



## Yara Management System

Document type:

Procedure

Valid for organisation:

Sluiskil

Valid for location/facility:

Persoonlijke veiligheid en arbeidsomstandigheden

### (HAE-025858) TRAFFIC REGULATIONS AT YARA SLUISKIL

#### Note:

- Use of wedges during the loading of hazardous substances deleted and replaced by 'ensuring that the vehicle remains in the same position during loading'.

#### 1. Introduction

On the Yara Sluiskil site, the general traffic regulations (Road Traffic Act) apply as they apply outside the factory site. Due to the intensity and special activities, some additional regulations have been laid down for a number of specific aspects in order to guarantee the safety of the people and equipment on our site. These include the parking policy and the policy for maximum speed of vehicles.

#### 2. Purpose

- Minimising traffic throughout the site to increase overall safety.
- Controlling the speed at the site in such a way as to guarantee optimum safety for all road users.
- Avoiding traffic chaos during emergencies.
- Reducing the risk of damage to vehicles.
- Establishing general agreements and exceptions concerning the parking of vehicles on the Yara Sluiskil site.
- Continuing to manage traffic in case of (temporary) road closures.

#### 3. General traffic rules on the Yara site

The Road Traffic Act is in force on the Yara site. In addition to this, the following general traffic regulations apply to all road users on the Yara site. Violations of these traffic regulations are subject to the enforcement policy ([HAE-027257](#)).

General traffic regulations:

- The maximum speed on the site is 30 km/h.
- Safety belts must always be worn in seats fitted with them.
- Riders of motorbikes/mopeds must wear a helmet.
- Drivers must be authorised to drive the vehicle.
- Road users may never be under the influence of alcohol and/or drugs.
- Drivers may never use mobile devices while driving if they cannot be operated hands-free. Making and receiving calls must be limited to a short period of time (not exceeding 5 minutes) and is only permitted if the driver's concentration is not compromised by the traffic conditions or the complexity of the call.
- Drivers must adopt a defensive driving style and must maintain sufficient distance from other road users.
- Road users must make eye contact with other road users during manoeuvring, crossing, reversing and parking.
- Road users must use the designated traffic lanes, provided they are present.

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- It is not permitted to carry passengers in places within vehicles/compartments that are not designed for this purpose.
- Drivers must ask for help when reversing if the road cannot be seen completely.

#### **4. Requirements for driving motor vehicles**

##### 4.1 Access to the Yara site

Any driver of a motor vehicle or machine must hold a valid driving licence, or a valid professional certificate and a Yara pass. Unregistered passengers are not allowed to enter the company site.

- Drivers must have a safe work permit to be allowed to drive within the blue lines.
- Without special permits, drivers are not allowed to drive/park on unpaved roads.
- Drivers must use the ramps or panels available when crossing unpaved roads (with the exception of the gardening service).
- Drivers may not drive in buildings because of the emission of harmful (carcinogenic) exhaust gases (see also agreements on diesel engine emissions HAE-028197).
- Drivers must use sound and tested vehicles.
- Drivers must ensure that their loads are properly secured.

In addition, vehicles may only be present outside paved roads with the permission of the person in charge of the relevant department (whereby any additional measures must be taken with regard to the risk of the vehicle sinking down or damage to cables/pipes).

##### 4.2 Work carried out on or from the road

If an aerial platform/telescopic handler or similar vehicle stands on the road and there is a chance of collision, warning barriers or cones must be placed in front of and behind the vehicle and the orange warning light of the vehicle must be on.

In dark or foggy weather, additional warning lights must be used. For the correct barriers, see the section on 'Road closures on site'.

##### 4.3 Heavy transport and transport of loads

Vehicles that have been granted an exemption in accordance with Article 149 of the 1994 Road Traffic Act in conjunction with Article 7.1 of the Traffic Regulations must be registered two weeks in advance. A safety plan with a checklist is then drawn up by the transporter. For heavy transport and transport of loads, the following applies:

- Only transport stable loads.
- Drive at the amended speed that was set for the load.
- Mark protruding loads with the appropriate signs and the prescribed lighting.

##### 4.4 Load securing

The load must be secured in such a way that in normal traffic situations, included braking, sudden maneuvers and poor road surface, the load will not fall off the vehicle

##### 4.5 Refuelling

Fuel cards for Yara vehicles and compressors can be obtained from security at gate 1. You can only refuel at the designated place.

##### 4.6 Damages

In case of damage to or caused by a vehicle, this must be reported immediately to security. Subsequently, a Yara Damage Report + European Claim Form must be completed, and a Synergi report must be made. HESQ will ensure that the damage report is forwarded to the Business Support Cluster Finance for further processing. In case of Yara vehicles, the Finance department will take care of the claim and any further processing.



Schadeformulier  
Yara\_2015.docx



Damage Report in  
English\_2015.docx

#### 4.7 Additional requirements for drivers of specific motor vehicles

Drivers of a vehicle must always hold a valid driving licence or a valid professional certificate. For a number of specific vehicles, the following additional requirements apply.

##### *4.7.1 Loading and unloading*

The driver of a motor vehicle for internal and external transport must:

- Follow the route indicated by production code signs.
- During loading and unloading:
  - ✓ Leave the key in the ignition.
  - ✓ Shut the engine off.
  - ✓ Stay next to the truck and the loading point.
  - ✓ **Ensure that the vehicle remains in the same position during loading.**
- The department decides how many vehicles are allowed at the same time.

##### *4.7.2 Hydraulic excavator*

The driver of a hydraulic excavator:

- Must be in possession of an excavation permit HAE-026861.
- Never executes transports with a load in the crane.
- Only performs hoisting work if:
  - ✓ The machine is equipped and approved for this purpose.
  - ✓ The activities are related to the excavation work to be carried out, such as (the installation of) underground pipelines, installation of concrete pits, etc.

##### *4.7.3 Aerial platform*

The driver of an aerial platform:

- Works according to procedure 'Overhead work' HAE-026195.
- Completes the 'Aerial platform checklist' before starting the work.
- Is always connected to a line during the work and movements.
- Never uses the aerial platform for hoisting or lifting loads.

##### *4.7.4 Mobile crane*

The driver of a mobile crane:

- Must be in possession of a lifting permit, see HAE-026858.
- Must be in possession of a valid crane logbook.
- Must, when moving the crane:
  - ✓ Retract the mast completely and put it in its lowest position (for cranes with a hydraulic lifting system).
  - ✓ Secure the lifting hook.
  - ✓ Not hang any load in the crane.

##### *4.7.5 Forklift truck*

The driver of a forklift truck:

- Must respect the maximum speed:
  - ✓ 16 km/h, unless indicated lower.
  - ✓ Drive at a walking pace when towing trailers.
- Must use the safety belt, safety bar or other device that ensures that the employee is not unnecessarily injured when tipping over.
- Must cover the forks and use a flashing light when driving on paved roads.
- Does not tow more than two trailers with a maximum weight of 8 tonnes and a maximum length of 12 metres.

- Ensures that no loads are transported on the fork (outside the loading and unloading activities and short distances <100m) or in the lifting device.
- Always drives with a load as low as possible (not higher than 15 cm) and therefore never with a raised load.
- Drives in reverse if the load obstructs visibility.

#### 4.7.6 Telescopic handler

The driver of a telescopic handler:

- Must have a valid professional certificate for vertical transport from a load moment of 10 ton-metres.
- Must always use stabilisers for vertical transport.
- Must have a flashing light when driving on paved roads.
- Must cover the forks or place them at a height when the mast is retracted, so that the forks do not pose any danger.
- Ensures that no loads are transported on the fork (outside the loading and unloading activities and short distances <100m) or in the lifting device.

#### 4.7.7 Loader

The driver of a loader:

- Keeps the bucket as low as possible while driving.
- Uses a flashing light during operation.
- Ensures that no loads are transported in the bucket (outside of loading and unloading activities and short distances <100 m).

#### 4.7.8 Winter service vehicle (external) for ice control

The driver of a winter service vehicle:

- Does not need to wear fire-retardant clothing (provided he stays inside the vehicle).
- Does not have to register at the departments.
- Has to use a flashing light.

Because of the grit setting of the gritter, an exemption has been granted up to a speed of 45 km/h.

#### 4.7.9 Emergency services during calamities

- An exemption has been granted for emergency services and the service engineers Maintenance with regard to the maximum speed during calamities.
- External emergency services are supervised on site by the service engineers Maintenance.
- Emergency services use flashing lights and sirens in the event of an emergency and then have priority over all other traffic on the site.

## 5. Additional requirements for cyclists and pedestrians

### 5.1 (Company) bicycles

The rider of a (company) bicycle:

- Keeps both hands on the handlebars.
- Never uses a mobile phone/radio telephone while cycling.
- Never cycles within the blue lines.
- Always places the (company) bicycle in a designated parking shelter or location.

Yara company bicycles are inspected every 2 years (see [HAE-028297](#)). Yara employees may only use approved company bicycles with a valid inspection sticker.

All bicycles used on the Yara site (Yara company bicycles, third-party company bicycles and private bicycles) must comply with the legal requirements laid down in the Dutch Vehicles Regulations.

Yara Sluiskil reserves the right to remove (company) bicycles that have been parked in the shelter unused for more than one year.

## 5.2 Pedestrians

Pedestrians on the Yara site:

- Ensure that they are sufficiently visible to other road users.
- Always make eye contact with drivers when crossing.
- Never lose focus in busy traffic areas due to talking (whether on the phone or not) and walking at the same time.

## **6. Yara Sluiskil policy on parking**

### 6.1 General

In this parking policy, the general agreements and exceptions concerning the parking of vehicles on the Yara Sluiskil site have been laid down.

### 6.2 Rules on parking

- In general, parking at Yara Sluiskil is only allowed in the official parking spaces. These are:
  - ✓ The visitor car park at gate 1.
  - ✓ Parking 1 and the parking strips near the warehouse/main building/service building.
  - ✓ Parking 3.
- In local parking spaces near the departments with the sign 'Parkeren Vergunninghouders' (parking for people with permits), parking is only allowed if a parking permit issued by Yara Sluiskil is visibly present behind the windscreen.
- Upon arrival, you must enter the parking space in reverse so that you have a clear view of the other road users when you drive away. If there is a pavement behind the parking space, the vehicle may not protrude over the pavement.
- When parking on the road, the engine and/or ignition must be switched off and the handbrake engaged.
- Vehicles may not block footpaths, fire hydrants or other emergency equipment.
- Parking within the company site is at your own risk.

### 6.3 Parking permits

There are 4 types of parking permits:

#### 1. Permanent parking permit:

Yara Sluiskil departmental vehicles and permanent contractors' vehicles are allowed to obtain a parking permit for their company cars for a period of 1 year to the extent that they are necessary for the work. These parking permits grant exemption for parking on their own plot within the contractor park and at the location where they have to carry out work.

These parking permits are available at the security department, with the following colour code:

- ✓ For even years: Yellow
- ✓ For odd years: Green

#### 2. Temporary (blue) parking permit:

For visitors, contractors and Yara employees who need to carry out loading and unloading activities. These permits are issued for a maximum of 5 days. This provides temporary contractors with an exemption from parking at the location where they have to carry out their work. These parking permits are available at the security department. Visitors can use this permit to park at the parking facilities with the sign 'Parkeren Vergunninghouders' (parking for people with permits).

#### 3. Passes for Yara emergency organisation:

These passes are only valid in case of a calamity, in which case members of the emergency organisation need to be called in from home. This pass then gives exemption for parking at parking facilities with the sign 'Parkeren Vergunninghouders' (parking for people with permits).

#### 4. Parking permits for TURs and large projects:

On specific occasions such as TURs and large projects, parking permits are issued for additional designated parking areas. These parking permits are issued by the shutdown coordinators. The additional parking areas will always be indicated in the Safety Plan that has been drawn up for the project or maintenance shutdown in question. The additional parking facilities can be identified by temporarily placed parking signs and/or barriers.

Other agreements regarding parking permits:

- For medical reasons, the Medical Service can issue a green/yellow parking permit (in accordance with the one issued by the security officer) in the name of the employee for a certain period of time (maximum 1 year), so that employees can get all the way to their workplace.
- A complete overview of who has a parking permit can always be obtained from the security department (except parking permits for TURs and large projects).

#### 6.4 Enforcement

Offenders of the above agreements will be alerted to this by the Yara Sluiskil security officer. The offender will be warned with a note under the windscreen wiper. If you find a note under your windscreen wiper, please report to the porter's lodge for further handling:

- a. In the event of a **first violation**, the person involved will receive a reprimand in the form of a discussion with the direct line manager. The discussion will be confirmed to the person involved via email.

If it concerns a contractor, the offender will have a discussion with the Supply Manager and/or Contract Manager for Maintenance and their manager from the company involved. The company management of the person involved will be notified of the discussion in writing.

- b. In the event of a **second violation** within 12 months after the first violation, the person involved will receive a written warning from HR. The person involved will be asked to park his/her vehicle at the visitor car park outside gate 1 for 6 months.

If it concerns a contractor, the person involved will receive a written warning from the Supply Manager. The person involved will be asked to park his/her vehicle at the visitor car park outside gate 1 for 6 months.

- c. In the case of a **third violation** within 12 months after the second violation, the duration of parking at the visitor car park outside gate 1 will be extended. This extension will be confirmed in writing by HR if it concerns a Yara employee or by the Supply Manager if it concerns a contractor.

If the sanction is not complied with, the manager will be informed and asked to take follow-up action.

The security officers in charge of enforcement will record the violations (including the date and registration number) in their database. The Safety & Security Coordinator is notified of any violation.

### **7. Speed on the site**

#### 7.1 Maximum speed

A speed limit of 30 kilometres per hour has been set for the entire site.

#### 7.2 Enforcement

Offenders of the above agreements will be alerted to this by the Yara Sluiskil security officer. Security officers have the opportunity to carry out speed checks using measuring equipment. If possible, the security officer will stop the offender immediately.

The enforcement policy ([HAE-027257](#)) applies to speeding violations.

## 8. Road closures on site

### 8.1 General

This procedure covers all roads, except the roads within the production units (within the blue lines). A temporary barrier is defined as a road closure that is only valid for a certain period of time.

### 8.2 Safety agreements concerning road closures

- Never remove or move road closures without permission by FAC and/or HESQ.
- According to the Road Traffic Act, the warning barriers/signs must be at least retro-reflective (class II). If necessary, they may be supplemented by an orange warning lamp in case of no lighting or fog formation. If applicable, indicate this in the order/notification.
- The contractor ensures that the correct operation of the lamps and the position of the warning barriers are checked.
- It is obligatory to place sandbags against all warning barriers in order to protect them against weather conditions.
- Red/white tape is not permitted as a road closure. If a lifting area needs to be marked, this is done with yellow/black tape. The only exception is in the event of a calamity, at a place of an incident and if of short duration.

### 8.3 Application for road closures during dayshift

- Planned work
  - ✓ The applicant must make a notification/order 3 days in advance.
  - ✓ FAC will direct the contractor to place the road closures.
  - ✓ FAC will draw up an operational plan that is emailed to the applicant, which includes the reason for the road closure, the duration of the road closure, a drawing of the relevant road closure and, if necessary, the diversion route.
  - ✓ Contact FAC via [fa@yara.com](mailto:fa@yara.com).
- Unplanned work

The same procedure as for planned work is used, but the applicant can only inform the FAC directly by telephone for the purpose of placing a road closure.
- During projects/shutdowns:
  - ✓ Road closures must have been included in the preparation.
  - ✓ If this does not apply, the project manager must be asked to arrange a road closure.
  - ✓ All previous provisions still apply.

### 8.4 Requesting road closures outside the dayshift or during calamities

- Inform the security officer.
- After consultation between the security officer and the service engineers Maintenance (WTB), it is decided which action is deemed necessary.
- The security department/service engineers Maintenance inform the contractor and has the road closure placed.
- The applicant sends an email to FAC and makes a notification/order.
- The next morning (in case of a road closure that remains for longer than 1 day), FAC will draw up an operational plan that is emailed to the applicant, which includes the reason for the road closure, the duration of the road closure, a drawing of the relevant road closure and, if necessary, the diversion route.

## 9. Measures to be taken in case of closed gate and/or quay

### 9.1 Possible measures

- Set up a barrier at the closed gate/quay.
- Send a notification to F\_YARA\_SLU\_EMP.
- Provide temporary parking facilities for lorries in times of curfew and weighbridges.
- Provide temporary parking for visitors to Parking 2.
- Maintenance provides a shuttle bus service.
- Provide map with modified route.
- Notify everyone after the malfunction has been resolved and we can return to normal operation.
- Put a message on the display.
- Provide extra security (internal or external).
- Use traffic controllers (if possible internally by security, otherwise to be ordered by the Maintenance Service).
- Always use the emergency organisation to provide instructions for the fire brigade if necessary.
- Provide additional loading personnel at weighbridge 2.

Responsible for the performance of the above measures are:

- Points 1 through 7 = Maintenance service
- Points 8 through 11 = HESQ
- Point 12 = L&V

### 9.2 Scenarios

- If the quay and/or gate 1 and/or South Gate are closed:
  - ✓ Open Emergency Gate or P2 and start following measures: 1, 2, 4, 5, 6, 7, 8, 9, 10, 11.
  - ✓ Traffic controller needed at the turning loop and Parking 2.
- If gate 2 is closed:
  - ✓ Make sure all lorries go through the South Gate and gate 1 and start the following measures: 1, 2, 3, 7, 8, 10, 11, 12.
  - ✓ Traffic controller needed at roundabout/weighbridge gate 1.
- If South Gate and gate 2 are closed:
  - ✓ Make sure all traffic goes through the Emergency Gate and start the following measures: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12.
  - ✓ Traffic controller needed at the turning loop and Parking 2.

or

- ✓ Make sure all traffic goes through the Heros gate and start the following measures: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11 and 12.
- ✓ Inform Heros.

## **10. Ice control on the Yara site**

Upon arrival at the Yara Sluiskil site, the supplier will start ice control (spreading road grit) according to an agreed route, in consultation with FAC or the security officer (depending on whether it is within or outside of daytime hours respectively). If so desired, only part of the selected route can be gritted.

- Slipperiness is communicated to the supplier via 'Centrale melding Provinciale Staten' (central reporting system of the states-provincial) before starting to spread the road grit.
- If observed within the dayshift, please contact FAC and they will take care of the supplier order to start spreading the road grit.
- If observed outside the dayshift, please contact the security officer and they – in cooperation with the service engineers Maintenance (WTB) – will take care of the supplier order to start spreading the road grit.



- FAC or the security offer can request road grit via telephone number +31 (0)6 2185 5989.
- The order of urgency is:
  - a. Main roads.
  - b. Loading and unloading areas, including the weighbridges.
  - c. Secondary roads.

Take care of all this according to the enclosed drawing HAS15742.



Gladheidsbestrijding.  
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