

Total Integrated Management System	Doc. Type	Instruction
	Revision number	1.1
<b>General S&amp;E Rules TKVH</b>	Status	Final
	Revision date	14/10/2019
	Valid until	14/10/2021
	Page	1 of 3

## A. General Safety and Environmental (S&E) Rules

The instruction provides the on-board safety rules at thyssenkrupp Veerhaven and it applies to all employees and third parties who are on board with us. In addition to legislation and permits, the following applies:

### Access provisions

















- is not permitted to enter the pusher boats without permission from the management of thyssenkrupp Veerhaven.
- As a rule, access to the boats is from a quay, jetty or via the dinghy. Wearing a life jacket is mandatory for boarding.
- Boarding our boats is only permitted after reporting to the captain (in the wheelhouse). This ensures registration of, among other things, the visitor's name, the purpose of the visit, arrival and departure time on the visitor list
- The captain explains the applicable rules and visitors are required to sign a visitor's declaration. State services and in-house staff are exempt from this.
- Access is only granted for that part of the boat where the person needs to be, due to the nature of the visit or work. If necessary, a supervisor is appointed.
- Instructions from the captain and staff must be followed. The instructions concern, among other things: the routes to be followed, different rules (special situations) and any applicable hazardous situations;
- Be alert for slippery (wet) surfaces that can cause tripping or falling hazards.
- Take into consideration that part of the crew will rest or sleep during your visit. For that reason, do not make loud noises while passing the crew cabins.
- Disembarking from our boats is only permitted after reporting to the captain (in the wheelhouse).



### General and personal safety

- Everyone is responsible for their own safety and partly responsible for the safety of others. Everyone must do everything possible to prevent accidents, unsafe situations and environmental damage;
- Everyone is obliged to adhere to the safety instructions, regulations and warning signs. It is prohibited to move, remove or block warning signs or protections;
- Everyone on board is obliged to use the designated personal protective equipment (see below for specification). Where indicated and / or prescribed, other and / or additional personal protective equipment must be used (specifically applicable to the work to be performed or the location of the work); for example, hearing protection or extra lighting.

### Personal protection equipment

	ALWAYS	SOMETIMES
<b>Outside the accommodation</b>		  
<b>Engine room</b>	 	  
<b>Barges</b>	   	   

- It is not necessary to remain without specific purpose in places where work is being carried out, in particular, not at installations or within their working range, or within restricted areas. Never walk under hoisted loads;
- Use materials (such as gas bottles), tools, etc. in such a way that the use cannot endanger the safety of man or machine;
- The use of hazardous substances on the site is only permitted after permission from the captain or the person in charge of thyssenkrupp Veerhaven who takes care of the supervision;
- In the case of working on or at hydraulic installations, it is also mandatory to wear clothing which covers the body.
- Specific safety requirements and safety measures are provided via the responsible principal.

Total Integrated Management System	Doc. Type	Instruction
	Revision number	1.1
General S&E Rules TKVH	Status	Final
	Revision date	14/10/2019
	Valid until	14/10/2021
	Page	2 of 3

- In the case of a risk of falling from heights above 2 metres, adequate measures must be taken to prevent falls from height or in the water.
- If something is not (specifically) clear, ask immediately.

## Work

It is not permitted to perform work on board thyssenkrupp Veerhaven without discussing the work with the thyssenkrupp Veerhaven's principal and without specific safety measures being taken.

## Environmental care, order and cleanliness

In the case of the release and / or use of substances that may adversely affect the environment, additional environmental protection measures must be taken immediately, in consultation with the responsible department. In addition:

- Separate waste and deposit it in the appropriate containers and bags;
- Prevent contamination of the room / floor by gas oil, oil, paint and other pollutants;
- Prevent unnecessary use of energy and excessive noise pollution;
- Prevent the creation of dust during the voyage and the carrying out of the work;

In general, ensure order and tidiness, including:

- Ensure a clean and tidy workplace before, during and after work;
- Do not have long hair loose, do not wear loose (items of) clothing or jewellery or other objects that pose a risk the person wearing them;
- Keep escape routes and access to emergency facilities free of obstacles.

## Smoking and other prohibitions

It is forbidden:

- To smoke inside the accommodation (communal areas) or in places where this is specifically indicated.
- To have, use and / or be under the influence of alcoholic beverages and / or consciousness-changing agents and medicines, thyssenkrupp Veerhaven applies a "zero tolerance" policy
- To soil the boat or living areas;
- To photograph, film or in any other way record data on operational management, installations, performance of work, etc, for third parties, unless the captain or work manager has given permission for this.



## Fire prevention

- It is forbidden to use a naked flame, unless written permission has been given;
- The required permits must be present before the start of "warm" work;
- Before starting "hot" work, all preventive measures must be taken to prevent the occurrence of fire due to, for example, dispersal of glowing metal particles;
- Requested additional measures are recorded in writing.

## Obligation to report non-conformities (hazards/damage/accidents/incidents)

- Anyone boarding or on board must behave in such a way that the general safety of persons and goods is not or cannot be endangered as a result;
- Dangerous situations or incidents with (potential) damage must be reported immediately to the captain or the principal of thyssenkrupp Veerhaven;
- Report fire, accidents or environmental incidents directly (via the crew) to the captain

## Equipment, machinery and tools

- Use of equipment, machinery and tools which are the property of thyssenkrupp Veerhaven, requires permission from the principal. Operation, use or activation is not permitted without permission, training and / or instruction;
- Ensure that carrying of tools and equipment, etc, cannot lead to unsafe situations;
- Be aware of machinery that can suddenly (automatically) move or rotate.
- Operating (temporary) installations may not be left unattended;
- Unattended installations that are not in operation must be protected against unauthorised use;
- Permission must first be given by the captain or responsible principal of thyssenkrupp Veerhaven for performing work on or near installations and the boat,
- Working on machinery which has not been secured in accordance with the regulations is forbidden;



## Thyssenkrupp Veerhaven B.V.

Total Integrated Management System	Doc. Type	Instruction
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	Valid until	14/10/2021
	Page	3 of 3

- Connecting electrical installations of third parties to the power supply of the boat without permission from thyssenkrupp Veerhaven is not permitted;
- All materials, machines or tools to be used must comply with the legal safety regulations;
- All employees and third parties who carry out work on the push boat / barges are obliged to report shortcomings or defects in tools, maintenance equipment and installations directly to the captain or principal.
- Be alert for sharp and pointed parts, narrow passages, rotating parts, replaceable shielding, height differences in the walkways, always closing hatches in walkways and special warnings.
- Always close the hatches after leaving a room or workplace.

### Liability and sanctions

thyssenkrupp Veerhaven (as well as the persons it employs) is (are) not liable for any damage suffered by those who are or remain on board without permission.

In the case of non-compliance with regulations, orders or instructions, the following possible sanctions apply

- Recovery of damage suffered by thyssenkrupp Veerhaven;
- Stopping of work without claiming damage compensation;
- Removal from the vessel;
- Refusal of on-board access for an indefinite period.

## B. Revision table

No.	Date	Description of the change
1	28/03/2019	First Edition
2	14/10/2019	Text 'Liability and Sanctions': without permission added.