

# HES BULK TERMINAL ROTTERDAM

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**HES**

International



**SAFETY  
REGULATIONS**  
FOR EXTERNAL PARTIES

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HES | bulk for life

# WELCOME TO OUR TERMINAL

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At HBTR, we place great importance on quality, working conditions, and environmental care. This commitment is a shared responsibility. We expect external parties to actively contribute to achieving our policy vision and objectives.

Everyone performing activities on the HBTR premises and quays must be familiar with our safety and environmental regulations. We therefore strongly urge you to inform yourself and your colleagues thoroughly about these guidelines and to act accordingly.

As part of our safety policy, we apply the **Life-Saving Rules**. These are essential and mandatory safety rules that all individuals on our terminal are required to follow at all times. Complying with our LSR ensures that work is carried out safely and that everyone gets home safely.

We count on your cooperation and look forward to a safe and pleasant working relationship.

**Jouke Schaap**  
*Terminal Manager*

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## APPENDICES

- Rules of behaviour and safety
- Environmental rules
- Contingency plan: personnel and external parties

The above listed appendices, optional appendices and detailed instructions (depending on the work to be undertaken) are available from the QHSSE department (hbtrqhsse@hesinternational.eu) or your contact person.

# POLICY STATEMENT

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## FOR EXTERNAL PARTIES

### Commercial activities

HES Bulk Terminal Rotterdam (HBTR) is Europe's largest dry bulk transshipment terminal and has been active on Rotterdam's Maasvlakte since 1973. The core activity of the business is the storage and transshipment of iron ore and coal from all over the world. HBTR is viewed as market leader in the dry bulk sector in Northwestern Europe. Thanks to its location directly on the North Sea and with a water depth of 23 metres, HBTR is able to process even the largest types of seagoing vessel.

Thanks to uninterrupted service in 5 shifts and the total manipulation of 60 million tonnes per year, HBTR makes an active contribution to delivery reliability for ores and coal for the European steel and energy markets. The main secondary activities of our business are the blending, screening and washing of coal and ore products.

### QHSSE system

HBTR operates a combined management system (QHSSE system) in which Quality, Health and Safety and the Environment play a central role. This system is certified according to ISO 9001, ISO 14001 and ISO 45001.

### Quality

Continuity at HBTR can only be guaranteed by delivering constant high quality service to our clients. We wish to be a reliable partner capable of responding flexibly to the customers' wishes. Our personnel are skilled, and make use of high-end technology. We are thoroughly chain aware and wherever possible exercise influence to improve overall chain performance. Contractors, subcontractors, suppliers and any persons undertaking work directly or indirectly on behalf of HBTR (external parties) are part of that chain. We are also responsible for any activities taking place on our site. In respect of those activities, HBTR constantly maintains its relationship with external parties.

## Occupational Safety and Health

In respect of Occupational Safety and Health, HBTR strives to establish a safe and pleasant working environment, taking account of the nature and scale of the occupational risks run by external parties at our terminal. This is achieved on the basis of open communication and by establishing and complying with clear agreements and by laying down clear tasks, authorities and responsibilities. In drawing up and providing of clear rules, we assume at least the rules imposed by government, supplemented by rules operated at HBTR. We also ensure safe and pleasant working conditions.

## Environment

Environmental protection is a key priority at HBTR. Based on our awareness of the environmental burden caused by our activities, we strive to limit any burdens on the environment as far as possible. With that in mind, clear rules have been drawn up that at least comply with environmental legislation and the requirements in our environmental permits. It is of key importance that we thereby maintain good relationships with government authorities and the immediate environment.

# INTRODUCTION

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**These regulations contain the most important provisions from the procedures and instructions drawn up to ensure a safe and healthy working environment and protection of the natural environment.**

**The internal procedures and instructions also apply in full.**

These regulations are part of the contractual agreements and terms and conditions of purchase applicable between HBTR and any businesses and (sub)suppliers carrying out work on the HBTR terminal. If an HSE plan is applicable, a copy of this plan will be made available to all affected parties. Affected parties are expected to draw up and submit their own HSE plan, in good time.

# GENERAL RESTRICTIONS AND OBLIGATIONS

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## GENERAL RESTRICTIONS

- No consumption, possession or working under the influence of alcohol or drugs;
- No smoking at the entire terminal;
- No photography and filming without permission;
- No transport, possession or use of weapons, ammunition and/or explosives.

## GENERAL OBLIGATIONS

- Dutch legislation in respect of health, safety and the environment shall apply;
- Obligations imposed by HBTR, such as work agreements, work permits and instructions, shall apply;
- The Dutch Working Hours Act shall be complied with by contractors and subcontractors.

## SUBCONTRACTING

- If contractors deploy subcontractors, the nature of the work will be communicated to the contact person/officer responsible for the work at HBTR;
- The subcontractors will be instructed by the contractor on the applicable HBTR rules. Records must be kept and archived, signed by the participant, relating to participation in, understanding and obligation to act in accordance with instructions issued;
- The contractor is responsible for ensuring that all risks and risk management measures are understood by all employees;
- Contractors and subcontractors have a command of Dutch, English or German, unless work is undertaken subject to continuous supervision by a foreman with the necessary language knowledge.

## ORDER AND TIDINESS

- Ensure that your workplace and accommodation are neat and tidy;
- Only store tools and materials in the designated location, and ensure that they cannot be blown away;
- Store hazardous substances in the duly designated location; ensure that workplace instructions and the necessary SDS cards are provided;
- Following every (temporary) halt of activities, the workplace must be tidied;
- Walkways, platforms and escape routes (including quay steps) must be kept clear;
- Emergency facilities must be kept fully accessible;
- Contact the contact person if dusty conditions arise at the workplace or close to the accommodation;
- Fire prevention measures must be taken, and First Aid equipment must be available in the accommodation;
- Ensure that any waste is placed in the intended waste containers or is disposed of in a suitable manner.

# ACCESS TO HBTR AND TRAFFIC

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## ACCESS TO HBTR/CONSTRUCTION SITE

- Make sure you always carry a valid identification document (passport, ID card or driver's licence);
- You are required to view the film explaining the gate instructions; you will be tested on your knowledge;
- Security is entitled to search and inspect material and equipment;
- Regular contractors must register at least 24 hours in advance (preferably 48 hours) via email [hbtr.security@hesinternational.eu](mailto:hbtr.security@hesinternational.eu)
- The exchanging of access passes with others is forbidden;
- Always carry your access pass visible at all times;
- (If fitted) all personnel must register and deregister via the card reader at the construction site, whenever entering or leaving the construction site;
- Transport deliveries for the construction site must be registered as early

as possible via the e-mail address: [hbtr.security@hesinternational.eu](mailto:hbtr.security@hesinternational.eu)

- Visitors must register as early as possible with the project manager and/or contact person.
- If work is carried out from the water, written permission must be obtained from HBTR.

## TRAFFIC

- The Dutch Road Traffic Act applies on the HBTR site;
- Parking is only permitted in the duly designated or demarcated parking spaces;
- HBTR rolling stock has priority at all times;
- Cyclists and pedestrians have priority at all times;
- The maximum permitted speed is 30 km per hour. In the event of dust creation, speed must be adjusted downwards 15 km per hour;
- Special transport operations are always subject to HBTR supervision.

# GENERAL ACTIVITIES

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- All contractors and subcontractors must comply with the Life-Saving Rules of HBTR, all the conditions laid down in the regulations and duly inform their personnel of these rules. See second to last page.
- While carrying out physical work or operating machines, the use of mobile telephones is forbidden. If telephone use is required, activities must be halted and a safe location sought to making a telephone call.
- Work may only be undertaken subject to a valid work permit or in accordance with an HSE plan or confirmed order. Work permits are issued by the work permit issuer. The QHSSE plan is managed by the project management. The issuing of the confirmed order will be managed by the client and/or contact person at HBTR;
- A TRA must be drawn up to cover specific hazards. Following approval by HBTR, the details of the TRA must be notified to the personnel during a toolbox meeting. Registration is compulsory.
- Personnel of external parties must be in possession of a valid

VCA certificate or equivalent. Management personnel from external parties must be in possession of a VOL VCA (Safety for Operational Managers) certificate.

- Operators of work equipment, such as mobile elevating work platforms and forklift trucks, must be demonstrably trained by a certified training institute and hold a valid certificate.
- Personal protective equipment must be worn at all times for the relevant activities.
- As standard, hardhat and high or semi-high safety shoes are compulsory
- (low safety shoes and boots are only permitted after approval of the QHSSE department!).
- Ensure you have the correct reflective, protective work clothing.
- The contractor or subcontractor is responsible for personal protective equipment.
- Cherry pickers or reach arms must (demonstrably) have undergone an annual inspection and may only be operated by certified personnel.
- Use of a ladder at the place of work is only permitted if no safer alternative method is available.
- When using a work platform on the crane, the checklist Machinist 1 must first be completed.
- The weight of the fully laden work platform may not exceed 25% of the permitted operating load of the crane.
- Ensure that additional measures are taken to prevent material or tools falling.

# WORKING AT HEIGHT

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- The rules for working at height apply at a height of 2.5 metres or higher, or lower if serious injury can be caused by protruding parts in the event of a fall.
- When working at height, as far as possible, use must be made of collective protective equipment (hard barriers). If this is not possible, personal fall protection is compulsory.
- Scaffolding may only be erected by approved scaffold builders and inspected by duly certified persons. Only approved scaffolding may be mounted, exclusively by persons carrying a signed scaffolding card.
- Cherry pickers or reach arms must (demonstrably) have undergone an annual inspection and may only be operated by certified personnel.
- Use of a ladder at the place of work is only permitted if no safer alternative method is available.
- When using a work platform on the crane, the checklist Machinist 1 must first be completed.
- The weight of the fully laden work platform may not exceed 25% of the permitted operating load of the crane.
- Ensure that additional measures are taken to prevent material or tools falling.

# VERTICAL TRANSPORT

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- If a mobile crane is employed, random inspections will be carried out of the crane logbook, the certificate of the crane driver and the most recent approval/inspection.
- Operators of forklift trucks must be certified. Forklift trucks that are the property of HBTR may only be used following permission from the contact

person/project management.

- Only approved and certified lifting equipment may be used.
- Ensure that the areas above which a load can be located are clearly demarcated by barriers.
- The operator is responsible for safety during lifting work. When hooking up the load, make sure there is no loose material on the load.
- Ensure good communication equipment if you have no direct view of the load.
- When using a combination of cranes, a lifting plan is compulsory. The lifting plan will be discussed in advance with the responsible officer from HBTR.

## ENCLOSED SPACES

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- Ensure that suitable electric hand tools are used in enclosed spaces.
- Ensure that the space can be easily accessed and rapidly exited.
- Ensure thorough ventilation and sufficient freedom of movement.
- Place a manhole guard at the access to the space.
- Never enter the space before measurements have been taken to ensure a safe atmosphere.
- Provide sufficient barriers if there is risk of falling into the access route (e.g. drains and sewers).
- When entering enclosed spaces, the use of gas measuring equipment is compulsory.
- When entering mixing silos, the use of gas measuring equipment is compulsory and the names of persons present must be recorded on the whiteboard at the lift entrance.

# FIRE AND EXPLOSION HAZARD

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- When carrying out fire-hazardous activities, a suitable fire extinguisher or water hose ready for use must be placed in the immediate vicinity.
- When carrying out fire-hazardous activities, suitable screens must be installed to prevent the spread of hot parts.
- The use of fire-retardant clothing and all necessary fire-resistant personal protective equipment is compulsory.
- Ensure that gas bottles are secured against falling.
- Ensure that gas bottles are stored preferably outside, or in a well-ventilated area.
- Ensure that gas bottles are protected against collision.

# HAZARDOUS SUBSTANCES

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- Hazardous substances may only be transported and stored in consultation with the QHSSE department and following written permission from the contact person or project management.
- If relevant following permission, the contractor will supply a copy of the SDS (safety data sheet) for the product in Dutch, not older than 5 years.
- Hazardous substances may be stored in their original sealed packaging in accordance with PGS 15 and bearing the correct hazard symbols.
- Prevent environmentally harmful substances entering the environment for example by using catch trays or double-walled protection.
- In the event of a suspicion of the presence of asbestos, this must be immediately reported to the contact person or project management.
- The moving of radioactive sources without written permission from HBTR is not permitted.

## BARRIERS AND EXCAVATION WORK

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- When carrying out fire-hazardous activities, a suitable fire extinguisher or water hose ready for use must be placed in the immediate vicinity.
- When carrying out fire-hazardous activities, suitable screens must be installed to prevent the spread of hot parts.
- The use of fire-retardant clothing and all necessary fire-resistant personal protective equipment is compulsory.
- Ensure that gas bottles are secured against falling.
- Ensure that gas bottles are stored preferably outside, or in a well-ventilated area.
- Ensure that gas bottles are protected against collision.

## BARRIERS AND EXCAVATION WORK

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- Hazardous situations or work areas must be sufficiently safely demarcated. This may take the form of barrier tape (for example for lifting areas) or solid barriers (scaffolding bars). The type of barrier used will depend on the possibility of personnel falling through the barrier.
- Areas demarcated by a barrier may not be entered without a work permit. With the exception of work from a barge/ship for which written permission has been issued by HBTR.
- Barriers may only be removed following permission from the contact person or project management at HBTR.
- Never dismantle or operate labelled or locked valves. Never remove labels without permission.
- In the event of excavation work, HBTR will check for the presence of cables or pipes.
- Excavation work may only be carried out subject to a valid work permit.

# UNSAFE BEHAVIOR

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- HBTR attaches huge importance to the fact that having completed their work at the terminal, everyone can return home healthy. The motto is 'healthy in and healthy out'. We strive to establish a safety culture in which everyone respectfully calls others to account for unsafe behaviour.
- You are expected to comply with the rules. The management is authorised to impose sanctions and warnings if rules are violated.
- **You will be issued a one-time warning if:**
  - You work without a work permit or deviate from the work permit/work agreements.
  - You fail to use the compulsory personal protective equipment.
  - You smoke at locations where smoking is not permitted.
  - You fail to comply with the rules of order and tidiness.
  - You alter scaffolding without permission.
  - You remove barriers without permission.
- **You will be definitively removed from the terminal if:**
  - You are in possession of or are under the influence of alcohol or drugs.
  - You smoke at locations where there is a risk of explosion or fire.
  - You are guilty of violence, intimidation or theft.
  - You deliberately remove protection devices without permission.
  - You ignore a previous warning.

# AT HES INTERNATIONAL WE WORK WITH LIFE-SAVING RULES

## SAFE SYSTEM OF WORK



LINE OF FIRE



CONFINED SPACES



TERMINAL TRAFFIC



EXPLOSIVE ATMOSPHERES



WORKING ON OR NEAR  
WATER / FLOATING  
OPERATIONS



WORKING ON  
ENERGISED  
SYSTEMS



WORKING  
AT HEIGHT



LIFTING  
OPERATIONS



HANDLING  
BULK PRODUCTS



Check our  
Life-Saving Rules →



# GROUND PLAN

## Situation Maasvlakte



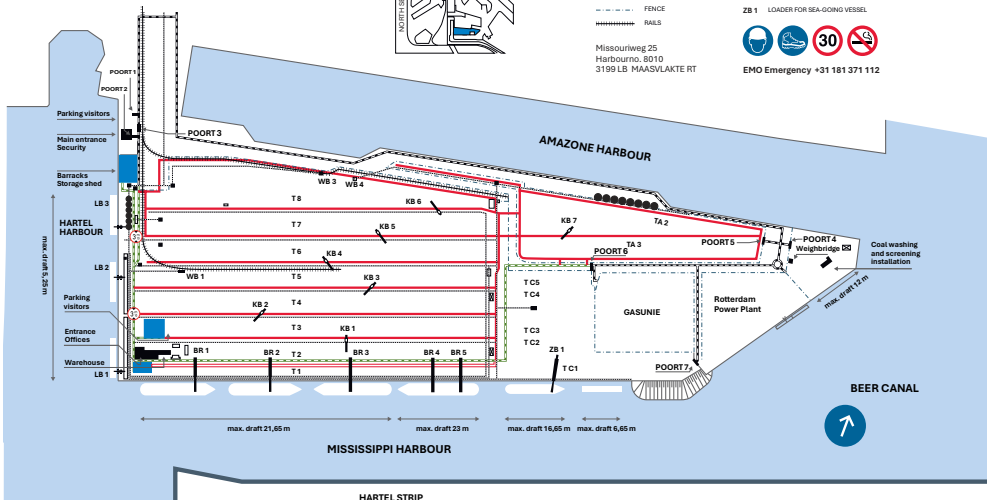
## Legend

- PUBLIC ROAD
- FREE ROUTE max 30 km/h
- FORBIDDEN AREA
- ROUTE WITH RESTRICTIONS
- CONVEYOR BELTS
- FENCE
- RAILS
- T STOCK YARD
- BR UNLOADERS FOR SEA-GOING VESSEL
- LB BARGE LOADERS
- WB RAILCAR LOADERS
- KB STACKER/RECLAIMER
- ZB 1 LOADER FOR SEA-GOING VESSEL

Missouriweg 25  
Harbourno, 8010  
3199 LB MAASVLAKTE RT





EMO Emergency +31 181 371 112



To contact the HBTR emergency services please dial:  
+31 (0)181 371 112.

**DANGEROUS SITUATION?**  
PLEASE REPORT!  
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Or go to  
[hesinternational.eu/hbtr-danger](https://hesinternational.eu/hbtr-danger)

**HES BULK TERMINAL**  
ROTTERDAM  
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