Work permit

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		Name	First name
For more than 4 employees, a separate list of names must be provided	1 2 3 4		

RST data	
Permit number	WV25…
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
☐	Hotwork (open flame, sparks, location hotwork)	
☐	Working at height	
☐	Work with/near hazardous substances	
☐	Special lifting activities	
☐	High and low voltage	
☐	Working within operational area	
☐	Working in containerstack	
☐	Working on moving material	
☐	Working on the quay	
☐	Work alone	
☐	Working in confined space	
☐	Bridging security	
☐	Different, namely	

Work permit

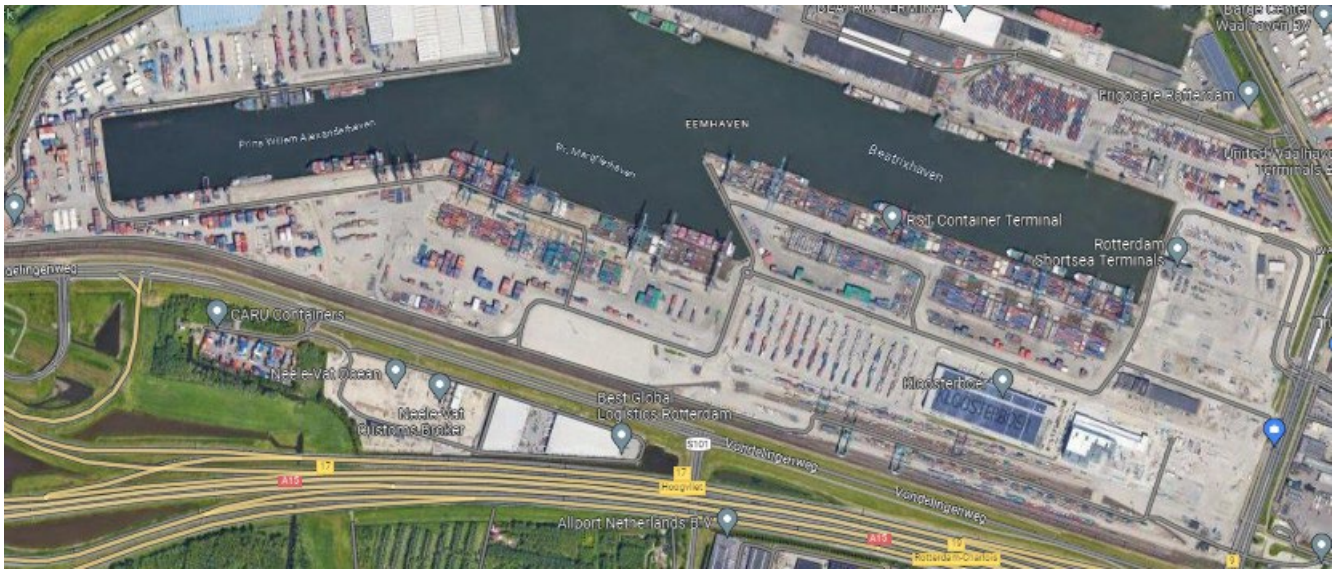
Identified risks		Explanation required
☐	Fire	
☐	Collision hazard	
☐	Risk of falling	
☐	Entrapment	
☐	Electrocution	
☐	Noise	
☐	Explosion	
☐	Suffocation	
☐	Exposure of hazardous substances	
☐	Different, namely	

Mandatory control measures		Explanation required
☐	Submit V&G Plan and/or TRA	
☐	Start work consultation / LMRA	
☐	Hoisting plan required	
☐	Informing persons working within and adjacent to the work area	
☐	Extinguishing agents	
☐	Dropping off workplace	
☐	PPE (which one?)	
☐	(Gas) measurements	
☐	Fall protection	
☐	Ventilation	
☐	Continuous monitoring	
☐	Lock out – tag out (LoTo)	
☐	Communication within work area, radio RST/contractors, channel?	
☐	Different, namely	

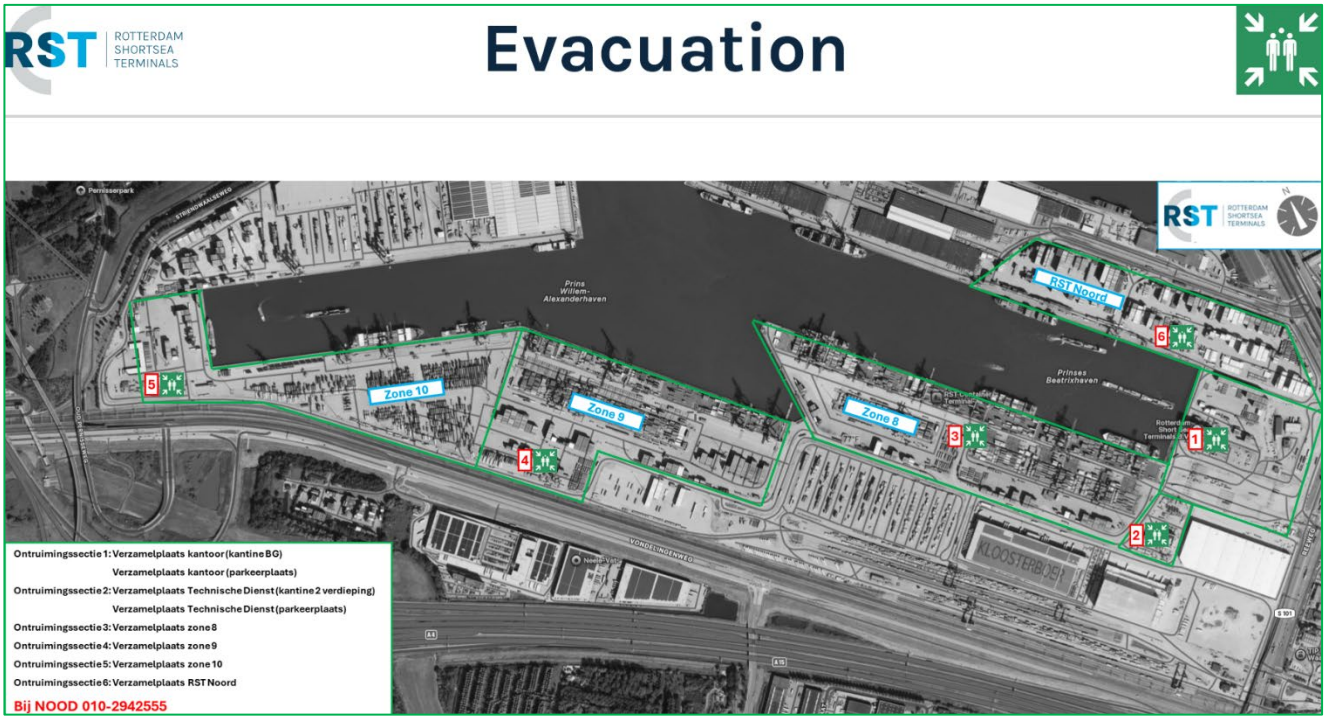
Check	Date	Signature
Work permit approval		
Issuing a work permit		
Taking in work permit		
Work permit check		
Name client RST	Name of executor / Company	
Signature RST	Signature executor	

- *The contractor acknowledges having taken note of and agrees to comply with the QHSSE Third Party Requirements of RST, available via: https://rstshortsea.nl/contractors/*
- *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





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

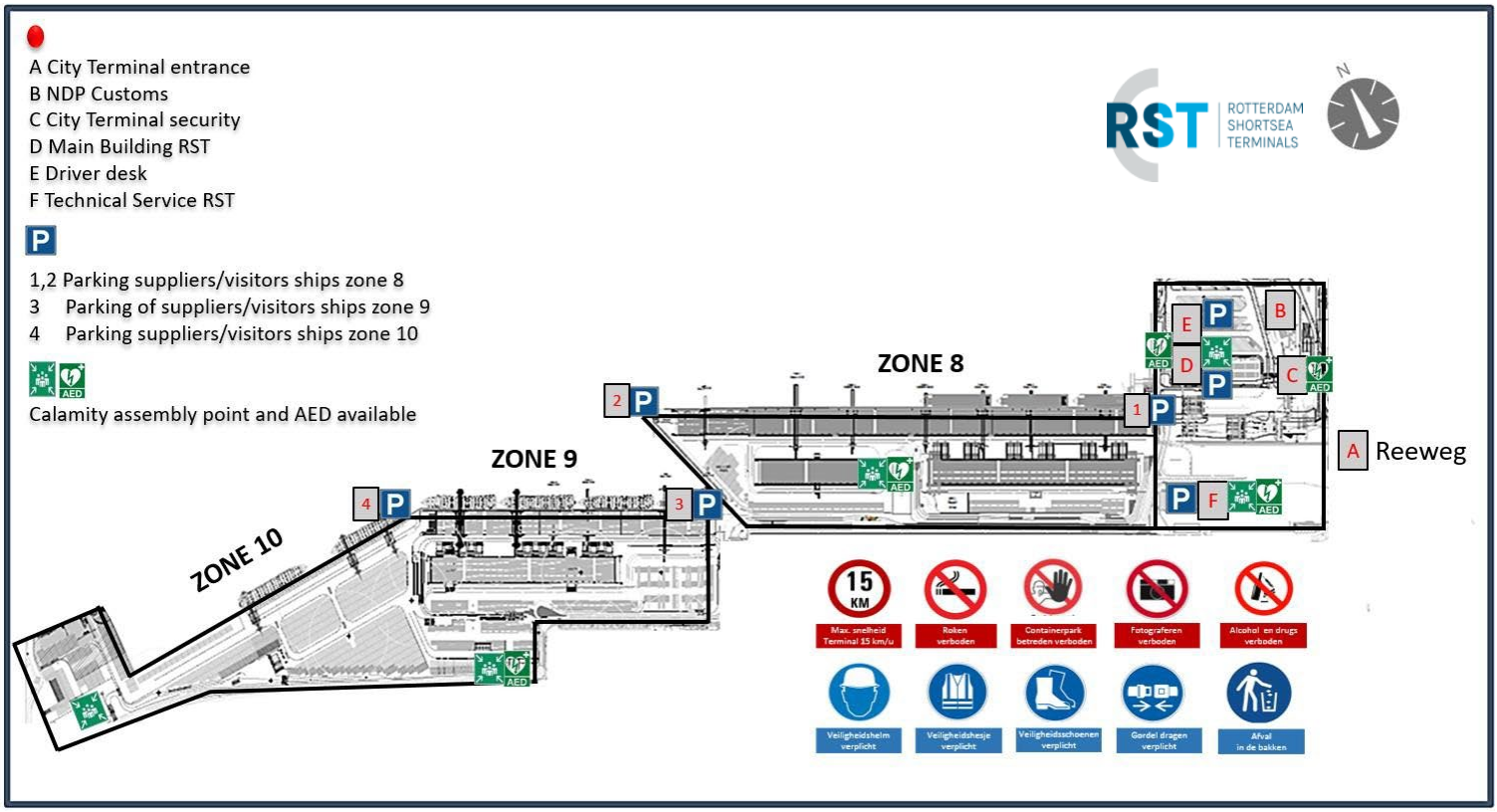


RST LIFE SAVING RULES

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 a 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