

Contractor Regulation Veco Eerbeek



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Introduction and reading guide

Activities and changes to installations, buildings and areas always have a certain risk or danger. These risks are mastered via certain procedures and ways of working that are known and trained by VECO personnel and are secured in the HSE management system of Veco.

Veco hires other parties for certain activities. Employees of these parties (contractors) can also be exposed to risks and dangers while executing their jobs on the location of Veco Eerbeek. Part of the HSE management system of Veco is the HSE contractor Regulation.

The HSE Contractor Regulation wants to ensure a safe work environment for contractors on the location of Veco. Safety risks that can occur due to the job executed have to be identified, judged and safeguarded, to prevent an effect on the safety of contractor employees, Veco employees and other stakeholders.

The HSE Contractor Regulation consists of two parts:

Part I: Expectations of Veco with respect to HSE of the contractor:

- Endorse the Veco Regulations for Health, Safety and Environment by the contractor (contractor statement).

Part II: Overview of possible safety risks and precautions on the location of Veco to make sure the job can be executed in a safe manner:

- Statement of the contractor that all contractor employees (and subcontractor employees) that visit Veco know the content of part II of this document, in which the dangers, risks and precautions are described.

HSE Regulations at the Veco Eerbeek plant

The HSE Regulation for the Veco plant located in Eerbeek can be found in Appendix 2. The HSE Regulation is executed by using a health, safety and environment management system. This HSE management system fulfills the demands described in the NEN-EN-ISO 45001 and NEN-EN ISO 14001 norms and is certified for both norms by DNV.

Part I: What Veco is expecting of the contractor concerning HSE issues

Expectations:

- The contractor confirms via the signed HSE contractor statement to have taken note of the Veco Eerbeek Contractor Regulation, endorses the regulations in the area of health, safety and environment and will act accordingly. This Regulation is included in Appendix 2 of this document.
- The contractor and/or his/her employees that are executing jobs in a high risk environment or which are creating an additional risk are certified with VCA or a foreign equivalent.
- The contractor instructs its employees and employees of subcontractors that will execute their job on site of Veco about the dangers, risks and safety management measures that are mentioned in part II of this document and confirms this by sending the signed contractor statement back.
- The contractor provides Veco from HSE related documents and data when requested.
- The contractor assigns a contact to discuss all HSE related subjects with employees of Veco.
- The contractor will cooperate, when deemed necessary by Veco, in the improvement of its HSE management system, to improve safe activities when on the location of Veco in Eerbeek.
- The contractor is completely responsible when they hire a subcontractor for a part of the job. All expectations within this document are also applicable for the subcontractor.
- A contractor/main contractor/ installer is always responsible for the safety of employees/contractors/ subcontractors and must always stick to the rules as described in the Arbowet (Dutch regulation) and part II of this document.
- The contractor will execute the activities according to the rules and good workmanship. When violating the rules, it is the right of the client or supervisor to stop the activities. When the rules are violated or dangerous behavior is shown, steps will be taken according to the sanction policy of Veco. The sanction policy can be found in document HMR0023.
- The contractor will execute the activities according to the Dutch law and regulations.

Part II – Regulations Veco location Eerbeek (operational)

1. Goal

The goal of this document is to explain the requirements a contractor organization (from now on called contractor) and its employees have to fulfil, to assure and protect the environment, and the health and safety of everybody at the location of Veco Eerbeek (from now on called Veco).

2. Application

This Contractor Regulation document is applicable on all organizations, contractors and subcontractors with employees that are executing a job on the location of Veco in Eerbeek.

3. Definitions

Contractor – Organization of which employees execute jobs at the Veco location.

Contractor employee – Employee being contracted by a contractor (or by a subcontractor) and who is executing jobs at the Veco location.

Subcontractor – Organization hired by a contractor to execute jobs at the Veco location.

HSE-contact – Employee of the contractor that can be contacted when discussing HSE related topics.

Visitor – Every person visiting the Veco location.

HSE-contractor management – Set of documents and way of working of Veco that explains the requirements and directives that the contractor, subcontractor and the employees of the (sub)contractor have to fulfill in the areas of Health, safety and environment.

HSE – Health, Safety and Environment.

4. Access

4.1 Access to the Veco location

On arrival at the Veco location, the (sub)contractor employees have to go to the reception to report the arrival. The reception employee will give a visitor pass to each (sub)contractor employee and the Veco contact person will be contacted to take the (sub)contractor employees to the work location after discussing the work permit. Prior to the activities, a list of activities and the appointed (sub)contractor contact person for HSE and other issues were sent to the Veco contact person.

The contractor and/or her employees that are executing jobs in a high risk environment or which are creating an additional risk are certified with VCA or a foreign equivalent. These employees need to be able to show a valid VCA Pas(sport) or the foreign equivalent when asked by the Veco contact person.

4.2 Visitor pass

Every visitor and/or contractor has to wear the visitor pass visibly when on the Veco location and within the buildings.

Entrance to the buildings and factory floors for third parties is only allowed when these persons are authorized by Veco Eerbeek.

4.3 Removal of the Veco area

Veco Eerbeek can remove employees or others persons that are hired by the contractor or subcontractor to execute jobs onsite, when they are not acting according to the instructions and regulations given and violating the applicable (safety) regulations. This will be executed according to the sanction policy of Veco. The sanction policy is described in document HRM0023.

4.4 Parking

Access of vehicles outside the parking lot on the Veco terrain is restricted as much as possible. When it is essential to use the vehicle for the activities, this is mentioned at the reception. In consultation with the Veco contact, the reception will point out a location on the terrain where the vehicle can be parked during the activities.

The Dutch road traffic law is applicable to the location of Veco.

The following rules must be complied to on the Veco location:

- 1) It is only allowed to park on the places marked for this purpose on the location.
- 2) Parking outside the designated places is only allowed for loading and unloading of materials and tools. During the execution of the job, the vehicle is parked on the designated or appointed place for the vehicle.
- 3) It is never allowed to park in front of emergency exits or in an Atex zoned area, which can be recognized by the Ex sticker at the specific entrances.
- 4) The maximum speed on the terrain is 15 km/hour.
- 5) There is a one way direction for traffic on a part of the location.

- 6) Pedestrians have to walk on the designated walking routes, when available.
- 7) The official entrances and exits have to be used at the start and end of the activities.
- 8) When the terrain of Veco has to be entered by vehicle, the work permit provider of Veco Eerbeek is automatically allowed to visit the vehicle.
- 9) The facility department must approve the location of (building) materials, trailers, containers, or other means on the location prior to the activities. When it is necessary to place materials or means on the terrain, this has to be discussed with the Veco contact prior to the activities. The Veco contact will discuss this with the Facility department, who will appoint a location. When starting the activities, the placement of the materials or means will be executed at the instruction of the Veco contact.

4.5 Prior to the activities

Before any activity on a high risk location or an activity that can create a high safety risk, that is executed by a third party on the location of Veco, a work permit has to be created for that activity. This work permit is prepared according to PR0313 Procedure werkvergunningen.

Veco Eerbeek will make the work permit for the activities. The contact person for the contractor on the location will sign as the permit holder. The permit holder signs to agree with the work permit (and addenda) and the made agreements and rules on it. The only activities that can be executed are the activities written down on the work permit. The person signing the work permit, makes sure the agreements and rules will be explained and known by the other people of the team that will help executing the activities.

Activities can only start when the work permit has been discussed and signed by both parties. The work permit must always be available on the location where the activities are executed.

Activities on the location have to be reported prior to the execution to assure the work permit procedure can be followed. In consultation with the Veco contact person it can be done differently for certain specific situations.

5. General rules

Within Veco there are some general rules and the House Rules (see Chapter 6) to which everyone has to comply. The most important general rules can be found in this chapter.

Waste separation

Contractor waste will be taken from the location by the contractor as much as possible. Other waste will be separately collected in the waste bins that are available on the location.

Incident or fire alarm

Report an incident by phone:

Internal tel.no. 2002 | External tel.no. (+31) 0313-672909 (BHV shift lead).

How to act when the alarm goes off (slow whoop)

Leave the building as quick as possible via the indicated emergency exits.

Always follow the instruction of the contact person or the emergency response officer (BHV in Dutch).

Go to the assembly place.

Ordeliness and cleanliness

Always leave your workplace behind in an orderly manner and clean up the materials after the activities or at the end of the work day.

Food, drinks and smoking

You are only allowed to eat and drink in pantries, canteens, the company restaurant or a location specifically appointed for this purpose within the project, like an office outside of production.

Smoking is only allowed on the assigned location on the Veco plant.

Alcohol & drug use

Alcohol and drug use is not allowed on the Veco location. It is also not allowed to be under the influence of alcohol or drugs when entering the Veco location. The Dutch traffic law is the norm to which Veco measures.

Use of the visitor badge

Always wear the visitor or contractor badge so that it is visible, when on the terrain and in the buildings.

Taking pictures and filming

It is not allowed to take pictures or film on the Veco location or in the buildings. When it is necessary for executing the activities, it can only be done after approval of the Veco contact.

Connecting with each other

Make sure to connect with other people in a respectful way. Don't intimidate, discriminate or bully anyone else.

Handling personal and company properties

Use Veco materials in a responsible way. Never leave Veco products, confidential and privacy sensitive information unattended on the work place and never take Veco property with you outside the Veco location.

Veco will audit that these agreements will be followed and will address all employees / contractors / visitors orally or written when an agreement is violated.

6. Site Safety Rules

6.1 House Rules

Veco is doing everything to make sure all employees, contractors and visitors will arrive home safely and healthy. Veco strives to prevent all accidents.

The House Rules of Veco strengthen the knowledge that every employee, contractor and visitor needs to have to prevent serious injuries or even fatalities. When a house rule is violated or when dangerous behaviour is noticed, consequences will be determined according to the Sanction policy of Veco. This Sanction policy is described in HRM0023.

These House Rules are used at Veco:

1. Enter and exit the dirty area on the location only via the dressing room. Use the applicable changing procedure here.
2. It is only allowed to eat in the clean area. In the dirty area on the location it is only allowed to drink water from the contact free waterpoints and after you washed your hands. It is only allowed to smoke in the designated smoke location.
3. It is preferred to use the bathroom in the clean area. There is a bathroom in the dirty area, in case of emergency. Wash your hands before and after you go to the bathroom when going in the dirty area.
4. Wear safety glasses and workgloves with all activities in the dirty area. Use cut-resistant gloves for activities with a risk of cutting and chemical resistant gloves for activities with chemicals. Use a combination of both when both risks are present with the activity.
5. Change clothing and/or gloves when they are contaminated
6. For activities with chemicals: always check the workplace instruction card (WIK) in Chemrade. Always clean up when spilling chemicals. When necessary, ask for help from the BHV (emergency response officer).
7. Always keep escape routes, walkways, extinguishing agents and emergency stops accessible. Always leave the workplace behind in a clean and orderly manner.
8. Always follow the instruction of the emergency response officer (BHV). Go to the gathering spot when the evacuation alarm is heard.
9. Always stop the activity that you or someone else is executing, when it is not safe or when you are unsure that the execution is safe.
10. Always report all incidents, near misses and unsafe situations in the HSE report system.

6.2 Procedures

Veco has created several procedures for certain high risk activities. When a contractor employee has to execute an activity in this category, this procedure has to be discussed when the work permit is discussed. The following table gives an overview of these procedures.

Activities	Procedure
Working alone	PR0320
Excavation work	PR0326

Hot work	PR0328
Hoisting and lifting	PR0327
Lock out tag out (LOTO)	PR0330
Work in a confined space	PR0325
Work at height	PR0329

6.3 Permission to use materials and chemicals

Contractors can bring their own products that are necessary to execute their jobs. Examples of these products are glue, paint, lubricants, and so on.

Leftovers of these products do not stay on the Veco terrain, but the contractor will take them off the Veco location after the job is executed.

When the contractor is using a product with a hazard label, the contractor has to demonstrate for each of these products that:

- The contractor employees have the most recent version of the MSDS (Material Safety Data Sheet) of the product.
- The activities with the products have been described in the risk inventory and evaluation of the company.
- Project specific activities with dangerous chemicals will be included in the V&G plan (safety and health plan of Veco or a similar document).
- The necessary precautions have been taken to limit exposure of the contractor personnel and other persons (like Veco employees) to a safe level.

When there is a risk of a contractor employee to be exposed to products or components of Veco, the risk will be described in the V&G plan (safety and health plan of Veco or a similar document).

When new chemicals are necessary for the activities, these have to be reported to the HSE department. This report is to be a minimum of a week prior to the activities. The HSE department will decide if the chemicals are allowed on site and if additional protection measures are necessary. These additional measures will be listed in the work permit.

6.4 Tools and materials

Contractor employees take care of the necessary tools, which comply to the law requirements.

A contractor must be able to prove that the tools, additional materials and aids that are taken from the site are the property of the contractor.

The work permit provider is allowed to verify this.

Electrical tools have to be tested and approved (NEN3140), safe and well maintained.

Cables have to be hung up in such a way that they do not touch the floor whenever possible and are not allowed to create a risk of slip and trip. Cables are not allowed to pass openings that can be closed (like doors and windows). Electrical hand tools at 220 volt have to be double insulated and are connected via a residual current circuit breaker. When the activities are executed in a confined area, only electrical tools of 24V~ can be used.

Power current connections and disconnections are only allowed after discussion with and approval of Veco Eerbeek.

When specified in the assignment or work permit, tools have to be used that comply to the relevant ATEX regulations.

All tools and aids have to be clean before used on the Veco site. The Veco contact can always impose additional cleaning, before the tool can be used.

6.5 Transport

The use of own trolleys within the production area is not allowed. Veco will provide these trolleys.

Attributes, like pens, laptops and so on, have to be normally cleaned before taken within production via the personnel entrance.

Carts, ladders, tool boxes and so on, exiting the production area, have to be cleaned with the available cleaning supplies. Wheels of carts, etc., have to be cleaned as well.

7. Specific rules concerning risks at Veco Eerbeek

7.1 Risks

These risks and dangers can be found within the production area:

- Exposure to heavy metals, like Nickel, Rhodium, Copper and Chrome 6.
- Ammonia release for certain specific installations.
- Possible exposure to cyanide for certain specific installations.
- The use of devices with lasers in some of the rooms.
- Electromagnetic radiation near some specific devices.
- Risk of getting a body part stuck in a part of the several electroforming baths.
- Asbestos is present on the location. These asbestos spots are monitored, to make sure exposure to asbestos can be prevented. When the asbestos has to be handled for an activity, additional agreements have to be added to the work permit.
- The light color in some of the rooms is yellow. The production steps in these areas handle light sensitive components, which prohibits the use of normal light. When additional lighting is necessary in these rooms, it has to be discussed with the Veco contact.

The risks mentioned are mitigated by several safeguards and measures. When the risks are applicable for the activities, these will be explained during the work permit discussion.

7.2 Regulations

- It is **not** allowed to enter the office buildings with the personal protective clothing.
- Keep a calm pace on the site and give others space to pass when necessary.
- Always leave the workplace behind in a decent way.
- Wear the right safety clothes on the right places and in the right way, as described in the different work areas and on the work permit.
- Always wash your hands before leaving the production area.
- Never block escape routes, walking paths, fire extinguishing measures and emergency buttons.
- Only touch apparatuses with the right gloves.

Appendix 1 – Procedures and work instructions

PP0001 – HSE beleidsverklaring Veco Precision Metal.

PR0313 – Procedure Werkvergunningen.

PR0320 – Procedure Persoonsalarm en alleen werken.

PR0325 – Procedure Besloten ruimten.

PR0326 – Procedure Graafwerkzaamheden.

PR0327 – Procedure Hijsen en heffen.

PR0328 – Procedure Heet werk.

PR0329 – Procedure Werken op hoogte.

PR0330 – Procedure Lock out tag out (LOTO).

PR0613 – Procedure Kledingvoorschriften en PBM.