

# Safety and environmental regulations for external companies

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## 1. The following regulations must be complied with

- a. Every visitor must enter his / her name in the visitor register at the reception desk. Please do not forget to sign-off upon departure. The internal contact persons can be contacted here.
- b. There is an overall "no smoking" rule, except in the 3 designated smoking areas. Ask your contact person for more information.
- c. Before carrying out flammable work (welding, splitting, grinding, soldering, hot blower work, hot welding, etc.), a permit for hot work must first be issued, in each individual case. The contractor shall specify safety measures together with the external company coordinator and document these in the associated permit for hot work.
- d. Openings, bottom holes, open lids, all kinds of obstacles must be carefully secured, defined and signalled. This also applies for temporary situations.
- e. The contractor has to provide information about the risks that are specific to his line of work. All the activities have to be discussed with the technical department to ensure a good coordination of the work that has to be done and the wellbeing of all employees. Every contractor has to cooperate to this coordination and teamwork.  
Even for temporary electrical systems the contractor has to notify the contracting party (Punch Metals). Everything must be carried out according to national regulations.
- f. There are a lot of electrical cables, water pipes and compressed air lines on the premises of Punch Metals, as well as in the production areas. Be aware of the different locations before you start breaking or digging. More information is available at the technical department.
- g. In-house devices, machines and facilities belonging to Punch Metals may only be used with the consent of the supervisor of the specific working area. In case of usage of a fork-lift truck, overhead cranes or scissor lift for example the users need to have a valid certificate and they have to carry this with them. When this is not the case, Punch Metals will provide someone adequate for them. However, the extra costs are for the account of the contractor unless otherwise agreed with the project manager of Punch Metals.
- h. At Punch Metals we find it very important to protect the environment and to preserve a pure and clean working and living environment. That is why you are obliged to:
  - i. Take all machinery, tools and other work equipment with you, if possible, at the end of the working day, or else at the end of the activities. Broke or unusable equipment should also be taken with you.
  - ii. Take all waste with you, unless otherwise agreed with the HSE-manager of Punch Metals.
  - iii. Clean the working environment after each working day and after termination of the work assignment.
- i. Working in a clean and neat environment is nice and safe! That is why we strive to leave every room and workplace as neat as possible and make sure that no waste is left behind. Tools or equipment that is lying around can result in tripping hazards for your and our employees.
- j. In case of an accident or incident everyone can rely on the help of our EROs (emergency response officers): they can provide the first aid.
- k. In response to the investigation of a serious accident the administrative costs (appointment external HSE-manager e.g.) are payable by the contractor. The detailed report of the accident should be carried out by the contractor. The HSE-manager of Punch Metals will assist in the investigation.
- l. In case of fire (continuous sound) everyone must leave the working areas as soon as possible through the nearest emergency exits. The assembly point is located at the parking of the expedition department. Always follow the instructions of your contact person.  
Press the nearest fire alarm box if you are the one that discovers the fire. All fire alarms can be identified with the universal fire safety symbols.
- m. When performing a job on the company's premises you must wear the necessary PPE's (personal protective equipment). You must wear safety shoes, long trousers and a long-sleeved vest. When working in the welding dept. you must always wear safety glasses. Depending on the job that has to be done, the appropriate protection equipment should be worn.
- n. Cars that are equipped with tools to execute certain activities, should be parked as agreed with the project manager. It is important that the parked cars cannot cause danger to other employees. Damage to the vehicles should be avoided by parking the cars in a safe way.
- o. Speed limits: on the premises of Punch Metals (incl. parking) the local regulations should be followed.
- p. Everyone working on electricity should be able to produce evidence of relevant qualifications or knowledge.

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- q. Punch Metals possesses the certificate ISO 14001:2015, this is an environmental management system that our organization uses to enhance the environmental performances. The goal is to minimize the environmental impact.
  - i. The contractor has to ensure that no materials that are harmful to water can permeate into soil, groundwater or sewage system. Floor drains and manhole covers in the contractor's working area must be completely covered with foil and sealed. In case of an accidental spillage the contact person of Punch Metals should be contacted as soon as possible. In case of abuse, you will be held liable to pay the clean-up costs.
  - ii. Hazardous materials to be used by the contractor at the site have to be specified before start of work and the associated, up-to-date material safety data sheets are to be presented to the HSE-manager of Punch Metals.
  - iii. Unavoidable waste materials are separated in an environmentally conscious way and processed by recognised waste processing organisations. So always put the waste in the appropriate bins.
- r. Activities or spills with possible important consequences to the environment have to be reported to the HSE-manager of Punch Metals.
- s. Work may only be carried out on the company premises within the framework of the legal and in-house specifications. The contractor is obliged to note and comply with the specifications that apply for the contractor's task, such as:
  - i. Occupational safety, including the generally accepted safety-related and occupational health standards
  - ii. Environmental protection, particularly pollution control, water, waste and soil protection acts. Other site-specific regulations shall be taken into account.
- t. In case of emergency, problems, questions... please contact your contact person as soon as possible. They are at your disposal for all further information.

You are herewith informed about all our safety instructions. By continuing your visit, you agree to the fact that Punch Metals NV and each of the supervisors will be deprived of his / her responsibility if an accident should happen caused by the fact that you deliberately did not follow the safety instructions that are valid at our company.

## 2. Declaration form "working with external companies"

I, the undersigned,  
 .....

Project manager of the firm (name and address):  
 .....  
 .....  
 .....

Declare hereby:  
 To watch over our employees and those of the subcontractor that work for our bill;  
 I will inform them about the applicable regulations;  
 Before the work activities start, I will instruct them;  
 And I will make sure the regulations will be followed.

Read and approved,  
 (Name and Signature)

Dated: .....