

Work permit



Pre-fill yourself



Fill in RST



Applicant work permit	
Date of request	
Company name	
Contact	
Telephone number	
E-mail address	
Duration and description	
Kind and number of equipment	
Date of execution of work	
Date end of work	

Performer of the work		
Companyname		
Contactperson / foreman		
Telephone number		
E-mail address		
Names of employees		
<i>For more than 4 employees, a separate list of names must be provided</i>	1	Name
	2	First name
	3	
	4	

RST data	
Permit number	WV24...
Location work	
Contact person RST	
Telephone number	
E-mail address	
Contact person QHSSE-RST	
Telephone number	
E-mail address	werkvergunningen@rstbv.nl

High-risk work	Explanation required
<input type="checkbox"/> Hotwork (open flame, sparks, location hotwork)	
<input type="checkbox"/> Working at height	
<input type="checkbox"/> Work with/near hazardous substances	
<input type="checkbox"/> Special lifting activities	
<input type="checkbox"/> High and low voltage	
<input type="checkbox"/> Working within operational area	
<input type="checkbox"/> Working in containerstack	
<input type="checkbox"/> Working on moving material	
<input type="checkbox"/> Working on the quay	
<input type="checkbox"/> Work alone	
<input type="checkbox"/> Working in confined space	
<input type="checkbox"/> Bridging security	
<input type="checkbox"/> Different, namely	

Identified risks		Explanation required
<input type="checkbox"/>	Fire	
<input type="checkbox"/>	Collision hazard	
<input type="checkbox"/>	Risk of falling	
<input type="checkbox"/>	Entrapment	
<input type="checkbox"/>	Electrocution	
<input type="checkbox"/>	Noise	
<input type="checkbox"/>	Explosion	
<input type="checkbox"/>	Suffocation	
<input type="checkbox"/>	Exposure of hazardous substances	
<input type="checkbox"/>	Different, namely	

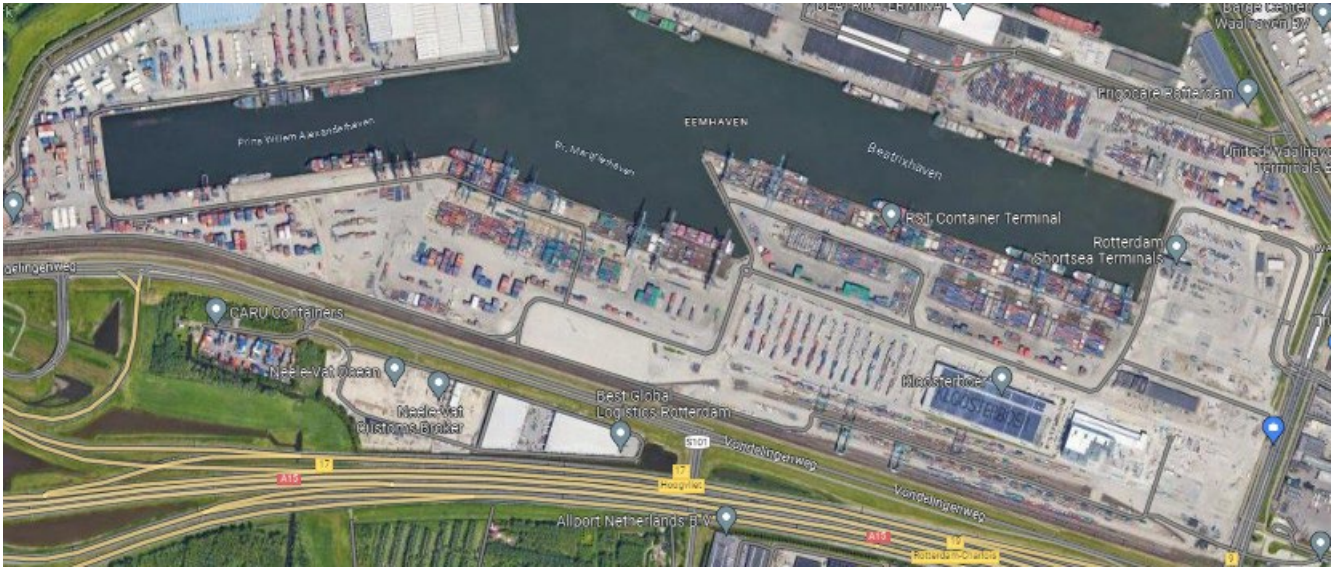
Mandatory control measures		Explanation required
<input type="checkbox"/>	Submit V&G Plan and/or TRA	
<input type="checkbox"/>	Start work consultation / LMRA	
<input type="checkbox"/>	Informing persons working within and adjacent to the work area	
<input type="checkbox"/>	Extinguishing agents	
<input type="checkbox"/>	Dropping off workplace	
<input type="checkbox"/>	PPE (which one?)	
<input type="checkbox"/>	(Gas) measurements	
<input type="checkbox"/>	Fall protection	
<input type="checkbox"/>	Ventilation	
<input type="checkbox"/>	Continuous monitoring	
<input type="checkbox"/>	Lock out - tag out (LoTo)	
<input type="checkbox"/>	Communication within work area, walkie-talkie RST/contractor, channel?	
<input type="checkbox"/>	Different, namely	

Check	Date	Signature
Work permit approval		
Issuing a work permit		
Taking in work permit		
Work permit check		
Name client RST	Name of executor / Company	
Signature RST	Signature executor	

By signing, the recipient indicates that all risks and necessary security measures have been identified and that all described security measures are taken and maintained. After completion of the work or hand in this work permit to the client RST. In case of calamities, leave the workplace safely and report it at the meeting point.

Map of the facility

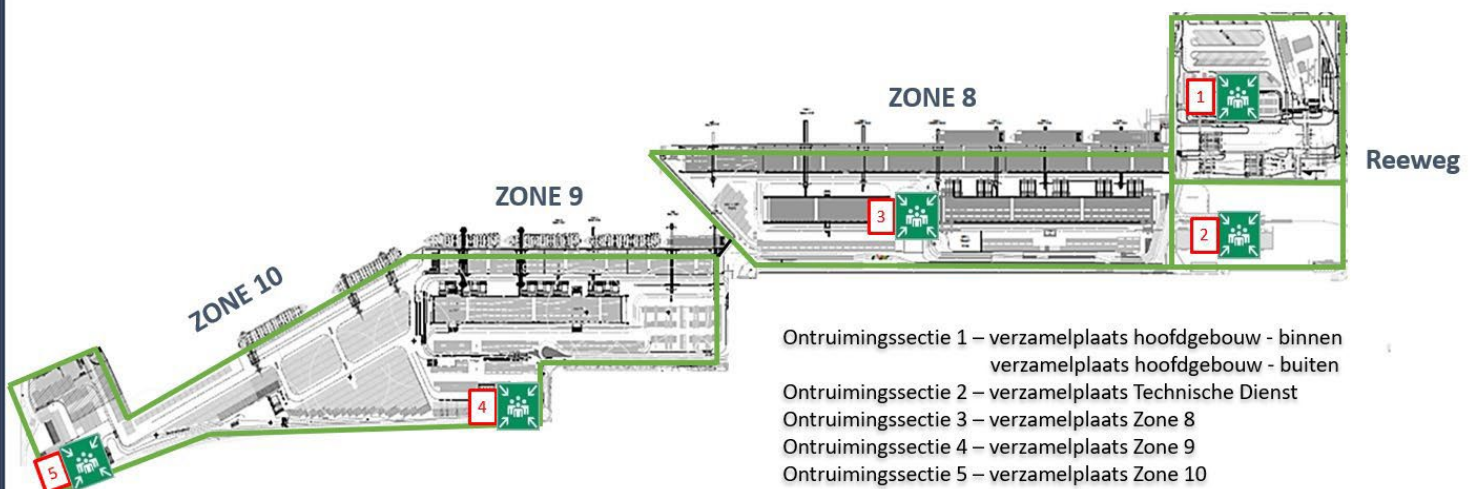
A map of the facility is shown below. Carry out your work at the indicated marked location(s)..



Evacuation information

Inform yourself and your colleagues of the escape routes before beginning your work

Ontruimingsinformatie (Evacuation)



- Ontruimingssectie 1 – verzamelplaats hoofdgebouw - binnen
verzamelplaats hoofdgebouw - buiten
- Ontruimingssectie 2 – verzamelplaats Technische Dienst
- Ontruimingssectie 3 – verzamelplaats Zone 8
- Ontruimingssectie 4 – verzamelplaats Zone 9
- Ontruimingssectie 5 – verzamelplaats Zone 10

Bij NOOD 010 – 2942527



RST SAFETY AND SITE RULES

In the RST terminals, bear in mind that containers are stored and transhipped by means of heavy equipment and that hazardous substances may be present. You enter the site at your own risk.

So observe the following rules **AT ALL TIMES**:



- ✓ Everyone must check the rules and the pictograms on the signs etc.
- ✓ Everyone must be in possession of a valid proof of identity and/or an ID card.
- ✓ The wearing of safety shoes, safety jackets and safety helmets is obligatory in the terminal unless otherwise specified.



- ✓ Advance notification must always be given by an RST employee of visitors to the RST terminals.
- ✓ You must always identify yourself at Security's request. Keep valid proof of identity to hand.
- ✓ Access is only granted for the period and nature of the visit.
- ✓ It is forbidden to be in the RST terminals without a valid access pass.
- ✓ Security will carry out random checks.
- ✓ A video surveillance system is part of the security of the terminals.
- ✓ It is strictly forbidden to film or take photographs in the RST terminals without permission.



- ✓ The provisions of the wegenverkeerswet (Road Traffic Act) apply in the RST terminals unless otherwise specified by RST:
A maximum speed of **15 kph** applies **in the operational areas**.
This is 5 kph between the Multitainers.
Outside the operational areas, a maximum speed of 50 kph applies.
- ✓ There is a general ban on overtaking in the RST terminals.
- ✓ There is a ban on parking in the RST terminals unless otherwise specified. Special parking spaces are available for ships' suppliers.
- ✓ Be aware of the freight traffic and that there is work with heavy equipment going on. Maintain eye contact at all times and be aware of drivers' restricted view (blind spot).
- ✓ Lorries coming to load or unload containers are granted access by means of their CargoCards.
- ✓ Drivers are **NOT PERMITTED to carry passengers/2nd drivers** on the sites unless they have been registered in advance with Security.
- ✓ Containers and other goods must be secured when being transported/handled.



- ✓ During loading/unloading, drivers must **ALWAYS be in the sight of the crane operator and/or (straddle) carrier's driver**
- ✓ It is forbidden to smoke in the RST terminals. Smoking is permitted only in the designated areas.
- ✓ Open fires are forbidden in the RST terminals.
- ✓ The use of, being under the influence of and also being in possession of and dealing in



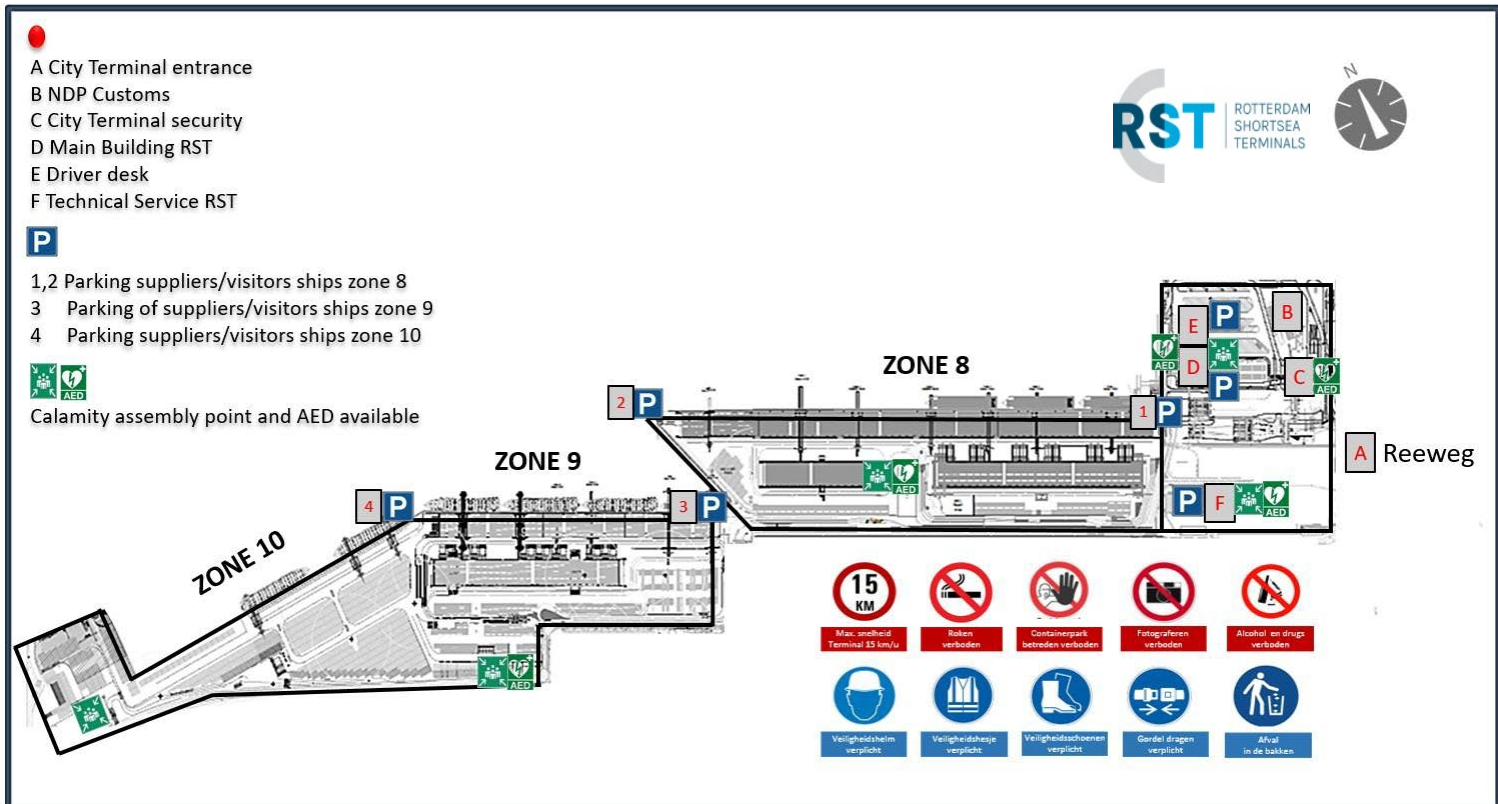
RST LIFE SAVING RULES



- drugs and alcohol are forbidden. RST operates an ADM (Alcohol, Drugs Medication) policy.
- ✓ No work may be carried out without the permission of RST management staff.
- ✓ It is forbidden to enter the operational areas without permission.
- ✓ Respect closed off areas and markings.
- ✓ It is forbidden to operate or touch installations and machines without permission.
- ✓ Keep fire extinguishers, (emergency) exits and access points clear.
- ✓ Keep the RST terminals clean.
- ✓ All (near) incidents (damage, leaks, accidents etc.) must be reported to the Safety Team or to RST management staff.



- ✓ In the event of an accident or evacuation, always follow the instructions of RST's management staff (first aiders).
- ✓ **IN CASE OF AN EMERGENCY OR ACCIDENT: 010-2942527**





RST LIFE SAVING RULES

Rotterdam Short Sea Terminals B.V. (“RST”) strives to provide a safe working environment for its employees and for all contractors’ employees who visit the RST terminal and/or who carry out work at the RST terminals. So all contractors must comply with these RST Lifesaving Rules. These rules contain a practical summary of the “do’s and don’ts” concerning visiting the RST terminals and/or carrying out work in them. It is essential to observe these rules. **In addition to these RST Lifesaving Rules, you must also have familiarised yourself with the RST safety and site rules.** All contractors must ensure that they have an appropriate safety policy which assumes an accident-free working environment at all times.



SUPERVISION

The contractor is obliged at all times to supervise the work of its employees at the terminal and to ensure that its employees carry out the work in conformity with the applicable legislation and regulations.



TOOLS AND EQUIPMENT

The contractor is obliged to provide its employees with tools and equipment that comply with all applicable legislation and regulations.



REGISTERING BEFORE ENTRY

If you enter the RST terminals for a visit and/or to carry out a task, you must always register your presence with Security and notice of your visit must have been given.



ALCOHOL AND DRUGS

Being under the influence of and/or having drugs and/or alcohol on you at the RST terminals is prohibited.



CHECKS BEFORE ENTRY

Check any enclosed space before entry. Take appropriate measures to ensure that access to, staying in and leaving the enclosed space can be done in a safe manner.



WORKING AT HEIGHT

It is forbidden to work at height unless appropriate precautions have been taken so that the risk of falling is adequately managed.



LAST-MINUTE RISK ANALYSIS

An LMRA must be performed before tasks are started.

See over



RST LIFE SAVING RULES



EMERGENCY AND EVACUATION PLAN

RST has its own specific emergency and evacuation plan.

In case of an emergency and / or evacuation, the instructions of the RST management and / or BHV staff must be followed at all times.



LOCK OUT- TAG OUT- TRY OUT ON MACHINES AND INSTALLATIONS

The maintenance and repair of machines/installations are conducted only if the electricity and/or pressure supplies to them have been cut off, with it being essential to apply the Lock Out - Tag Out - Try Out (LOTOTO) principle.



WORK AREA AND HAZARDOUS SUBSTANCES

At RST, various operational/logistical tasks are carried out using (heavy) lifting gear and/or other conveying equipment . In some cases, it may arise that hazardous substances are involved during these operational/logistical tasks.



CLOSING OFF THE WORK AREA

Before the work begins, the work area must be closed off with sufficient visibility to prevent people driving into it. Notice of any changes to the work area should be given in advance to operational management. To this end, ensure that eye contact is established with the drivers of any (work) traffic crossing and/or approaching the area.



ENTERING THE OPERATIONAL AREA

It is forbidden to enter an operational lifting area unless you are wearing the right personal protection equipment and you have the permission of the RST operational management staff. Always make eye contact with the crane operator, stay in his/her sight and ensure that you **NEVER** find yourself beneath a suspended load.



ISPS-CERTIFIED

RST is an ISPS-certified terminal. Everyone in the RST terminals must obey RST's safety and security rules. If you fail to observe these rules, you will be liable for any damage and RST's property. Failure to observe the rules may also lead to a ban from the terminal.



IN CASE OF AN EMERGENCY OR ACCIDENT: 010-2942527