



# Third Party Safety Regulations

Brabant Alucast the  
Netherlands site Oss.  
Rijnstraat 19

Oss

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## 1. Introduction

These regulations apply to all the work performed by third parties, hereinafter to be called the "contractor", and transporters on the premises and/or in the buildings of Brabant Alucast the Netherlands site Oss, hereinafter to be called the "commissioning party".

Employees of the contractor who independently perform work on the premises and/or in the buildings of Brabant Alucast the Netherlands site Oss will be supervised by a contact person appointed by the commissioning party.

Every contractor will receive a copy of these regulations together with an acceptance form. The contractor must sign the form as proof that he accepts the regulations and hand it over to the commissioning party before the work is commenced.

Any subcontractors to be used by the contractor are subject to the same regulations as the contractor and it is the contractor's responsibility to inform the subcontractor of the contents of these safety regulations.

Every employee of the contractor and/or subcontractor must sign a Third Party Safety Regulations Form before commencing their work.

These forms will be archived and remain valid for a period of three years.

The commissioning party assumes that all employees of the contractor and those of any subcontractor employed by the contractor have the required level of expertise and, where legally obliged, have a valid diploma or certificate.

Brabant Alucast the Netherlands site Oss will give preference to SCC certified contractors over non-certified companies.

For that to be the case, all employees of the contractor must have received, at least, basic SCC training.

Please refer to the Dutch legislation for any matters not covered by these regulations.

## 2. Objective

The objective of these safety regulations is to prevent accidents or incidents and to take appropriate action in the event of an accident or incident as a result of work performed by third party contractors.

## 3. Internal rules

### 3.1 *Eating and drinking on the premises*

It is strictly forbidden to eat or drink in the production halls or at locations where the production materials are stored.

It is only permitted to eat and drink on the premises and in the buildings in the appointed locations, such as the canteen, the coffee area and the office.

### 3.2 *Smoking*

It is forbidden to smoke on the premises or in the buildings, except in the locations where a sign indicates that smoking is permitted. There are a number of smoking rooms in the factory.

### **3.3 *Photograph, film and video equipment***

It is forbidden to take photographs or record films or videos on the premises or in the buildings, except in cases where written permission has been given by the commissioning party.

If requested to do so, the photographs and recordings must be shown to the commissioning party.

### **3.4 *Alcohol and drugs***

It is strictly forbidden to consume alcohol or take drugs on the premises or in the buildings.

### **3.5 *Use of mobile telephones, pagers, etc.***

It is forbidden to use mobile telephones, pagers or other types of transmitting devices on the premises or in the buildings whilst operating or performing work on machinery or when in the immediate vicinity of machinery.

If you require the use of a telephone, pager or other type of transmitting device for private or business use, then you must request permission from your contact person prior to using it.

## **4. *Access procedure***

### **4.1 *Access to the premises***

An employee of the contractor must report to the reception/entrance where he must be signed in. On entry, the employee can contact his/her contact person via the computer. The contact person will then ensure that the contractor's employee is signed in. Every employee is expected to be able to provide proof of identification and prove that he/she is employed by the contractor.

### **4.2 *Traffic regulations***

The same traffic regulations are in force on the premises of Brabant Alucast the Netherlands site Oss as on public roads. However, the maximum speed is 10 km/h.

### **4.3 *Parking***

It is only permitted to park vehicles on the commissioning party's premises when instructed to do so by the contact person. (Emergency) exits and footpaths must not be obstructed. Vehicles must be parked in the assigned parking spaces.

If a vehicle must be parked in a location other than an assigned parking space on account of having to load and/or unload materials, then this must always be discussed in advance with the contact person.

## 5. Personal protective equipment

Personal protective equipment must be worn in all areas where signs indicate that such equipment is compulsory.

If the use of personal protective equipment is required when performing work, then such equipment must be worn.

Safety shoes, safety glasses and sealed protective clothing must be worn when performing work on the premises or in the production halls.

## 6. Reporting incidents

Everybody is obliged to report any emergency situation, regardless of how small or insignificant it may be.

An emergency can be reported internally by calling the internal alarm number or by informing an employee of Brabant Alucast Site Oss.

## 7. Evacuation alarm

### 7.1 *Slow whoop*

In the event of an emergency, the in-house emergency and first-aid service (BHV) may decide to either partially or entirely evacuate the company.

If the evacuation alarm (SLOW WHOOP) sounds, you must leave the building as quickly as possible without creating a panic. Follow the signs to make sure you leave the building via the safest and quickest route.

After exiting the building, you are requested to go to the assembly point.

You must always obey the instructions issued by the in-house emergency and first-aid service officers, who can be recognized by their fluorescent vests.

If possible, close the windows and doors and turn off the machinery.

### 7.2 *Assembly point*

The assembly points are:

- The grass verges at the front of the building on the Rijnstraat.

This assembly point may be deviated from if the situation so requires.

## 8. General prohibitive and mandatory rules

There are a number of prohibitive and mandatory rules in force at Brabant Alucast the Netherlands site Oss. They are included in the local safety regulations and are indicated by means of signs or stickers.

### 8.1 *Prohibitive rules*

Some examples of prohibitive rules at Brabant Alucast the Netherlands site Oss are:

- There is a total smoking ban at all locations. Smoking is only permitted in the indicated areas.
- It is forbidden to bring, have in your possession, deal in and/or use alcoholic drinks and/or drugs in the workplace.
- It is forbidden for unauthorized persons to operate processing machinery.
- It is forbidden to be in locations other than your own work area without authorization.
- It is forbidden to take photographs and/or record films without permission to do so from the commissioning party.

### 8.2 *Mandatory rules*

Some examples of mandatory rules are:

- The required personal protection equipment must be worn.
- Escape routes and safety equipment must remain free of obstacles.
- Fenced off areas and markings must be respected.
- The traffic regulations on the premises and public roads must be observed.
- The work area must be kept neat and tidy.

## 9. Removing goods and materials, inspections and searches

### 9.1 *Removing goods and materials*

It is forbidden to remove from the premises for private use goods and materials which are intended to be destroyed and/or which are stored on the premises. Taking such goods may have far-reaching consequences. Besides sanctions stated in the sanction policy which are related to labour legislation and the denial of access to the premises, it is, in some cases, possible to be prosecuted for theft or embezzlement by the police. A valid removal form is required before property owned by the company may be removed. Only people authorized by the management may issue removal forms.

### 9.2 *Inspections and searches*

In order to protect company property, employees have the authority to search vehicles, briefcases and/or bags. Any refusal to permit a search will be reported to the management and may result in denial of access to the company premises for the person concerned.

## 10. Production departments and work permits

### 10.1 *Access to the production area*

You must report to the head of the production department before entering the production area.

Do not enter any locations or buildings which you are not authorized to enter.

### 10.2 *Work permit*

A work permit procedure is in force for performing maintenance, renovation and/or construction work at the production locations. A work permit is issued by one of the authorized people: the (head of) Technical Services, the head of the department or the Safety department.

Work may not be performed without their permission.

The issued work permit must be present at the work area and state the measures which are required to perform the work safely. Some examples of work for which a written work permit is required are:

- Work where process installation components must be made safe.
- Work which may result in a fire and/or an explosion.
- Work which requires gas and/or oxygen measurements to be taken.
- Work in a confined space.
- Work on storage tanks.
- Excavation work.
- Work using an aerial work platform.
- Work on a roof.

At the end of the working day and after completion of the task, you must report to the person who issued the work permit and hand over the signed work permit. If the evacuation alarm sounds, the work must be interrupted and any issued work permits will no longer be valid. Once the "all clear" signal has been given, all work permits must be reassessed by the people who originally issued them. The work may only be resumed once permission has been given to do so.

### 10.3 *Authorized switching equipment expert*

Do not touch the switching equipment in the production areas and the installations. Electrical connections may only be connected and disconnected by authorized persons after permission has been given to do so by the head of the department and/or the head of the Technical Services department. Only authorized persons may perform work in low-voltage and/or high-voltage rooms.

## 11. Hazardous work

### 11.1 *Working with hazardous substances*

You may come into contact with hazardous substances at the production locations and during collection work. These substances can be harmful to your health. Hazardous substances are indicated by the hazard symbols. When working with hazardous substances, always observe the instructions and the safety regulations. Always use the specified personal protection equipment. Please contact your contact person if you have any questions concerning the substances you may come into contact with.

### 11.2 *Working in confined spaces*

You may encounter the following hazards when working in confined spaces: fire, explosion, suffocation, poisoning, electrocution and becoming trapped. Characteristics of a confined space are:

- Restricted access.
- Limited ventilation.
- No daylight.
- Poor contact with the outside.
- Poor accessibility in the event of rescue or escape.

That is the reason why separate safety regulations have been drawn up for working in confined spaces and why a work permit is always required. Your contact person will provide you with further information.

Never enter a confined space without there being a watchman. Examples of confined spaces are:

- Storage tanks.
- Tanker and vacuum vehicles.
- Sewers.
- Crawl spaces.

### 11.3 *Working at a height*

The consequences of a fall from a height are usually extremely serious. To prevent the risk of falling when working at a height, approved safety devices, such as scaffolding, a ladder, an aerial work platform or a fall arrest system, must be used. Do not use metal drums, wooden pallets and/or wooden crates to gain height.

If an aerial work platform must be used, the space under the aerial work platform must be fenced off.



#### **11.4 *Machines, hand-held tools, welding equipment and cutting torches***

Machines and hand-held tools brought onto the premises by the contractor must be in a good condition and must have a valid approval sticker. Do not use faulty machines or tools.

Regularly check the tools for faults.

It is forbidden to remove or deactivate safety devices which have been fitted to machines and hand-held tools. Do not leave hand-held tools unattended at the end of the working day. Always store them correctly.

In the event of short or long absence, or at the end of the working day, welding equipment and cutting torches must be disconnected from the power supply and/or compressed air supply and left at the workplace. Gas and oxygen hoses must be checked for faults and/or leaks before use. Gas cylinders must have a flame arrester. An approved fire extinguisher must be present in the workplace when performing welding, grinding and/or cutting work. It is not permitted to use a fire extinguisher from a fixed position in an installation or building.

After the completion of welding, grinding and/or cutting work, one person must remain at the workplace for at least 15 minutes to check that there is no fire and/or smoke development.

#### **11.5 *Hoisting work***

In the case of hoisting work, only approved hoisting equipment may be used. Never simply attach a block and tackle or hoisting winch to the railing of a balcony, process pipe or any other arbitrary point. Only hoisting facilities put in place for this specific purpose may be used. It is forbidden to attach hoisting facilities to balcony railings or process pipes. When using a mobile crane, the hoisting area must be fenced off. Mobile crane operators must have a valid hoisting certificate of competence or a TCVT certificate (Toezicht Certificatie Verticaal Transport - Monitoring Certification Vertical Transport). Drivers of truck-mounted cranes must have a certificate of competence which has been issued by a recognized training institute.

#### **11.6 *Working with fork-lift trucks***

A fork-lift truck may only be operated by people who have a valid certificate. The following safety rules are applicable to the use of a fork-lift truck:

- It is forbidden to use a fork-lift truck for uses other than what it has been designed for.
- If a fork-lift truck has a seat belt, then the operator is obliged to use it.
- It is forbidden to accept a passenger on a fork-lift truck.  
After using a fork-lift truck, the key must be removed to prevent unauthorized use.
- When parking a fork-lift truck, the handbrake must be applied, the forks must be tipped forwards on the ground and the engine must be turned off.
- It is forbidden to move loads which are heavier than the maximum permitted load.

### 11.7 **Working alone**

It is forbidden for a person to perform risky work alone. If working alone, report to the contact person and discuss the measures which may have to be taken.

## 12. **Extinguishing fires and safety facilities**

Various facilities have been put in place on the premises of Brabant Alucast the Netherlands site Oss to allow decisive action to be taken in the event of an emergency. For example, there are fire extinguishers in various locations in and around the buildings.

These fire extinguishers must remain in place and may not be used as stand-by fire extinguishers when performing work. If your work requires the use of a stand-by fire extinguisher, then you must provide the fire extinguisher yourself or you may borrow a fire extinguisher after consulting with the contact person.

## 13. **Neat and tidy workplace**

Safety begins with a neat and tidy workplace. Make sure your workplace is easily accessible and tidy. Make sure nobody can stumble over materials, electricity cables, air hoses, compressed air hoses, vacuum hoses, etc. At the end of the working day, make sure your workplace is neat and tidy when you leave. Place waste in the correct waste containers. Keep access roads, escape routes and walkways free of obstacles.

## 14. **Health and safety signs**

At Brabant Alucast the Netherlands site Oss, safety signs are used to inform you of the risks of hazardous substances, the applicable prohibitive and mandatory rules and of the presence of life-saving equipment and fire extinguishers.

Some examples of the safety signs are given below.

### **Prohibitive signs**

A prohibitive sign has the following characteristics: a round sign with a white background, a red border and a red diagonal line through a black picture. Examples of prohibitive signs are:



No unauthorized persons



No smoking

### **Mandatory signs**

A mandatory sign has the following characteristics: a round sign with a blue background and a white picture. Examples of mandatory signs are:



Compulsory to wear eye protection



Compulsory to wear hearing protection

### Warning signs

A warning sign has the following characteristics: a triangular sign with a yellow background, a black border and a black picture. Examples of warning signs are:



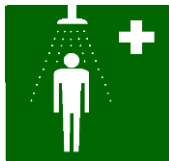
Corrosive substances



Flammable substances

### Emergency signs

An emergency sign has the following characteristics: a rectangular or square sign with a green background and a white picture. Examples of emergency signs are:



Emergency shower



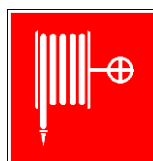
Escape route

### Fire extinguishing signs

A fire extinguishing sign has the following characteristics: a square sign with a red background and a white picture. Examples of fire extinguishing signs are:



Fire extinguisher



Fire hose

## 15. Sanction policy

Agreements concerning the sanction policy have been made to emphasize the importance of observing the safety and environmental regulations. If the safety and environmental rules are not observed, then appropriate disciplinary measures will be taken by the supervisor on behalf of the management.

## 16. Environment

### 16.1 Waste materials

Brabant Alucast has a strict policy regarding waste materials.

The starting point in this policy is to prevent waste materials. Therefore, make sure you do not bring any unnecessary packaging or any other unnecessary materials with you and make sure the delivered goods are in perfect condition so that no rejected goods have to be disposed of as waste.

If hazardous substances are released as waste material when performing your work, you must, in principle, take them with you, unless the hazardous substances are released during maintenance work (e.g. machine oil or coolant emulsion).

Normal industrial waste may be placed in Brabant Alucast's waste containers.

Other waste materials must be stored completely separate from the other waste materials and be disposed of at the waste collection area.

There are yellow waste bins in the production halls for waste materials which contain oil. The blue containers are for the waste which is left over after sorting and recycling.

All of our ferrous and non-ferrous metals are separated and disposed of for external recycling. They are homogeneous waste flows (aluminium, magnesium, cast iron, etc.). Make sure these homogeneous waste flows are not mixed with other types of metal.

Do not dispose of used oil by letting it drain into the sewer. It must be disposed of separately.

**If you do not know what to do with your waste: JUST ASK!**



Yellow container: waste containing oil



Blue container: Miscellaneous waste



Waste collection area



Aluminium homogeneous waste flow

## 16.2 Soil protection

Brabant Alucast has waterproof floors in a number of locations in the company. When you have to perform work where there is a possible risk of contaminating the soil, try to perform the work as much as possible on a waterproof floor.

However, emissions may still get into the soil.

An unforeseen emission into the soil may occur in a number of different ways:

- The delivery of leaking packaging.
- The packaging of a hazardous substance becoming damaged during internal transport.
- A collection container overflowing.
- Packaging falling over or being knocked, which causes it to leak.
- Leaks from installation and process pipes.
- Malicious spillage (sabotage).

Act immediately if contamination of the soil is observed:

- Warn the Technical Services department and/or the Environmental department.
- Remove the source of the contamination.
- Contain the contaminated area or the puddle of contamination.
- Scrape or suck up the liquid from the soil as much as possible.
- Absorb the liquid as much as possible with absorption pellets.
- If the underlying soil is not hard, scrape away the top layer of soil and place it on a sheet of foil in the waste storage area.
- If the underlying soil is hard, sweep up the saturated absorption pellets and clean the hard soil.
- Do not place the absorbed contamination with the general industrial waste. Store it separately.

## 16.3 Emissions to the air

An unforeseen emission to the air consists of the unintended release of substances which may be harmful to our employees or the surroundings. It may also consist of air emissions which cause an extreme odour.

In the event of unforeseen emissions to the air:

- Warn the Technical Services department and the in-house emergency and first-aid service.
- Go to where the air emission is released.
- Assess whether it is necessary to wear breathing protection or breathing apparatus.
- If in doubt, consult the MSDS for the substance which may have been released.
- If possible, attempt to turn off the source or stop the process.

If a problem is caused for the surrounding area, warn the neighbouring companies.

MSD (other side of the Megensebaan) : 0412-662392 (24 hours/day)

Jongeneel (other side of the Rijnstraat) : 0412-648755 (office hours)  
: 06-22509643 (outside of office hours)

Unipol (same side as the foundry) : 0412-643243 (24 hours/day)

Harens Smid (same side as Machining)

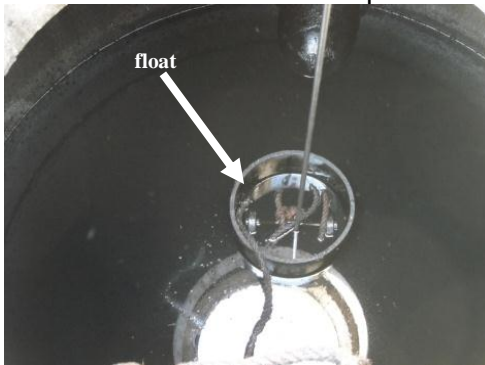
: 06-11307818 (24 hours/day)

### **16.4 Waste water**

Virtually all the water systems in the company (therefore, also the coolant system) are eventually released into the sewer.

When an accidental release of poisonous substances takes place, action must be taken immediately to prevent it from getting into the sewer.

In the event of an accidental release into the sewer originating in the company:  
Seal off the oil/water separator by pushing the float in the middle drain all the way down. The oil/water separator is located in front of the boiler house close to the main entrance, between the red-and-white poles.



The leaking of oil or water containing oil must be prevented as much as possible. If it were to happen, then this would normally be separated in the oil/water separator. If a large quantity of oil is accidentally released, then report it immediately to the Technical Services department and/or close off the sewer.

The oil/water separator only works efficiently for a constant supply of water which contains oil. Large quantities at once are not separated efficiently.

Soap or water containing a high concentration of soap must not be released into the sewer. Strong soap in the sewer undermines the operation of the oil/water separator. These waste flows are disposed of separately via the Machining department.

## 17 Acceptance form

### 17.1 Contractor

We hereby declare that we have received and read the Third Party Safety Regulations Version 1.1 of Brabant Alucast the Netherlands site Oss.

We will ensure that our employees are informed of the contents of these Third Party Safety Regulations and will act in accordance with these regulations.

Our company is / is not\* SCC certified.

Approved:

Company:.....

Name:.....

Job:.....

Date:.....

Signature:.....

Company stamp

Return to:

Brabant Alucast the Netherlands site Oss  
T.a.v. afdeling Arbo en Veiligheid  
Rijnstraat 19  
5347 Oss



## 17.2 Contractor employee

I hereby declare that I have received and read the Third Party Safety Regulations Version 1.1 of Brabant Alucast the Netherlands site Oss.

I will perform my work in accordance with the guidelines of the Third Party Safety Regulations.

As an employee, I am / am not\* SCC certified.

Approved:

Company:.....

Employee's name:.....

Job:.....

Date:.....

Signature:.....

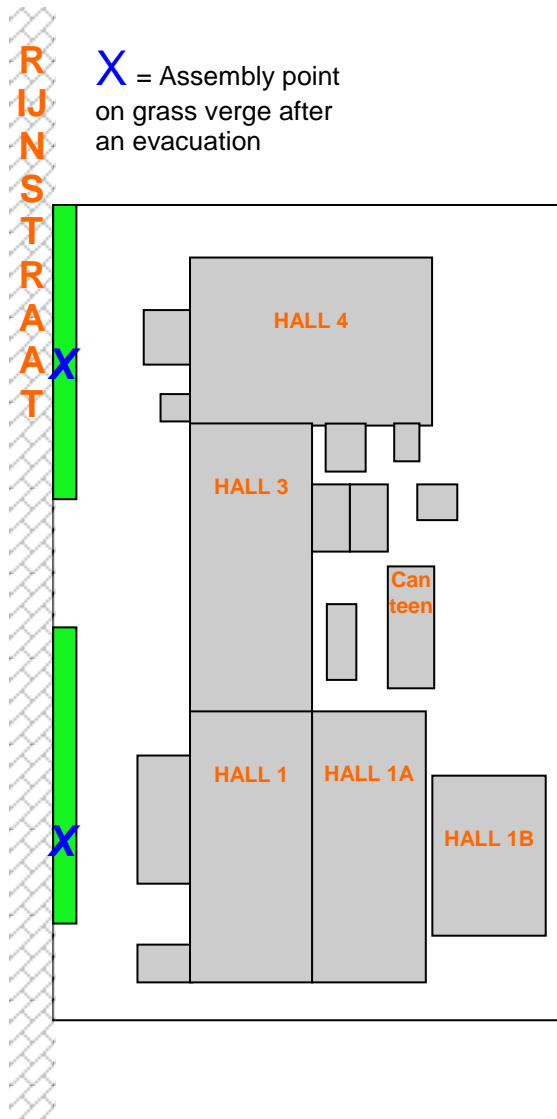
Return to:

Brabant Alucast the Netherlands site Oss  
T.a.v. afd. Arbo en Veiligheid  
Rijnstraat 19  
5347 Oss








### 18. Appendix

#### 18.1 Map of the premises with the assembly point



## EVACUATION ASSEMBLY POINTS

No	Description	Safety diagram	No	Description	Safety diagram
1	Compulsory to wear safety shoes		14	No smoking	
2	Prevent noise-related deafness Hearing protection compulsory		15	Forbidden to take pictures or record films/videos	
3	Compulsory to wear safety glasses		16	No naked flames	
4	Compulsory to wear safety gloves		17	Fork-lift trucks forbidden	
5	Compulsory to wear a face mask		18	No unauthorized personnel	
6	Risk of slipping		19	Fire extinguisher	
7	Flammable substances		20	Fire hose reel	
8	General danger		21	Fire alarm	
9	Attention: fork-lift trucks		22	Fire blanket	
10	Attention: moving parts Risk of becoming trapped		23	Assembly point	
11	Attention: poisonous substances		24	Escape route	
12	Corrosive substances		25	AED location	
13			26	First-aid station	