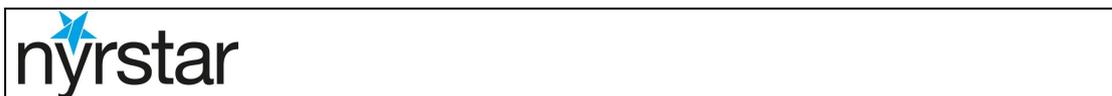




# **SITE REGULATIONS Nyrstar Budel**

December 2022



<b>Process owner</b> General Manager	<b>Document administrator</b> Management Systems department
<b>Risk classification:</b> critical	<b>Document Review:</b> 3 year
<b>Nature of most recent change:</b> Fourth edition	

Edition	Date	Most important changes
Fourth edition	December 2022	1.1 Definition Visitor in line with MP650; 1.1.2 Definition GBB, Basins, Metalot site and Solar Park added and this also further secured in the Site Regulations; 1.4 Nyrstar values; 1.5.1 Safety and Environmental Rules: no booklet; 1.5.5 Full smoking ban; 1.6 PBZO Policy added; 1.7 Compliance Policy and Life Saving Rules; 2.3.1 No mopeds and motorbikes on the site; 2.7 Alcohol and drugs - ADM Policy; 4.2 Safety First Standard is now Subway to Zero; 4.3 URL code for EDU Builder (gate film) added and department safety film Water Treatment is also mandatory for visitors; 4.5 Wear min. PPE requirement in line with SHE100; 4.8 LMRA replaced by the "Hoow us effe!!!" booklet; 5.2 Amended the 10 green rules; 6.2.3 Slow whoop from 200 to 1200 Hz; 6.2.4 Gas emission protocol; 6.3 Reporting "all emergency incidents" via emergency number 222; 7.1 SHE regulations; 7.2.2 Table defined Critical SHE regulations and High Risk Activities; 7.2.3 Specific rules for hand grinders added; 7.5 Auditing - removed, not yet implemented; 8 Appendices updated.  www.nyrstarbudel.nl no longer exists, is now <a href="http://www.nyrstar.com">www.nyrstar.com</a>



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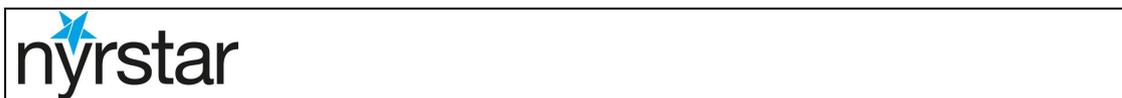


## 1. GENERAL

### 1.1 Definitions and Abbreviations

#### 1.1.1 Definitions

Term	Definitions
Basins	Closed former landfill site, inside fence but with separate fencing.
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.
Metalot Site	Land mainly inside the fence, but also outside the fence not being factory land, not being basins and not being Solar Park.
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.
Port	Location where ships are loaded with sulphuric acid.
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; - Solarpark Budel B.V.; - SBB (Soil bank Budel B.V.).
Solarpark Budel B.V.	Land within fence where solar park (Solar park) is located.
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	<ul style="list-style-type: none"> <li>- <u>External</u>: is a person who, at the request of a Nyrstar Budel BV employee, visits the Nyrstar SITE to have a brief and supervised conversation, attend a meeting or carry out an inspection of a non-technical nature;</li> <li>- <u>Internal</u>: is a Nyrstar Budel employee who wants to enter a department (other than their own) without performing physical work here.</li> </ul>

### 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 Verkeerstechniek (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
RDS	Reasonably dense space
RI&E	Risk Inventory & Evaluation
RID	Regulations concerning the International Carriage of Dangerous Goods by Rail
RIMS	Risk Information Management System
RRC	Recognition, reward and consequences
SBB	Soil bank Budel B.V.
SCC	Sicherheits Certifikat Kontraktoren (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);*
- *Solarpark Budel B.V.;*
- *Maintenance organisation Jarosiet ponds;*
- *Metalot Site.*

*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.

Also part of the SITE Regulations are the supplementary instructions (gate instruction and department safety films), RI&Es, acoustic signals and valid work permits are also part of the SITE Regulations.

The SITE Regulations are 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

In everything we do as a company, we follow the "Nyrstar Code of Conduct". This consists of five elements (see [www.nyrstar.com/Ourstory/Nyrstarvision&values](http://www.nyrstar.com/Ourstory/Nyrstarvision&values)).

Safety is at the core of all 5 Nyrstar values - everything starts and ends with Safety! We therefore go to great lengths to ensure that all employees understand, appreciate and apply the implications of each of these elements to their day-to-day work.



### Nyrstar values:

#### 1. RESPECT - Thinking about impact

- I care about the well-being of my colleagues, our communities and our customers;
- I think before I act;
- I actively listen to different points of view.

#### 2. OWNERSHIP - Taking responsibility

- I am committed to the success of the company and this is reflected in my actions and results;
- I make decisions based on what is best for the company in general;
- I empower and motivate others to take initiative and bring about positive change.

#### 3. EXCELLENCE - Being the best

- I challenge myself and others daily to achieve superior results;
- Daily, I strive to do better than the day before.

#### 4. TEAMWORK - winning together

- I work with and support my colleagues and partners;
- I speak freely and seek feedback constructively;
- I believe diversity contributes to our success.



## 5. INTEGRITY - Do what you say

- I always honour my commitments;
- I have the courage to do the right thing;
- I maintain the highest standards in everything I do, including the Nyrstars Code of Conduct.

### 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.

#### 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.

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<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.



#### 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 site is completely smoke-free. All alternative forms of smoking (including the E-cigarette and Shisha pen) are also covered by this ban. Smoking can only be done outside the Nyrstar site, at the designated location (near the car park) and this can only be done in your own time.

#### 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 lunchrooms, 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.
- 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 (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.

<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.



 <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);
- 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 workplace 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.

<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.



## 1.6 Prevention Policy Major Accidents (in Dutch PBZO Beleid)

Since 1997, the Seveso-II regulations have been in force within the European Community. These regulations aim to minimise the risk of major accidents involving dangerous substances at companies. This is done partly by reducing the likelihood of such accidents (prevention) and partly by limiting the consequences of such an accident. Much attention is paid in these regulations to controlling risks, not only through technical but also organisational control measures.

The background to this is that analyses of major accidents show that most of them are the result of management technical and organisational shortcomings. Such accidents can largely be prevented by paying more and systematic attention to safety through training and education, but also by taking organisational measures in the form of a system of safety management.

In the Netherlands, these Seveso-II regulations are contained in the "Besluit Risico's Zware Ongevallen", also known as "BRZO '2015" and the underlying Regeling Risico's Zware Ongevallen. According to this decree, in addition to a notification, companies falling under its scope must draw up a major accident risk control prevention policy.

A major accident is defined in this decision as follows:

"An event resulting from an uncontrolled development during operations at an establishment, causing serious danger to human health, either immediately or over time, inside or outside the establishment or to the environment and involving one or more dangerous substances."

Nyrstar falls, due to the amount of hazardous substances present at the site, under this decision and has a major accident prevention policy and a Safety Management System (SMS) linked to it. The Safety Management System (SMS) is a system focused on the safety risks of all business activities and not just activities where there is a risk of major accidents.

Due to the large quantity and nature of hazardous substances, present at Nyrstar Budel, Nyrstar Budel is required to have a "Safety Report" (SR). The SR must comply with certain guidelines and includes information on major accidents (such as accident scenarios and measures to combat those scenarios). Furthermore, the company should have a company emergency plan to provide information to surrounding areas and emergency services. An up-to-date Safety Report and Company Emergency Plan must be available at the company at all times.

Nyrstar Budel has integrated the VBS in its Management System which consists of:

- ISO9001
- ISO14001
- ISO45001.

### Major-accident prevention policy

The major accident prevention policy (PBZO) is aimed at the prevention of events that could cause damage to the health of employees and the public, material damage or damage to the environment inside or outside the establishment as well as limiting the consequences of such events. Major accident prevention is an integral part of the business operations of Nyrstar Budel B.V.



Due to the nature of its business activities and the type of substances present, the general risk control policy is strongly focused on the protection of employees and safe production so that the occurrence of LOCs is minimised. In practice, small process deviations can have a major impact on occupational safety and product quality. The general policy is primarily aimed at preventing these process deviations and thus also leads to the control of major accident risks.

The PBZO document provides a description of the general objectives and principles of the major-accident risk control policy. This also fulfils the obligations in this regard according to the Major Accident Hazards Decree (BRZO'2015). The PBZO document is a description of those parts of the general policy of Nyrstar Budel B.V. that are applicable to the control of major accident risks. It provides the framework for the regulations and procedures applicable in this area.

#### Document structure:

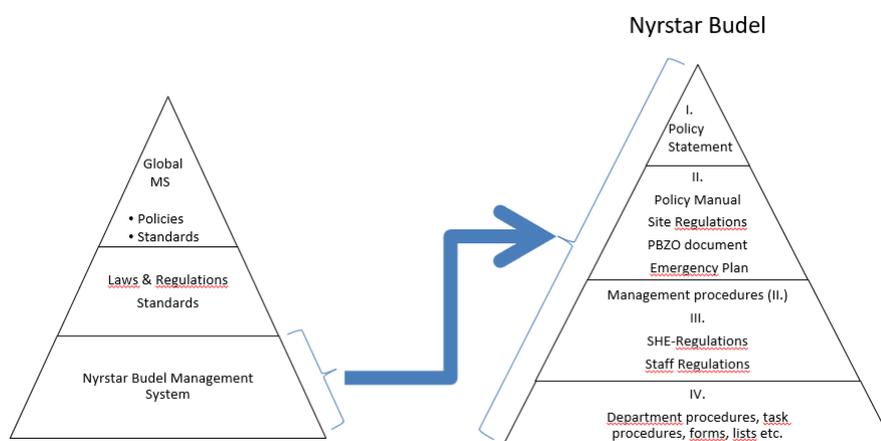


Figure 1: Relationship between Global Management System, Laws and Regulations and Nystar Budel Management System

Nyrstar Global Systems do not fall under the management of Nystar Budel Management System. Global policies guide Nyrstar Budel policies. Some standards are applied verbatim, but many are elaborated specifically for Nyrstar Budel. All relevant documents are available on Starnet or on the website [www.nyrstar.com](http://www.nyrstar.com) under "Contractor Access".

#### Scope and preconditions

Compliance with the legal requirements to prevent major accidents (BRZO'2015) is an integral part of the overall company policy. The control of major accident risks is closely linked to the control of processes and activities required to ensure product quality and continuity of operations. Safety, Environmental and Quality Management therefore largely use joint resources.

### 1.7 Life Saving Rules & Recognition, Reward and Consequences (RRC) Policy

Nyrstar Budel BV has (Safety) rules and procedures laid down in its management system. In addition, Nyrstar has a number of "Critical Safety Rules" or "Life Saving Rules", see [www.nyrstar.com](http://www.nyrstar.com).



## Life-Saving Rules:



When one or more of these "Life Saving Rules" are violated, the "RRC (Recognition, Reward and Consequence) Policy" will apply immediately.

Occupational health and safety is a shared responsibility and therefore all employees, contractors and third parties will be held accountable for their own behaviour and actions:

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

With the RRC policy, Nyrstar Budel wants to strive for a balanced policy on recognition, reward and consequences of its employees. Nyrstar Budel considers it important that employees are positively encouraged to show the right behaviour that goes with the desired culture. This culture is one of openness, honesty, equality and a culture in which everyone participates in order to achieve our common goals.

The Nyrstar values are central to this.

The policy on Recognition, Reward and Consequences is designed to develop consistent reinforcement of positive behaviour and effective and fair treatment of negative behaviour.

The policy is mainly focused on guiding and correcting the unsafe act, conscious or unconscious violation or deviant behaviour and not on saying goodbye to employees. The detailed elaboration of the RRC policy for Nyrstar employees can be found in the Personnel Rules PREG060.



**Contractors and third parties:**

All contractor employees must comply with the applicable rules and standards of Nyrstar Budel, as described in these Site Regulations and the underlying documents. If employees deviate from this, the RRC policy provides for the consequences to be taken. This policy is further detailed for contractor employees in the diagram below.

If rules and regulations are not complied with, work will initially be suspended until the deficiency is rectified.

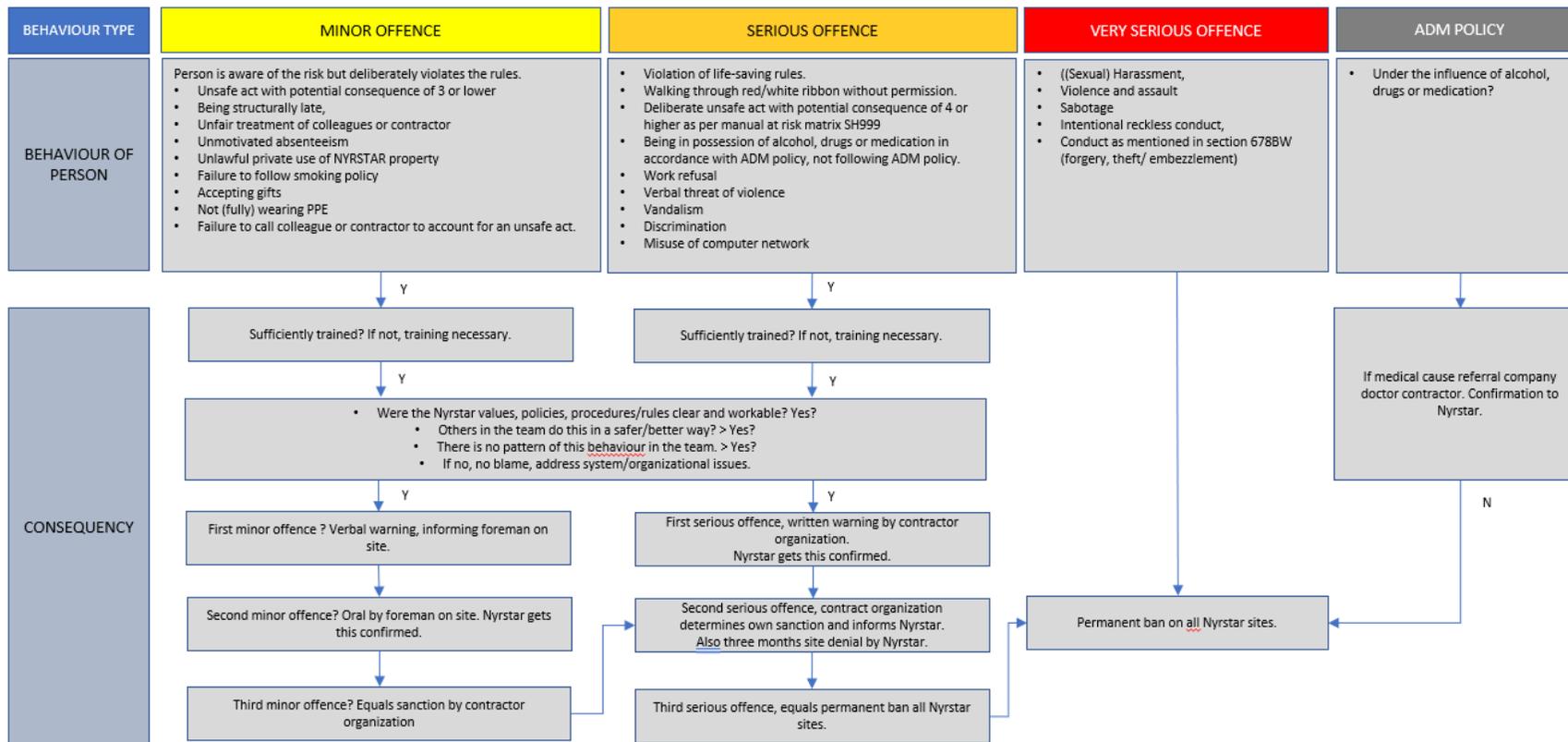
The Decision Diagram helps to take preventive action in certain situations and provides support in analysing situations and defining appropriate actions. In exceptional situations, the consequence policy may lead to consequences for obtaining access rights at the other Nyrstar sites.

Consequences and sanction measures as a result of violating the Life Saving Rules are initially determined by the contractor organisation. The Contractor must inform the responsible MT member of Nyrstar of the measures taken and to be taken.

Nyrstar Budel BV has the right to take immediate disciplinary measures in case of very serious violations. Costs incurred as a result will be borne by the contractor.

Violations are registered and included in the supplier evaluation.

## Consequence Policy contractor employee



### **1.8 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.

### **1.9 Communication of SITE Regulations**

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

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.

### **1.10 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.



## 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)
  - Uncontrolled area (Central Parking 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);
- For the Metalot site, Security gives permission to truck traffic by opening the gate (no badge).

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.
- Trucks to and from activities on the Metalot site for the purpose of remediation and/or embankment go via the Fabrieksstraat entrance;
- Captains must report to the Security Department by telephone once they have moored in the port.

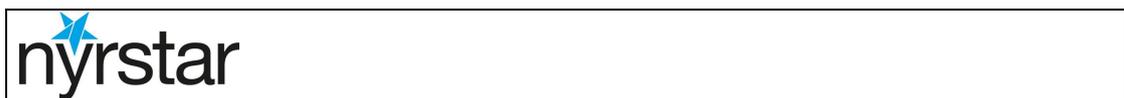
### 2.2 Access regulations for persons

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;
10. SBB employees and contractors (Soil Bank Budel).



### 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>	Aftercare contractor	Other contractors <sup>1</sup>	Network operator Tennet <sup>1</sup>	Supervisor & Inspector	SBB employee/contractor
A	Registered by SITE employee	x			x	x	x	x			
B	Valid proof of identity	x	x	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	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							x
J	Valid driving Licence										
K	Possible ADR supplement with one of the modules: Tank transport / class 1 (explosive) / class 7 (radioactive substances)				x						
L	Proof of training in solo loading/unloading			x							
M	Valid trailer or half-trailer certificate			x							x
N	Delivery note for delivery of goods		x	x							x
O	(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

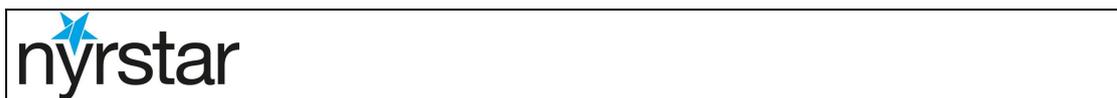
- Vehicles for the delivery and/or collection of materials, goods, raw & auxiliary materials, end products etc.
- Contractor vehicles which are recognisable by virtue of a permanent logo or lettering on the vehicle which is legible at a distance.
- Vehicles of which the driver has a parking permit and/or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

#### 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 and Emergency Services, 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

It is Nyrstar's policy that alcohol, drugs & medicines (refers to yellow and red sticker medicines) do not mix with working within Nyrstar. Employees, contactors, drivers or visitors who are under the influence of alcohol, drugs or certain medicines have a negative impact on a safe working environment. As safety and health of employees and contractors is a priority for Nyrstar, it is important that this policy is enforced.

The general rule regarding this policy is:

- Possession, use, dealing and being under the influence of alcohol, drugs and/or medication (unless prescribed by a doctor) is prohibited on the Nyrstar Budel site;
- The ADM Policy can be found in SmartSearch/Starnet or via EDU Builder (port instruction).

The link to EDU Builder is [EduBuilder \(employabilitymanager.com\)](https://employabilitymanager.com).

## 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 and Budel Leach Product. 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.

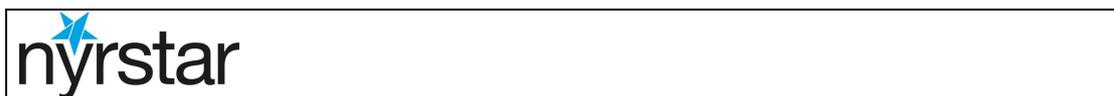
Contractors requiring a connection point on the plant must request this via the supervisor at Nyrstar Budel and indicate the desired power rating. The supervisor will indicate the connection point (possibly after internal consultation).

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 [www.nyrstar.com/ContractorsAccess](http://www.nyrstar.com/ContractorsAccess).  
 However, these are currently only available in Dutch.

### 4.2 On the road to Zero - Our Safety & Health vision

Nyrstar undertakes to ensure the highest standard of health and safety. This is set out in "Our Vision On the road to Zero", which can be found on the website at [www.nyrstar.com/Our Story/Nyrstar vision & values](http://www.nyrstar.com/Our Story/Nyrstar vision & values)

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 independently visiting a department or showing other visitors around a department must be shown to have seen the General Safety Film (Gate Instruction) and the department Safety Film. The General Gate Instruction and Department Safety Films can be viewed in EDU Builder. For this, you need to create your own account. The link to this is [EduBuilder \(employabilitymanager.com\)](http://EduBuilder(employabilitymanager.com)). The safety film(s) should be reviewed periodically. 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			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 (the exception is the Water Treatment). 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: Concentrate Shed <sup>(1)</sup>	Concentrate Shed control room, if not there Control Room S920.	Door at the front of the Concentrate Shed.
S910: Concentrate Unloading	Concentrate Shed control room, if not there Control Room S920.	Door on the front side of the Concentrate 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.	Entrance to Control Room SRB
S950: Electrolysis/anode casting/ zinc dust plant	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> Visitors to the Concentrate Shed 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 Concentrate Shed".

<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

##### 4.5.1 General

**The minimum prescribed PPE at the Budel site are:**

- Closed work clothes with reflective bands. Wearing short sleeves or one pair of shorts is prohibited;
- A safety helmet (bump cap is prohibited);
- Safety shoes, at least S3;
- Safety glasses, should fit closely to the face (list of permitted safety glasses is included in SHE100);
- Gloves.

Because hazards may be site-specific, Nyrstar Budel BV applies five different levels (0 to 4) of personal protection.

Level	Location	PPE
0	Area in front of Delhaizeweg & Office Areas	No regulations
1	Area behind the Delhaizeweg including acid loading and port <sup>(1)</sup>	- "High visibility" protective workwear - Safety helmet - Safety shoes - Close-fitting safety goggles - Work gloves.
2	Department or location	Supplemented from department regulations
3	Specific work in department or location	Supplemented by specific regulations from WMS, TRA, CSC.
4	Area around and on the basins, Solar park and Metalot site	Safety shoes, reflective clothing (outside). Work specific PPE may also be prescribed.

(1) This excludes the designated walking route to and from the contractor park of the Roasting and Sulphuric Acid Plant Department.

##### Details:

##### Truck drivers loading zinc:

For truck drivers who come to load zinc at the Zinc Warehouse, in addition to wearing a safety helmet, safety shoes and safety glasses, wearing protective covering clothing combined with a high visibility traffic vest is sufficient.

##### Other drivers and train crew:

For drivers and train crew, these regulations apply from the moment they leave their vehicles. For skippers and their crew, these regulations apply from the moment preparation for loading starts until its completion, see also SHE100.



**Laboratory:**

Minimum compulsory PPE in the laboratory is safety glasses, closed work clothing and safety shoes. Additional PPE should be worn for specific activities.

**MCC and Auxiliary rooms:**

Minimum mandatory PPE is safety glasses, safety shoes, closed work clothing supplemented by specific PPE for electrical work (see group standard TS-202 and TS-212).

**Area in front of Delhaiseweg and Offices:**

No PPE mandatory. Only mandatory if technical work is performed, these PPE are listed on the work permit.

**Area around and on the basins, Solar Park and Metalot site:**

Minimum compulsory PPE is safety shoes and reflective clothing outside vehicles and buildings. Further PPE is however mandatory if technical work is performed, these are mentioned on the work permit or follow from the CROW 400 (Working in or with contaminated soil or contaminated (ground) water).

**Work gloves:**

Work gloves should be worn throughout the site. Excluded are the walkways, office areas and control rooms. In the area around the basins, Solar Park and Metalot site, wearing work gloves is not a standard requirement. In vehicles and for those tasks where the use of work gloves is not practical and this is specifically mentioned in the task risk analysis (TRA) or task procedure (TP), wearing is also exempted.

**Additional:**

1. A summary list of each production department is available (BF-9053-L006.(1,2,3,4,5)-Vei). These summary lists indicate which personal protective equipment is prescribed when present in a certain area. In places where a particular type of protective equipment is mandatory, this is indicated by means of a prohibition sign.
2. Standard PPE is sufficient for carrying out a large number of tasks. However, there are work situations and circumstances where the use of additional PPE is necessary and mandatory. Which additional PPE should be used may result from a Work Method Statement (WMS), Task Risk Analysis (TRA), work instruction or Confined Space Cards (CSC). The work permit will indicate which documents are applicable.

Further explanation is given in SHE100 "The use of personal protective equipment".

**4.5.2 Provision of PPE to contractor employees**

It is the Contractor's responsibility to provide its employees with PPE. Where, related to the work, PPE is deemed to be part of the Contractor's standard equipment, it is primarily the Contractor's responsibility to provide such PPE to the employees working under its authority.

Specific PPE, unless otherwise stated in the contract/order, will be provided by Nyrstar Contractor Supervisor. However, it remains the responsibility of the Contractor to:

- Check these PPEs/articles before use and deploy them properly;
- Give the employees working under his authority the necessary instructions prior to use;
- Return the PPE/articles provided on loan in name in original condition.



## 4.6 Working conditions

### 4.6.1 Work interruption

Under Article 29 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.

#### **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;

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



- 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. An SO<sub>2</sub> protocol has been drawn up for this purpose and included in the Company Emergency Plan, see also section 6.2.4 Gas Emission Protocol in this document.

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 "the "Hoow us effe" booklet .

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 Hold on a minute or Hoow us effe!!

The new "Hold on a minute or Hoow us effe!!" booklet is a personal start-work analysis in which a brief risk assessment must be carried out, immediately before the start of the work, at the workplace, by the (contractor) employee who is going to perform work.

The aim of this booklet is for the (contractor) employee to ensure, at the workplace, that all SHE risks have been identified and/or sufficient control measures have been taken to prevent incidents and accidents.



#### 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>- Defferised 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 [www.nyrstar.com/ContractorAccess](http://www.nyrstar.com/ContractorAccess) .

### 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 in the soil is allowed without an excavation and work permit. An exception to this is a calamity requiring immediate excavation. Then only a work permit is required and not an excavation permit.
2. Leakages into the soil or surface water must be prevented. In the unlikely event of a leak, report it immediately to the evacuation coordinator concerned, the M&V consignee and the Nyrstar contractor Supervisor.
3. Work on existing impermeable or liquid-retaining facilities, on the sewer system and for the construction of new impermeable or liquid-retaining facilities and sewer system will always be preceded by an environmental risk assessment and implementation of the necessary control measures.
4. The release of chemicals or other emissions into the air must be prevented.
5. Discharge and adjustments of quantities and substances to be discharged to the sewerage system shall be made only after approval of the S940 department.
6. Noise and vibration pollution should be avoided as much as possible. For activities with significantly increased noise levels, this must be reported to the Nyrstar Contractor Supervisor at least 48 hours prior to the activities so that he can inform the Environment Department for the purpose of proactive notification to the neighbourhood.
7. Waste and hazardous substances are at all times packed 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 means of transport shall enter and leave the SITE clean and leak-free. Where possible, means of transport should use a wheel wash facility.

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, Principal SHEQ Advisor Environment



## **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

**EMERGENCY**

**CALL:**  
**222**  
**OR**  
**+31 495-512 222**

**Assistance always starts  
 in the department  
 where you work.**

So never leave the department for  
 assistance without reporting this to the  
 licensing officer or supervisor.

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

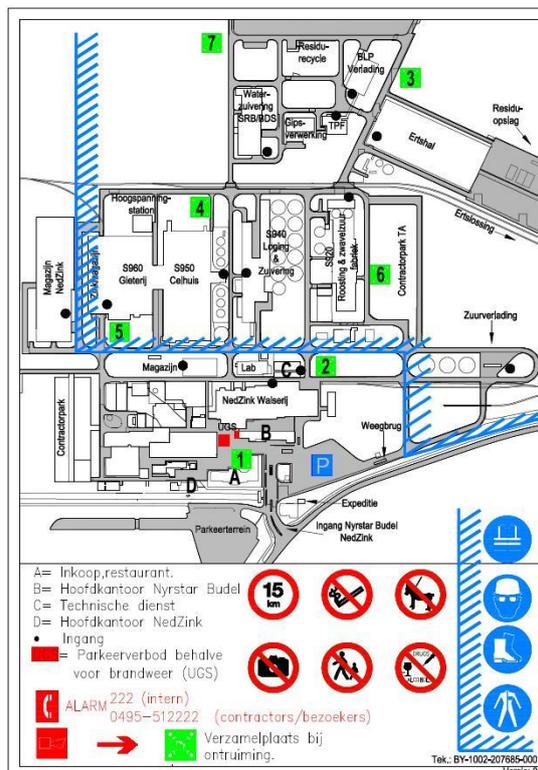
In exceptional circumstances, for example in the event of release of gas or fire, it may be necessary to evacuate a department or a complete building. An evacuation system, which is identical for all production departments, has been set up for this. An automatic alarm has been installed in some areas, 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 200 to 1200 Hz in 4.5 seconds, followed by a 0.5 second pause, in a repeating pattern).
- 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 Gas emission protocol

During an emergency, it may be necessary to proceed to evacuate the department(s), due to a gas emission. In these situations, it is often better to look for an assembly point within a building, and to activate the Gas Emission Protocol.

Possible triggers are:

1. Sulphur dioxide (SO<sub>2</sub>) gas escapes from the plant, exceeding the alarm limit (off-site (2 ppm TGG /10 minutes) and exceeding the internal alarm limit within the site (30 ppm TGG / 10 minutes));
2. Another gas is released e.g. ammonia gas, hydrogen sulphide gas, sodium sulphurate (NaSH), propane or natural gas;
3. A fire;
4. the release of (hazardous) substances other than the previously described gases.

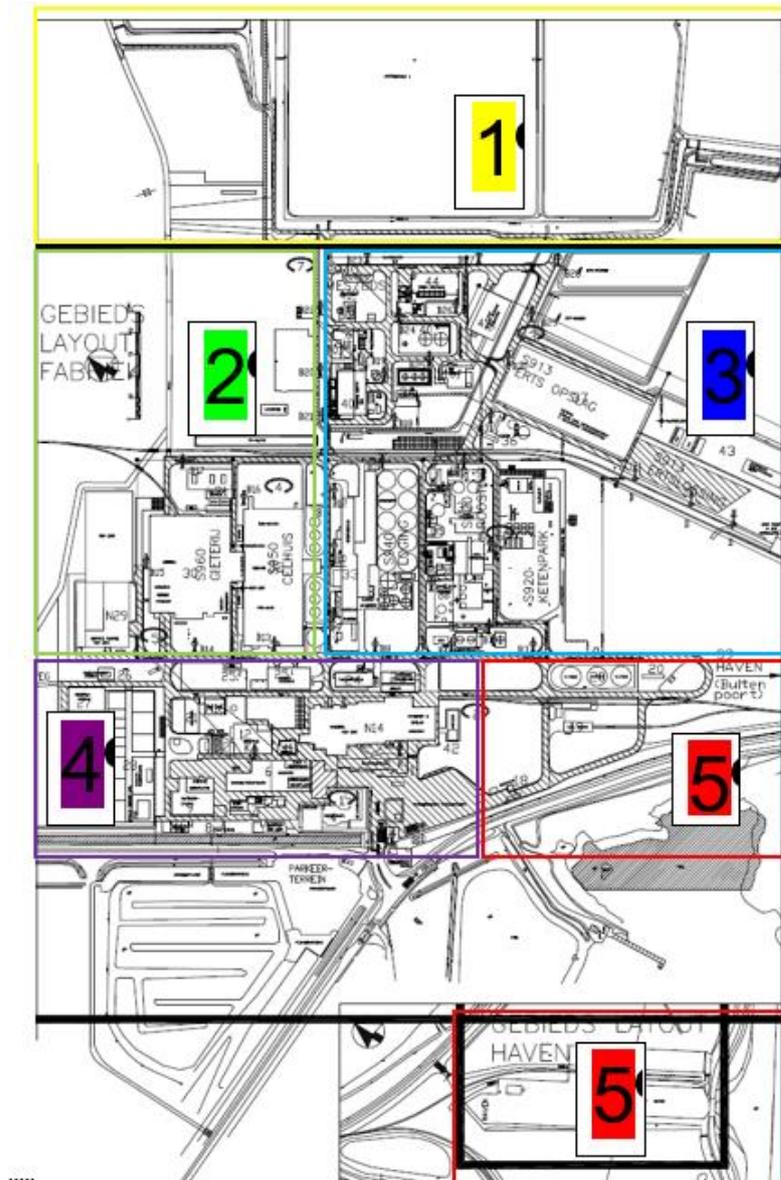
When the protocol is triggered, the following actions should be taken immediately:

- Operate company emergency plan always!  
=> Base Crisis Team: Manager Nyrstar/ Manager NedZink / M&V / Production  
Call in expert;
- Security sends out a BU Alert and an SMS to all company phones (NB/NZ);
- Security calls the departments and discusses the content of the BU Alert;
- Two officers are appointed from the Security/Crisis Team to direct incoming traffic:
  - A third officer is appointed from Security to act as an evacuation leader for the truck parking area and direct drivers to an RDR (Reasonably Close Space).
  - Incoming services will be met at the gate and taken to the company canteen (RDR) by one of the officers. From the company canteen, escorted transport will be arranged to the departments if necessary;
- Persons who need to leave the site should report to the crisis team via the local evacuation leader. Escorted transport will be arranged from the crisis centre;
- Security will appoint a driver who can move persons around the site under certain urgent circumstances, or escort drivers;
- The Security/Crisis Team will appoint officers to start taking measurements in the downwind area.

Thereafter, actions must be carried out in accordance with task list Evacuation Leaders and General Coordinator (See Company Emergency Plan).



Classification alarm zones terrain:



1. PRO terrain
2. Cell house, foundry, Nedzink
3. Roasting, Leaching, Northern Area, Concentrate unloading and storage
4. Headquarters, Nedzink, Central Warehouse, Lab, AM, Canteen, BGD, HQ Nyrstar
5. Acid loading and Port.



## LIST OF REASONABLY TIGHT SPACES (RDR)

**Definition: A reasonably tight space is a building or room whose windows and doors can be closed and whose ventilation can be turned off.**



**A reasonably tight space can be recognised by this symbol.**

1. Headquarters
2. HQ building / canteen / bathhouse
3. BGD
4. Nedzink offices
5. NedZink Rolling Mill / NOVA line / Service Centre
6. Security Lodge / Crisis Centre / Expedition
7. Control Room 920 / canteen
8. Control room 940 / canteen
9. Control room SRB / BDS
10. Control room TPF
11. Control room 950 / canteen
12. Canteen 960 / canteen
13. Concentrate unloading canteen
14. Control room Concentrate Shed
15. Canteen Chemicals Warehouse / PA / Workshop
16. Canteen Lab / TE building
17. Central warehouse
18. TD1 / TD2
19. TT1 / TT2 / TT3
20. Contractor park Roosting
21. Contractor park at Cathode Maintenance workshop
22. Training
23. Portable cabin entrance Factory Street.

Personnel/ third parties located in other places should proceed to a building preferably with an RDR. Drivers etc. are taken off site by Security staff and taken to a RDR. Emergency personnel are present in the canteen.

For this purpose, green cabinets with a sticker with an escape mask with filter canister on it are located at various places on the premises.

### **6.2.5 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

Reporting of all emergency incidents takes place in the same way as an emergency. Always report via the emergency number 222!

EMERGENCY

CALL:

222

OR

+31 495-512 222

Assistance always starts  
in the department  
where you work.

So never leave the department for  
assistance without reporting this to the  
licensing officer or supervisor.

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 Regulations

Certain situations that occur company-wide often require additional information and knowledge to reduce risks. The SHE regulations contain general and specific information about the activity or situation. The Contractor is responsible for ensuring that its employees keep their knowledge up to date and apply the regulations.

### 7.2 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).

#### 7.2.1 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 400).

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.



**7.2.2 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;
- When High Risk activities or activities linked to critical SHE regulations are performed by contractor employees (not being Third Party contractor employees). See Table 7.1.

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: Critical SHE regulations and high-risk activities

1. Required SHE certificates	VGM010
2. Internal alert procedure for SO2 emissions	VGM060
3. Evacuation alarm	VGM090
4. The use of personal protective equipment	VGM100
5. Working with explosives	VGM205
6. Isolating, locking, labelling, testing	VGM210
7. Rules on gas and dust explosion hazards	VGM215
8. Fire hazard work	VGM220
9. Working in confined spaces	VGM225
10. Industrial cleaning	VGM230
11. Excavation	VGM235
12. Demolition work	VGM236
13. Work near railway tracks	VGM237
14. Lifting	VGM240
15. Working at height	VGM242
16. Radiological work	VGM250
17. Performing electrical work safely	VGM260
18. Hydraulic or gas pressure testing	VGM265
19. Blasting work	VGM270
20. Mobile work equipment/vehicle safety and human-vehicle interaction	VGM300
21. Construction of special scaffolding	VGM305
22. Storage and use of chemicals/hazardous substances	VGM400
23. Hydrogen sulphide in production processes	VGM415
<b>Additionele Hoog Risico Activiteiten</b>	
24. Simultaneity of work	
25. Working near molten metals (within 3m of the source)	
26. Influence of environmental conditions / unstable process	
27. Working under/near/above water	
28. Temporary bridging of protection devices	MP106

\* Note: More info on the topics can be found in the relevant SHE regulations.

**7.2.3 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.

Specific rules apply to hand-held grinders including:

- The control switch of the grinding machine must not have a locking possibility in the "on" position. The grinding machine must be equipped with a switch with dead-man's function.
- Electric grinders must be fitted with a braked stop function.
- 125 mm cutting discs should have a minimum thickness of 1.5 mm.
- The use of heavier grinding machines (diameter >180mm) is only permitted after approval from the maintenance manager or NYRSTAR Contractor Supervisor.

Further detailed info can be found in VGM220.3 Hand-held grinders.

#### **7.2.4 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-9035-F164).

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.

#### **7.2.5 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

#### **7.3 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?

#### **7.4 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.

#### **7.5 Speakers of other languages**

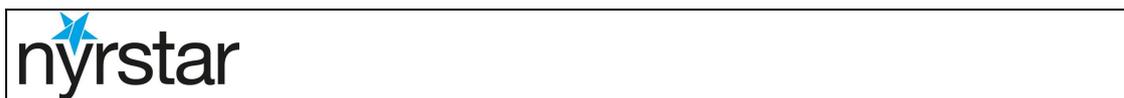
In the event of the employment of employees who do not speak Dutch, English or German, the contractor must guarantee that it will issue the (Nyrstar Budel BV) instructions in a language that the employees in question understand. Furthermore, the contractor will ensure that in each group of employees 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.

#### **7.6 Biomonitoring Contractor employee**

Contractors should take care of organising the fulfilment of SHE Regulation 430 themselves. This can often be done via their own occupational health and safety service. The contractor firm must at least in all reasonableness be able to demonstrate to Nyrstar Budel that it conforms to this procedure. Nyrstar Budel requires the contractor firm to make monitoring data available (anonymously) to Nyrstar Budel's BGD for aggregate reports and evaluations.



## 8. APPENDICES

### 8.1 Management Procedures

MP	Description
106	Bypassing of technical safety devices
581	The collecting, storage and disposal of waste materials
650	The granting of work permits

### 8.2 Work Instructions

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

### 8.3 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
220.1	Determining risk of fire word
220.2	Welding
220.3	Hand-held grinders
220.4	Applying roofing
220.5	Open flame
220.6	Hot air dryer
225	Working in confined spaces
230	Washing and cleaning work (SIR manual)
230.1	Pressure and vacuum truck
230.2	Industrial cleaning high-pressure liquid
230.3	Industrial cleaning with additives
230.4	High-pressure cleaning
230.5	First aid card high-pressure injuries
235	Excavation work
236	Demolition work
237	Working near railway tracks
240	Lifting
240.1	Mobile Hoisting equipment
240.2	Stationary lifting equipment
240.3	Manually operated hoisting equipment
240.4	Lifting with fork-lift truck and telehandler
240.5	Lifting with earth movers
240.6	Loading and unloading with truck-mounted crane



240.7	Lifting plan
240.8	Work boxes and work platforms
242	Working at heights
242.1	Roofs, landings & other height differences
242.2	Personal fall protection
242.3	Aerial platforms
242.4	Ladders
242.5	Stairs
242.6	Cage ladders
242.7	Rope Access
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)
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 (MMMMF)
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.

#### 8.4 Forms

Form	Omschrijving
BR-2009-TA2012.M2.3.F.01	Form Individual Application Form access for multiple Firm employees
BR.2009-TA2012.M2.3.F.01D	Individual Antragformular Antragsformular Firmenpass
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- 9035-F164	Request using hazardous substances
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## 8.5 Other documents

Document	Omschrijving
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
BP-9202-AP02-001-S920	Entering Concentrate Shed
BP-9202-AP02-002-S920	Entering BLP-Shed
BW-9009-WI0018-RE2E	Instruction Entering Elektro Technical Rooms (EBR's)
TP-09-A BEV	Task procedure Access to the site within the fence/fence
TP-09-B BEV	Task procedure Access Nyrstar sites outside the fence
TP-28 BEV	Temporary procedure on sand transports

See [www.nyrstar.com](http://www.nyrstar.com)

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