

Safety regulations

æb
amsterdam



Golden rules for your safety



Only work if you have a valid work permit, know what information it contains and follow the agreements.



Make sure that the equipment is secure before starting maintenance work.



Perform gas readings when required.



First make sure that you have the appropriate approval before entering a confined space.



Protect yourself from falling when working at heights.



Do not go underneath a suspended load; stay outside the lifting area.



No smoking outside designated smoking areas.



Do not work or drive when under the influence of alcohol or drugs.

Welcome

Welcome to AEB Amsterdam, either at our location at Australiëhavenweg 21 in Amsterdam or at one of our Waste Points. We convert waste and residual waste into high-quality products such as energy, heat and new raw materials. At AEB, safety always comes first. We think it's important that everyone who works at AEB performs their work safely, because no one should suffer harm at work. We believe this is possible, as does everyone who works for or with us. Therefore, we would like to inform you about our safety regulations.

At AEB, our work comes with risks. As such, we expect everyone to adhere to our "Golden rules for your safety". If you stick to these rules, the chance of you or your colleagues being involved in a serious incident will be much smaller. So speak out if you see that someone is not respecting the rules. In this way, we can make each other aware of unsafe behaviour and protect people from being involved in an accident.

We wish you a safe day.

Jeroen de Swart

*Managing Director
AEB Amsterdam*

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The image shows a large, three-dimensional logo for AEB mounted on the exterior of a modern building. The logo consists of the letters 'aeb' in a stylized, rounded font. The 'a' is red, the 'e' is red, and the 'b' is blue. The letters have a white inner surface and a white shadow cast behind them, giving them a 3D appearance. The building's facade is white with vertical slats. The sky is blue, and there are green trees in the foreground.

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1 Introduction

We expect everyone who works at AEB Amsterdam (AEB) or our Waste Points to go about their work in a safe, environmentally friendly and correct manner. In order to prevent accidents, emergencies and damage, AEB has a Working Conditions and Environmental Management System, in which our procedures and regulations are stipulated. We have summarised the most important rules from this system for you in these AEB Safety Regulations. The AEB Safety Regulations apply to everyone: AEB employees, hired personnel and contractors (including subcontractors) who carry out work for AEB (hereinafter referred to as suppliers).

In addition to these rules, it is the responsibility of your supervisor or AEB contact person to inform you about specific rules pertaining to your work activities. For specific questions about health, safety and the environment, please contact the Department of Safety, Health, Environment and Quality (SHEQ).

All rules that are applicable on the AEB site must, of course, be strictly adhered to. The same applies to all instructions issued by a client, supervisor and/or manager.

To create a pleasant working environment, we expect all AEB employees and suppliers' employees to maintain good and smooth working relationships with each other. We think that it's important that everyone is committed to preventing aggression, intimidation

and violence. To help avoid unsafe situations, we ask that everyone asks for clarification in case of ambiguities and calls each other to account in the event of unsafe behaviour.

1.1 Language proficiency

In order to understand each other, AEB's own employees must be able to speak Dutch. For suppliers, everyone should be able to communicate well in Dutch, German or English. Foreign-language speakers are only allowed to work at AEB if they have received permission from the manager of the relevant business unit. In such cases we will impose certain conditions on the execution of the work.

1.2 Confidentiality

All knowledge and information provided by AEB, or that is acquired at AEB, remains the property of AEB and should not be disclosed to third parties without the written consent of AEB. Any drawings, reports and other documents made available by AEB for the proper execution of the work may not be copied or disclosed to third parties. The disclosure of information in newspapers, trade magazines or digital media, among others, as well as providing information to the press is only permitted if AEB's Corporate Communication department has granted permission to do so.

1.3 Visual material

Making visual material (such as photographs and films) is not permitted without the consent of AEB, unless this is necessary for the execution of the work and has been contractually agreed upon. Flying a drone without permission from the IL&T is also not permitted.

1.4 Working at AEB

Foreign workers may only perform work activities at AEB if they come from a country that permits free movement of workers to and from the Netherlands. This will be indicated in a valid residence document with “Work is freely permitted”. If this is not indicated in the residence document, the employer must be able to provide a valid work permit for the employee.

If you cannot produce either one of these documents, you may not work at AEB.



2 Training and Instruction

2.1 Training

Everyone who performs work activities at AEB must have a VCA basic safety certificate. Supervisors must possess the operational supervisors safety certificate (VOL-VCA). Employees and supervisors from foreign suppliers must have successfully completed the equivalent of a VCA training. This will be assessed by security and the SHEQ department. Anyone coming to the AEB site for the first time must watch the AEB safety film and take the corresponding test, and will be given the AEB Safety Regulations.

2.2 Registering for training and instruction

For suppliers' personnel, all relevant training courses must be recorded in the Personal Safety Logbook (PSL) or be provable by supplying copies. The Personal Safety Logbook or copies, as well as a valid identity document (passport, ID card or driving license), must be produced upon request.



3 Access rules for the AEB site

3.1 Special groups of workers

With the exception of AEB trainees, workers under the age of 18 are not permitted to carry out work at AEB. Trainees may only perform certain high-risk activities under the direct supervision of their supervisor if this benefits their learning in the context of a training agreement with AEB.

Some work activities at AEB can be harmful to an unborn child. For example, some areas contain fly-ash dust or have high noise levels or solvents present, and some activities involve heavy physical work. In principle, pregnant women may not perform work in PPE zones unless the work activities have been determined and agreed upon in consultation with the SHEQ department and the medical officer.

3.2 Traffic regulations

The Dutch Road Traffic Act applies throughout the AEB site. The maximum speed limit for all vehicles is 15 km per hour. We expect everyone to drive at walking pace if the situation is unclear. To avoid unnecessary exhaust emissions, we ask that everyone accelerates slowly and drives calmly.



3.3 Parking

AEB provides car parks for vehicles. We ask everyone to park their car, motorcycle or bicycle in the appropriate spaces. Parking is at your own risk. Spending the night in the car park is prohibited, as is leaving rubbish behind.

3.4 Parking for AEB staff and visitors

The head office car park is for AEB staff and visitors. The first row of parking spaces near the office building is intended for visitors and for charging electric cars. AEB employees can enter using their access pass at the barrier and visitors can use the intercom to gain access. To protect your belongings – as well as ours – our car park is monitored 24 hours a day with CCTV.

3.5 Parking for suppliers

Suppliers' employees who come to perform work activities at AEB are requested to park in the contractors' car park. The entrance to this car park is the immediate right turn after the Australiëhavenweg railway crossing.

3.6 On-site parking at AEB

To park on the AEB site, you must apply for a parking permit. Generally, vehicles are allowed access to the site for short-term work activities only, such as loading and unloading heavy equipment or goods. To get a parking permit for several days, e.g. because a piece of required equipment is connected to the vehicle, you must obtain permission from the security department. Parking is only allowed in the designated areas. Escape routes, fire extinguisher equipment and transport routes must be kept clear.

3.7 Access pass

AEB employees receive a personal access pass on their first day. Suppliers' employees have to register at the reception. If the AEB reception is unmanned (from 05:30 to 06:45 am), you should report to the security officer in the security building. The security officer will ask you for a valid ID and a copy of your VCA or VCA-VOL certificate (or the record in your Personal Safety Logbook). Anyone coming to the AEB site for the first time must watch the AEB safety film and take the corresponding test, and will receive the AEB Safety Regulations to read carefully. Both watching the film and reading the AEB Safety Regulations will be recorded in the Personal Safety Logbook. This record is valid for one year. After this one-year period, you will be required to repeat this procedure.

Suppliers' employees will receive the following from the reception or the security officer:

- a visitor pass, which must be worn when you are on-site at AEB
- the AEB Safety Regulations.

You can use this access pass to check in and out of the site and gain access to the buildings. We use this registration during emergency situations and recording the time you are on-site. When leaving the site, you should return the access pass either at the reception or at gate 4. If you lose the card you must pay an on-the-spot charge of 10 euros.

3.8 During revision

In addition, suppliers performing revision operations should report to the security officer at gate 4 upon arrival. While revision operations are being carried out, gate 4 is open 24 hours a day.

You will receive an access pass if you meet the following criteria:

- You can produce a valid identity document (passport, ID card, driving license);
- You can produce a valid VCA certificate;
- You have watched the AEB safety film less than one year ago;
- You have received these AEB Safety Regulations and have signed to confirm that you have read them;
- You have successfully answered the questions associated with the safety film.

We will record these criteria in your Personal Safety Logbook.

Once you have received your access pass, you will have access to the AEB site via the reception or the turnstile at gate 4.

The access pass is personal and is not transferable.

On the last day of your work activities, you must hand in your access pass at the reception or at gate 4.

3.9 Barriers and pictograms

Areas on the site or in the plant may be cordoned off with red/white or black/yellow barriers. You may not at any time enter these areas without permission, as it is not always possible to tell what risks are present in a cordoned-off area.

Orders, warnings and restrictions are shown by means of pictograms. These alert you to hazards. For example, a blue pictogram indicates which personal protective equipment must be worn. It is important for your and your colleagues' safety that you always follow instructions.

3.10 Spot checks

The AEB security officers are authorised carry out random searches of coats, bags and vehicles that are on or leaving the site. Security officers will identify themselves as such if asked to do so. You must be able to reasonably prove that you are the rightful owner of all items found in your possession.

4 Use of personal protective equipment

Because we cannot eliminate all risks, we wear personal protective equipment and work clothing when working in PPE zones. All areas on the AEB site, with the exception of the offices and safe walkways, are PPE zones. The work clothing must cover the entire body and must be worn completely closed, so that arms and legs are completely covered. In order to use PPE properly you must have been instructed on how to use, maintain and replace it.

4.1 Standard personal protective equipment (PPE)

While performing work activities outside the safe walkways and when entering areas in which PPE is mandatory, the following PPE and work clothing must be worn:

- high-visibility work clothing, class 2, in accordance with ISO 11612 and EN20471
- antistatic, chemical-resistant and flame-retardant clothing in accordance with EN1149, EN13034, ISO11611 and ISO11612
- safety shoes (class S3) in accordance with ISO20345 with anti-slip profile and pronounced heel
- safety helmet in accordance with EN397
- safety goggles (with side shields) in accordance with EN166.

4.2 Additional protective equipment

Additional protective equipment must be used for specific work activities and in certain areas. This additional protective equipment is indicated in specific work instructions, work permits, TRAs (Task Risk Analyses) or by pictograms. Examples include:

- facemask in accordance with EN166
- P3 dust mask in accordance with EN149
- hearing protection in accordance with EN352
- working gloves in accordance with EN388/EN374/EN420
- safety harness in accordance with EN361 and safety line of the appropriate length including equipment for preventing suspension trauma and a damper
- hi-vis safety vest (class 2) in accordance with EN20471.

4.3 Exceptions to having to wear standard PPE

Exceptions apply in the following situations and areas:

- In the office environment, monitoring station, crane cabin, first-aid room, security building, break rooms and safe walkways PPE is not obligatory under normal conditions.
- During tours following the dedicated tour routes proper sturdy shoes (no high heels), a helmet, safety goggles and a lab coat must be worn. These will be provided by AEB.
- It is obligatory to wear safety shoes in the warehouse.
- It is not obligatory to wear a safety helmet in the following locations: Special Waste Depot, RSC, TS workplace, carpenter's workshop, chimney measuring platforms at the Waste-to-Energy plant, and laboratory.
- For the E-spaces, the PPE prescribed in NEN-EN50110 and NEN3140 should be worn.
- On the waste platform and in the container exchange area, everyone, including drivers and co-drivers who get out of the vehicle, must wear the following: safety goggles, safety shoes, reflective clothing and work clothing that completely covers arms and legs. Drivers of container trucks not fitted with side bolts are also required to wear a safety helmet.





5 Incidents and emergency assistance

The internal emergency number in case of an emergency is **111** or **020 407 6000**.

In the event of fire and in the event of personal injury, it is important that you call the emergency number immediately. In addition, you should notify the SHEQ department of all accidents that result in injury as soon as possible. We ask that you immediately report all incidents to your supervisor or client. This applies to fires and incidents resulting in injury or damage as well as unsafe situations.

For every single incident we draw up an incident report in the QSHE monitor. We then investigate the incident to determine its cause and to learn from it, and then implement any possible improvements. In addition, incident reports help us to alert employees to unsafe situations.

5.1 Emergency response team

AEB has a 24/7 emergency response team.

Fire extinguishers are located in several places for in the event that a fire breaks out unexpectedly. These extinguishers may only be used to manage emergency situations and not for other purposes (such as cleaning or to keep a door open). In the event of fire, it is important that you always call the emergency number **111** or **020 407 6000** or activate a manually operated fire alarm first.

Then you can extinguish an incipient fire, but be sure to put your own safety first. If necessary, the AEB emergency response team,

led by the emergency response team leader, will extinguish the incipient fire together with the public fire brigade.

Members of the AEB emergency response team are trained to provide first aid and can be called up by dialling the emergency number. They can treat minor injuries and assess whether injuries should be treated by a doctor.

For CPR, AEDs are located in the monitoring station, reception, contractor building, RSC building, security building, crane cabin 30, dangerous waste depot, and slag processing plant.

5.2 Evacuation

If the alarm signal (slow whoop) sounds in any part of a building, you should leave your workplace as quickly as possible. Turn off gas cylinders and switch off welding equipment and machines. Follow the instructions given by the evacuation officer and emergency response officer. You should head straight to one of the assembly points perpendicular to the wind direction of the emergency. It is important that you check in at the emergency pillar using your access pass, so the emergency services know that they do not have to look for you. You can only re-enter the premises after the emergency response officer at the assembly point has given permission to do so.



5.3 Evacuation and work permits

Once the evacuation signal sounds, all work permits expire. The permit holder alerts all employees working under his permit. The work permits are handed over to the ER officer at the assembly point. Once the emergency response team leader has indicated that the premises can re-authorised, the work permits that have been handed in can be authorised by the administrator.



6 Personal health and hygiene

Dangerous substances, dust and waste are present during various work activities. In certain situations this may be harmful to your health. Therefore, we believe it's important that you respect the following safety measures:

- Use personal protective equipment correctly;
- Dress wounds using plasters or bandages;
- Wash your hands with soap and water before smoking, eating or drinking and before going to the toilet;
- Only eat and drink in the company restaurant and canteens;
- Only enter the company restaurant wearing clean clothes, i.e. not work clothing;
- Shower at the end of the working day;
- Do not leave the AEB site wearing work clothing.

AEB provides a washing and dressing room. AEB also provides a service for washing AEB employees' work clothing. You can take clothes that need to be washed to the designated collection point. If the locker does not have a lock, we ask that you bring your own. It is important that you leave the washing and dressing room clean when you are finished. We keep clothes and items that are left behind for a maximum of one week after completion of the work activities. Then they will be destroyed.

6.1 Smoking

At AEB, smoking is only permitted in the designated smoking areas. This also applies to e-cigarettes.



6.2 Use of medication

You may have a health condition that necessitates the use of certain medication. If these medications may affect your performance, you should seek advice from your medical officer. The medical officer will assess whether you may or may not perform the work activities. When in doubt, the AEB SHEQ department should be consulted. We advise you to inform your immediate colleagues about your medicine use and illnesses (such as diabetes) so they know what to do should anything happen to you.

6.3 Alcohol and drugs

The possession of alcohol or drugs, or being under the influence of such, is not permitted at the AEB site. AEB has the right to order employees and third parties who are under the influence of drugs or alcohol to leave the site. AEB can request security officers to conduct an investigation into the presence of alcohol or drugs, and can order anyone to cooperate. The AEB sanctions policy applies should anyone be caught in possession or under the influence of drugs or alcohol.





7 Order and tidiness

A tidy workplace is an efficient workplace. It helps prevent accidents. So, make sure that your workplace is tidy, free of obstacles and easily accessible. Always keep the escape route free. Make sure that when you leave the workplace, for example at lunch and at the end of the day, you clean up behind you and there are no obstacles lying in the way. Safeguard tools and secure the workplace, if necessary. When your work is finished, make sure that you tidy up any clutter and mess.

Prevent people from tripping or slipping. Prevent floors from becoming slippery. If you see a liquid on the ground, always first determine its origin using a pH strip and notify the monitoring station and your supervisor. Secure tools, cables and hoses at the edge of the walkway or hang them on cable hooks above head height.

In our offices we have a clean-desk policy, which means that desks should be left empty and tidy at the end of the day. We ask that you keep the contents of your cabinets well-organised and that you do not store anything on top of them.





8 Environmental regulations

As an environmentally conscious company, we give the highest possible attention to the environment. We ask that you do the same.

When opening plant components, think about which environmentally unfriendly pollutants may be released and take measures to prevent environmental damage. Where possible, use drip trays and close manholes. Should leakages still occur, report them immediately to your supervisor and the monitoring station. Spilled liquids should only be cleaned up by the monitoring station after it has been determined which liquids are involved. Prevent pollutants from flowing into drains or into the ground.

When you have finished work do not leave behind waste in the plant or on the site. Waste can be deposited in the appropriate containers. Paper and cardboard, plastic, metal, hazardous waste and other waste must be kept separate.

In addition, separate skips will be arranged for certain activities, for example to hold mineral wool.



9 Safety checks

AEB attaches great importance to working safely. That is why we organise safety checks. We ask everyone to cooperate in this matter. During these checks, we monitor whether work activities are being carried out correctly and whether operations can be performed more safely. We think that it's important to discuss your work activities with others and to assess whether the work activities are performed in a way that is safe for you and AEB.







10 Carrying out the work

10.1 Work permits

At AEB we use work permits. These work permits contain an overview of all the agreements that have been made to ensure that work will be performed safely. When performing high-risk work, a Task Risk Analysis (TRA) or specific work instructions must accompany the work permit.

You must discuss the work activities with the client, manager and holder of the work permit before you start work. Before work commences, we hold a start-of-work meeting and carry out a last minute risk analysis (LMRA) with all operational employees so as to ensure that everyone understands the work activities that are stipulated on the work permit. These AEB Safety Regulations and typical aspects of the work are addressed during this meeting and the LMRA. The work activities may not commence before the required signed work permit has been issued and/or if one of the points listed in the LMRA cannot be answered with YES. The permit holder must always have the work permit in his/her possession throughout the duration of the work activities.

10.2 Last Minute Risk Analysis (LMRA)

It is important that you perform the Last Minute Risk Analysis (LMRA) as the final step before starting work. This is a check to ensure that you can perform your job safely.

The LMRA is printed on the back of each work permit.

You must be able to answer YES to the following criteria:

- I have the correct PPE for the work;
- I know the escape route and it is accessible;
- The work permit has been completed and discussed with me;
- I am sure that the plant is secure;
- I have the right tools to carry out the work;
- There are no unsafe situations in the work environment;
- For hot work, the area has been properly protected against sparks and open flames;
- Fire extinguishers, eye baths and emergency showers are easily accessible;
- I am competent and know how the work should be carried out.

If the answer to any of the above is NO, you may not start work and you must inform your contact about the situation. Corrective measures must first be taken before you can start work.

10.3 Safeguarding and labelling

You may not operate or open any plant without first having the plant's administrator's permission. Before starting work, the AEB administrator must have secured the relevant plant parts using an administrator padlock, labelling each switch. After the administrator's padlock and labels have been attached, you must attach your own personal padlock, complete with your name and mobile phone number. That way, you safeguard against another worker operating the plant by mistake. Then, as a final step, you must check whether the plant has been disconnected from the power supply. After completing your work and before leaving the AEB site you must remove your personal padlock. Remember to

remove your personal padlock, as you will always be called to remove your padlock straight away if necessary.

10.4 Making electric equipment safe

Only authorised AEB employees may enter low- and high-voltage areas and electrical plants, and carry out work there. The AEB E-plant manager designates the authorised people.

10.5 Dangerous substances

Process piping and other plant parts that have contained dangerous substances must be rinsed and blocked before you start working on them. The preferred method is to fit a blind flange. It is important that you are familiar with the product information of dangerous substances. Before opening process piping and/or plant parts, make sure that they are completely free of dangerous substances. You will be able to recognise a rinsed pipe and/or plant part by a label having been attached to it indicating that it has been rinsed and released, and it will be listed on the work permit.

10.6 Termination of the work

Employees and third parties must report to the client once the work has been completed. The client will check the work, inspect the workplaces and return the work permit to the manager who issued it. Upon completion, you should leave the workplaces clean and tidy, and remove any barriers, tools and/or containers.

11 Specific rules

11.1 Working at a height

AEB uses the following order of preference for working at a height:

- avoiding working at a height
- permanently installed facility (fixed platform)
- stationary temporary facility (steel scaffolding or fencing)
- mobile temporary facility (platform or rolling scaffolding)
- ladders and stairs
- personal fall protection (safety harness leash).

11.2 Steel scaffolding

If there are no permanent safety facilities for working at a height, scaffolding must be installed. Building, modifying and dismantling the scaffolding must take place under the supervision of a competent person. You are not permitted to modify scaffolding parts yourself. The scaffolding must have been inspected by a scaffolding inspector before you are allowed to use it. The scaffolding inspector provides the scaffolding with a completed scaffold card with validity date. If you notice any changes you should report these to the manager and have the scaffolding card removed by the scaffolder. Until the scaffolding has been approved you may not use it. If changes need to be made to the scaffolding, you should inform the client. It is not permitted to work underneath someone else, or to use steps or ladders on scaffolding decks.

11.3 Rolling scaffolding

Only trained personnel are permitted to build and use rolling scaffolding. To ensure that the structure doesn't overturn, the rolling scaffolding may only be used on a flat level surface and must be secured against tipping and moving. When moving the scaffolding there must be no people or materials on the scaffolding deck. You may only climb up the rolling scaffolding on the inside of the structure.

11.4 Mobile Elevating Work Platforms (MEWP)

To operate a MEWP you must have a valid certificate of professional competence. All those in the lift cage of a scissor lift must wear a safety harness and lanyard. You may not get out of the lift cage at a height. Working with a MEWP is not permitted above wind force 6 on the Beaufort scale.

11.5 Ladders and stairways

Ladders (and steps) may be used for light, short-term work activities only. Ladders may be used up to a height of 10 metres, and the ladder must extend at least 1 metre above the edge of the roof and be secured. To prevent ladders from shifting or slipping away and falling over, it must be secured on a flat, stable surface. Before use, check that the ladder is free from defects and has a valid approval sticker.

11.6 Safety harness

If the measures referred to above are insufficient for preventing a fall, you must wear an approved safety harness. You must be able to demonstrate that you have received instructions regarding the use of a safety harness. Before use, always make sure that the



length of the safety lanyard, the leg loops and the fall arrest equipment are suitable for the fall height.

11.7 Working on roofs

Walk lines or anchor points have been installed on the roofs of all AEB buildings. You must attach and secure your safety harness to these using the safety line. Approaching the edge of the roof within 4 meters is not permitted without fall protection being set up and used. Working on the roof is not permitted above wind force 6 on the Beaufort scale.

11.8 High-pressure activities

High-pressure activities may only be performed by personnel who have been trained by SIR (Stichting Industriële Reiniging, Industrial Cleaning Foundation), using SIR procedures. High-pressure activities may only be performed with a valid work permit and a TRA. During all high-pressure activities, the immediate vicinity must be cordoned off properly with black/yellow barrier tape.

11.9 Lifting activities

Lifting activities are risky due to the risk of entrapment and crushing. The load may fall, and people or objects could be hit while the load is in the air. As such, lifting activities at AEB are bound by rules, which are listed on the work instructions, the Task Risk Analysis (TRA) and the lifting plan. A lifting plan must be established if the load weighs 5 tonnes or more. Lifting activities may only be performed using the approved lifting equipment. The lifting area around the load must be adequately cordoned off. There must be no people in the lifting area during lifting. Never stand under a load.

Heavy or bulky goods may not be moved using a lift. These must be moved in an appropriate lifting cage using a crane or an overhead travelling crane, with approved lifting equipment or with sufficient chains or slings.

Lifting hoists and winches must be attached to special lifting hooks or lifting beams. Never attach them to railing or process piping.

If you are a mobile crane operator, you must be in possession of a valid TCVT vocational training certificate. To operate a truck-mounted crane, you must have a valid certificate of professional competence for truck-mounted cranes. To operate other lifting equipment, such as overhead travelling cranes and forklifts with hoisting equipment, you must possess specific expertise, inspection reports of the lifting equipment and evidence of professional competence.

11.10 Elevator use

The use of elevators is only permitted for moving people and manageable goods. Do not keep the elevator occupied longer than is necessary. In the event of fire or an evacuation, it is forbidden to use the elevator.

11.11 Hot work

An activity is categorised as hot work if heat is released while the work is being carried out, so there is a risk of fire or an explosion. Examples of hot work are welding, soldering, drilling, grinding and fire activities. Work in explosive areas (EX areas) is also categorised as hot work because there is a risk of a gas or dust explosion.

When performing hot work, the following preventive measures should be taken:

- deployment of a certified hot-work observer
- removal of flammable substances (including liquids)
- removal of flammable and vulnerable objects or sufficiently covering them with a fire blanket
- making sure that suitable extinguishers are within reach
- checking the environment during and after the work for signs of fire.

11.12 Confined spaces

Confined spaces, such as tanks and process installations, are an additional risk because:

- They are difficult to access;
- They may be subject to a different atmosphere;
- They are poorly or artificially lit;
- External contact is difficult;
- They are difficult to reach in case of rescue and evacuation.

Therefore, separate rules apply when entering enclosed spaces:

- Do not enter the space before the period for which it has been released as safe to enter;
- Ensure that the air quality has been measured before entering and that it is continuously measured during the work activities;
- There must be continuous expert supervision at the entrance to the confined space;
- Only power tools with a safe voltage (e.g. 50 V AC or 120 V DC) may be used;
- Fittings for gas cylinders and hoses must remain outside the confined space.



11.13 Working with dangerous substances

Anyone who has to work with dangerous substances must seek information as to how to work with them safely and what to do in the event of an incident. For every dangerous substance a Material Safety Data Sheet (MSDS) is available at AEB. Suppliers also have MSDSs for their dangerous substances. In the event of leaks or incidents involving dangerous substances it is vital that you immediately call the emergency number **111** or **020-4076000**. The immediate area should be evacuated. Additional specific personal protective equipment must be worn when working with dangerous substances. This information can be found on the MSDSs.

11.14 Gas cylinders

The use of gas cylinders is only permitted if it is necessary for the work. It is important to always secure gas cylinders on a gas cylinder cart, unless this is not possible for the work. In any case, gas cylinders must be secured against falling over using a properly fastened chain or strap. Gas cylinders must never be left in plant areas, confined spaces, escape routes or stairwells. It is important to remove the hoses from the area concerned and to close the supply if the work is interrupted. Gas cylinders that are not being used must be closed properly and the gauges should be disconnected. Furthermore, the keys for the cylinders should be present. Hoses and fittings must have been approved and be in good condition.

11.15 Excavation work

To carry out earthwork, such as digging, drilling and piling, you must have prior approval from the AEB Technical Service and the

E-plant manager. They will inform you about pipelines and cables in the ground, and provide the drawings. They also determine whether the digging work can be carried out using a machine or if it has to be done manually, and whether trial trenches should be dug beforehand.

11.16 Forklift trucks, shovels and loaders

You may only use a forklift truck if you have the administrator's permission. The driver of a forklift truck, shovel or loader must have a valid certificate. You must always be able to produce this upon request. When driving, always wear the seat belt and always close the doors.

You must always drive the forklift truck carefully, both with and without a load, especially at barriers or bumps in the road. If the load obstructs visibility, you should drive in reverse. When parking the forklift truck, shovel or loader, you must put the handbrake on and lower the forks and shovel bucket. You should then remove the ignition key. The windows and doors of a pressurised cab must always be kept closed. If no seats are available for co-drivers, it is not permitted to let people ride on a forklift truck, shovel or loader.

11.17 Machines and tools

You may only use machines and tools if you have been instructed or trained in using them. The work equipment must be suitable for the job at hand, and be in good condition. You must check this before starting work. All work equipment must be checked and approved at least once a year, and have a clearly legible CE mark and valid certification sticker attached.

Cables, reels and hoses must not obstruct fire doors and escape routes, and they must not be damaged. As such, they should be hung on the outer side of the railing or secured to the side of the walkway using cable hooks (if possible). If cables need to be extended, this should occur no more than once.





12 Sanctions procedure

The AEB sanctions procedure will be applied in the event that the AEB Safety Regulations are not followed. Internal employees are subject to the internal sanctions procedure and collective labour agreement. External employees and suppliers' employees fall under the AEB Safety Regulations.

The following sanctions are possible:

- A = **Verbal warning** (yellow card): 1st time: verbal warning from the person who witnessed the violation; 2nd time: corrective action meeting with the supervisor.
- B = **Written reprimand/warning** (red card): AEB employee: corrective action meeting with the manager, letter to the person concerned and copies recorded in personnel file; supplier: corrective action meeting with the manager and employee suspended for three working days.
- C = **Offender suspended** AEB employee: correction action meeting with the manager followed by suspension of AEB employee for one week; supplier: employee permanently denied access to the site.
- D = **Dismissal/access to the site denied** AEB employee: dismissal with immediate effect; supplier: denied access to the site.








Sanctions are imposed by the SHEQ department. The Human Resources (HR) department records sanctions in the personnel file. The direct supervisor, SHEQ manager, HR manager and the board of directors will consult together to decide the type of sanction to be applied.

In cases of vandalism, unauthorised disclosure of company information to third parties, theft, assault and gross negligence, the employee will be dismissed immediately. The incident may also be reported to the police.

Routes

- PPE-free walkway

Pictograms

-  assembly point
-  first aid
-  AED station
-  parking space
-  gate
-  smoking area
-  restaurant

Buildings

- (A) Dangerous waste depot/Collection & Cleaning
- (B) RSC
- (C) trailer washing facility
- (D) slag processing plant
- (E) tipping area
- (F) waste fired power plant
- (G) waste-to-energy plant
- (H) head office
- (I) security building
- (J) monitoring station
- (K) Inashco
- (L) warehouse
- (M) contractor building

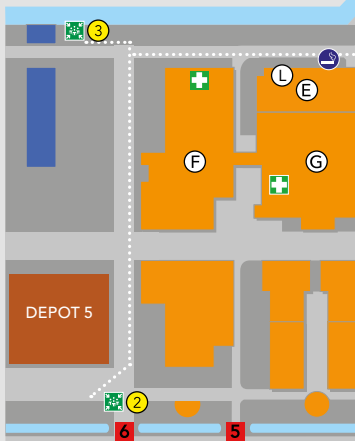
Assembly points

- (1) parking space
- (2) gate 6
- (3) harbour
- (4) slag processing plant/Inashco

INTERN ALARMNUMMER

FROM A LANDLINE 111

FROM A MOBILE 020 407 60 00





DEPOT 4

DEPOT 2

DEPOT 3

CONTAINER EXCHANGE AREA

K

A

B

C

D

4

1

2

1

P

1

3

P

H

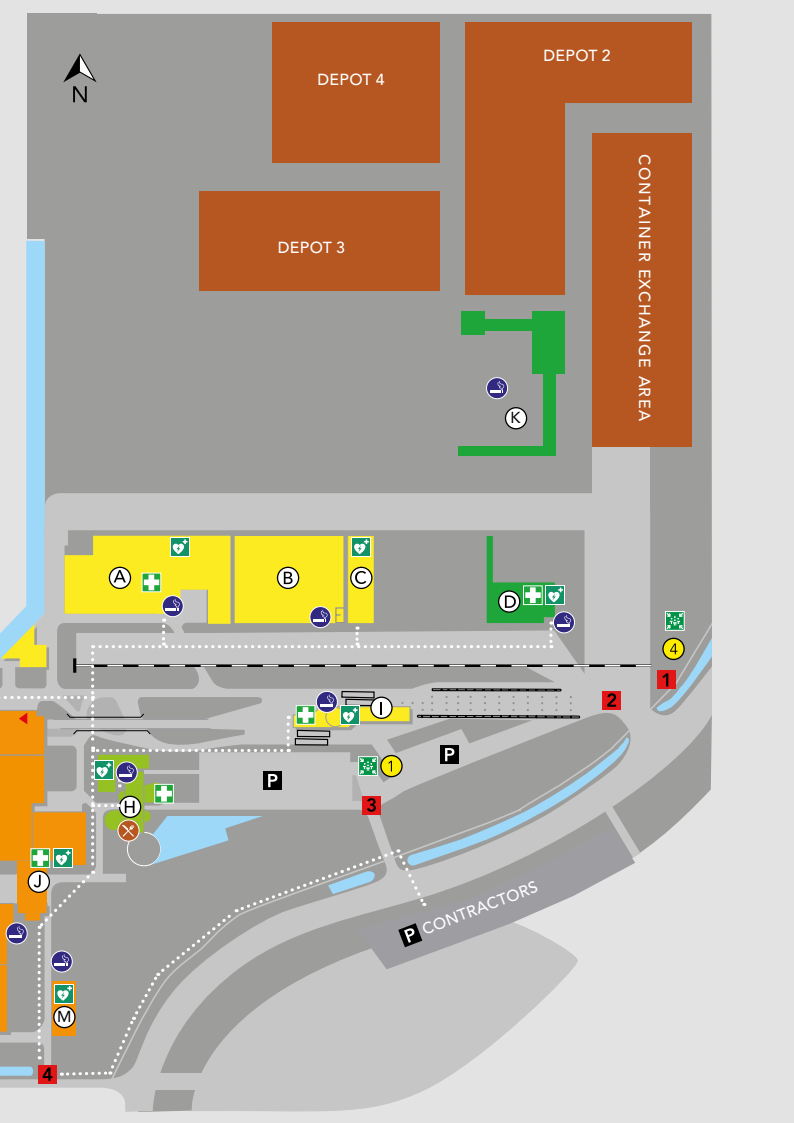
J

P

CONTRACTORS

4

M





Last Minute Risk Analysis (LMRA)

Before starting work, carry out this final check at the workplace.

You must be able to answer YES to the following criteria:

- I have the correct PPE for the work;
- I know the escape route and it is accessible;
- The work permit has been completed and discussed with me;
- I am sure that the plant is secure;
- I have the right tools to carry out the work;
- There are no unsafe situations in the work environment;
- For hot work, the area has been properly protected against sparks and open flames;
- fire extinguishers and eye baths and emergency showers are easily accessible;
- I am competent and knows how the work should be carried out.

If the answer to any of the above is NO, you may not start work and you must inform your contact about the situation. Corrective measures must first be taken before you can start work.