



Yara Management System

Document type:

Procedure

Valid for organisation:

Sluiskil

Valid for location/facility:

Beveiliging

(HAE-027350) SITE ACCESS & SAFETY ZONES

Note:

- Addition of paragraph 3.3 regarding unloading of drivers under supervision.

Below, you will find the regulations applicable to site access and safety zones (blue lines).

A. Site Access

1. Legislation and Regulations Applicable to Working in the Netherlands

Compulsory identification means that everyone should be able to identify themselves, even in the workplace. It is compulsory for employers to verify the identity of their employees.

The *Wet Arbeid Vreemdelingen* (WAV) [Dutch Foreign Nationals (Employment) Act] regulates employment of foreign nationals on the Dutch labour force.

Foreign nationals (= all non-Dutch nationals) who are citizens of one of the European Economic Area (EEA) member states are free to enter the Netherlands to work or to live.

Regulations relating to the employment of foreign nationals state that the UWV [Dutch Employee Insurance Agency] be informed prior to work commencement.

1.1 Identification

It is compulsory for Yara to identify its own personnel and personnel of third parties. Because of that, everyone's identity will be checked by means of their original and valid passport, identity card or residence document (NOT a driving licence).

It is compulsory for Yara, as an employer, to make a copy of a valid ID document belonging to:

- All permanent employees.

As all employees' employer, Yara will copy the details of the identity document and enter them into our system. In addition, a copy of the identity document itself will also be taken from any employee from outside the EU. Identity documents from all employees from the Netherlands, EU citizens or third-country nationals will NOT be copied.

Note: This copy must be kept for five years after work has ended. This also applies for persons employed via temping agencies, payroll companies or contractors/sub-contractors.

Only those documents stated in the *Wet Identificatieplicht* [Dutch Compulsory Identification Act] are valid forms of identification for entering employment.

Primary documents include:

- A valid Dutch passport or identity card (NIK)
- A valid European passport or identity card issued by an EEA member state
- A valid passport issued by a state outside the EEA with a valid residence sticker

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- Valid residence documents for foreign nationals include:
 - ✓ document I (temporary regular residence permit)
 - ✓ document II (permanent regular residence permit)
 - ✓ document III (temporary asylum residence permit)
 - ✓ document IV (permanent asylum residence permit)
 - ✓ EU/EEA document (residence permit for foreign nationals from the EEA and their family members)
 - ✓ W-card (document for asylum seekers)

A driving licence is NOT a valid form of identification for employment purposes.

1.2 Dutch Work Permit for Non-EU Nationals (TWV)

A TWV is a permit issued by the UWV [Dutch Employee Insurance Agency] in Zoetermeer to an employer to allow a given foreign national to perform given work in the Netherlands for a given period. The permit is valid for a maximum of three years.

The following is stated on the TWV:

- The name of the employer that made the application.
- The name of the foreign national.
- The date of birth, nationality and job title of the foreign national.
- The permit number.
- The validity period.
- The permitted work activities.
- The location of work activities.

An exception applies to certain groups of foreign employees. This makes it easier for them to get started:

- International concern staff, students, trainee assistants.
- Special rules apply to asylum seekers and knowledge workers.
- There is a separate application procedure for senior managers, specialists, sports coaches, athletes and artists. More information about this is provided by the UWV [Dutch Employee Insurance Agency].

1.3 Notification

It is compulsory to notify authorities in the situation that work is being performed cross-border. If a work permit has not been issued for non-EU nationals, then an overseas company within the European Economic Area (EEA) can notify the UWV [Dutch Employee Insurance Agency] about its employees.

Notification should be made prior to work commencement and must satisfy several criteria.

This does not apply to temping/secondment/sub-contracting labour. *Tewerkstellingsvergunning* (TWV) [Dutch Work Permit for Non-EU Nationals] provisions apply in this case.

1.4 A1 document

An employee needs an A1 document, also referred to as a secondment declaration, if he/she goes overseas temporarily to work. The document indicates the country in which the employee pays social insurance contributions.

An A1 document cannot be issued for all countries. It can only be issued for secondment to a European Union (EU) or European Economic Area (EEA) member state.

The employer should apply for the A1 document and have it signed by the designated social insurance agency in the country in question.

An A1 document cannot be applied for on behalf of a non-Dutch national employed by a Dutch company. An employer's statement needs to be issued in this case.

1.5 EEA Member States

Employees who are nationals of one of the EEA member states listed below are free to enter the Netherlands to work and to live.

Belgium	Hungary	Portugal
Bulgaria	Ireland	Poland
Cyprus	Italy	Romania
Denmark	Croatia	Spain
Germany	Latvia	Slovenia
Estonia	Luxembourg	Slovakia
Finland	Liechtenstein	Czech Republic
France	Lithuania	Iceland
Greece	Malta	Sweden
United Kingdom	Norway	Switzerland
	Austria	

As of 01/01/2021, Great Britain will no longer be part of the EEA. To be allowed to work, they need the same documents and notification to the government as other people from non-EEA countries.

2. Registering for ISPS site access

Before a person without an access badge gains access to the Yara Sluiskil site, one must register via: <https://yaravisitors.watchandlearn.be>

This registration must be made in the context of ISPS (International Ship and Portfacility Security).

When approaching the entrance gate at the quayside (Poort Zuid, or 'South Gate'), there are three entrances, one for holders of a Yara badge, one for visitors and one for cyclists. Access is cut off by means of barriers. The Yara site is only accessible via this entrance gate (= South Gate).

Visitors and other non-badge holders have to report to this gate by means of a videophone which is located at the barrier. Security will then check whether this person is registered on the Site Visitor Registration database, after which access will be granted.

All agreements are listed in detail in the table below.

Type	Yara		Contractor		Sea-going vessel / inland vessel	
	Registered	Not registered	Registered	Not registered	Registered	Not registered
Visitor	Register on SVR	Refuse entry	Register on SVR via internet	Refuse entry	Register ISPS mailbox	Persons who are not registered must contact the ship/shipping agent in order to be registered (via telephone/email)
Contractor	Register on SVR via internet	Refuse entry	Register on SVR via internet	Refuse entry		
Supplier / Driver	Show packing slip/CMR	Refuse entry	Show packing slip	Refuse entry		
Crew	N/A	N/A	N/A	N/A	Register ISPS mailbox	Crew is picked up just outside the gate
Taxi	Ordered by Security	N/A	N/A	N/A		
Police Customs Military police Fire brigade Ambulance Inspection team IVW Pilot Sailor's home	Free access	N/A	Free access	N/A	Free access	N/A

Security is available 24/7. If emergency services are required, this should be done via number 100 (picked up by security). Emergency services are then alerted by security. Their arrival is seen through the CCTV system, and when they approach the gate, security will open the barrier for them. If it is necessary for the emergency services to use an alternative route (along the Yara factory site), they will be welcomed at the gate by service engineers Maintenance who will guide them further.

If contractors have to carry out work on a ship moored at the Yara quay, they can go directly to the ship (as long as they are registered). If work has to be carried out on board of sea-going vessels, the shipping agent will have to announce this in advance.

3. Access control – Badges

Anyone without a white, permanent access badge who wishes to access the Yara Sluiskil site must report to site security and register.

Three categories of people exist depending on the nature of their visit to the Yara Sluiskil site:

- Visitors
- Contractors
- Drivers and suppliers

Summary flowchart:



3.1 Visitors

We use the term 'visitor' to refer to any persons who do not work at the Yara Sluiskil site. These include public servants with investigative powers, e.g. police, Nederlandse Arbeidsinspectie [Inspectorate of the Dutch Ministry of Social Affairs and Employment], DRMW [Spatial Planning, Environment and Water Agency of the province of Zeeland], fire brigade, RWS [Dutch Directorate-General for Public Works and Water Management], VROM [Dutch Ministry of Housing, Spatial Planning and the Environment], etc.

The following things are done successively:

- Take a copy of the front and back of the Identification Card (ID card, passport or driver's license)
- Registration of the visitor in PROTIME
- Orange visitor badge, helmet and glasses are handed over.

Attention: these visitors may NOT enter the site unaccompanied. They should also leave their vehicles outside Gate 1 next to the porter's lodge at all times.

Exception: if public servants with investigative powers wish to enter the site for enforcement purposes, they may after having produced identification. Such visits should always be reported to the head of the QHSE department.

The security department must archive ID copies for three months.

3.2 Contractors/Sub-Contractors

These persons are coming to work at the Yara Sluiskil site. Therefore identification is compulsory by means of an ID card or passport (see §1).

Various other documents may be needed for inspection depending on the contractor's nationality. Next, a white badge is issued that grants access to the Yara Sluiskil site for a given period. White badges are valid for a maximum of two years. The validity period depends on how long work activities will last and the validity period of the papers presented for inspection.

Personnel with a permanent green badge (Yara employees, permanent contractors) can enter the site in a vehicle using their badges to open the gate at the site entrance. They also have to present their badges at their work place to clock in for time registration purposes.

Everyone must adhere to Yara's gate instructions. If a contractor is carrying out work **on their own** at our site, then they must be able to understand, speak and read one of the official site languages – Dutch, English, German or French. If not, then access may not be granted to the site. Work supervisors also have to be able to understand, speak, read and write one of these languages (as per the work permit system). Work supervisors also have to be able to communicate with their staff in their own language.

Below, you will find a list of the documents that are requested and need to be copied before access to the site can be granted. All these documents are kept by the security department for five years following the last site access.

3.2.1 Dutch Nationals

- Copy the data from the passport or ID card.
- SCC (VCA) certificate (Basic or VOL) or SCC (17/18 or 18) or Formation sécurité entreprises extérieures Level 2 or NEBOSH or Safety passport CCNSG.
- Gate instruction certificate.

Green badge validity: max. two years.

Note: DB Schenker staff working as train drivers do not have to be SCC certified (see separate folder at Security department).

3.2.2 EU Member States + Switzerland, Norway, Iceland and Liechtenstein

- Copy the data from the passport or ID card.
- SCC (VCA) certificate (Basic or VOL) or SCC (17/18 or 18) or Formation sécurité entreprises extérieures Level 2 or NEBOSH or Safety passport CCNSG.
- Gate instruction certificate.
- A1 document or proof of employment at a Dutch employer.

Green badge validity: max. one year (= max. A1 validity period)

3.2.3 Non-EU Member States

- Copy of:
 - ✓ passport with valid residence sticker
 - ✓ valid residence document
 - ✓ W-card (asylum seekers)
 - ✓ visa
- SCC (VCA) certificate (Basic or VOL) or SCC (17/18 or 18) or Formation sécurité entreprises extérieures Level 2 or NEBOSH or Safety passport CCNSG.
- Gate instruction certificate.
- A1 document or proof of employment at a Dutch employer.
- Valid work permit for non-EU nationals:
 - ✓ back of Dutch residence permit states, 'arbeid is vrij toegestaan' ['permitted to work']
 - ✓ completed CWI [Dutch Centre for Work and Income] notification formFor whom?
 - If back of residence permit states, 'arbeid is niet vrij toegestaan' ['not permitted to work'].
 - With a residence permit and a work permit for non-EU nationals.
 - Foreign nationals with a passport and registration sticker (same as residence sticker).
 - Foreign nationals with a W-card (asylum seekers).

Green badge validity: max. one year (same as max. A1 validity period, unless work permit has a shorter validity period).

Note: if no operational work is being carried out, then SCC (VCA) is not required, e.g. accountants, legal staff, administrators, etc.

3.3 Drivers/Suppliers

These persons come to load or unload goods. Businesses delivering post and packages also belong to this category.

If someone comes to our site to carry out work or make a delivery **on their own**, then they have to receive Yara gate instructions. They must therefore be able to understand, speak and read one of the official site languages – Dutch, English, German or French. If not, then access may not be granted to the site.

Flowchart for deliveries of small and large materials for Yara and third parties.

[HAE 027350 BIJLAGE FLOWCHART TOEGANG CHAUFFEURS](#)

Exceptions:

- The security officer on duty signs for receipt of registered post and then informs the post room.
- If chemicals are delivered outside regular dayshift hours, then the shift analyst will be called to pick them up.
- **Loading/unloading under supervision (see paragraph 3.3.1).**

Below, you will find a list of the documents that are requested and need to be copied before access to the site can be granted. All these documents are kept by the security department for five years following the last site access.

- Copy the data from the passport or ID card if the driver comes from a country as mentioned in 3.2.1 and 3.2.2, otherwise a photocopy will be taken.
- Gate instruction certificate (at Gate 1).

Green badge validity: max. two years.

3.3.1 Loading/unloading under supervision

In special circumstances it can be decided to admit a driver without successfully completing the gate instruction.

- Special (large) transport. If a transport is of such magnitude that access via port 1 is impossible, an alternative route will be chosen. The transport will then be collected outside the gate by a representative of the receiving department. The representative of the receiving department, together with the driver, examines the safety flyer 'Safety flyer - driver guidance' and guides the transport on and back from the site.
- If the driver does not pass the gate instruction after repetition (due to language problem) and it is an urgent shipment that still needs to be loaded/unloaded:
 - The driver contacts the client, who contacts the person (department / service / contractor) for whom the goods are intended.
 - If the person (department / service / contractor) for whom the goods are intended deems it necessary for the goods to be unloaded, he or she will arrange for a transport supervisor and pass this on to security.
 - Security guard hands the driver the safety flyer 'Safety flyer - driver guidance' in a language understandable to the driver.
 - Transport attendant comes to gate 1 and goes through the aforementioned flyer completely with the driver.
 - The driver signs the flyer for 'read and agree' and receives a visitor's badge.
 - Security keeps a copy of the signed flyer.
 - The transport attendant takes the driver onto the site and supervises the loading/unloading.
 - During loading/unloading, the supervisor supervises that the driver complies with the Yara rules.
 - After loading/unloading, the transport attendant accompanies the driver outside the gate and hands in the badge to security.

Dutch	<u>SAFETY FLYER - BEGELEIDING CHAUFFEURS</u>
English	<u>SAFETY FLYER - BEGELEIDING CHAUFFEURS</u>
Ukrainian	<u>SAFETY FLYER - BEGELEIDING CHAUFFEURS</u>
Czech	<u>SAFETY FLYER - BEGELEIDING CHAUFFEURS</u>
Lithuanian	<u>SAFETY FLYER - BEGELEIDING CHAUFFEURS</u>

4. Exceptions to rules for site access

4.1 Purpose

For determining the following:

- a. The conditions under which external parties may be granted access to the Yara Sluiskil BV site by the security department without having to produce all the required documents at that instant as stipulated under Section 3.
- b. The procedure to be followed, in such case

4.2 Several basic principles for exceptions to rule

- This is an exception and may only be applied within its own area of applicability.
- Even when this procedure applies, it is not permitted to grant external parties access to the site without some form of identification. Some ID needs to be presented.
- External parties may only be granted access to the site if sufficient grounds exist to assume that the required documents will be presented at a later stage and clear agreements have been made in this respect.
- The **Applicant** is obliged to produce any missing documents as quickly as possible and present these to the security department.

4.3 Applicability

This procedure applies to granting external parties access to the Yara Sluiskil BV site in the event of an unexpected and urgent, technical problem that could result in significant safety problems, environmental damage or economic losses, and when all the required documents as stipulated under Tab 1 cannot be presented to site security.

4.4 Dayshift procedures

External parties may only be granted access to the site in these circumstances following explicit approval from the **Safety & Security Coordinator** or the **QHSE Manager**, and once clear agreements have been made about producing the missing documents.

The person requesting the presence of the external parties (**Applicant**) ensures that the missing documents will be produced as quickly as possible as agreed and submitted to the security department.

4.5 Nightshift procedures

No	DESCRIPTION	ACTION	RESPONSIBILITY
1	Determine necessity of technical assistance within area of applicability		Applicant + Head of Local Maintenance/Maintenance Dept. employee
2	Inform company about required documents	Section 3	Applicant/Head of Local Maintenance/Maintenance Dept. employee
3	Report to acting member of MT + substantiate necessity	<i>Note: initially, an attempt will be made to reach the Safety & Security Coordinator or the QHSE Manager, and the dayshift agreements will continue to apply. <u>End of this procedure</u></i>	Head of Local Maintenance/Maintenance Dept. employee
4	Approve/reject request	External parties may only be granted access to the site if sufficient grounds exist to assume that the required documents will be presented at a later stage. Clear agreements have to be made in this respect. <u>If rejected, then end of procedure</u>	Acting member of MT

5	Inform and instruct security department	Inform them about agreements made about supplying missing documents by telephone and confirm by email.	Acting member of MT
6	Register person in question		Applicant/Head of Local Maintenance/Maintenance Dept. employee
7	Report to Security		External parties in question
8	Admit and register external parties in question	Only within the limits of the permitted exceptions Record non-standard procedure Note in watch report	Security officer
9	Submit missing documents to the security department	As agreed	Applicant
10	If the file is not complete within the agreed period, then access will be barred for the person involved.	As agreed	Security officer

5. Prohibited items on the Yara site

- Weapons and ammunition within the meaning of the Weapons and Ammunition Act, as well as the Firearms Act;
- Drugs.

Attention: visits of government officials such as the police are excluded by law.

B. Safety zones

1. Purpose

Safety zones have been created to clarify to all employees the use of personal protection equipment (hereinafter referred to as PPE). They are also intended to indicate the major hazards that exist within a given zone – as indicated by signs (yellow warning signs) – and what is prohibited within these zones.

Use of safety zones clarifies the minimum requirements that everyone must adhere to at all times in order to enter a given zone, even if an individual is not fully aware of the prevailing Yara Sluiskil BV safety regulations.

All loading/unloading areas for chemicals and Yara Sluiskil BV products on the Yara Sluiskil site constitute a safety zone in their own right or are part of a larger safety zone.

In order to enter a blue zone in a vehicle, it is necessary to report to the acting PROCO who ensures that ATEX instructions ([HAE-028237](#)) are adhered to. An exception to this rule are loading/unloading areas. It is prohibited to cycle inside the blue zone.

Below is an explanation about how employees should interpret which provisions apply to the use of PPE inside and outside the safety zones. Exceptional provisions have also been included that apply to visitors. Enforcement policies ([HAE-027257](#)) have also been drafted in consultation with and with approval from the Yara Sluiskil BV works council. These stipulate how rules are enforced and sanctions are applied in cases of repeated violation.

Before entering a blue zone, it is mandatory to report to the control room as indicated on the signs around the blue zone. Anyone who is not an immediate member of production personnel should have a safe work permit or sign in using the access registration logbook. By doing so, the person in charge of the department knows who is in the blue zone at any one time. This ensures that no unnecessary

risks are taken by the emergency services in an emergency. It is also mandatory to sign out using the registration logbook when leaving the blue zone.

HAS42301-VEILIGHEIDSZONES

2. Responsibilities:

Departments are individually responsible for selecting the correct location of the blue demarcation lines and the correct format of their associated signs.

- An annual budget has been allocated for the maintenance of the blue lines under Cost Centre HASFG0950.
- Site Plan No. 232, File 20, depicts all the blue lines painted across the entire site.
- An inspection of all the blue lines is carried out by FAC once a year in response to a time-based order on 1 April of each year (ZTIM order). Any corrections required are carried out based on the inspection's outcome in the summer.
- Any changes required to the blue lines are initiated by the departments themselves by raising a PMF. This ensures that the changes are also incorporated into the site plan. The FAC assesses whether changes have been made on its annual maintenance rounds. If changes are taking too long to be implemented, then a painter is called in earlier.