

Roermond		General safety and environmental regulations		
<b>Version number</b>	6.0	<b>Date</b>	25.06.2018	<b>Responsible party</b> Technical Director Operations DE–NL
<b>Document name</b>	RWP_Arbo + Milieu_P12			
<b>Traceable procedure</b>		RWP_Algemeen_P1	<b>Author</b> Health & Safety Department	

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## 0. Changes to the previous version

- Complete revision of edition 3 dating from 17.09.2015

## 1. POLICY STATEMENT

ROCKWOOL's policy focusses on the maximum prevention of accidents, damage to health and environmental harm.

That is why we are committed to ensuring the health and safety of all our employees, our visitors and everyone working for our company. At ROCKWOOL, safety takes absolute top priority. Therefore, we have rules and procedures in place to ensure a safe working environment at the ROCKWOOL site.

ROCKWOOL vision:

***'Employees return home just as healthy as they were when they arrived.'***

We all contribute to this objective. Directors, managers and supervisors as well as production line workers, office staff, temporary workers and other contracted employees. Safety, health and environmental awareness concern all of us, which is why we can and should call each other to account.

## 2. Introduction

These regulations are intended for anyone performing any kind of work at ROCKWOOL. In addition to these general regulations, any other regulations compiled at the level of the production unit, department or installation must also be applied and observed.

ROCKWOOL has a safety culture entitled 'ROCKSAFE', which continuously strives towards improvement in the area of health and safety at work. In the context of ROCKSAFE, ten basic safety agreements have been established. These Ten Golden Safety Rules give an indication of our hazardous activities and help all persons on the ROCKWOOL premises to approach these in a safe way. We ask you to discuss these ten basic safety rules with your employees as soon as possible. We then expect you to incorporate these general regulations into your procedures concerning working at ROCKWOOL.

All instructions, orders, restrictions and warnings, whether on signs or otherwise issued by ROCKWOOL personnel, must be observed.

## 3. Scope of application

These regulations are applicable to location:

- ROCKWOOL Roermond

## 4. Goal of these regulations

These regulations are intended to safeguard health, safety and the environment when working at ROCKWOOL Roermond.

## 5. Terms and abbreviations

Abbreviation	
ETS	Electro Technical Service
LMRA	Last Minute Risk Analysis
N&A data	Name and Address data
TRA	Task Risk Analysis
SCC	Safety Checklist Contractor

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## 6. General rules (of conduct)

### General

#### Precepts

All persons must consider safety in the workplace and adhere to the safety and environmental regulations.

#### Instructions, signs, etc.

In the interest of safety, all instructions, orders, restrictions and warnings, whether on signs or otherwise issued by the ROCKWOOL management, supervisory framework, safety expert(s) or security staff, must be strictly followed. Where these instructions are absent, need to be supplemented or further concretised, detailed safe work regulations and permits have been, or will be, compiled by the responsible department for each situation or activity.

#### Tidiness and orderliness

Everyone must contribute towards maintaining tidiness and orderliness by disposing of waste in the bins provided, putting away materials and tools in the dedicated locations, cleaning the workplace etc. The access routes and walking routes must be kept free from obstacles.

#### Visitors to the company

Within ROCKWOOL, regulations apply for visits to the Roermond site. For your personal safety and to protect ROCKWOOL's business interests, extra safety measures apply in specific areas. These regulations are included in our internal handbook for factory visits. Your contact person within ROCKWOOL Roermond can inform you further about this. During company visits, visitors are required to wear personal protective equipment.

#### Smoking policy

Smoking is only permitted outside the buildings on the ground floor, and only in the designated smoking areas. This also applies to e-cigarettes.

#### Use of alcohol, drugs and medication

The use and possession of alcoholic beverages and drugs during working hours is not permitted within ROCKWOOL buildings, grounds or vehicles. The ban on drinking light alcoholic beverages does not apply to locations and occasions that have been exempted from this by the directors. Anyone found to be under the influence of alcohol, drugs or medication that impairs reaction capacity must immediately be removed from their work.

The Security Lodge is equipped to carry out alcohol tests.

The use of medication that affects reaction capacity must be reported to the company doctor. If, for practical reasons, this is not possible (for example, at the weekend), the employee should seek advice from his/her general practitioner/duty doctor. When an employee with a doctor's certificate is asked to work in an environment requiring extra vigilance for safety reasons, the employee should consult his/her supervisor.

#### Care for the environment

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The different types of waste should be deposited in the designated waste containers, which are located in the environmental stations in each department.  
Care for the environment is further described in the handbooks present in the relevant departments. In the event of an environmental incident (air, soil, water), call the environmental hotline on 0475 353 775.

Audio equipment (radios etc.)

The wearing and/or use of portable music players with earphones is not permitted.

Bathroom

Showering facilities are available in the bathroom. ROCKWOOL workers can request a clothes locker via their supervisor or via Security.

**Safety provisions**

Emergency and eye showers

Access to the emergency showers and eye showers must be kept clear. Malfunctions and defects to an emergency shower or eye shower must immediately be reported to the supervisor.

Emergency escape routes

Emergency escape routes must be visible and recognisable and should be kept free of obstacles at all times. Sliding doors and revolving doors must not be used as an escape route without permission from H&S.

Markings and cordons

All open (hoisting) hatches, trenches, manholes, drains, pits, etc., that cannot be covered, must be properly cordoned off and clearly marked. In hours of darkness, all markings and cordons must be fitted with red lights or yellow flashing lights.

Cordons and markings may only be removed with the permission of the responsible person, and by the person (or department) that originally installed them.

**Security**

Theft and vandalism

You are responsible for your own personal property. ROCKWOOL is not liable for theft of or damage to your belongings. Theft and vandalism should always be reported to Security. Theft or vandalism may be reported to the police, after the matter has been discussed internally.

Personal identification

All persons present on the ROCKWOOL site must be able to identify themselves with a valid identification document. ROCKWOOL employees fall under central regulations. External parties must be recognisable by their own logo or company name on their work clothing.

Safety passport

All persons coming to work at ROCKWOOL will receive a badge and a safety passport on their first visit. The safety passport contains a short summary of our most important general safety and environmental regulations, plus extra information that can be consulted in case of questions. At all times, you must carry the safety passport with you, with your name and address filled in, when you visit the factory or outside location.

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#### Badge

For visitors and third parties on the ROCKWOOL premises, the wearing of a badge in a visible location is mandatory. Badges must be returned once the work has been completed or when the badge exceeds its validity period. Should the wearing of the badge in a visible position present a hazard while working, the party (or parties) concerned should carry the badge with them and immediately present it if asked to do so.

If, for whatever reason, you do not have a badge, you should report to the Security Lodge.

#### Camera surveillance

Camera surveillance is present on our premises; cameras may be situated in visible locations or out of site. Further information (Internal HR Regulations, Camera Regulations).

#### Security search

Security has the right to search both persons and vehicles on the ROCKWOOL premises.

#### Photographs and video recordings

Taking photographs and/or making video recordings at ROCKWOOL is not permitted without prior permission. To obtain permission, a request form for filming/photographing should be submitted no less than three working days before the visit in question. After the visit, videos/photographs must be submitted to the technical director for approval, unless agreed with him otherwise.

#### Parking/vehicle access

You may only drive onto the site in a vehicle if the work in question so requires. Security will provide you with an access pass for this purpose, on which you will also find the applicable code of conduct. A list of all property contained in your vehicle must be kept in the vehicle. In the event of a vehicle security search, you will be asked to provide this list, to avoid any ROCKWOOL property being removed from the site without the required exit receipt. Theft will be reported.

It is prohibited to enter buildings in motorised vehicles without the permission of the relevant department. In the case of work being performed in factory halls, adequate measures must be taken with respect to the accumulation of exhaust gases. Vehicles/equipment running on diesel may only be used in buildings or factory halls with the permission of H&S.

The use of motorised vehicles and other vehicles on-site shall be at the driver's own risk, and ROCKWOOL cannot be held liable.

#### Car, motorbike and bicycle parking

ROCKWOOL has a covered bicycle and motorbike park, and parking spaces for cars. All cars, bicycles, motorbikes and other vehicles are left entirely at the owner's/driver's risk.

### **Ten Golden Safety Rules**

#### Golden Safety Rule 1

I will keep my workplace clean and tidy.

- HOKE departmental rules are applicable.
- Loose hoses, pallets left in the wrong place, obstructing walking routes, etc., are strictly prohibited.
- The same applies to outside areas: no loose items, also not on the roads (risk of being driven over by vehicles).
- Do not leave things lying around, but put them where they belong.
- These rules apply to all those working in the factory (temporary workers, contractors, etc.)

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#### Golden Safety Rule 2

I will only use machines and tools for their intended purpose, and will never bypass or circumvent safety devices.

- Machines must be used according to the instructions/on-the-job training.
- This rule also applies to the correct use of tools.
- If in doubt, stop and go: first evaluate whether the activity can be performed safely, and if not, discuss with your supervisor.
- All safety fencing and other safety devices must be intact and in the correct position while the machine is running. Exceptions may only be made during maintenance, and only when the machine has been fully disconnected and locked.

#### Golden Safety Rule 3

As a forklift truck driver, I will always take care and refrain from reckless behaviour. Pedestrians always have right of way.

- Forklift trucks present one of the biggest risks of serious injury and damage within a company.
- Observing the rules is an absolute must.
- The speed of the forklift truck should be adjusted to the circumstances.

#### Golden Safety Rule 4

I will cordon off any areas in which ancillary maintenance/repair/construction work in the department is taking place.

- When ancillary maintenance/repair/construction work is being conducted, the area must be cordoned off in the correct manner (a safety ribbon is the minimum requirement).
- Ancillary maintenance/repair/construction work that may impact the work of others, or ancillary maintenance/repair/construction work taking place in the walking routes, must always be coordinated with the responsible supervisor.
- In larger construction projects, specific rules/work permits apply, which will be incorporated into the work schedule.

#### Golden Safety Rule 5

I will make sure that equipment is safe before working on it, and I will never perform work on a running machine.

- During maintenance work on equipment, the equipment must always be made safe via personal locks on isolating switches.
- Departments must have a log book and agreed working practices in place, and preferably ISO locks.
- When various production lines are in operation, hazard zones are present with the risk of workers coming into contact with moving parts. It is only permitted to access and/or work in these zones after they have been made safe.

#### Golden Safety Rule 6

I will always wear the prescribed personal protective equipment (PPE).

- Signs indicate which PPE is required.
- Certain job roles demand specific PPE; people in these roles will be instructed in the use of this equipment.

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- The wearing of hard hats and safety shoes is mandatory, except on the exempted walking routes.

#### Golden Safety Rule 7

I will immediately report all unsafe situations, damage and (near) accidents to my supervisor and via a reporting form.

- The frequent reporting of unsafe situations and near-accidents means that a true safety culture is emerging.

#### Golden Safety Rule 8

Regardless of my position, I will always encourage safe behaviour, inform others when they are acting unsafely and I will not tolerate unsafe behaviour.

- Safety means being disciplined and observing any agreements that have been made, without exception and without any excuses.
- Bear in mind that people are not always aware of their actions.
- Confront unsafe behaviour and compliment others on good practice.

#### Golden Safety Rule 9

When cleaning using compressed air, I will always wear a dust mask, safety goggles and ear protectors, and I will not cause any disturbance for others working in the area.

- Cleaning using compressed air always creates dust.
- While working with compressed air, the wearing of PEE is mandatory.
- Always consider the people in your vicinity. The department must have effective practices in place to enable the work to take place without disturbing others.
- Care should also be taken not to cause disturbance in the walking routes.
- Only suitable equipment should be used (e.g. safe hose couplings).

#### Golden Safety Rule 10

I will always hold on to the handrail when going up and down steps, and will never run in the factory.

- Many accidents occur due to hurrying. Consider, for example: ankle sprains, falling and slipping. What's more, hurrying doesn't save time!

### **LMRA/TRA**

Everyone within ROCKWOOL is authorised to suspend the work if a direct danger to health, safety or the environment arises. After suspension of the work, the person responsible for the work must immediately be informed and measures taken to avert the danger. (LMRA system)

#### LMRA (Last-Minute Risk Analysis)

The LMRA (Last-Minute Risk Analysis) is a tool that enables a personal risk analysis to easily be conducted before starting non-standard work. It is a last-minute assessment of the potential health and safety risks in order to prevent accidents.

- The LMRA must be applied by anyone carrying out work at Roermond Operations.
- Contractors applying their own LMRA system may apply it, and contractors who do not have their own LMRA must adhere to the ROCKWOOL LMRA rules.

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#### TRA (Task Risk Analysis)

ROCKWOOL uses a TRA (Task Risk Analysis) to systematically assess tasks in order to identify hazardous situations/activities.

A TRA is applied for both routine (maintenance, operation, cleaning) and non-routine tasks (unexpected malfunctions, anomalies). To be able to determine the risk, ROCKWOOL uses the TRA tool.

- ROCKWOOL can ask a contractor to draw up a TRA for work they are coming to carry out at our organisation. If they wish to use the ROCKWOOL system, they can ask the individual who contracted them for further information.

## 7. Young people

#### <16 years

Persons under the age of 16 are not permitted to access the site. Exceptions may be granted with the authorisation of the Board of Directors.

#### <18 years

Trainees and other persons between 16 and 18 years of age are not permitted to carry out work in the factories.

#### Vehicles

For mechanically propelled vehicles where the operator walks ALONGSIDE the vehicle, the operator must be aged 18 or above. For further information, see the traffic regulations.

## 8. Obligations of the contractor

#### General

Within ROCKWOOL, extra safety measures apply in specific areas and for specific activities. It is possible that additional or different safety regulations apply in these cases. Your contracting person within ROCKWOOL will inform you about this in good time.

When arriving at a (new) workplace, you are obliged to report to the responsible site officer of the relevant department. When leaving the department, you must sign out with the responsible site officer of the relevant department. You may only carry out work when your ROCKWOOL contact person or a designated instructed person is physically present as a point of contact.

It is mandatory to obtain information from the supervisor or contracting person about:

- what the work involves;
- what risks it entails; and
- how to avoid these risks.

#### Site safety induction course

ROCKWOOL wants to provide a safe and healthy working environment, free from accidents and incidents. To enhance everybody's safety, all contractors and temporary workers coming to work within our production environment must familiarise themselves with the ROCKWOOL safety programme, Rocksafes. All contractors and temporary workers are therefore obliged to complete the site safety induction course, which focusses on ten basic safety principles – the Ten Golden Safety Rules. Without successfully completing this safety induction course, access to our site for these external parties will be refused.

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#### Working languages

Within ROCKWOOL, the working languages are Dutch, German and English. If employees from an external company do not speak any these languages and come to work at ROCKWOOL, that company must ensure that a supervisor is always present during the work, with whom ROCKWOOL can communicate in one of the aforementioned languages. This supervisor also has the task of instructing the operational employees in their own language. ROCKWOOL can also require that our regulations/instructions be translated and then handed to the employees. If, for whatever reason, the aforementioned supervisor is not present on the ROCKWOOL site, the work must be suspended until communication in one of the three working languages is once again possible.

#### SCC

For certain activities conducted on our premises, ROCKWOOL requires that contractors possess a valid SCC certificate or equivalent certification. Your contracting person will provide further information in this regard.

#### Installations/machines

Persons who occasionally work with an installation or machine, or who are working with it for the first time, must be informed of the hazards of that installation or machine, and of the safety devices/protective measures in place and the guidelines for safe use. The location and operation of the emergency stop buttons must be known to everybody. Emergency stop buttons should be used when there is a threat of physical injury and/or major material damage. Emergency stop buttons must be clearly recognisable, visible and accessible. If in doubt about the operation of equipment or the safety of an assigned task, the relevant contracting person should immediately be consulted.

Machines in operation must have all their safety devices and protective caps in place at all times.

Technical safeguards It is prohibited to remove technical safeguards without good reason.

As soon as the necessity to remove a technical safeguard no longer applies, the safeguard must be reinstated. Cranes, handles, hoists, valves, switches, plugs and such like must not be operated unless you are asked to do so.

If technical safeguards need to be removed, other measures must be taken beforehand to guarantee safety, such as turning off and locking the switch (using the personal padlock).

The machine must be stopped during every break in the work, unless otherwise specified in local instructions.

Maintenance, repair and cleaning work on an installation or machine may only be performed by expert staff and only when the installation or machine has been switched off and/or depressurised and/or disconnected from the electrical power supply. Maintenance while a machine is still running may only be performed if this can occur without any safety risk. In such cases, conducting a TRA is a minimum requirement.

#### Electrical installations

Great care must be taken when working with electrical installations. It is prohibited for persons other than ROCKWOOL personnel from the E.T.D. or persons specifically trained in this (on the basis of NEN 3140) to:

- enter electrical control rooms, distribution stations, etc.;
- open switch cabinets;
- remove or insert fuses;
- trace, locate or resolve electrical faults;

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- de-energise and/or earth electrical conductors.

Areas in which a high-voltage electrical installation is located, components of which are not or are insufficiently insulated, must not be entered alone, but only in the presence of two authorised persons.

Working on an electrical installation (or components of an installation) while it remains live, is not permitted within ROCKWOOL.

#### Lifting equipment

Lifting activities may only be conducted by persons who have been specifically authorised by the responsible supervisor. This work may only be performed using lifting equipment that has been properly inspected for damage. For the lifting of personnel, a certified safety cage in combination with a lifting vehicle designed for this purpose is permitted.

Lifting is only permitted if the load can be evaluated. If this is not possible, an authorised safety person should be consulted. It is prohibited to transport a load hanging from a crane or hoist above people or walking routes.

For lifting work outside the regular lifting activities, such as foil etc., a work permit is mandatory.

#### Welding, cutting and heat treatment.

For work constituting a fire hazard such as welding, grinding, burning, cutting, heating and the use of blow torches, a 'hot work' permit is required within ROCKWOOL. Prior to commencing these activities, a dry powder fire extinguisher of minimum 6 kilogrammes must be present in the workplace. ROCKWOOL does not supply extinguishing media. Further information can be provided by the contracting person.

#### Working with/near conveyor belts and loading bridges

Carrying out work above an idle conveyor belt or loading bridge that is not locked in position, is not permitted where there is a risk of falling on the conveyor belt or loading bridge. If such a risk exists, a work floor must be installed to provide proper protection.

If, while working near an operating, unlocked conveyor belt or loading bridge, a risk of being grabbed by the conveyor belt/loading bridge arises, proper protection must be installed. If it is not possible to install a protective barrier, the work may only be carried out if the conveyor belt or loading bridge is stopped and locked using a personal safety lock.

In the absence of an effective protective barrier it is prohibited to crawl over, on or under unlocked conveyor belts or loading bridges.

#### Working at height

Work at a height should always be carried out using an approved scaffold or elevated work platform. If it is not possible to use an approved scaffold or elevated work platform, working at height is permitted using all types of approved ladders, provided this can be done safely and under the condition that:

- no work is performed using hand tools for which two hands are required;
- ladders are placed in a stable position.

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the operator of the elevated work platform must have the appropriate certification and must be able to show this. All persons in the safety cage of the elevated work platform must wear a safety harness, also while the elevated work platform is being moved/driven.

It is not permitted to use an elevated working platform to lift or hoist objects. Nor is it permitted to leave the elevated working platform in the raised position.

When working at a height of over 2.5 metres, the area or the person themselves must be secured to prevent falling.

Accessing a roof is only permitted where special provisions have been made for this and when the department has been informed that the roof will be accessed. Prior to accessing the roof, proper instruction must be given to those concerned.

#### Working in confined spaces

A work permit is mandatory for conducting work in a confined space.

If extra data is required outside the mandatory (gas) measurements, such as workplace air samples, these will in principle be taken and analysed by the chemical laboratory.

## 9. Chemical/hazardous substances and sources of radioactivity

#### Chemical substances

The use, storage and transport of chemical substances can present a risk to employee health and safety. Safety rules are stipulated for each substance, on the safety information sheet. These information sheets must be available and should always be followed.

#### Hazardous substances

Statutory regulations apply to the use, storage and transport of hazardous substances. Where necessary, these regulations will be made known to those concerned. These regulations must be observed.

#### Sources of radioactivity

Under the statutory regulations, the removal, transport and storage of radioactive materials may only be carried out by persons authorised to do so.

## 10. Clothing and personal protective equipment

#### Clothing

Clothing should be in a good state of repair; loose clothing is not permitted.

Wearing necklaces, rings, ties and long, loose hair, etc., can present extra risks and is not permitted where the item could get caught in moving machine parts, or could in any other way present a risk.

#### Personal protective equipment (PPE)

Personal protective equipment such as gloves, safety shoes, safety glasses, helmets, etc., must be worn where indicated by signs, and during the work, in the job roles and at the locations where this is mandatory. The wearer must keep their personal protective equipment in good condition.

#### General obligation

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ROCKWOOL applies a general obligation to wear personal protective equipment at the Roermond factory site, namely:

- **Head protection:** helmet or cap, depending on the location
- **Safety shoes:** minimum half-height shoe S1P
- **High-visibility clothing/reflective clothing :** in the outside areas and in the warehouse

## 11. Work permits

Carrying out work can involve significant risk. Measures should be taken to reduce these risks as much as possible; these measures can be safeguarded through a permit system. Alongside the general work permit, ROCKWOOL also utilises supplementary work permits for specific, high-risk activities. Work permits must always be present at the work site, carried by the person performing the work. Everyone is entitled to see these work permits.

Supplementary work permits, together with a TRA, are always required for:

1. Asbestos and/or demolition work
2. Work constituting a fire hazard, i.e. welding, grinding, flame cutting etc. and work in ATEX-Zones
3. Excavation work
4. Hoisting work
5. Work with high-pressure equipment
6. Work with sources of radiation
7. Work on pipes/equipment containing hazardous substances (e.g. ammonia, natural gas)
8. Work in confined spaces
9. Work with electricity
10. Work at a height of over 2.5 metres

Work permits must always be signed by the applicant, the issuer, the validator and the holder (person performing the work), to demonstrate the acceptance of their tasks and to clarify the responsibilities and authorities. Further information regarding the use of work permits can be obtained from your contracting person or immediate supervisor.

## 12. Projects and stops

### HEALTH AND SAFETY PLAN/SUB-PLAN

At ROCKWOOL, it is obligatory to draw up a health and safety plan for all projects and stops. To ensure its effectiveness, it is important to start work on this health and safety plan in good time.

External parties carrying out work during projects and stops must submit a health and safety sub-plan to the contracting person at least four weeks before commencing the work. The health and safety sub-plan must contain, at a minimum, the following components:

- A description and planning schedule of the work to be carried out.
- Contact information for the organisation.
- The number of persons conducting the work.
- A description of the method and extent to which the work will be supervised.
- A Task Risk Analysis containing:
  - o a step-by-step description of the work to be carried out;
  - o the anticipated risks and the risk control measures to be taken;
  - o the division of tasks including responsibilities;
- registration of toolbox participation.

### Toolbox

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Prior to the start of a project or stop, ROCKWOOL will provide a 'toolbox' for the contractor's supervisors. The contractor must ensure that its employees and any subcontractors are informed and instructed in good time, using this toolbox, regarding the ROCKWOOL safety regulations applicable to the work to be carried out. The registration of participation in this toolbox instruction should be handed to the ROCKWOOL contracting person.

Further information regarding the use of health and safety plans for projects and stops can be obtained from your contracting person or immediate supervisor.

### 13. Alarms in the event of an emergency/alert, accident, fire and environmental incident

#### ALARM PROCEDURE IN AN EMERGENCY:

In a situation requiring immediate help, our Security Lodge should be called on the number below. **DO NOT CALL 112:** the Emergency Control Centre will contact ROCKWOOL, and if the situation has not been reported internally, help will not be sent.

Emergency numbers		Internal	External
Fire and accidents	4444	+31 (0)475 353 440	
Environment		3775	+31 (0)475 353 775

#### Alarm procedure:

1. Consider your own safety.
2. Warn everyone in the immediate vicinity.
3. Call the emergency number.
4. State your name and the company you work for.
5. State the location of the emergency.
6. Describe the emergency and the severity.
7. State whether there are any victims.
8. Follow the instructions you are given.

#### Evacuation

In the event of an emergency, it may be necessary to evacuate a building or part of a building, due to acute danger to those within it. The order to evacuate will be given via an acoustic signal; this evacuation alarm can be activated via the clearly marked evacuation buttons. If the evacuation alarm is activated, you should proceed to the department's assembly point (see map on safety passport) and report to the evacuation leader. On the first Monday of each month at 12 p.m., a test alarm takes place; you do not need to respond to this, unless the alarm continues for longer than one minute!

#### Evacuation procedure

1. Consider your own safety.
2. Warn everyone in the immediate vicinity.
3. Where possible, switch off equipment.
4. Close doors and windows.
5. Leave the workplace at a normal speed via the designated escape routes.
6. Do not use the lifts.
7. Go to the designated assembly point of the department.
8. Follow the instructions of the company emergency response team.

#### Assembly points in the event of evacuation alarm

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The ROCKWOOL site is divided into multiple sectors, each with its own assembly point. In the event of an emergency, go to the assembly point of the department in which you work (see map on safety passport). Bring any visitors with you.

The different assembly points are:

1. Warehouse A, B and C
2. Line 8, North Office (TSE), PSM and ROCKFON warehouse
3. Line 6, ROCKFON, Line 6 and Line 7
4. Raw Materials Factory, van Mourik and Contractor Park
5. Company Training Centre
6. West Office (International), Load Unit and GRODAN
7. GRODAN warehouse, PSM, Logistics and Line 2
8. Main Office, reception, security, laboratories (+ offices), South Location (HGS) and South Office (RTI Fibres)
9. Rockpanel
10. Lestrada Halls
11. Ring road

Reporting unsafe situations/activities

If you encounter an unsafe situation caused by employees from an external company, inform the supervisor of that company, your own supervisor and the safety expert. If the activities present an immediate serious risk to individuals, instruct the supervisor to immediately stop the work, and then inform your supervisor and the safety expert.

Accident form

Anyone suffering an injury, however small, should report to the company first-aider. He/she should then report to his/her immediate supervisor to register the accident in RockShe. Near accidents (without injury) and Rocksafes reports should also be registered in RockShe.

## 14. Traffic regulations/walking routes

Walking routes

All marked walking routes on the ROCKWOOL site are mandatory walking routes. Leaving these paths is only permitted if you are performing work in the area next to them. At ROCKWOOL, there are three different types of marked path, namely:

Marking	Blue	Green	Red
<b>Meaning</b>	Walking route where PPE is mandatory.	Walking route exempt from PPE if accessing changing room or offices.	Designated walking route for company visits.

ROCKWOOL has several (walking) zones that are exempt from the use of personal protective equipment, unless hazardous activities are being carried out.

- Walking routes marked in green.

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- The area outside the factory perimeter.
- Staff entry and exit points around the main Security Lodge.
- All office buildings, offices and closed control rooms/canteens, staff recreation/break areas.
- Various outside smoking areas, indicated by signs, within a five-metre radius.

It is prohibited to cross lines, conveyor belts and loading bridges, other than via the designated crossing points.

#### Traffic regulations

##### Objective

The traffic regulations are intended to regulate the driving behaviour of vehicle drivers involved in work for ROCKWOOL B.V. Roermond. These regulations contribute to the prevention of damage to the health and well-being of individuals and/or damage to materials, equipment and/or buildings present on or near the ROCKWOOL B.V. Roermond premises.

These regulations apply to all individuals involved in work for ROCKWOOL B.V. Roermond.

##### Bicycles

Cycling inside company buildings is not permitted.

#### Company premises

ROCKWOOL B.V. Roermond applies the Road Traffic Act throughout its premises, with the exception of the provisions described in these regulations. Additional rules apply on public roads.

Drivers of vehicles must be familiar with the instructions stated in 'Worker's information sheet 14: company premises: layout, transport and storage' (AI-14) and to adhere to these.

A certificate is required for mechanically propelled vehicles in which the operator is located in the vehicle, including forklift trucks, reach trucks and elevated work platforms.

For mechanically propelled vehicles where the operator walks alongside the vehicle, the operator must be aged 18 or above and must have received proper instruction.

This instruction must be stated in the TOJ (Training on the Job) and, for temporary workers, in the personal safety passport.

The use of telephones or similar devices is not permitted while operating a vehicle.

Vehicle operators must wear a seat belt, apart from in forklift trucks and reach trucks, which are equipped with an enclosed cabin or a pilot protector.

Users of vehicles on the ROCKWOOL site must wear the applicable personal protective equipment, unless one of the exceptions in the safeguarding regulations applies:

The operation of a transport vehicle/handling equipment is only permitted where express permission has been obtained from the responsible supervisor.

Vehicle users must follow the instructions given to them by the departmental manager.

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Vehicle movements should preferably follow the shortest possible route; the operator must take care to maintain a good overview of the traffic situation.

Vehicles must be driven on the right.

Pedestrians should use the designated footpaths and access routes; if these are not present, pedestrians should keep to the right.

The maximum speed limit on the ROCKWOOL site is:

- 13 km/h within the buildings;
- 15 km/h outside the buildings;
- or as low as the local situation requires.

While crossing or passing traffic lanes, vehicle operators must not put other road users in danger.

Pedestrians have right of way over vehicles; vehicles must give way to traffic coming from the right.

It is prohibited, without the express permission of the departmental manager, to transport goods or objects that present a hazard to other road users on or above traffic lanes.

All vehicles should be checked for defects or missing parts before use. Defects or missing parts must immediately be reported to the relevant manager.

It is prohibited to drive vehicles with defects or missing parts.

It is not permitted to transport personnel, unless the vehicle is designed for this with designated seats or standing places.

For the transport of goods that are not transport-ready, and/or hazardous loads, a work permit is required.

It is not permitted to use vehicles for activities other than those for which it is designed.

It is not permitted to leave a vehicle unattended in such a way that it could be used by unauthorised persons.

The driver of the vehicle is not permitted to carry out repairs and/or make modifications to the vehicle.

It is not permitted to push or tow other vehicles with a vehicle, unless both vehicles are suitably equipped for this.

If in doubt about the safe use of vehicles, the responsible contracting party should immediately be consulted.

During work involving a large amount of vehicle movement, mandatory driving routes may be designated; diagrams of these will be created and communicated to the persons involved in the work.

It is not permitted to drive with a load that obstructs the driver's view.

#### Public roads

On the public roads, drivers of vehicles are bound by the Road Traffic Act; as they are road users, the wearing of a seat belt is compulsory.

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Drivers of vehicles must possess a valid driving licence:

- category C driving licence for drivers of freight vehicles;
- category T driving licence for drivers of forklift trucks;
- category B driving licence for drivers of other vehicles.

Additional rules apply to forklift trucks:

- Projecting parts of the forklift truck must be clearly identified with a red flag or a vertical, diagonally red/white striped sign perpendicular to the longitudinal axis of the vehicle, unless the projecting parts are situated more than 2 metres above the road surface.
- A yellow flashing light that is clearly visible to other traffic must be used.

## 15. Environment

We expect our visitors and suppliers/contractors to show care and consideration for the environment. All individuals must observe the rules, to avoid any undesirable environmental effects for ROCKWOOL Roermond.

- Waste substances, products and materials whose use, location or storage presents a risk of soil, groundwater or water contamination, must be handled with the necessary care.
- Environmentally harmful liquids must be stored on a drip tray or in specifically designed storage facilities.
- Chemicals and leftover paint products, polishes, lubricants and their packaging must be disposed of by the user.
- It is not permitted to dispose of waste products in the company drains.
- Make sure all waste is properly separated and use the correct waste container.
- Energy-consuming equipment should not be left running unnecessarily.

Should an environmental incident nevertheless occur, inform the duty departmental manager as soon as possible.

## 16. LOGISTICAL REQUIREMENTS FOR SUPPLIERS/COLLECTORS

When loading and unloading goods, the following rules apply to all persons:

- While the freight vehicle is being loaded, the driver must remain with the vehicle.
- While waiting for the goods to arrive for loading, drivers must wait in the cabin.
- The wheels of the vehicle must be locked.

On arriving at the site, the driver will receive a flyer with instructions in multiple languages.