



# **SITE REGULATIONS Nyrstar Budel**



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## 1. GENERAL

### 1.1 Definitions and abbreviations

#### 1.1.1 Definitions

Term	Definitions
Captain	Person responsible for the river vessel, including both the crew and loading onto other ships.
Contractor	A contractor is a person or legal entity who performs work of a technical nature on our buildings, installations, property or other facilities as part of service contract.
Contractor employee	Any employee who is not on the Nyrstar payroll, including consultants/sub-consultants, sub-contractors and third parties.
Controlled area	An area located beyond the fenced company premises but which is still monitored by the Security department.
Crew	People under the responsibility of the captain.
Dangerous situation	A situation in which there is the threat of danger but nothing has yet happened.
Electronic communication devices	These include, amongst other things: mobile phones, tablets, smart phones, laptops etc.
Employer	The person/organisation who pays the salary of the employee.
High-risk activity	Nyrstar Budel BV has classified a number of work activities as high risk. This list is included in Section 7.
(near)Incident	An event which has led or could lead to physical injury, material damage, environmental damage and/or other losses.
In-house contractor	Contractor who has a long-term service contract with Nyrstar Budel BV and a permanent location at the contractor park.
Loader	Person in charge of a vehicle or vessel involved in loading/unloading.
Nyrstar Budel SITE	Area within the enclosure, including the port. Hereinafter referred to as the SITE.
Nyrstar contractor supervisor	A Nyrstar Budel BV employee who has defined the scope of work and/or is responsible for the overall management of the work.
Nyrstar employee	An employee on Nyrstar's payroll.
Proof of identity	The following are regarded as valid proof of identity: - Identity card - Passport A driving license is not valid as proof of identity.
Ship	Captain's area of responsibility.
SITE employee	Employee in the paid employment of a SITE user.
SITE user	A legal entity fully responsible for a defined area. SITE users currently present: - NedZink BV - Nyrstar Budel BV - Maintenance organisation Jarosiet ponds
Supervisor	Person who supervises work. This includes: - Nyrstar contractor Supervisor - In-house contractor foreman
Third parties	Couriers, lorry drivers
Third Party contractor	Agency staff and temporary employees who carry out work on a daily basis for Nyrstar Budel BV.
Vehicles	All motorised vehicles equipped with a seat.
Visitors	A visitor is a person who visits the Nyrstar SITE upon the request of a Nyrstar Budel employee for a short period of time to attend a discussion or meeting or carry out an inspection of a non-technical nature.



### 1.1.2 Abbreviations

Abbreviation	Meaning
ADN	Accord européen relatif au transport international des marchandises Dangereuses par voies de Navigation intérieures
ADR	Accord européen relatif au transport international des marchandises Dangereuses par Route
ATEX	ATmosphères Explosives (Explosive atmospheres possible)
CMR	Convention Relative au Contrat de Transport International de Marchandises par Route
CROW	Centrum voor Regelgeving en Onderzoek in de Grond-, Water- en Wegenbouw en de Verkeerstechiek (Centre for Regulation and Research in Soil, Water and Road Engineering and Traffic Engineering)
CSC	Confined Space Card
ECD	Electronic Communication Devices
Enf.	Enforcer (government)
EPF	Effluent Purification Facilities
FA	First Aid
HV	High Voltage
I-SZW	Inspectiedienst Sociale Zaken & Werkgelegenheid (Inspection Service for Social Affairs & Employment)
KPI	Key Performance Indicator
LMRA	Last Minute Risk Analysis
LV	Low Voltage
MT	Management Team
OPS	Operations
PPE	Personal Protective Equipment
RI&E	Risk Inventory & Evaluation
RID	Regulations concerning the International Carriage of Dangerous Goods by Rail
RIMS	Risk Information Management System
SCC	Sicherheits Certifikat Contractoren (Contractors Safety Certificate)
SHEQ	Safety, Health, Environment, Quality
SPV	Supervisor (government)
TRA	Task Risk Analysis
TS	Technical Service
VCA	Safety, Health and Environment, Contractors Checklist (Veiligheid, Gezondheid en Milieu (VGM) Checklist Aannemers)
VGM/SHE	Safety, Health, Environment (Veiligheid, Gezondheid, Milieu)
WMS	Work Method Statement
WT	Water Treatment



## 1.2 SITE Regulations

Each SITE User is primarily responsible for all activities which take place within its area of authority, including its employees, visitors, contractors and third parties.

The present SITE Regulations are valid for everyone who:

- enters the SITE upon the direct or indirect request of Nyrstar Budel BV or
- makes use of the communal infrastructure of the SITE users.

*Remarks:*

*With the exception of Sections 2 & 3, the regulations are not applicable to the **area of responsibility** of the following SITE users:*

- *NedZink BV (within its own buildings)*
- *Maintenance organisation Jarosiet ponds.*

*To fall under the responsibility of the SITE user in question, one must always be using the communal infrastructure.*

The departmental management of Nyrstar Budel BV, contractor supervisor or person who grants access to the SITE is responsible for checking which sections of the SITE Regulations are applicable to the activities to be carried out.

They must verify whether the SITE Regulations are known to the employees under their authority, contractors and third parties. They are also responsible for ensuring that these parties comply with the relevant regulations.

The additional instructions (safety film), RI&Es, acoustic signals and valid work permits are also part of the SITE Regulations.

The SITE Regulations will be evaluated periodically and updated where necessary.

## 1.3 Legislation and regulations

The basic principle is that legislation and regulations in force in the Netherlands must be complied with. Each employer has its own employer's responsibility within this legislation.

In addition to the general legislation and regulations, Nyrstar Budel BV must also comply with the Soveso Directive / Control of Major Accident Hazards Regulations (BRZO 2015). This is related to the quantity of dangerous substances which may be present on the site. Stricter rules apply to companies affected by this decree than to other companies.

Nyrstar Budel BV has a pro-active risk-management policy. In those cases in which Nyrstar Budel BV is of the opinion that the legislation and regulations are insufficient or require further explanation, additional rules will be drawn up and included in the Nyrstar Budel SITE standards & instructions.

## 1.4 Nyrstar values

We follow the "Nyrstar Way" in everything that we do. This consists of seven different elements (see [www.nyrstarbudel.nl](http://www.nyrstarbudel.nl)).

We therefore do the utmost to ensure that all employees understand, appreciate and apply the consequences of each of these elements in their everyday work.



**Nyrstar values:**

- 1. Prevent harm**  
Proactively manage risks related to our people, the environment, our strategy, our financials, and our assets
- 2. Be open and honest**  
Share one's point of view creating a productive environment by ensuring ideas and concerns are aired
- 3. Keep our word**  
Deliver on our commitments therefore building trust and productivity
- 4. Take bold decisions**  
Take calculated bold decisions in the face of uncertainty with confidence
- 5. Create value**  
Search for ways to improve our profitability and identify growth opportunities
- 6. Use innovative and creative thinking**  
Find ways to improve existing processes or discover completely new ways of working
- 7. Be driven**  
Exhibit a high level of drive and perseverance and deliver superior performance

**1.5 Code of conduct**

**1.5.1 General**

Nyrstar undertakes to ensure the highest standard of safety, health and respect for the environment (SHE).

Everyone is therefore expected to:

- follow all SITE SHE rules and instructions;
- contact their Nyrstar contractor Supervisor in the event of any uncertainties;
- immediately intervene in the event of an unsafe situation, action or situation which may lead to or threaten to cause damage to the environment.

Supervisors must also set an example by:

- displaying impeccable behaviour;
- acting immediately in the event of any concern regarding safety, health or environment.
- giving their staff the necessary authority to do the same;
- holding their staff responsible in a consistent manner for their conduct and performance.

The contractor organisation is expected to implement programmes and action plans with the aim of eliminating unacceptable SHE risks and ensuring a safe and healthy work setting for people and the environment.

Nyrstar Budel BV has further elaborated these rules in the booklet "Nyrstar Budel BV Code of Conduct". This booklet forms part of the SITE Regulations.





### 1.5.2 Organisational matters

It is not permitted to put up posters on the SITE, write on walls or place advertising material on vehicles, distribute leaflets, flyers or printed material, collect signatures, sell or advertise goods or hold meetings etc. without the explicit permission of the Management of Nyrstar Budel BV.

### 1.5.3 Portable music players

The use of portable music players is forbidden on the SITE<sup>1</sup>.

### 1.5.4 Electronic Communication Devices (ECD).

The use of mobile ECDs can lead to a loss of concentration and attention to what is happening in one's surroundings. In combination with the operation of equipment and machinery, this can lead to a dangerous situation.

At Nyrstar Budel BV, two different user groups are distinguished:

- Private devices;
- Devices provided by the employer.

#### Private devices

Personal mobile ECDs may not be used during working hours.

An employee may deviate from this rule in special and/or urgent circumstances following consultation with his/her supervisor.

**The use of mobile ECDs is only permitted if it can be done safely!**

### 1.5.5 Smoking

The smoking of tobacco and all other alternative forms of smoking (including E-cigarettes and shisha pens) is only permitted in designated areas.

From 1/7/2016, smoking is only permitted during the lunch break halfway through the shift.

From 1/7/2017, Nyrstar will be fully non-smoking and a complete ban on smoking will apply.

### 1.5.6 Eating, drinking and extra hygiene measures to prevent metal absorption.

Eating and drinking<sup>2</sup> is only permitted in the designated lunch rooms, the canteen, the control room and the office areas.

In zones<sup>3</sup> with the risk of exposure to lead, cadmium, mercury or arsenic, additional hygiene measures apply to prevent ingestion/absorption of these metals like:

- Using air showers for dust removal if these are present (Roasting and zinc concentrate unloading area). Compressed air hoses may not be used for this as excessive air pressure forces dust particles into the pores of the skin.

<sup>1</sup> Nyrstar tolerates use during breaks on the condition that Nyrstar's values and standards are respected. However, Nyrstar is not liable for any damage or theft which may occur.

<sup>2</sup> at high temperatures, it is permitted to drink from a sealable bottle of water or suchlike (sports drink, soup) in the Casting Department (see departmental procedure (BZ-AP02-005-S960).


<sup>3</sup> VGM 430 regulation: Biological monitoring and occupational hygiene measures when exposed to lead, cadmium, mercury and arsenic. This regulation describes the areas where there is a risk of exposure to the above-mentioned metals and where additional hygiene measures are applied in order to prevent ingestion/absorption into the body.



- Not only are employees forbidden to eat, drink or smoke in these areas, they may not carry food or tobacco products on their person. This measure is designed to prevent contamination of food or tobacco products which may lead to (later) ingestion/absorption of metals. Smoking in particular is a factor which strongly increases the absorption of lead, cadmium, arsenic and mercury.
- Regular cleaning of the canteens, the break areas and the changing rooms.
- Work clothing which is clearly visible contaminated, remains outside the canteen and company restaurant.
- Work clothing and clean clothing are stored in two separate clothing lockers.
- Work clothing may not be taken home and must be washed by a specialised company.
- An adequate stock of clean work clothing, including spare clothing, must be available so that contaminated work clothing can be changed frequently
- In addition, much stricter personal hygiene rules apply as normally applied, e.g.:
  - o Wash the hands and face before eating and smoking<sup>4</sup> ;
  - o Shower after work;
  - o Have all wounds properly cleaned and dressed (Company Medical Service or First-Aid practitioner );
  - o Frequently clean personal respiratory protection and change dust filters in good time;
  - o Use respiratory protection of the right size.

**1.5.7 Cordoning off a work area or dangerous situations**

The following types of barrier tape must be used on site in combination with the associated labels so that everybody is aware why the barrier tape has been put up.

 <p>Red-white tape</p>	<p>NO ACCESS for unauthorised persons.</p> <p><b>ONLY PUT UP THIS BARRIER TAPE WHEN NECESSARY!</b></p>
 <p>Black-yellow tape</p>	<p>ACCESS PERMITTED              but be careful because you are entering a dangerous work area.</p>

**1.5.8 Housekeeping or neatness and cleanliness**

The following guidelines apply in relation to neatness and cleanliness at the site:

- Never obstruct passageways. Never run hoses and cables along pedestrian routes, through cage ladders and upstairs and suspend those by using S-hooks as much as possible.
- Hoses and cable protector bridges: see paragraph 3.4.
- Keep the surrounding area free of waste and product (regularly remove demolition materials).

<sup>4</sup> Nyrstar has good experience worldwide with a special soap with a deep-cleansing action (heavy metals), particularly in the pores in the skin. This product is made by STOKO, type Solopol. We also recommend using the barrier cream, which helps prevent dust/metals penetrating into the pores in the skin: manufacturer STOKO, type Travabon S.



- During the work: keep the workplace as free as possible of loose materials and tools. Materials may not be stored close to the toe board on walkways and scaffolding.  
After work: leave the work place in clean condition and do not leave materials (e.g. used grinding discs) and tools lying around. A workplace is considered clean when it is in its original condition, except for the presence of a scaffold.
- Never leave scaffolding material lying around and never keep more material present in the workplace than strictly necessary (never exceed the scaffold load capacity!).
- Never leave insulation materials lying around, group them together and put them down out of the way in a safe place or tie them together. Always stow these materials in plastic bags when transporting them upwards or downwards (i.e. do not throw them into a container from a height, causing fibres to fly around).
- Upon leaving the workplace (during breaks as well): place tools neatly out of the way, disconnect electric tools and close the gas bottles.
- Store gas bottles in the designated locations.
- Equipment such as emergency power generators and diesel-powered welders should be placed as close as possible to the workplace, taking into account the minimum distances relating to exposure to diesel soot particles and exhaust gases.
- Bolts and nuts left over after disassembly that will no longer be used must be removed immediately. If they are to be re-used and stored at the work site, they must be placed in some form of packaging to prevent objects falling from an elevated height.

Inspections will take place at regular intervals during the work in order to check "Housekeeping". If dangerous situations arise due to insufficient "Housekeeping", work will stop until the situation becomes acceptable again.

## 1.6 Compliance Policy & Life-Saving Rules

Health and safety in the workplace is a shared responsibility and all employees, contractors and third parties will therefore be held responsible for their behaviour and actions:

**Immediate intervention in the event of any unsafe actions!**

Deliberate violations of SHE rules and any persistent unsafe behaviour will lead to formal sanctions. The conscious endangerment of one's own or other people's safety or health or the pollution of the environment can lead to the enforcement of the "SITE Compliance / Sanction Policy".

This may also have consequences for the acquisition of rights of access to other Nyrstar locations.

The "SITE Compliance Policy" is based on the decision diagram at the end of this paragraph. This decision diagram applies to both Nyrstar Budel employees and contractor employees, however the penalties may differ.

The decision diagram helps to ensure preventive action in specific situations and provides support when analysing situations and defining the correct procedure.



Nyrstar Budel BV has set down safety rules and procedures in its management system. In addition, Nyrstar also has a number "Life-Saving Rules", see [www.nyrstarbudel.nl](http://www.nyrstarbudel.nl)

### Life-Saving Rules

**1** I will never be in possession or under the influence of alcohol or drugs while at work.

**2** I never work at heights without permission and without adequate fall arrest/protection and prevention systems.

**3** I won't operate mobile equipment without the required training, authorization or certification for each specific piece of equipment or work undertaken.

**4** I never bypass or shortcut safety devices or remove protective guards or barriers without permission. I never enter a restricted area (cordoned off area's) without permission and authorization.

**5** I never perform work associated with a high fire risk or work with hot metals without adequate training or without authorization. I will always wear my personal protective equipment and will follow the safe work procedures

**6** I never work on energized equipment without applying my personal isolation lock and tag except under approved and permitted live testing/energized work. I will never remove somebody else's lock or tag.

**7** I do not enter confined spaces without entry permit and only if I have received instructions about the risks and controls for working in confined spaces.

**8** I never walk or stand under a suspended load or operate lifting equipment without the required training, certification and authorization.

**9** I never work in trenches that are not adequately braced or under parts that hang loose. An LMRA (Last Minute Risk Analysis) is always performed in such cases.

**10** I never work with explosives without prior training and without authorization.

The "SITE Compliance Policy" is immediately applicable if one or more of these "Life-saving rules is violated.

#### Contractors and third parties:

If rules and instructions are not observed, work will in the first instance be interrupted until the shortcoming in question is remedied.

Any consequences and sanctions resulting from the violation of the Life-Saving Rules will be determined initially by the contractor organisation. The contractor must inform the responsible Nyrstar MT member regarding the measures taken and those still to be taken.

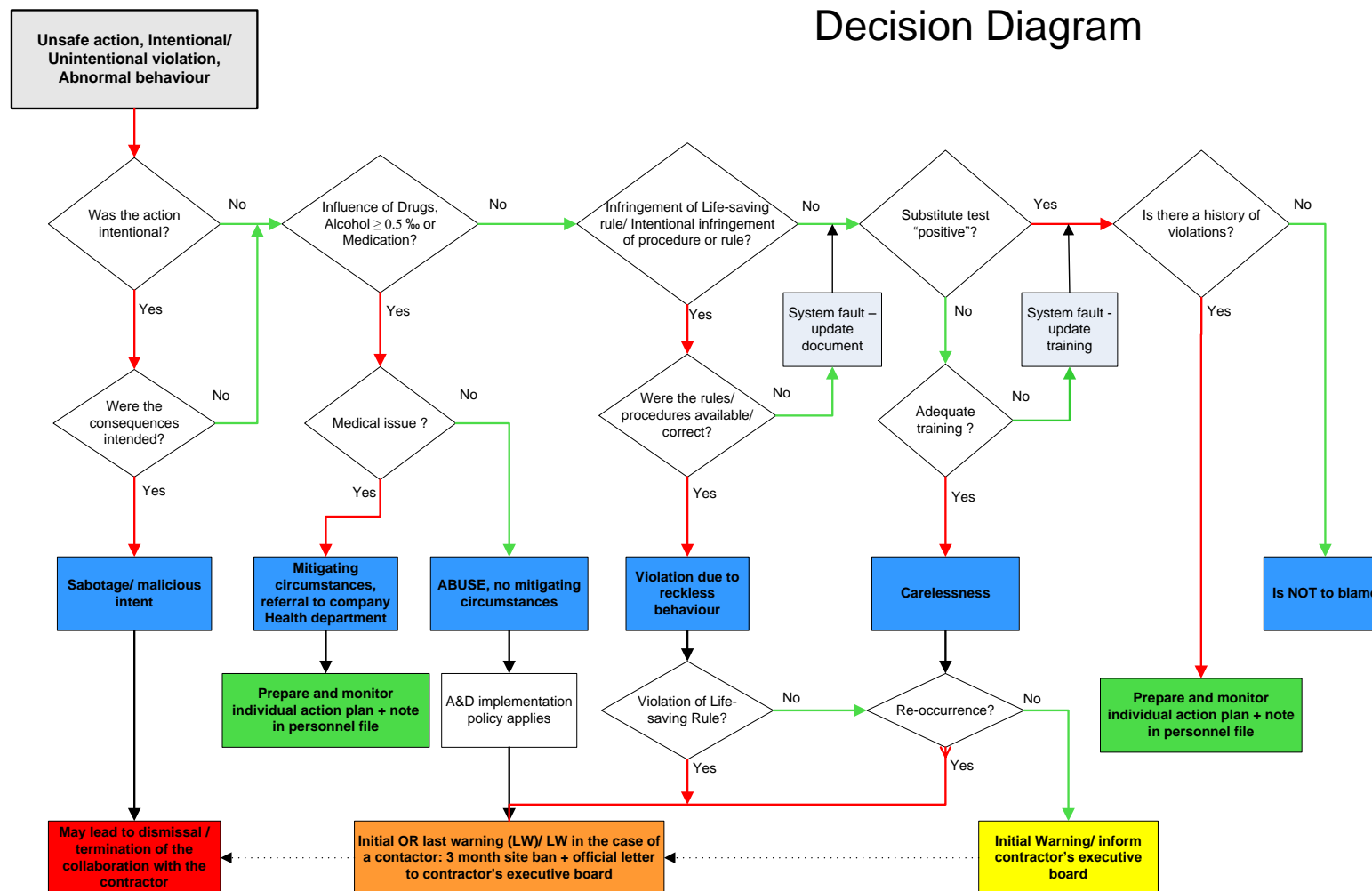
Nyrstar Budel BV has the right to take disciplinary actions in the event of serious violations. Any costs which may ensue as a result are payable by the contractor.

In the event of a reckless violation of the "Life-Saving Rules", contractors and third parties will always be barred from access to all Nyrstar SITES for a period of 3 months.

The repeated conscious or unconscious violation of procedures and rules by employees of the same organisations is regarded as a deliberate violation by the organisation in question (business at risk).

Violations are registered and included in the supplier evaluation.

## Decision Diagram



\* Substitute test "positive": if, under the same circumstances, a different employee who occasionally performs the task would have acted in the same way.

## 1.7 Causing of damage

Damage to buildings and company equipment must be avoided at all times.

Third parties and contractors are liable for all damage caused to Nyrstar Budel BV (persons, buildings, material and specific PPE which is loaned out) or to third parties as a result of the actions or negligence of its representatives, personnel or personnel of its sub-contractors.

If any damage is caused, the relevant Nyrstar contractor supervisor must be informed immediately.

## 1.8 Communication of SITE Regulations

The SITE Regulations can be consulted on the Nyrstar Budel BV website (see [www.nyrstarbudel.nl](http://www.nyrstarbudel.nl)).

Nyrstar Budel BV adheres to the following principle:  
"Everyone present on the SITE is deemed to know the SITE Regulations."

The SITE Regulations are currently available in Dutch and English.  
The translation of the Regulations into other languages is permitted.

## 1.9 Administrator of SITE Regulations

The Management Team of Nyrstar Budel BV is the owner of the SITE Regulations.  
The "Management Systems" department has been appointed as administrator.  
If you have any suggestions for improvement, you can send them to the following address: [info.siteregelgeving@nyrstar.com](mailto:info.siteregelgeving@nyrstar.com)





## 2. SECURITY

### 2.1 General

The entire company premises of Nyrstar Budel BV is sub-divided into two areas:

- a. The area within the fence (located at Hoofdstraat 1, Budel-Dorplein), also known as the Nyrstar Budel SITE.
- b. The area beyond the fence of Hoofdstraat 1, Budel-Dorplein.
  - Controlled area (Port & Central Parking Area)
  - Uncontrolled area (Wood and wetland area)

The area within the fence is an enclosed area with secured access. One can only enter the site with the following:

- An access badge issued by the Security Department;
- Permission from the Security Department (for freight transport).

Notes:

- Freight transport must drive to the porter's lodge (barrier gate) and park in the lorry parking area. This parking area is located within the fenced enclosure. Once they have parked, drivers must report to the Expedition Department (opening times 7.30am to 3.30pm). If nobody is present, the Security Department will deputise.
- Captains must report to the Security Department by telephone once they have moored in the port.

### 2.2 Access regulations for persons

Access to the SITE is only granted to persons in possession of a valid access badge. This access badge is strictly personal and remains the property of Nyrstar Budel BV. An access badge is issued under the following circumstances:

- There is a justified reason for the person in question to be present on the SITE;
- The person in question is aged 18 years or above;
- The person in question has not been banned from the SITE;
- The person in question is not under the influence of alcohol, drugs or any similar substances;
- The request for access has been approved.

There are various access schemes, each with their own method of requesting access.

1. Employees of SITE users;
2. Visitors;
3. Couriers & drivers of non-ADR goods;
4. Couriers & drivers of ADR goods;
5. Nyrstar Budel BV contractors;
6. NedZink contractors;
7. Other contractors;
8. Electricity network operator Tennet;
9. Government inspectors and supervisors.



**2.2.1 Employees of SITE users**

Access requests for employees of SITE users, temporary and holiday workers are dealt with by the HR department of the SITE user in question. This department is also responsible for issuing the access badge.

**2.2.2 Visitors, contractors and third parties**

Table 2.1: Access conditions

		Visitors <sup>1</sup>	Driver / courier <sup>1</sup>	Driver / courier ADR <sup>1</sup>	Nyrstar Budel contractor <sup>2</sup>	Nedzink contractor <sup>1</sup>	Other contractors <sup>1</sup>	Network operator Tennet <sup>1</sup>	Supervisor & Inspector
A	Registered by SITE employee	x			x	x	x		
B	Valid proof of identity	x	x	x	x	x	x	x	
C	Government identification card including indication SPV/Enf.								x
D	Identification card of network operator (Tennet)							x	
E	Pass test on general Nyrstar Budel BV safety film			x	x		x	x	
F	Picked up by his/her contact person	x			x <sup>3</sup>				x
G	Fully completed and signed registration document				x				
H	VCA / SCC safety certificate (for dangerous work)				x	x	x		
I	Valid lorry drivers' licence for drivers		x	x					
J	Command on Dutch, English, French and German		x <sup>4</sup>						
K	Command of Dutch, English and German			x <sup>4</sup>					
L	Valid ADR professional competence certificate			x					
M	Possible ADR supplement with one of the modules: Tank transport / class 1 (explosive) / class 7 (radioactive substances)			x					
N	Proof of training in solo loading/unloading			x					
O	Valid trailer or half-trailer certificate			x					
P	Delivery note for delivery of goods		x	x					
Q	(Oral) permission from installation manager							x	

<sup>1</sup> Submit request to: Security Department (entrance Hoofdstraat 1, Budel-Dorplein). Access is valid for a maximum of 24 hours.

<sup>2</sup> Submit request form "Access for contractors", valid during Turn Arounds & Cleaning Stops, for in-house contractors and projects with foreign contractors to the Nyrstar Budel BV contact person. Access is valid for a maximum of 1 year, taking into account the validity of the VCA certificate, proof of identity, employer's declaration, suitability for work or other significant changes concerning the request in question. If the employee in question leaves the employment of the contractor, the contractor organisation must immediately report it to Nyrstar Budel BV and return the badge.

<sup>3</sup> Picked up on first visit or following long-term absence (one year).

<sup>4</sup> It is not permitted to enter the site with more than 1 person in the driver's cabin (i.e. no colleagues, relative, animals or children).

**2.2.3 Additional information**

- Those arriving as visitors must be registered in advance with the Security Department by a SITE employee and accompanied at all times by a permanent badge holder.
- Requests via the "access form for Nyrstar Budel contractors" must be sent to the Nyrstar contractor supervisor at least 7 days prior to attendance. The Security Department will then process the request and arrange for the creation of the access pass.





- The Nyrstar contractor supervisor is responsible for ensuring that the contractor supplies the access-registration details on time.
- Working in the Netherlands without a residence permit is permitted for persons with Dutch citizenship or persons from one of the countries of the European Economic Area (free labour permitted) and Switzerland.
- An employer's declaration must be submitted which states that the contractor employer is in paid employment.
- Foreign employees from EU/EEA countries (except for Croatia) must prove in which country they are socially insured.
- All non-EU/EEA employees (including Croatia) must submit a valid Dutch residence permit.
- A copy of the VCA certificate and/or equivalent (see SHE regulation 010) must be submitted.
- The security officer will check the validity and authenticity of the ID-card before issuing the access badge (Nyrstar Budel BV uses a scanner for this purpose).
- If you have lost or forgotten the access badge, you must report to the Security Department. You can obtain a day pass by showing your identity document. If your badge is lost permanently, you will be charged a fee of 50 Euro.
- During your visit, your access badge must not be worn so that it is visible. However, it must be shown on request together with a valid proof of identity.
- Access rights will be withdrawn as soon as it appears that:
  - o conditions for the issuing of access badge are no longer being fulfilled;
  - o it has been or is being misused;
  - o changes have been introduced or an attempt has been made to do so.
- All access badges remain the property of Nyrstar Budel BV. If the access badge is not returned to the Security Department following the end of the work activities, a fee of 50 Euro will be charged to the contractor of Nyrstar Budel BV. The registration details will be erased 5 years after the last visit to the SITE.

## 2.3 Access regulations for vehicles

### 2.3.1 Conditions of access

- Vehicles for the delivery and/or collection of materials, goods, raw & auxiliary materials, end products etc.
- Contractor vehicles which are recognisable by virtue of a permanent logo or lettering on the vehicle which is legible at a distance.
- Vehicles of which the driver has a parking permit and/or individual permission.
- Bicycles, mopeds and motorcycles.

### 2.3.2 Parking permit

Table 2.2: Types of parking permit

Colour	Description	Validity	Applicant	Issuer
Orange	Permit for loading/unloading materials and tools	1 hour	Individual	Security
Blue	Day permit	24 hours	Individual	Security
Red	Continuous permit	1 year	Contractor supervisor	Security
Green	Transport permit (longer than 1 week)	1 year	Contractor supervisor	Security
-	Individual permission	unlimited	Manager	Security



- Contractors with (passenger)vehicles (not fitted out as a service van) will only be allowed limited access to the site, they are given an orange parking pass and may unload their materials and tools (only if these are portable) at the place where the work is to be performed and must then park their vehicle in the car park outside the company site.
- If the Nyrstar Contractor supervisor is of the opinion that the technician really does require the commercial vehicle (e.g. heavy materials and/or heavy tools in the vehicle) and the commercial vehicle needs to be parked close to the contractor, a blue parking pass will be issued for the vehicle.
- If this person is to come to the site for a prolonged period, longer than one week, he will be given a "red parking pass request form", which must be filled out by the Nyrstar Contractor supervisor. Next, the request form is submitted to the Head of Security, or his deputy, for approval, and initialled to indicate official allocation of the parking pass. The parking pass is then given to the driver.
- The following information is shown on all parking passes:
  - o The registration number of the vehicle
  - o The date of issue and maximum period of validity
  - o In the case of an orange parking pass, the time of issue is also shown.
  - o The permanent parking space where the holder may park. This is on gravel beds close to the areas designated and signposted as assembly areas.
  - o If a different parking space is necessary related to the work area, the security department allocates an alternative parking space.
- A green parking pass authorises the holder to drive in all areas of the entire site, rather than from and to the location where the work is performed, and to park in spaces other than those allocated by the Security department.
- The Dutch Highway Code is applicable on the company premises.
- Vehicles may only be parked in the designated areas. In the case of repeated unauthorised parking, or failure to comply with the speed limit, authorisation to drive the vehicle onto the site will be revoked.
- Contractors may never park in a way that obstructs access, creates dangerous traffic situations, blocks escape routes and hinders access to fire hydrants. In addition, contractors may not park close to air intakes or under pipe runs supported on columns. Fire hydrants must be kept free of obstruction and accessible at all times.
- Contractors park on the site at their own risk.

## 2.4 Incoming and outgoing goods

Table 2.3: Required documents for incoming and outgoing goods

Goods category	Required documents		Remarks
	delivery	removal	
End products	-	Freight documents	
Raw and auxiliary materials	Freight documents	-	
Goods for revision	Freight documents	Freight documents & cleaning declaration	
Waste	-	Port certificate until removal*	
Technical and auxiliary goods including laptops.	Delivery and removal list Port certificate until removal*		Provide details of goods
	Designation from company that goods are sustainable		No documents necessary
Large projects	Delivery and removal list Permission for removal		Customised via Security Dept.

\*Signing off of port certificate until removal by Nyrstar (Contractor) supervisor



## 2.5 Accessibility of roads

The complete or partial blocking of roads may only occur once permission to do so has been granted by the Security Department. Any request in this regard must be submitted to the Security Department at least 24 hours prior to the blockage. The Security Department will inform the relevant departments and take the necessary measures to ensure traffic safety and guarantee adequate assistance.

## 2.6 Search obligation

There is a search obligation on the SITE, the aim of which is to determine whether goods are being delivered to and removed from the SITE in accordance with the stated rules and regulations. Everyone must lend his/her cooperation to any search request.

- A targeted search can be carried out within the context of an investigation following the reporting of a suspected theft or embezzlement.
- A search is always carried out by a security officer authorised to do so.
- In principle, the search takes place at the entrance. Upon the request of the security officer with search authorisation, the driver must show the goods being transported by him/her by opening the boot of the car or unpacking the bag in question.
- The search of hand baggage may take place upon request in an appropriate room which offers a sufficient guarantee of privacy.

## 2.7 Alcohol & drugs

The basic principle is that alcohol, drugs and work do not go together and the Security Department is therefore authorised to check whether someone is under the influence or in possession of alcoholic drinks or drugs.

### 2.7.1 Alcohol test

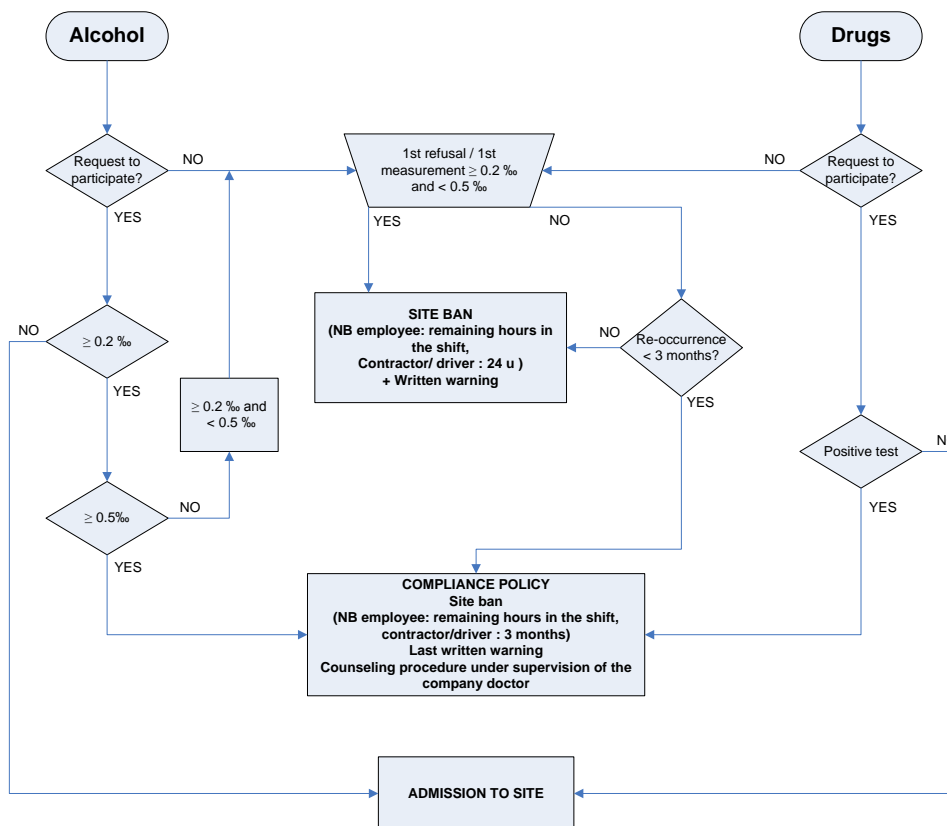
Any person who wishes to enter or is already on the SITE can be tested for alcohol by means of an alcohol test (breath test). An alcohol test may be conducted after one has been involved in or caused an incident. The test will be conducted using calibrated measuring equipment.

If the person tested has an alcohol percentage of  $\geq 0.2$  promille, he/she will be refused access to the SITE and his/her supervisor or representative must be informed. The representative is responsible for ensuring that the person in question gets home safely.

An alcohol percentage of  $\geq 0.5$  promille or a recent alcohol or drugs-related denial of entry to the SITE is regarded as a violation of the "Critical Safety Rules" and will be handled in accordance with the "SITE Compliance Policy" as illustrated in the alcohol and drugs decision flowchart below. The test subject will be taken home by the supervisor/manager or his/her representative.



### ALCOHOL AND DRUGS DECISION FLOWSHART



#### 2.7.2 Drugs test

Any person who wishes to enter or is already on the SITE can be tested to see whether they are under the influence of drugs. A drugs test may be conducted after one has been involved in or caused an incident. In the event of a positive drugs test, the person in question will be refused access to the SITE and his/her supervisor or representative must be informed. The representative is responsible for ensuring that the person in question gets home safely. A positive drugs test is regarded as a violation of the "Critical Safety Rules" and will be dealt with in accordance with the "SITE Compliance Policy".

Nyrstar Budel BV uses one of the following testing methods:

- Saliva test;
- Assessment of the so-called psychomotor functions (reaction time, balance function and pupil size) and visual and speech functions.

#### 2.7.3 Refusal to submit to an alcohol or drugs test

To submit to the test is voluntary. However, in the event of a refusal, the person will be suspected of having used alcohol or drugs (placement in the category  $\geq 0.2$  promille and  $< 0.5$  promille alcohol). Access to the SITE will be refused and the supervisor or representative of the person in question will be informed.



#### **2.7.4 Possession of alcohol or drugs**

At Nyrstar Budel BV, it is not permitted to be in possession of alcohol or drugs on the company premises. However, if an employee is found in possession of alcohol or drugs (this includes in his/her locker and means of transport on the SITE), his/her supervisor or representative will be informed. The "SITE Compliance Policy" will also be followed.

Alcoholic promotional gifts can be handed to the Security Department.

#### **2.8 Filming and photography**

The making of photographic or film material for use in company activities is prohibited for employees, contractors or third parties.

No separate permission is required for the taking of photographs for the purposes of work preparation and the drawing up of work instructions.

#### **2.9 Police involvement**

The police will always be involved in the event of any criminal acts or suspected criminal acts.



### 3. TRAFFIC & INFRASTRUCTURE

#### 3.1 General

The Dutch Highway Code is applicable on the SITE. This means that all vehicles on the premises must comply with the "Vehicle Regulations", including the usage requirements (securing of freight, etc.). If a vehicle does not comply with the stated requirements, additional measures must be taken in consultation with Nyrstar Budel BV. For example, the accompaniment of the vehicle after sundown if the vehicle is not equipped with lights. The wearing of a safety belt is obligatory in all vehicles used on the SITE<sup>1</sup>.

<sup>1</sup> due to specific safety risks and the very low speed (5km/h), this does not apply to the ladle cars.

#### 3.2 Speed

The maximum speed is limited to 15km/hour. This speed limit applies to the SITE as well as the central parking area. Nyrstar Budel BV will regularly carry out speed checks to ensure that the maximum speed limit is being observed.



#### 3.3 Special forms of transport

##### 3.3.1 Ladle cars

In deviation from the Highway Code, ladle wagons always have right of way. The ladle cars transport liquid zinc from the Casting Department to the Zinkdust and to NedZink BV.

Although this transport takes place at a low speed, liquid zinc can nevertheless escape from the transport container if the vehicle is forced to stop suddenly. Hence the reason that the ladle wagons always have right of way over other road users.

- Always maintain a sufficient distance between your vehicle and the ladle wagons (at least 3m)
- Take into account the fact that the driver only has a limited rear view (therefore never approach the ladle car from behind);
- Always give way to the ladle cars.



Figure 3.1: Ladle car

##### 3.3.2 Train

One or more trains enter the SITE daily. These trains transport a.o. zinc concentrates. A train always has right of way on the SITE.



### **3.3.3 Continuous track vehicles**

Vehicles with unprotected continuous metal tracks may not be driven on the SITE roads. The continuous tracks must be fitted with rubber blocks which prevent the road from being damaged. However, if the road is damaged, the repair costs will be charged to the Contractor of Nyrstar Budel BV.

### **3.3.4 Special transport**

For the special transportation of large or heavy objects, information must be gathered in good time concerning the condition of the road/the ground and all necessary safety measures must be taken. Primary attention must be paid to narrow passages, the headrooms, protruding constructions (e.g. wire and pipe racks), the route of control and electrical cables, etc.

The Security Department must be informed of the transport at least 24 hours in advance.

### **3.3.5 Nyrstar payloaders, forklift trucks and traffic circulation plan**

A one-way traffic circulation plan for all vehicles is in force at the site. The production process takes priority however, so internal forklift truck traffic for Nyrstar and Nedzink is exempted, as are the Nyrstar payloaders.

## **3.4 Cable and hose bridges**

If cables or hoses are being laid over a road route, they must be placed in a so-called cable or hose bridge.

Such a bridge prevents damage to the cables and (fire)hoses and reduces the danger of tripping and electrocution.

## **3.5 Wire and pipe racks**

No flammable materials may be used, no vehicles may be parked and no temporary building works may be placed below or next to wire and pipe racks.

## **3.6 Exceptional circumstances**

Due to the nature of the activities undertaken, the Management of Nyrstar Budel BV may in exceptional circumstances give permission to deviate from the Dutch Highway Code.





### 3.7 Electrical supplies

#### 3.7.1 Electrical connections on the site

CEE FORM		
63 A - 400 V	32 A - 400 V	16 A - 230 V
3 pole + neutral + earth earth 6h	3 pole + neutral + earth earth 6h (limited availability)	1 pole + neutral + earth earth 6h

A permanent supply can be made available for connections exceeding 63 A. During "stop" and "TA" work, contractors are responsible for providing their own temporary electrical connection boxes. The supervisor must be contacted for details of connection possibilities and locations.

The requirements for electrical (hand) tools are set out in VGM340.

#### 3.7.2 Use of temporary plant

The areas for placing generators, welding transformers, power distribution systems, etc. must be determined in consultation with the supervisor.

Generators must be earthed according to NEN1010/NEN3140.

Temporary electricity supply cables must be run in such a way that they will not cause people to trip and fall and they must be protected against impact, crushing and breakage. The cables may under no circumstances be run along pedestrian paths and on stairs. Plastic S-hooks should preferably be used.

The contractor must ensure that the temporary electrical connection boxes comply with NEN1010/NEN3140. This also applies to the measures taken to provide a safe voltage for work that takes place in enclosed spaces.

Contractors requiring a connection point on the plant must request this via the supervisor at Nyrstar Budel and indicate the desired power rating. The supervisor will indicate the connection point (possibly after internal consultation).

A 5-core cable must be used for a three-phase plus neutral connection, or a 4-core cable with an earthed sheath. In the case of connections for 200 A or more, a separate earth cable must be provided (16 mm<sup>2</sup>).

The contractor's electrical system must comply with the safety regulations according to NEN 1010. The contractor is fully responsible for all the materials and equipment it uses.

See VGM 301 for details of connections in temporary site buildings, workshop containers, etc.

In the event of a power failure, all machines must automatically switch off in order to prevent dangerous situations when the power is restored.





## 4. HEALTH & SAFETY

### 4.1 Policy

The policy of Nyrstar Budel BV can be found on the website at [http://www.nyrstarbudel.nl/info-voor-contractors/SITE Regulations](http://www.nyrstarbudel.nl/info-voor-contractors/SITE%20Regulations). However, these are currently only available in Dutch.

### 4.2 Safety First Standard

Nyrstar undertakes to ensure the highest standard of health and safety. This is set out in the Safety First Standard which can be found on the website at [www.nyrstarbudel.nl](http://www.nyrstarbudel.nl).

Since health and safety in the workplace is a shared responsibility, all Nyrstar employees and contractors will be held responsible for their performance and conduct.

### 4.3 Training and instruction

Anyone who visits a department independently or who accompanies others on a visit to a department must be able to prove that he/she has seen the General Safety Film and the Departmental Safety Film. The safety film(s) must be watched again on a periodic basis. In addition, there are also separate instructions for drivers, couriers and visitors.

Table 4.1: Department films

Safety films	Production department						Info-flyer
	General	S920*	S940*	S940 WZ*	S950*	S960*	
Visitors							X
Drivers & couriers of non-ADR goods							
Drivers & couriers of ADR goods	X						
Drivers of ADR goods, solo loading/unloading**	X	X	X	X	X	X	
Nyrstar Budel BV Contractor employees**	X	X	X	X	X	X	
NedZink contractors							
Other contractors**	X						
Network operator (Tennet)	X						
Supervisors & inspectors							
Nyrstar Budel BV employees***	X	X	X	X	X	X	

\* only when the department in question is visited

\*\* at least once a year

\*\*\* at least once every 3 years

Visitors must be accompanied at all times and are, as a result, not obliged to watch the general safety film during a visit to the production departments. However, contractor employees are of course required to watch the general and department-specific safety film.



#### 4.4 Department registration

Anyone visiting a production department is required to register with the control room. Registration takes place as follows:

- By informing the operator on duty of the reason for the visit;
- By mentioning any particular details which may be relevant in relation to safety during the visit;
- By registering in the 'visitor book'. Visitors must also sign out when leaving the department.

Visitors are only permitted to enter and exit the department via the routes indicated in Table 4.2.

Table 4.2: Different departments, locations of visitor books and obligatory entrances and exits.

Department	Location of visitor book	Entrance and exit
S910: Ore Building <sup>(1)</sup>	Ore Building control room, if not there Control Room S920.	Door at the front of the Ore Building.
S910: Ore unloading	Ore unloading control room, if not there Control Room S920.	Door on the front side of the Ore unloading building.
S910: Acid storage and loading	Acid loading control room, if not there Control Room S920.	Acid transport building.
S920: Roasting & Sulphuric Acid Production and Utilities	Control Room S920	Door at the back (trackside), via ascending spiral staircase
S940: Leaching & Purification	Control Room S940	Door in side wall 14 or footbridge to S950
S940: Effluent Purification process	Control Room SRB, if not there Control Room S940 or Control Room TPF.	Entrance to Control Room SRB Entrance to Control Room TPF
S950: Electrolysis/anode casting/zinc dust factory	Control Room S950	Door in wall along road 14 or footbridge from S940
S960: Melting/Casting <sup>(2)</sup>	Control Room S960 (Teamleader)	Wicket door in south hall via walkway to control room <sup>(1)</sup>

<sup>(1)</sup> Visitors to the Ore Building from departments other than S910/S920 must always be accompanied by an employee from S910/S920. Both the visitor and the accompanying employee must have been instructed in accordance with Task Procedure BZ-AP02-001-S920 "Entering Ore Building".

<sup>(2)</sup> Passage from Electrolysis to Melting/Casting and vice-versa via the loading platform is therefore not permitted!

#### Exceptions

In general, the obligation to register and fill in the attendance register does not apply to:

- staff who normally carry out their work activities in the department in question. This concerns OPS staff from the department in question and the staff of engineers or maintenance supervisors connected to the department.
- Employees who carry out work within the department with a valid work permit.



For employees with a supervisory function who must be present regularly and/or at several locations within the department on the same day, the following applies:

- It suffices to register and sign-out at the beginning and end of the period in which the work they are supervising takes place.
- If the work continues for more than one day, they will sign out at the end of their working day.

#### 4.5 Work clothing and PPE

Nyrstar Budel BV operates four different levels with regard to work clothing and PPE.

Table 4.3: Location-specific work clothing and PPE requirements

Level	Location	PPE
0	Area before Delhaizeweg & Offices	No special requirements
1	Area beyond Delhaizeweg including zinc loading and port <sup>(1)</sup>	- "High visibility" protective work clothing - Safety helmet - Safety shoes - Safety goggles
2	Department or location	Supplemented by departmental regulations <sup>(2)</sup>
3	Specific work activities in department or on location	Supplemented by specific regulations from WMS, TRA, CSC <sup>(3)</sup>

<sup>(1)</sup> The designated walking route from and to the contractor park of the Roasting and Sulphuric Acid Production department is excluded.

In addition to a safety helmet, safety shoes and safety goggles, lorry drivers loading zinc in the zinc warehouse must also wear protective clothing covering the limbs in combination with a high-visibility vest.

<sup>(2)</sup> A summary list is available from each production department (BF-9053-L006.(1,2,3,4,5)-Vei). These lists state which PPE is required when one is present in a particular area. Places where a particular sort of PPE is required are indicated by means of an order sign.

<sup>(3)</sup> The standard PPE is sufficient for a large number of work activities. However, there are work situations and circumstances in which the wearing of additional PPE is necessary and obligatory. The additional PPE which must be worn is determined in a Work Method Statement (WMS), Task Risk Analysis (TRA), work instruction or Confined Space Card (CSC). The work permit will indicate which documents are applicable.

Further explanation is contained in SHE100 "The provision and use of personal protective equipment." For drivers and train personnel, these regulations apply from the moment at which they leave their vehicles. For captains and their crew, these regulations apply from the moment at which they begin preparing for loading until it has finished.

##### Provision of PPE to contractor employees

The contractor is responsible for providing its employees with PPE. If, in relation to the work being carried out, the PPE is deemed to be part of the contractor's standard equipment, it is then primarily the responsibility of the contractor to make this equipment available to the employees working under its authority.

Unless mentioned otherwise in the contract/mission statement, specific PPE will be provided by Nyrstar. However, it remains the responsibility of the contractor to:

- check such PPE/articles before use and use them in the correct manner;
- issue the necessary instructions to the employees working under its authority prior to use;
- return the PPE/articles provided on loan in their original condition.



## **4.6 Working conditions**

### **4.6.1 Work interruption**

Under Article 38 of the Working Conditions Act, employees have the right to discontinue their work in the event of the imminent threat of serious danger. Two conditions must be fulfilled in order to interrupt work:

- In the opinion of the employee, there must be a serious danger to people (the employee him/herself or others);
- The danger must pose an immediate threat.

Those who interrupt their work are required to report it immediately to their supervisor or, in the supervisor's absence, to the next most senior supervisor.

The supervisor will then do the following:

- Check whether there is an immediate threat of serious danger and, if necessary, take measures to remove the danger.
- If, in the opinion of the supervisor there is no (longer any) serious danger present, the supervisor will inform the employee in question and provide reasons for his/her decision.

If, upon the request of the supervisor, the employee does not resume his/her work, the next most senior supervisor<sup>3</sup> and the Nyrstar Budel BV Safety Advisor will be informed. These will then assess the work activities in question and arrange for any additional measures to be taken.

The Inspection Service I-SZW (labour inspection) will be informed if the employee does not resume work following a request to do so from his/her supervisor. The supervisor will then discuss the matter with the Nyrstar Budel BV Safety Expert and the Inspection Service and inform the employee(s) in question regarding the outcome of the discussion.

### **4.6.2 Measures in exceptional weather conditions**

The Security Department is authorised to give notice of additional measures in the event of exceptional weather conditions by means of a weather alert. This alert will be sent to all Nyrstar Budel BV employees and the permanent contact persons of NedZink by e-mail. The Nyrstar Budel BV contractor supervisor and/or licensing officer (senior supervisor) is required to forward this information to the relevant contractors.

The end of the weather alert will also be communicated by e-mail.

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<sup>3</sup> In the case of a Nyrstar employee, a Nyrstar MT member will be informed.



### **Code Yellow**

You are urgently requested to:

- inform employees and contractors;
- close windows and doors;
- open blinds;
- do an extra safety check on loose materials (secure or tidy up);
- close tent doors and secure the tents properly;
- remove or secure loose material on scaffolds.

### **Code Red**

You must:

- stop any lifting work and retract cranes;
- stop all work on roofs, silos and bunkers;
- stop all work in conductive confined spaces;
- stop all work with ladder lifts;
- to leave all mobile scaffolds, hydraulic arms, crane baskets and scaffolds which are outside;
- not go outside unnecessarily due to the danger of flying objects.

### **Code RED!**

**All permits for outdoor activities are immediately suspended and must be reauthorized once the alarm code has been cancelled.**

In extreme weather conditions such as snow, ice and mist, the Security Department may, in consultation with the assigned MT member or the Coordinator of Site Logistics, decide to take/announce additional measures concerning the road transportation of dangerous substances. This may mean suspending road transport or imposing further regulations (such as adjustment of the speed limit or the accompaniment of transport).

#### **4.6.3 Measures in event of SO<sub>2</sub> warning**

Under certain circumstances during starting, stopping or in the event of disruptions in the Roasting, Sulphuric Acid Production & Utilities department, SO<sub>2</sub> (sulphur dioxide) emissions may occur.

If there is a chance of an increased emission, the department management will inform the Security Department. The Security Department will then inform the Nyrstar Budel BV and NedZink departments which are downwind. Advice will be issued to remain inside and limit ventilation from outside until further notice or until 30 minutes following the announcement.

Note: If inhaled, SO<sub>2</sub>/SO<sub>3</sub> can cause irritation and in large quantities (higher than the norm) can lead to breathing problems. People with breathing difficulties, asthma or chronic lung diseases are particularly sensitive. Asthma attacks may occur if there is a high level of sulphur dioxide in the air.

#### **4.6.4 Asbestos & ceramic fibres**

In unforeseen circumstances in which asbestos and ceramic fibres are encountered despite thorough checks, work activities must be stopped immediately and the Nyrstar contractor supervisor must be informed.



#### 4.7 Work permits

For the carrying out of work activities which do not form part of normal work operations and whereby particular risks may arise, the work permit system applies in accordance with Management Procedure MP650.

Work may only be performed at Nyrstar Budel if the party performing the work is in possession of a valid work permit. The party requesting authorisation for the work must ensure that the first part of the work permit has been correctly filled out.

In a number of cases, an information sheet must also be added to the work permit. For example, in the case of lifting work, work in confined spaces, excavation work, flushing and cleaning work and work with elevating platforms (boom lifts, etc).

The work permit comes into effect after the required management and transfer measures have been implemented and the permit holder has indicated approval of the information provided. Before work starts, all measures stated in the work permit must be checked by performing a "Last Minute Risk Analysis". If in doubt: do not start work!

The work permit is only valid on the day or for the period for which it has been issued and must be handed in at the end of each working day.

#### 4.8 LMRA

LMRA (Last Minute Risk Analysis) or start-work analysis is a brief risk assessment which must be carried out directly before the start of work at the work site by the employees who are going to carry out the work.

The aim of the LMRA is to assure employees on the work site that all SHE risks have been recognised and that adequate control measures have been taken to prevent incidents and accidents. Detailed information can be found in the LMRA work instructions.



#### 4.9 Electrotechnical safety

Work on the Nyrstar Budel BV SITE is carried out in accordance with the following standards and guidelines:

- NEN-EN 50110-1, NEN 3140 for low voltage (LV: voltage below 1000V AC or 1500V DC)
- NEN 3840 for high voltage (HV: voltage above 1000V AC or 1500V DC).

Contractor employees who are carrying out electrotechnical work on a project basis must be registered by the employer in question in accordance with NEN3140/3840. The registration must be in the possession of Nyrstar Budel BV's Installation Manager (IM) before the start of the work in question.



## 4.10 Dangerous goods and transport safety

### 4.10.1 General

- It is forbidden to:
  - o bring dangerous substances/goods onto the Nyrstar SITE which have not been ordered by a SITE user;
  - o bring guests/unauthorised persons onto the Nyrstar SITE.
- Dangerous goods which are brought onto the Nyrstar SITE must be transported in accordance with the regulations of the following agreements:
  - o **ADR** for road transport;
  - o **CMR** is applicable to all road transport from or to a country which is a member of the convention;
  - o **RID** for rail transport;
  - o **ADN** for transport on inland waterways.
- If the ADR goods, with the exception of sulphuric acid or other agreed chemicals are unloaded or loaded outside office hours, the security department must be notified accordingly beforehand (in writing or by telephone).
- Dangerous goods must be correctly packaged during transport on the Nyrstar SITE. This means that the packaging must bear the UN quality hallmark and also meet its requirements.
- The packaging must be clean and have the required labels.
- The transportation of dangerous substances in vehicles only suitable for passenger transport is not permitted.
- Gas bottles must be stored upright.

### 4.10.2 Loading and unloading

- The loader (owner) must always be reachable so that he/she can move his/her vehicle immediately in the event of an emergency.
- During loading and unloading, the loader (owner) will always watch over the activities and can intervene immediately where necessary.
- In addition, the specific Nyrstar Budel BV loading and unloading instructions must be followed.
- The loading and unloading hoses must be checked visually prior to commencement and may not show any defects.
- The loading and unloading hoses must be tested at least once a year at a pressure of at least 1 x the design pressure. The test report must be present with the hoses.

### 4.10.3 Transport by forklift truck

The transportation of dangerous substances by forklift truck is permitted provided:

- the weight and shape of the load is suitable for transportation by forklift truck;
- the driver is familiar with the dangers of the material being transported;
- dangerous substances are packaged properly;
- the load is secured so that it cannot topple, move or spring a leak.



#### 4.11 Utilities

Nyrstar Budel BV has various utilities on SITE. The relevant Nyrstar contractor supervisor and/or manager must be contacted before use.

Table 4.4: Utilities

Utility	Variety
Compressed air	<ul style="list-style-type: none"><li>- Tool air app. 6 bar*</li><li>- Instrument air app 4 – 6 bar</li><li>- Transport air app. 3 bar</li></ul>
Steam	<ul style="list-style-type: none"><li>- 43 bar high pressure</li><li>- 6 bar low pressure</li><li>- 2 bar low pressure</li></ul>
Electricity	<ul style="list-style-type: none"><li>- High voltage</li><li>- Low voltage*</li></ul>
Water	<ul style="list-style-type: none"><li>- Deferried Spring water **</li><li>- Fire-extinguishing water**</li><li>- Demineralised water</li><li>- Drinking water</li></ul>

\* Contractors can use this for hand tools.

\*\*Contractors can make limited use of this.





## 5. ENVIRONMENT

### 5.1 Policy

The policy of Nyrstar Budel BV can be found on the website at [http://www.nyrstarbudel.nl/info-voor-contractors/SITE Regulations](http://www.nyrstarbudel.nl/info-voor-contractors/SITE%20Regulations).

### 5.2 Environmental code of conduct

The most important rules of conduct are:

- Helping and talking to one another in order to minimise damage to the environment.
- Immediate reporting/intervention in the event of deviations or potential deviations from the company policy in order to prevent damage to the environment and community;
- Open and honest communication with all stakeholders, including local residents and various government bodies.

In addition, there are the ten “golden” environmental rules which must be followed at all times:

1. No work activities involving the soil are permitted without a work permit.
2. Leakages into the soil or surface water must be prevented.
3. Work on impervious or liquid-resistant facilities must always be preceded by an environmental risk assessment and the implementation of the necessary control measures.
4. The release of chemicals or other emissions into the air must be prevented.
5. Discharge into the sewer system may only take place following approval from S940.
6. Nuisances caused by noise and vibrations must be prevented as far as possible.
7. Waste substances must be packaged and labelled in accordance with the applicable regulations.
8. Dangerous substances may only be brought onto the SITE following advice from the SHEQ department (see also section 7.1.4).
9. No (temporary) depositing of dangerous substances, auxiliary materials or waste substances is permitted without the permission of the SHEQ department.
10. All transport vehicles must arrive on the SITE clean and without leaks and must also leave the SITE in the same condition.

Environmental performance will be regularly assessed by means of audits and visual inspections and discussed with the relevant organisation(s).

### 5.3 Communication regarding the environment

Comments or complaints from the public or government will be handled and investigated carefully. It concerns for example complaints due to situations which affect the environment or incidents with consequences beyond the SITE. Employees who receive any such messages must forward them to the Environment Department's complaints coordinator who is responsible for dealing with them from that point on.

Nyrstar Budel BV Complaints Line: 0495 512 911, Security Department  
Complaints Coordinator: 0495 512 911, Head of Environment Department



## 6. COMPANY EMERGENCY PLAN

### 6.1 General

Nyrstar Budel BV / NedZink have drawn up a company emergency plan in consultation with the government in order to be able to respond adequately should such situations arise. Since the actions to be taken depend strongly on location, circumstances and time, they will be managed centrally.

### 6.2 Emergency situations

#### 6.2.1 Definition of emergency situation

The following situations are in all cases treated as an emergency situation:

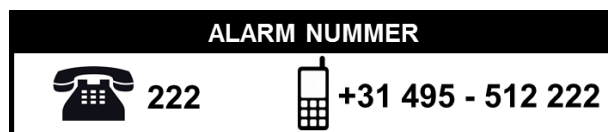
1. Serious accident whereby external medical assistance is needed on site (e.g. ambulance);
2. Fire which requires fire-fighting equipment other than small extinguishers;
3. Power cut / broken pipe in gas installation.

Incidents whereby it is not immediately clear whether there is an emergency situation.

The following features can be listed in this regard:

1. Situation in which there is a serious danger or serious nuisance for persons on company premises or local residents;
2. Situation whereby large-scale damage may occur or has occurred to buildings or installations;
3. Situation in which serious soil, water or air pollution may occur or has occurred and which requires immediate action to prevent the consequences becoming irreversible;
4. External emergency situation with possible negative consequences for Nyrstar Budel BV or NedZink BV;
5. Situation in which there is a significant risk of negative publicity;
6. Accidents which may require medical treatment at the first-aid post, hospital or from the company doctor (e.g. victims whereby the first-aid provider is uncertain).

#### 6.2.2 Reporting of emergency situations



Everyone is obliged to report an emergency situation. The report should be made to the Security Department which is manned continuously.

If the person reporting the situation confirms that it is an emergency situation, the Security Department will immediately put the emergency plan into effect. In all other cases, the evacuation officer or security official will determine this in consultation with the on-call MT member.

Once the emergency plan has been put into effect, only the on-call MT member (General Coordinator) can downgrade the situation.



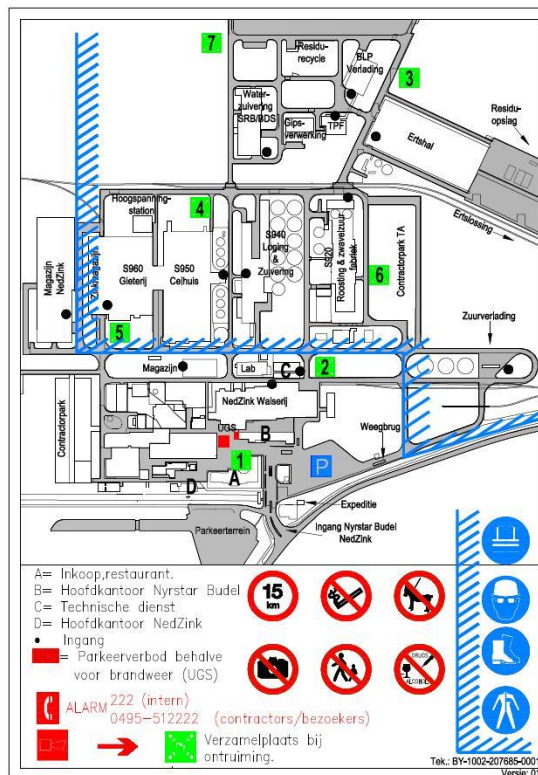
### 6.2.3 Evacuation

In exceptional circumstances, for example in the event of release of gas or fire, it may be necessary to evacuate a department or a complete building. An evacuation system, which is identical for all production departments, has been set up for this. An automatic alarm has been installed in some areas, such as the water purification BDS/SRB section, as opposed to manually operated evacuation alarms in other areas. A summary is provided in table 6.1 below.

Table 6.1 Location of evacuation switches

Location of evacuation switch	Evacuation area
NH3 tank (next to switch and control cabinet)	S-920 and/or SRB/BDS/EPF/BLP (depending on wind direction)
S-920 (Control room)	S-920
S-940 (Control room Leaching & Purification)	S-940 (Leaching/Purification) and/or S-940 (SRB/BDS/TPF/BLP)
S-940 (Control room SRB/BDS)	S-940 (SRB/BDS/TPF/BLP)
S-950 (Control room S-950)	S-950
S-960 (Teamleaders's office)	S-960
Laboratory (in the corridors)	Laboratory
TD – office (in the corridors)	TD – office
Head office (in the corridors)	Head office

- In the event of a high-risk situation, the alarm siren is triggered at the instruction of the Evacuation Manager. This is the 'slow whoop' signal (from 20 to 120 Hz in 4.5 seconds, followed by a 0.5 second pause, in a repeating pattern). A different type of alarm is installed in the TD office (TD-keet) and Head Office building.
- Contractors and visitors immediately leave the department and go to one of the 7 assembly areas. These assembly areas are identified by a yellow/black post carrying a green sign displaying "Verzamelplaats". The assembly areas are highlighted in green on the site plan beside.
- The evacuation and reason for the evacuation are reported to the control centre in the Security department via alarm number 222 or 0495-512222. Depending on the situation, the emergency plan comes into effect;
- The department makes the production equipment safe in accordance with the department evacuation plan. Next, everybody exits the department and reports to one of the assembly areas where they will be informed of the reason for the evacuation.
- The Evacuation Manager ensures registration of the staff, contractors and visitors in the assembly area(s). A check is made based on information on work permits and in the visitors book regarding those present on site. In addition, a list of the exact names of those present can be collected from Security.





- The work permits are collected and are no longer valid and must be re-authorized!
- The Evacuation Manager notifies the names of any missing persons to Security, and (if applicable) the professional emergency services. A search can be started to find these persons (if necessary via the search and rescue plan of the company or Local fire brigade, possibly with the assistance of the department).
- Following consultation with the section chief, or the General Coordinator in the event of an emergency, the control room may continue to be manned during the evacuation by a person who is certified for and trained in using self-contained, compressed air breathing apparatus. Obviously, the cause of the evacuation (nature and location) determines whether or not this is admissible.

#### **6.2.4 Re-entering & starting up the department (alarm situation ended/ 'all clear')**

In the event of an emergency, the department may only be re-entered by employees after the 'all clear' has been given by the General Coordinator. In the event of fire, the 'all clear' may only be given after the location has been declared safe by the company or local fire brigade. In the event of major accidents and/or major damage involving notification of the Labour Inspection (Dutch authorities), the General Coordinator must wait until the Labour Inspection has given its approval. In the event of major damage and similar situations, consideration must also be given to the requirements of the insurance company or other authorities involved. The work permits must be re-issued.

**If the situation turns out not to be an emergency**, the employees may only re-enter the department and start the process up again if the Evacuation Manager has given permission for this. The latter must have established without doubt that the department is safe again.

The Evacuation Manager and departmental management jointly ensure that staff, contractors and visitors are informed and also notify the Security department. The work permits must be re-issued. The tasks that are to be performed when re-entering the departments and starting the processes again are documented in the department evacuation plan.

### **6.3 Accident**

The reporting of an injury takes place in the same way as an emergency situation.



The First-Aid practitioner will arrive at the scene of the accident within several minutes of its being reported and will provide assistance.

If the nature of the injury is such that the First-Aid practitioner is unable to attend to it, further treatment can be administered at the local GP's offices, medical centre or the hospital in Weert. A car will always be kept available for transport purposes.

#### **Note**

In order to ensure adequate assistance and the proper recording of incidents, it is not permitted to seek medical attention on one's own initiative outside of the Security Department.



#### **6.4 (Near) Incidents, dangerous situations and actions**

These must always be reported to the supervisor and/or the Nyrstar Budel Contractor Supervisor. This also includes emergency situations and serious accidents.

#### **6.5 Registration & Investigation**

All incidents, near incidents and dangerous situations must be recorded in RIMS. If you cannot access this system, you must contact your supervisor or the Nyrstar Budel Contractor Supervisor who will then ensure the correct registration of the incident in question.

If Nyrstar Budel BV deems it necessary, an incident investigation will be launched. Anyone may be invited to take part in the investigation.

Note: This concerns all incidents, near incidents and dangerous situations which occur at the locations for which Nyrstar Budel BV is responsible. This means the site within the enclosure and the Port & Central Parking Area.

#### **6.6 Emergency facilities**

Nyrstar Budel BV has a large number of emergency facilities which are located in the various departments and buildings. Anyone may use these emergency facilities if necessary. In order to keep these facilities at an operational level, users are expected to inform the relevant contact person/department following their use.

The removal, alteration, switching off or relocation of the emergency facilities (fire extinguishers, escape routes, fire alarms, etc.) may only take place with the permission of the Head of Security & Emergency Assistance.



## 7. CONTRACTOR MANAGEMENT

Nyrstar Budel BV aims for a constructive and sustainable collaboration with its contractors. Due to the nature of the work, which is often risky, good arrangements must be made regarding the manner in which the work is executed. Nyrstar Budel BV aims to achieve a well-controlled environment in which employees and contractors work together as partners with the aim of continuously improving the safety level and environmental performance.

Nyrstar Budel BV will determine in consultation with the contractor which KPIs and other targets must be pursued so that objectives can be attained in mutual harmony.

### 7.1 SHE documents

In order to create a controlled environment, it is important that all those involved know what is happening with one another and what is expected of them. This applies to organisations as well as individual employees.

To support this process, the following safety documents are used at Nyrstar Budel BV:

- SHE plans, which describe the organisational and coordination aspects of a project.
- Work Method Statements (WMS) which describe how the work in question can be performed in a safe and environmentally sound manner. The WMS includes a risk assessment and evaluation, such as a TRA, of the work to be carried out, taking into account the environmental factors.

Nyrstar Budel BV has developed a standard format for both safety documents which must be used (see Section 8.5 Forms).

#### 7.1.1 SHE plans

In the cases below, the contractor must draw up a SHE plan. This plan must be submitted to Nyrstar Budel BV for approval.

- In-house contractors that carry out work with a heightened risk must submit an annual SHE plan;
- When projects are carried out which involve multiple contractors;
- In the removal of materials suspected of containing asbestos;
- When work activities must take place on contaminated ground (CROW publication 132).

The registration of building works in accordance with Article 2.27 of the Working Conditions Decree (projects) with the I-SZW (Labour Inspection) will be done by Nyrstar Budel BV.

#### 7.1.2 WMS (Work Method Statement)

In the cases below, the contractor must draw up a WMS. This plan must be submitted to Nyrstar Budel BV for approval:

- As part of the SHE plan;
- If high-risk activities are to be carried out by contractor employees (not Third-Party contractor employees).

A fixed component of the WMS is a risk analysis with control measures, such as TRA. This risk analysis must include both the risks of carrying out the work as well as the environmental risks. A WMS forms part of the work permit and must be demonstrably discussed with the employees carrying out the work in question.





Table 7.1: Defined High-Risk Activities

1. Danger of falling with risk-increasing circumstances (>1.80 meter & openings)*	10. Excavation work
2. Heatwork (Welding / grinding)	11. Radiological work
3. Use of lifting equipment and cranes	12. Working under, near or over water
4. Working in confined spaces	13. Use of dangerous substances / chemical cleaning
5. Working in ATEX zones	14. Demolition work
6. Isolation, Locking, Labelling, Testing of Energy	15. Hydraulic or gas-pressure tests
7. Blasting work	16. Building of special scaffolds
8. Danger of electrocution (high-voltage lines/ cell house)	17. Working near molten metals.
9. Working near railway tracks	18. Working with explosives.
	19. Industrial cleaning

\* Working from an approved scaffold is not regarded as a fall danger with risk-increasing circumstances.

### 7.1.3 **Machines, equipment and electrical installations**

The contractor must have all the relevant documents listed below present on the SITE for all machines, equipment and electrical installations under its control:

- Certificates;
- Inspection reports;
- User manual.

In addition, equipment that periodically needs to be inspected, must have a valid inspection sticker.

### 7.1.4 **Dangerous substances or gases**

Before any dangerous substances or gases can be brought onto the SITE, they must be assessed and approved by the SHEQ department of Nyrstar Budel BV along with the intended control measures and storage location (see BF-9053-F800-VEI en BF-9053-F810-VEI). Following approval, the Safety Data Sheet and notice of approval must be present at the work site.

Gas bottles must be transported upright and secured.

### 7.1.5 **Ban on specific heating appliances and combustion engines**

A ban on the use of gas-fired heating appliances (room heating, hot water,..) and also portable petroleum stoves in interior spaces without ventilation to the outside applies at the site. Electrical appliances should preferably be used instead of appliances of this nature.

Combustion engines in motor vehicles, forklift trucks, and compressors, pumps, concrete mixers and other equipment may lead to a risk of carbon monoxide poisoning when used inside buildings. In addition, when used in the vicinity of air intakes, the exhaust gases from the above-mentioned equipment may activate the automatic fire alarm systems or fire extinguisher systems.

Combustion engines may only be used in buildings or spaces where there is adequate natural or forced ventilation, or when the exhaust gases are discharged directly to the outside.

Vehicles or equipment that use combustion engines may not be placed in air intake areas and in the vicinity of MCC rooms (due to the presence of smoke detection systems). Prohibitory signs are displayed in these locations.

If compressors are used to supply fresh air for work in enclosed spaces, the surrounding area must be cordoned off to a sufficient distance in order to prevent air



contaminated by combustion engine exhaust gases from being drawn in. Signs showing the following warning must be placed along the barrier:  
AIR INTAKE AREA: SWITCH ENGINES OFF AND DO NOT USE HAZARDOUS CHEMICALS

## 7.2 Start-work instruction session / safe start discussion

Prior to the start of work, a start-work instruction session must take place during which the following information will be discussed:

- Work Method Statement + Risk Inventory & Evaluation;
- Task Risk Analysis (TRA);
- Work permit(s), including relevant info sheets.

In addition, a safe-start discussion must be held before the start of each shift. Questions which may be discussed include the following:

- Did we have a safe day yesterday?
  - A. There was an improvement in the work situation
  - B. Everyone acted safely
  - C. A day with an unsafe action, work situation or incident/near-incident
- What are we going to do today to ensure it will be a safe day?

## 7.3 Working Hours Act

It is the responsibility of the contractor (employer) to ensure that the Working Hours Act is respected. Nevertheless, Nyrstar Budel BV will periodically check that the contractor is observing the act. Nyrstar Budel BV reserves the right to initiate any corrective measures.

## 7.4 Speakers of other languages

In the event of the employment of employees who do not speak Dutch, English or German, the contractor must guarantee that it will issue the (Nyrstar Budel BV) instructions in a language that the employees in question understand. Furthermore, the contractor will ensure that in each group of employees working together on a task there is at least one person present who has sufficient knowledge in one of the aforementioned languages as well as the language of the other employees.

In order to test their knowledge of the general safety instructions, each contractor employee must take an admission test. This requires a basic knowledge of one of the aforementioned languages. The contractor may, following permission from Nyrstar Budel BV, itself take care of the safety instructions and test for employees who do not command the language.

Nyrstar Budel BV reserves the right to carry out checks on the knowledge of the safety instructions amongst contractor employees. If such knowledge should appear inadequate, work will be temporarily suspended and the employees must receive re-instruction.





## **7.5 Auditing**

The extent to which the contractor fulfils the agreed conditions will be assessed by means of periodic SHEQ audits. The audit findings will be included in the periodic contractor assessment.

A SHEQ audit may also form part of the contractor selection procedure.



## 8. APPENDICES

### 8.1 Overview of Management Procedures

MP	Description
581	The collecting, storage and disposal of waste materials
650	The granting of work permits

### 8.2 Overview of Manual System

SH	Description

### 8.3 Overview of Work Instructions

WI	Description
WI0001	Registering Visitors/Contractors in Xtremis (access registration)
WI0002	Registering contractors for work (access registration)
WI016B	Execute Task Risk Analysis (TRA)
WI016C	Execute Last Minute Risk Analysis (LMRA)



## 8.4 Overview of most important SHE regulations

SHE	Description
010	Required SHE certificates
030	Working alone

Personal Protective Equipment (PPE)	
100	The supply and use of personal protective equipment

Risky activities	
210	Isolation, Locking, Labelling, Testing of Energy
215	Rules concerning dangers of gas or chemical explosion
220	Work involving fire risks
225	Working in confined spaces
230	Washing and cleaning work (SIR manual)
235	Excavation work
236	Demolition work
237	Working near railway tracks
240	Lifting
242	Working at heights
250	Radiological work in non-destructive testing
260	Safely carrying out electro technical work
265	Pressurisation - use of sealing bands
270	Blasting

Tools	
300	Mobile equipment
301	Fitting of chains
308	Vehicle overpressure units (areas with dust nuisance)
305	Working with scaffolds
340	Requirements for (electrical) hand tools
345	Gas bottles and welding carts
350	Availability of emergency facilities

Dangerous substances	
400	Storage and use of chemicals/dangerous substances
415	Hydrogen sulphide in the water purification
420	Working with mineral fibres or man-made mineral fibres (MMMF)
421	Working with asbestos and materials containing asbestos
423	Work with mercury and its compounds
430	Biological Monitoring and industrial hygiene in relation to lead, cadmium, mercury and arsenic exposure.

Environment	
500	The prevention and management of waste, waste water, soil and air pollution.

See [www.nyrstarbudel.nl](http://www.nyrstarbudel.nl)



## 8.5 Overview of forms

Form	Description
BF-9042-F10A	Access request form for individual contractor employees
BF-9042-F10B	Access request form for multiple contractor employees
F-22/BEV/071106	Port certificate for removal of goods
BZ-F005-Vei	Work permit form
BF-9053-F100-NED-VEI	SHE plan
BF-9053-F101-NED-VEI	WMS Dutch version
BF-9053-F101-DUI-VEI	WMS German version
BF-9053-F101-ENG-VEI	WMS English version
BF-9053-F027_VEI	LMRA card
BF-9053-F800-VEI	Request using hazardous substances
BF-9053-F810-VEI	Request using hazardous substances by contractors

## 8.6 Overview of other documents

Document	Description
L-006.1/Vei	PPE Section S-920
L-006.2/Vei	PPE Section S-940
L-006.3/Vei	PPE Section S-950
L-006.4/Vei	PPE Section S-960
L-006.5/Vei	PPE General Site, Workshops, Warehouse, Laboratory
BY-1002-207685-0001	Nyrstar Budel BV Ground Plan / Site Licence
BZ-AP02-001-S920	Entering Concentrate Shed
BP-9202-AP-002-S920	Entering BLP-Shed
BW-1002-WI0001-RE2E	Instruction Entering Elektro Technical Rooms (EBR's)
XXX	Nyrstar SITE Code of Conduct (in preparation)

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