



CONTRACTOR EHSS MANUAL

OMS 313 Contractor EHSS management
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Contractor EHSS manual

The objective of this document is to prepare contractors for the Environment, Health, Safety and Security (EHSS) obligations that SABIC BOZ imposes on each contractor to execute work on SABIC premises in Bergen op Zoom.

Each contractor is required to fully comply with the obligations and inform its employees, before work commences, about the contents of this document.

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1. EHSS Policy BOZ

An appropriate EHSS-policy contributes to the well-being of our employees, contractors, and local residents. It also contributes to the sustainability of the environment, both on-site as well as in our surroundings, and the overall business results. Our goal for the Bergen op Zoom site is 5 x 0 incidents; no one injured everybody healthy, nothing in the air, in the water or the ground.

Employees and contractors obey all rules and regulations. By working according these rules, everyone consciously works on making each day a safe day. Everyone gives a good example and appreciates when he/she is approached on their safety behavior.

2. Rules & regulations

Clear safety and environmental regulations form the base of daily operation from everyone on the SABIC-site. These safety and environmental regulations are described in:

- Legislation
- Our integrated EHSS-management system (OMS/SHEMS)
- Our location and department procedures

Our OMS/SHEMS and location and department procedures are available digitally in our control rooms, permit desks or via SABIC employees.

3. Access

Everyone who wants to access SABIC BOZ premises need to report at Security.

- Visitors are to identify themselves with a valid passport
- Contractors must meet the following conditions (if applicable):
 - Certificate VCA or VOL-VCA (safety training certificate)
 - Certificate of good behavior (VOG)
 - A work permit for foreign contractors
 - Following the EHSS gate instruction, available in three languages: Dutch, English and German. Contractor employees should be able to master at least one of these languages.

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4. In case of emergency

The site's emergency number: **(29) 2250**

Mention your name, the location what happened and any victims.

Fire alarm



- Break the glass of the nearest red fire detector / call the alarm number **(29)2250** / report: location, nature and extent of the fire.
- The fire alarm will only sound in the area where the fire detector is activated
- The fire alarm is an interrupted signal of 30 seconds at the same pitch
- After the signal you will hear a spoken message
- When the fire alarm sounds go to the **outside muster point**
- Each Plant our Department has its own fire muster point

Gas alarm



- The gas alarm signal will be heard throughout the site
- The gas alarm consists of a series bursts, gradually increasing in pitch
- After the signal you will hear a spoken message
- When the fire alarm sounds go to the **inside muster point**
- Each Plant our Department has its own gas muster point

What to do when on the muster point:

- The foreman/contractor will group per company and assess if all employees are present
- The foreman/contractor will collect the permits
- The foreman/contractor hands the permits to the assembly point coordinator and reports if everyone is present (therefore he always needs to be notified who is on break or away of the work space)
- The instructions of the assembly point coordinator are to be followed.

End of alarm situation



- The all safe signal sounds in the area or through the site
- The all safe signal is an uninterrupted signal approximately 15 seconds.

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5. Danger & danger aspects

On our premises, we have various chemical plants. Here we work with several types of chemicals, such as Chlorine, Phosgene, Phenol, Toluene, Sulfuric acid and Hydrochloric acid. These can be very toxic, inflammable or aggressive. In addition, there are also Plants working with dust explosion sensitive powders.

At some places, there is an increased risk of fire or explosion. Orange lines and EX-signs indicate these areas (zones). Here are special measures and agreements on the use of (electrical) equipment, -tools and vehicles.

6. In case of an accident?

- In case of a serious accident use the alarm number **(29) 2250** and report: your name, the location, the number of people involved, the type of injury and the required action (First Aid, Medical doctor, Ambulance)
- In the Plant: activate the emergency shower (control room has been notified, help is on its way)
- First aid: notify the control room; and ERT (Emergency Response team) members have been called and are coming
- Always visit SABIC Medical Department.

7. Incidents

- Everyone is required to report any unwanted event that cause injury, damage, spill or emission – no matter how small – to the Plant or Department
- Even an unwanted event (concern) that just goes well (near miss) must be reported. We can then take steps to prevent worse.
- Incidents and concerns are to be reported to the control room or permit desk

8. Training

Every employee must be in possession of specialist training for the technical work that must carried out. He must be skilled and competent.

SABIC also applies the additional training requirements for third parties, as stated in the SSVV Training Guide (“Gids Risicovolle opleidingen”), training related to work and SABIC internal training.

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9. Personal Protective Equipment (PPE)

Standard in production-areas, EX-zones and Maintenance workshops:

- Safety helmet with ratchet, safety goggles with side shields and safety shoes S3
- Work gloves (type depends on task being executed)
- Flame resistant and anti-static clothing (arms and legs need to be covered)

Additional requirements;

- See work permits and pictograms for additional requirements

Exceptions:

Under certain circumstances, one may adjust this if communicated with the (Permit) Issuer and with a notation on the Permit.

10. Housekeeping

During works:

- Emergency showers, emergency equipment and escape routes must be kept free
- Use bins and buckets for nuts and bolts, gaskets and tools
- Use S-hooks for hanging hoses or cables
- Disassembly material should have been removed (from walking paths, not on the workplace)
- 'Old' caution tapes and packaging materials must be removed
- Gas bottles should be secured

End of the workday:

- The workplace should be neat and clean to be delivered
- Non-flammable materials and equipment may remain at the workplace, always after consultation with the SABIC-responsible.
- At the end of the workday, gas bottles should be removed from the Plant.

11. Permit to work

General:

- Contractors need always a valid (digital) work permit for all works
- According to work permit procedure

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Types of work permits:

- Cold work permit: in case no other type of work permit is required
- Hot work permit: for any works that can cause fire or a considerable increase of temperature (welding, burning, cutting, drilling etc.) or with non-explosion safe equipment/tools/materials.
- Entry permit: for works in enclosed spaces (relatively small spaces, small and narrow entrances, low natural ventilation, wells deeper than 2 meters)
- Digging permit: for any activity in the ground deeper than 20 cm.
- Hoisting permit: for mobile cranes and pilling rigs, with loads > 2000 kg or lifting above 6 m or within 10 meters of a process installation.
- Electro-technical permit: for works to MMCs and power, distribution and control panels.
- Hazardous substance permit: for works on installations that contain or used to contain Chlorine, Phosgene or Carbon monoxide.

Preparation:

- Before starting the work permit application, work preparation has to be done. This should be as complete as possible, such as description of the location, installation, the workplace situation (zones, chemicals), description of the work, necessary materials, resources and people. On this basis, one can estimate the risks and the measures
- This also includes a joint visit and risk assessment at the workplace (field check)
- The (digital) permit needs to be prepared and requested at least one day in advance.

Issuing a permit:

- The permit requestor is obliged to inform himself of any possible risks at the work place (chemicals, fire/explosion danger or other, location emergency showers and muster points, other high-risk activities etc.) This information is to be supplied to him by the SABIC-responsible or SABIC-issuer.
- The permit requestor (foreman) is obliged to inform the SABIC-responsible or SABIC-issuer in advance about any possible risks that the execution of the work bring with them (e.g. high risk tools or equipment, the use of chemicals, noise, fir/explosion etc.)
- The supervisor should discuss all relevant information with regards to above mentioned and also the content of the permit with all employees working on the job (toolbox on the workplace)

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LMRA

- Last Minute Risk Assessment
- Latest check on risks of the work place before the work can be started
- Always before the start of any work
- LMRA cards available via the permit desk

Stop work!

In case unsafe situations arise during the work or unsafe actions should be taken: immediately stop all works, report this to the supervisor and/or SABIC employees.

12. Lock Out Tag Out (LOTO)

- The LOTO-procedure aims to prevent uncontrolled emission of energy during works to equipment, machines and systems
- The employee who is going to do the work will check first if all energy sources have indeed been switched off or isolated (by SABIC employees) according to the supplied LOTO work instruction.
- By placing a unique personal lock the employee has the personal guarantee that the safeguarded situation cannot be changed while he is performing work

13. Field Safety Observations (VOC-rounds)

- The process is aimed at improving communication, awareness, involvement and safety behavior to prevent accidents
- There are daily observation / inspection rounds at the Plants

14. Traffic

Maximum speed

- Cars 30 km / hour
- Trucks 15 km / hour

Parking

- Cars may only be parked on site after obtaining a Parking card (Security)
- Parking is only allowed in parking spaces that are indicated by signs
- Reverse parking, in parking places, is mandatory

Violations

- Violations of maximum speed and parking rules will be treated according policy.

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15. Household affairs

Smoking

- It is not allowed to smoke on SABIC terrain
- Smoking is only allowed in the designated areas (outside)

Food & drinks

- It is not allowed to eat and drink at the workplace

16. Telephone on site

- It is not allowed to use or have in possession of non-EX-phones in production or EX-areas
- It is not allowed to phone or operate a phone when driving a vehicle. This applies to all motorized and non-motorized vehicles, including bikes, scooters etc.
- It is not allowed to phone or operate a phone while walking.

17. Tools

All tools used at SABIC site should be:

- In good condition
- Maintained in a proper manner and inspected
- Used in the proper manner

Specific additions:

Risky machine tools

When working (for example grinding, sawing etc.) with risky machine tools, the starting point is to keep a distance of at least 1.5 meters. If one has to deviate from this, in the work preparation a risk-assessment must be made in advance and adequate measures must be taken. This must be recorded by means of a task risk analysis (TRA).

Hand Grinders

Hand grinding machines must comply with the following requirements:

- A side handle and protective cover during use
- A dead man's switch
- A kickback/quick stop (at higher powers: > 1000 Watt)
- Only grinding wheels bearing the “oSa” sign may be used on site (the Organization for the Safety of Abrasives).

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Cutting tools

In order to prevent hand injuries agreements have been made regarding the use of cutting tools such as:

- Alternatives for cutting e.g. scissors or wire cutters
- Purchasing safety knives, wire cutters, scissors, strippers etc.
- Purchase protective cases for example isolations knives
- Remove 'dangerous' cutting attributes (so called 'buck knives' are banned on site)
- Cut-proof gloves (if no alternative is possible)

(If deviation from above is necessary, this needs approval by EHS)

Impact-wrench & 'finger saver'

Impact-wrenches may only be used under certain conditions:

- If the use of 'standard tools' like a 'box wrench' or 'open end wrench' is not possible or
- The use of pneumatic tools is not possible and
- Only in combination with the 'finger saver'

Tool backpacks & lifting bags

When climbing ladders the use of backpacks (hands free when climbing) or lifting bags are mandatory

18. Waste (disposal)

All disposal of SABIC waste goes through the SABIC waste processor: Indaver.

Exceptions: only after approval from EHS - BOZ waste specialist.

The following conditions always apply:

- If a contractor company gathers waste, they are to present a permit stating they are entitled to gather waste.
- If a contractor company does not recycle the concerned materials, but sells them to for instance a scrap metal company instead, the contractor will be a waste vendor. Or in other cases a mediator of waste materials. In both cases, the contractor should possess a VIHB registration, issued by the Government (VROM).
- All waste transports should be accompanied by a fully completed waste document. A copy is to be sent to the EHS department, together with the weight of the transport.
- The waste is to be taken to a certified waste processor, in possession of a VIHB registration number (mandatory on the waste document).
- The contractor company is to use a VIHB registered transport company to transport the waste

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Definition of waste:

Waste materials are all materials, specimens, objects or other products that the company wants to get rid of or should get rid. Products that are no longer of use to the company are always waste. Examples are old batteries, broken equipment that will not be fixed, demolished construction materials, used cables etc.

What is no waste and may be taken on a passage ticket:

Materials that can be used for exactly the same application without further treatment or repairs. For instance a warehouse rack but this rack may not have been rejected after a check. Pieces of electric cable of 1 meter long will never be used, so that is always waste.

Not sure if something is waste..... Contact the BOZ EHS waste specialist.

Furthermore, it is not allowed to take disposed waste from a container. In case something has been accidentally throw away that container is to be taken to the Environment depot, so it ca be removed from the container under specialized supervision.

19. Contractor yard

- Place temporary housing on the Contractor yard may only after permission of the Landlord.
- The establishments shall comply with the requirements defined in procure Contractor yard.

20. Disciplinary policy

Violation:

- First time: warning
- Second time: removal from premises

Immediately removal from premises:

- Severe or conscious negligence
- Life threatening situations for self or others
- Severe material damage

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21. Appointments for this site

What should:

- Report incidents and hazards
- Apply for a work permit for activities
- Using prescribed Personal Protective Equipment
- Use proper and tested tools
- Respecting barriers and markings
- The use of effective fall protection
- Report chemicals that you have brought with you
- Keep escape routes and rescue equipment clear
- The supply and removal of goods with valid documents and report this to Security
- Visible wearing of the SABIC badge
- Comply with traffic rules
- Parking at designated places. Reverse parking
- Leave the workplace clean and tidy
- Separating waste
- Wearing anti-static and flame-retardant work clothing in production areas and Ex- zones

What is not allowed:

- Smoking on site (smoking areas are available outside the site)
- Food and drink at the workplace
- Taking with you or being under the influence of alcohol & drugs
- Working without a valid work permit
- Filming and photography (only with permission)
- Operating process equipment
- Climb on pipes
- Entering a not inspected scaffolding
- Customizing steel scaffolding oneself (except scaffolding builders)
- Entering fenced off areas without permission
- Working on height without adequate fall protection
- Drain chemical liquids into wells or drains
- Dispose of waste in an unsorted way
- Bring and use non EX phone in production areas and EX-zones

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22. Organization / Availability

Function / Department	Phone number
Emergency number	(29) 2250
Medical department	(29) 2016
Security (entrance site)	(29) 2317
EHSS (secretary)	(29) 1562
Safety specialists	(29) 2816 / 2596 / 1104
EHS specialist Water	(29) 2890
EHS specialist Waste / Ground	(29) 2456
Transport / Chemicals	(29) 2404
Schakel (Catering)	(29) 2380
Facility desk	(29) 1700
Manager Site Services	(29) 1552
Badge administration	(29) 1687

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23. Floor plan



ASSEMBLY POINTS

	BUILDING	FIRE ALARM ASSEMBLY POINT (OUTSIDE)	GAS ALARM ASSEMBLY POINT (INSIDE)
Ⓐ	Schakel	East side building	Hall Schakel
Ⓑ	ADM	West side building	Main entrance, first floor
Ⓒ	ADC-I	South side (main entrance)	Reception main entrance
Ⓓ	ADC-II	North side building	Entrance north side
Ⓔ	CIC	East side building	Hall building
Ⓔ	Contractor yard	Outside accommodations	Yellow site hut
01	Utilities	North side Lexicon building	Lexicon, first floor
02	Phosgene	East side plant	Mezzanine Resin
03	Resin	East side plant	Mezzanine Resin
04	Lexan	South East side plant	Canteen, first floor
06	Noryl	North side plant	Canteen, first floor
07	SF&S	South side plant	Canteen, first floor
08	Momentive	South side plant	Canteen
10	O&M	South side building	Canteen, first floor
14	Chlorine	South East side plant	Hall, first floor
16	FCP	East side plant (parking)	Canteen, second floor
18	CMO	North West side building	First floor
19	Logistic Center	West side building	All floors
21	BPA	North side plant	Canteen, first floor
42	Air Liquide	Southside (main entrance)	Hall main entrance