the environment as little as possible.

### 1.2 Definitions

NEDMAG	NEDMAG INDUSTRIES Mining & Manufacturing Holding B.V. NEDMAG INDUSTRIES Mining & Manufacturing B.V.
Supervisor	The person who grants permission on behalf of NEDMAG to work (via a work permit) and who maintains contact with the contractor's staff.
IJT	IJsseltechnologie, the maintenance contractor responsible for the planning and implementation of the majority of maintenance within NEDMAG.
Contractor	Any external company that performs work on NEDMAG's orders.
Foreman	The official who is in command on behalf of the contractor.
Security	Billitonweg Location: Security gatehouse at the entrance, or the Central Control Room, outside of office hours. Mine Location: the Central Control Room

### 1.3 Distribution

- The 'NEDMAG SHE Requirements for Contractors' can be found on [www.nedmag.nl](http://www.nedmag.nl) and will be sent upon first request.
- When a new contractor makes a request for quotation, a copy of the current version of the 'NEDMAG SHE Requirements for Contractors' will be sent.
- The 'NEDMAG SHE Requirements for Contractors' form an integral part of the NEDMAG Purchase Conditions.
- Contractors characterized by NEDMAG as selected suppliers are informed in writing if the 'NEDMAG Requirements for Contractors' have been altered.

## 2. Requirements for Contractors

### 2.1 SCC (Dutch: VCA)

- Contractors who perform work at NEDMAG are required to have a valid SCC (SHE Checklist Contractors), a foreign equivalent or an equivalent industrial branch certificate.
- The following contractors or services may be exempt from the SCC requirement:
  - Consultancies or engineering firms that do not supply construction management or shutdown management;
  - Educational institutions;
  - Support services such as catering, office cleaning, grounds maintenance, administrative tasks;
  - Temporary employment agencies and placement agencies; these organizations must have a valid SCT Certificate (Safety Checklist Temporary Employment Agencies and Intermediaries, Dutch: VCU);
  - Other exceptions must be granted by NEDMAG.

### 2.2 Safety Training

- Contractors' personnel who perform work at NEDMAG must hold a valid diploma 'Basic Elements of Safety SCC' (Dutch B-VCA) or a foreign equivalent thereof.
- Managerial, executive and/or supervisory staff must hold a valid diploma 'Safety for Operational Supervisors SCC' (Dutch VOL-VCA).
- Contracting staff that perform work to which specific educational requirements apply (for example, scaffolding installation, industrial cleaning, transport and hoisting/lifting, asbestos removal) must be in possession of current, requisite diplomas.
- Contractors' personnel may only use the contractor's forklift trucks, telescopic handlers, hydraulic hoists, shovels and similar equipment at NEDMAG locations if a specific training course/instruction has been attended prior to this use and recorded in the Personal Safety Logbook.
- NEDMAG reserves the right to perform random inspections as to whether the training courses/instructions reported in the PSL have actually been attended. This inspection consists of requesting copies of certificates and/or diplomas from the contractor.

### 2.3 Specific additional requirements for well intervention contractors

- Well intervention contractors need to have a Safety Management System in place that meets the demands of the Dutch State Supervision of Mines.
- A complete and valid specimen of the documented Safety Management System will be part of the quotation and will be verified by Nedmag.
- Well intervention contractors need to prove the validity of the company's insurances.
- Supervisors need to have a verifiable service record in the oil- and gas industry and need to have a valid IWCF Well Intervention or Well Control certificate.

### 2.4 Risk Assessment

The necessary conditions in order to be able to work safely include the assessment of risk that the work entails and taking measures to reduce those risks to an acceptable level.

Dependant on the risks and/or the scope of the work to be performed, the contractor's order includes preparing one of the following methods of risk assessment:

- Risk assessment through the work permit (for work in which a proper risk assessment forms a part of the workmanship of the contractor's personnel)
- Task Risk Analysis (TRA) (see 2.4.1)
- SHE Project Plan (for large-scale or high-risk work) (see 2.4.2)

It is not permitted to commence work without having discussed a risk assessment analysis with NEDMAG.

#### 2.4.1 Content Task Risk Analysis (TRA)

The TRA must include a list of:

- The tasks to be performed
- The risks that occur during the performance of these tasks
- An assessment of the seriousness of the risks
- The measures which must be taken in order to control the risks.

The TRA must be submitted for approval to NEDMAG via the Purchasing Department no later than one week before work is to commence.

#### 2.4.2 Content SHE Project Plan

A SHE Project Plan must include:

- Organization of the project (including the appointment of a SHE coordinator)
- Project-specific risks and management measures
- Organization of safety inspections
- Communication methods in respect of risks and management measures
- Subcontractors to be engaged
- Names of employees with a Company Emergency Response Team certificate and/or a First-Aid certificate
- List of environmentally or otherwise dangerous substances to be brought (name and amount of substance)
- Names and telephone numbers of supervisors
- Names and telephone numbers of key officials

The SHE Project Plan must be submitted for approval to NEDMAG via the Purchasing Department no later than two weeks before work is to commence.

#### 2.4.3 Concurrent operations

Prior to commencement of the work, special consideration will be given to any possible consequences if two kinds of work performed simultaneously could influence each other's working conditions and safety risks. Both the principal and the contractor(s) are obligated to ensure that the abovementioned consideration occurs and to make arrangements concerning coordination. In many cases, agreements will need to be set out in writing in order to ensure effective cooperation.

### **2.5 Contractors personnel**

In order to carry out work activities on NEDMAG sites, contractors' staff must:

- Be 18 years of age or older;
- Be able to furnish proof of identification upon request;
- Be able to demonstrate upon first request using the Personal Safety Logbook (PSL) that the requisite safety training courses have been taken;
- Have watched the NEDMAG Safety, Health and Environment Introduction and have signed for understanding and following the instructions.

#### 2.5.1 Foreign workers

- Foreign contractor employees have to comply with European regulations. Foreign employees have to show a valid A1/E101 certificate at the Security Service.
- Foreign contractor employees who do not master the Dutch language, have to be able to understand English or German.
- In case the requirement cannot be fulfilled that foreign employees have to understand Dutch, English or German, the contractor must notify Nedmag and arrange continuous presence of someone who can act as interpreter.

### 3. Responsibilities of contractors

#### 3.1 Contractor's management

The contractor's management is responsible to ensure that:

- Work is carried out by employees who meet the provisions set out in current legislation and who possess the necessary competence, reliability and suitability for the work.
- Employees follow NEDMAG instructions and regulations.
- Personnel participate in the SHE information sessions organized by NEDMAG.
- Employees are provided with the necessary personal protection equipment, other safety precautions and safe and approved materials.
- The work is carried out in a safe and environmentally responsible manner.
- A foreman is appointed and that NEDMAG is informed of his identity. The foreman's tasks, responsibilities and authority pertaining to SHE must be set out in writing.
- Subcontractors are informed in writing of the requirements in respect of safety prescribed by their own SHE regulations and those of NEDMAG. The contractor is also required to ensure that the subcontractors also comply with the prescribed SHE requirements.
- Corrective and preventative measures will be taken in response to any complaints by NEDMAG.

#### 3.2 The contractor's supervisor

The duties of the contractor's supervisor/foreman include a minimum of the following:

- Oversees that his employees carry out the work in a safe and environmentally responsible manner.
- Ensures that his employees comply with SHE regulations.
- Ensures that his personnel are cleared with Security in good time.
- Informs his employees of and gives them the opportunity to follow the necessary SHE instructions.
- Contacts the NEDMAG supervisor before commencing work.
- Informs the NEDMAG supervisor if any of his employees do not speak or read Dutch, English or German, and ensures that someone is continuously present who can act as interpreter.
- Signs as foreman the required work permits for approval and discusses the actions as mentioned in the work permit with the employees.
- Oversees and ensures that the necessary measures for risk management are implemented.
- Promptly reports accidents, incidents and damage to the NEDMAG supervisor.
- Monitors order and tidiness during work and ensures that the workplace is clean when completed.
- Is convinced that his employees know and can control the risks of the work to be carried out.
- Must advise the NEDMAG supervisor immediately if work will be/has been stopped for reasons of safety.

#### 3.3 The contractor's employees

The duties of the contractors' employee include a minimum of the following:

- Is convinced that he can safely begin work.
- Performs the work in a safe manner.
- Raises questions about any unacceptable risks.
- Reports incidents.
- Knows Nedmag SHE regulations with regard to his own work activities.

#### 4. General NEDMAG Regulations

##### 4.1 Entering and leaving NEDMAG grounds

Contractors' personnel:

- Report daily to Security upon arrival and exit.
- Will at the Billitonweg site use the pass for the NEDMAG attendance registration system that has been provided by Security.
- NEDMAG will charge lost or unusable passes to the contractor.
- Must view the NEDMAG Safety, Health and Environment Introduction every year and sign for understanding and following the instructions.
- Receives a card from security entitled "Safety Regulations NEDMAG."

##### 4.2 Traffic rules and parking

- Dutch traffic laws apply on Nedmag grounds. The maximum speed limit is 20 km/hour.
- Vehicles for loading and unloading, vehicles with a P-card and vehicles with visitors for the Calmag office have access to the industrial site on the Billitonweg. Security arranges and verifies entrance to and exit from the industrial site.
- All other vehicles should be parked in the parking lot for contractors outside the company gate.
- Vehicles for loading and unloading have access to the industrial site at the Mine location. All other vehicles should be parked in the parking lot.
- Parking on the premises is entirely at one's own risk.

##### 4.3 Starting work and specific instructions

- The contractor's supervisor/foreman must contact NEDMAG's supervisor for a discussion on the risk assessment and SHE regulations prior to commencing any work. When given the order, the contractor is informed of the name of the official who will carry out NEDMAG's supervisory duties.
- The contractor's supervisor/foreman will receive a work permit. In case of specific activities – for example working in confined spaces – so called safety statements will be added to the work permit. By filling in and signing the work permit, permission to work is granted.
- Work may not commence without the work permit being filled in on the same day and without a discussion of the risks at hand. At the end of the working day, one must sign off on the work permit.
- A specific stop protocol or project instruction must be followed for some maintenance stops or projects. If this is the case, NEDMAG will inform the contractor in a timely manner.

##### 4.4 Identification of dangerous areas

- The contractor must have at his disposal sufficient, suitable and reliable enclosures and danger signs and install these of his own accord.
- Before placing barrier tapes the Nedmag supervisor has to be consulted. Barrier tapes have to be removed immediately after the dangerous situation has been eliminated
- Taking down and/or the removal of fences and enclosures, as well as floor covers, grids, ladders, platforms, railings and such is prohibited without the supervisor's consent.
- The use of barrier tapes in the Netherlands is not uniform. NEDMAG uses red/white and yellow/black barriers, with the following meaning:
  - Red/white barrier tape means: no trespassing in the designated area. Admittance is only allowed when carrying a work permit to perform work in that specific area.
  - Yellow/black barrier tape means: dangerous area. Admittance is only allowed if one has to perform activities in the area and is be aware of the risks.

#### 4.5 Electrical safety

- Work on electrical equipment and installations may only be carried out by qualified electrical personnel who have been assigned by the Nedmag Responsible Person Electrical Installations.
- The procedure for securing with safety locks and pulling fuses must be applied in cooperation with NEDMAG/IJT electro technicians (*ETD'er*) and the contractor's qualified staff.
- All 400 V electrical equipment must have a CE standard electrical plug. All 230 V electrical equipment must have a moulded plug or a blue CE standard plug (two-pin plug with earthing, type 101).
- Electrical equipment must be inspected in conformity with NEN 3140 (Dutch Standardization Institute) or a comparable foreign equivalent. The inspection term may not have elapsed. The equipment must have an inspection mark or sign.
- Electrical equipment must be cleaned up, unplugged and stored in a salt-free and dry environment. The salty environment at NEDMAG conducts electricity. It is recommended that equipment be cleaned after any work is done.
- The contractor must ensure the presence of sufficient adapters.

#### 4.6 Working hours

Working hours and breaks must comply with the standards set by the Working Hours Act. Overtime and extra shifts must be reported to the supervisor and may only be implemented by the contractor if supervision can be carried out from within NEDMAG.

#### 4.7 Personal Protective Equipment (PPE)

The following **standard** personal protective equipment is required to wear within the marked zones:

- Safety shoes
- Safety helmet
- Safety goggles with side protection

Furthermore, it is compulsory to wear any additional personal protective equipment that is prescribed on the work permit, task risk analysis and/or on pictograms.

**It is mandatory to wear long trousers.**

In case working conditions can lead to burns from heat or hazardous substances, wearing long sleeves and gloves is mandatory.

#### 4.8 Neatness and tidiness

- Neatness and tidiness provide the basis of safety, environment, occupational health, quality **and food safety**. The work must be organized and executed in such a manner that the environment and work space remain tidy. At the end of all working activities, the work space must be left neat and tidy.
- Pipes, cables and hoses must be laid or hung up in such a way that they do not/cannot form a hazard. Safety hooks must be used as much as possible to hang up cables and hoses.
- Loose nuts and bolts etc. left over from disassembly that will not be reused must be disposed of immediately. Nuts and bolts that will be reused must be kept in an orderly fashion at the work location.

#### 4.9 Canteens and changing rooms

- The contractor is permitted to place canteens and changing rooms on NEDMAG grounds. Arrangements for this must be made with the supervisor prior to placement. The contractor remains responsible for these premises.
- In the event that NEDMAG/IJT provides canteens or changing rooms, the contractor is responsible for maintaining order and neatness.



#### 4.10 Use of forklifts and telescopic handlers

NEDMAG forklift trucks and telescopic handlers may only be used with the permission of the customer or the supervisor.

#### 4.11 Use of gas cylinders, welding or cutting equipment

- When leaving the work place and at the end of work activities, electrical and autogenous welding and cutting equipment must be left unplugged and pressure-free up to the main switch and main valve in the place designated by the supervisor.
- Mobile welders and welding transformers must be collected at the end of each working day and left in the place designated by the supervisor.
- Spare gas cylinders must be secured upright and stored away from bright sunlight and the immediate working area, whereby oxygen and flammable gasses must be kept separate.
- When welding stainless steel and by prolonged welding in the same area, welding fumes exhaust systems and/or respiratory protection must be used.
- The contractor must ensure that the space where welding and cutting activities take place is furnished with the appropriate fire extinguishing equipment.

#### 4.12 Use of environmentally hazardous and other dangerous substances

- The contractor must report the use and storage of chemicals and hazardous substances to the supervisor.
- The contractor must be in possession of the Safety Data Sheets of the used chemicals and substance and must be able to show them on request.
- The contractor is responsible for the use, labelling and (temporary) storage of these substances in accordance with the statutory regulations.
- Chemical waste and packaging materials with traces of chemicals (including paint and oil) must be collected and removed by the contractor, unless the contractor has obtained permission from customer or the supervisor to have these removed through NEDMAG.
- If environmentally hazardous substances can enter the soil, the product or the environmental drainpipes, then precautionary measures must be taken for emergency recovery, removal and storage.
- If in the course of any work activities, the contractor discovers construction materials containing asbestos or suspects that they exist, he is required to cease all work and inform the supervisor.

#### 4.13 Smoking, alcohol, drugs and medication

- It is prohibited to be in possession of or to be under the influence of alcoholic drinks or drugs. If medicines are used that have an adverse effect on the ability to react, prior agreements must be made with the supervisor.
- On NEDMAG request, contractor employees are obliged to cooperate in an alcohol test.
- Inside the buildings smoking is only allowed in designated smoking areas.
- Smoking outdoors is strictly forbidden at the well fields at the Mine location and near flammable or explosive substances.

#### 4.14 Use of mobile media

- Taking photographs, making films and/or videos at NEDMAG locations is only permitted with the consent of the supervisor or Security.
- The use of mobile or cell phones is permitted at NEDMAG locations, unless this is prohibited locally or by the supervisor.
- The use of personal listening devices such as MP3 players is prohibited on NEDMAG locations.

#### 4.15 Security

- Instructions by security personnel must be followed. Security personnel is authorized to deny access to the Nedmag grounds in case a contractor's employee cannot show a valid identification and/or does not have the required safety diplomas.
- There is camera surveillance at NEDMAG locations.
- NEDMAG reserves the right to inspect cars and trucks. If (unexplained) NEDMAG/IJT property or otherwise prohibited goods are found, a report will be made to the police or other sanctions may follow.
- NEDMAG/IJT is not responsible for surveillance of the contractor's property.

#### 4.16 Disciplinary Measures

- If the contractor's personnel appear to be or are suspected of exhibiting intolerable behaviour in respect of safety, health and environment, and food safety among other things, the responsibility lies hierarchically and from a legal perspective with the formal employer.
- NEDMAG is entitled to take immediate disciplinary measures. In the event of a serious offence, the contractor's employee will be removed from the grounds immediately and further entry will be denied. The contractor is responsible to find replacement personnel as quickly as possible.

## 5. Additional requirements for high-risk activities

### 5.1 Working at heights

- The contractor must protect his personnel who run the risk of falling from a height of more than 2.5 meters against accidents by using effective and approved climbing devices, platform or scaffolding.
- If this is not possible, then effective fall protection must be used.
- For work that takes place on roofs, tanks, drums or other solid constructions higher than 2.5 meters and within 4 meters of the edge, at least one of the following measures must be applied:
  - Attaching a temporary railing at the edge, provided that that strength of the edge construction allows for this.
  - The use of a 'visual barrier' (*'schrikleuning'*) or double-tape cordoning at 2 meters from the edge around the complete distance where the edge can be approached. This is only applicable for flat roofs or surfaces. This is not permitted for sloping roofs!
  - Erection of scaffolding (with a corresponding guardrail).
  - The use of fall protection equipment, provided that provisions such as attaching points or lines are present.
- Scaffolding:
  - Only specialised companies may erect scaffolding at NEDMAG locations.
  - The supervisor must be consulted if the need for scaffolding becomes apparent in the course of the work. The contractor may then be permitted to install mobile scaffolding. The contractor is responsible for the use of and proper condition of mobile scaffolding. No scaff-tags may be used with mobile scaffolds.
  - The scaffolding company must inspect and approve each scaffold, after consultation with the customer. A green scaff-tag must be affixed at the access points.
  - For special scaffolding and scaffolding which is intended for use with loads of more than 300 kN/m<sup>2</sup>, the scaffolding installer must submit a completed and signed inspection form to the customer.
  - During the work, the scaffolding must be inspected regularly and properly maintained by a responsible employee of the contractor.
  - Steel scaffolding must be provided with a safety earthing.
- Hydraulic Arms:
  - May only be operated by personnel that have taken a training or instruction course and can demonstrate this.
  - Must be provided with clear operating instructions. On the operating platform/cage, a fall protection belt must be worn that is secured to the operating platform/cage.
  - No hoisting/lifting may be carried out with a hydraulic arm. Only hand tools and/or the necessary materials may be transported provided that they do not stick out of the platform/cage and the maximum authorized weight is not exceeded.
- Ladder and steps may only be used for working at heights if:
  - It concerns brief, incidental work; essentially, a ladder should be used solely to go to and from a higher or lower area;
  - They are provided with clearly visible and valid inspection information.
  - The ladder and steps are in good condition. Damaged ladders must be removed immediately and repaired or replaced.
  - Ladders protrude at least 1 meter above the desired height for standing or crossover.
  - They are placed effectively and are secured against slipping, if need be;
  - Must be kept at least two meters from electrically conductible parts.
- If the likelihood of accidents increases during special weather conditions, such as freezing rain, high winds or slippery floors, extra safety precautions must be taken. If this is impossible, then work will be discontinued following consultation between NEDMAG and the contractor.

## 5.2 Hoisting/lifting

- It is prohibited to hoist/lift a load above or over any person at any time.
- The hoisting areas must be fenced off with red and white markers.
- In the following cases NEDMAG/IJT and the contractor will discuss the need of a hoisting protocol:
  - Hoisting/lifting will take place in the factory;
  - Hoisting/lifting will be performed outside of the factory with a load of more than 5000 kg.;
  - A load of less than 5000 kg will be hoisted/lifted outside of the factory but whereby:
    - more than one lifting device (crane or mast) will be used per load and/or
    - several lifting devices are stationed in each other's turning circle and/or
    - the base on which the lifting devices will be stationed requires special facilities.
- A hoisting protocol must be drafted by an expert hoist supervisor responsible for the inspection of the use of certified materials and resources. He is required to have the customer inform him about the site conditions.
- A hoist protocol must include at least:
  - The hoist capacity of the crane(s)
  - The positioning of the crane(s)
  - The hoisting height
  - Load(s) to be hoisted/lifted
  - Hoisting aids and devices
  - Stamps
  - Specification of underground and above-ground obstacles in the area.
  - Possible limitations due to weather influences
  - Description of how the load will be guided, i.e. by steering lines
  - Enclosures to be utilized
  - Personal protective equipment
- A hoist protocol does not replace the work permit but is a condition for obtaining a work permit.
- A start-work meeting will be held prior to the commencement of activities.

## 5.3 Hot environments

Working conditions in which temperatures are in excess of 35°C must be taken into account at NEDMAG locations. The contractor must take measures in order to prevent heat exhaustion symptoms. These measures may include:

- Frequency and length of breaks
- Breaks held in a cool rest area
- Provision of water and soft drinks
- Allowing employees to acclimatize sufficiently
- Provision of clothing with a built-in cooling system

In case the contractor is not familiar with working in hot conditions, the contractor will discuss the necessary precautions prior to starting work with NEDMAG/IJT.

## 6. NEDMAG products, raw materials and auxiliary materials

- NEDMAG produces magnesium chloride, magnesium oxide, magnesium hydroxide and calcium chloride. Instruction cards of these substances are available on site.
- Magnesium chloride is not considered to be irritating, however, contact with the eyes and skin should be prevented.
- Calcium chloride causes irritation to the eyes. Contact with eyes and skin should be prevented.
- Solid calcium chloride (prills) becomes very hot and aggressive if brought into contact with water through hydration warmth. The utmost caution is prescribed. In the event of dust formation (concentrations in the air of more than 10 mg/m<sup>3</sup>), respiratory protection must be worn.
- Magnesium oxide (caustic) dust causes irritation to the eyes. In the event of dust formation (concentrations in the air of more than 10 mg/m<sup>3</sup>), respiratory protection must be worn.
- Dolime is used as raw material in the NEDMAG production process. Dolime dust is irritating to the respiratory system and to the skin. In the event of dust formation (concentrations in the air of more than 5 mg/m<sup>3</sup>), respiratory protection must be worn. Dolime dust in combination with liquid can have a corrosive effect in the event of prolonged contact with the skin.
- All NEDMAG products can be (very) hot, as a result of which the risk of burns is present.
- NEDMAG applies various auxiliary materials (chemicals) in the production processes. These auxiliary materials each have their own specific hazardous qualities. Safety signs are present and work place instruction cards are available.
- The natural gas used by NEDMAG is odourless.
- Any additional personal protective equipment will be prescribed on the work permit.

## 7. Incidents and Calamities

### 7.1 Incidents

We can continually learn from incidents how to do our work better and more safely. Incidents must be reported, registered and investigated in order to begin implementing improvements.

Each incident must be reported to the supervisor.

Incident means: an undesired occurrence that *leads to or could have led to* consequences for:

- Personnel, i.e. physical injury.
- Industrial resources, i.e. material damage;
- Products, i.e. the loss of product quality;
- Environment, i.e. an increase in emissions.

Every person involved in an incident (including contractors, if applicable) is expected to make an active contribution to the investigation of these incidents, if need be.

All injuries must be treated by a Company Emergency Response Team member or someone with First Aid training.

### 7.2 Calamities

Calamity means: "A serious occurrence, whereby such injury or damage is caused to person, environment or material that external assistance must be called in."

Calamities must be reported immediately via the calamity telephone number and to the NEDMAG supervisor. The calamity number is indicated on the card 'Safety Rules NEDMAG locations' that Security hands out to contractors' personnel.

### 7.3 Company emergency response team and first aid

Several of the NEDMAG employees present have taken a First Aid course and/or Company Emergency Response Team training. There is a special calamity telephone number to request for help.

*We welcome your comments or questions on the contents of these NEDMAG SHE-requirements. Please contact your NEDMAG principal or sent an e-mail to [qhse@nedmag.nl](mailto:qhse@nedmag.nl)*