SAFETY INSTRUCTIONS VV24 **Placement of Temporary or Permanent Units**	nyrstar Balen/Pelt

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1 PURPOSE

The purpose of this regulation is to eliminate or minimize all risks associated with the installation and use of temporary or permanent units .

2 APPLICATION AREA

This regulation applies to all work on the Nyrstar Belgium site where temporary or permanent units are placed. 'Unit' means: site huts, shacks, canteens, material containers, containers for tools or (hazardous) products, work tents, canteens, work sheds, storage areas, bathing and changing rooms, and similar constructions.

3 DEFINITIONS

SDS: Safety Data Sheet

4 PRESCRIPTION

Place a unit only after written permission via the 'Permit for Temporary or Permanent Units' (Form XF-438-FREQ-0-00001). The permit is issued when the necessity has been demonstrated and the unit meets all the requirements. The application goes through the contractor manager. For inspection, the Company Fire Brigade uses checklist XF-441-FCH-0-00001. The permit must be visibly displayed and provided with building number and company name, clearly visible at the front of the unit.

Check whether an environmental permit is required for the installation of the temporary or permanent unit; send the completed checklist "XF-701-FCH-0-00001" to the environmental agency.

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5 REQUIREMENTS FOR A UNIT TO BE INSTALLED

5.1 Safety and fire safety

- The unit must be in good condition and maintained.
- All installations in the unit must comply with applicable standards.
- A valid electrical inspection (TN system, 3x400V+N) without comments is mandatory; A copy should be available.
- Preferably use electric heating with a closed element, hanging freely and at a safe distance from flammable materials. Heating must never be covered.
- Smoking is prohibited, except in designated locations.
- Provide a sufficient number of approved fire extinguishers; type and number are stated on the permit. Fire extinguishers must be inspected annually and personnel must be instructed.
- Waste bins must be flame-extinguishing.
- Keep the unit free of flammable material; dispose of waste regularly (see VV21).
- Storage areas for hazardous substances must not be used as workplaces; separation between storage and workspace is mandatory (see VV23).
- Keep the unit and surrounding area clean and orderly.
- Changes to the unit require a new permit.

5.2 Chemicals, waste and environment

- Use and storage of chemicals in accordance with VV23.
- Separate waste materials in accordance with VV21, in consultation with logistics or environmental department.
- Use checklist XF-701-FCH-0-00001 to determine whether an environmental permit is required (urban development component, classified layout due to the presence of air conditioners, for example,...).
- Submit all substances to the medical service for approval in advance using form XF-446-FREQ-0-00024 together with the SDS.

6 PERIOD OF VALIDITY AND WITHDRAWAL OF AUTHORISATION

The permit is valid for the specified period. For temporary projects, the end date of the project applies. Permits for an indefinite period remain valid as long as all conditions are met and a contractual relationship exists. Withdrawal will take place in the event of non-compliance after warning or upon termination of the contract. In the event of withdrawal, the contractor must remove the unit, clean up the site and remediate soil contamination. In the event of negligence, Nyrstar Belgium will carry out this at the expense of the contractor. For extension, it is the responsibility of the contractor to contact the contractor manager in a timely manner.

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7 LOAN FROM UNITS

In specific situations, such as maintenance stops, Nyrstar Belgium can install temporary units that are on loan from users. All previously mentioned requirements continue to apply.

8 REFERENCE DOCUMENTS

Application form for placing temporary or permanent unit(s) XF-438-FREQ-0-00001.

Checklist installation of a unit XF-441-FCH-0-00001

Information sheet possible purchase of dangerous products XF-446-FREQ-0-00024

VV23 Use and storage of hazardous substances XP-452-VV-0-00023

VV21 Waste Management XP-452-VV-0-00021

Environmental checklist: XF-701–FCH–0–00001

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