



VYNOVA SSHE REQUIREMENTS

Detailed below are Vynova requirements for all customers collecting chemicals or goods from our sites and depots. It is recognised that the customer may fulfil some of these requirements through their haulier.

SSHE is an acronym for Security, Safety, Health and Environment. Vehicle includes all modes including road and rail.

1. Emergency Response

The customer shall be responsible for fully managing and handling any incident that occurs involving the collection vehicle after loading. This shall include telephone advice, emergency response, vehicle recovery, tank to tank transfers and chemical spill handling. If the incident happens on or near the loading point, the customer shall liaise fully with Vynova.

2. Safety Advisor

Carriers carrying good that are allocated a UN number in ADR or RID shall have an Safety Adviser appointed in accordance with the Chapter 1.8 of the most recent edition of ADR and RID.

3. Drivers

All drivers collecting any Vynova goods shall be fully licensed for the type of vehicle to be used. Where the goods are classed as hazardous the drivers shall be trained in accordance with ADR / RID. Road vehicle drivers shall carry their ADR training certificate at all times when carrying our goods. The ADR training certificate shall be appropriate for the goods carried.

At the loading point, vehicle drivers should be able to communicate effectively to a standard that enables them to understand all of the paperwork (including safety instructions), discuss all matters associated with the whole loading operation and to fully understand and respond to safety or emergency instructions. Any road vehicle driver who is not able to communicate sufficiently could put himself or others at risk and **may be refused loading**.

The carrier shall train the driver in all elements necessary to carry out their job. This shall include operation of their equipment as well as product and hazard awareness training for all chemicals the driver will carry.



4. SSHE Incidents

The driver shall report any problems, concerns or injuries immediately to both the local operating staff and to his management. The customer shall communicate these to Vynova as soon as reasonably practicable – in all cases this should be before the end of a current working day or at the start of the following working day.

All SSHE incidents at or near the Vynova site shall be investigated by the customer and the report sent to Vynova. In the event of such an incident the customer, the carrier senior manager and the person concerned (eg driver) may be required to attend investigations held by the relevant site owner. These shall be attended at the customer's cost. All reports shall be typed and submitted in electronic format.

5. Vehicle Standards

All vehicles presented for transport of product must be fit for purpose, compatible with the cargo, and meet all legal obligations f.i. ADR. The original vehicle registration should be present in the vehicles. The vehicles must be in proper working order and suitable for the intended carriage. All vehicles, trailers and tanks and their fittings shall be kept in a suitable condition.

6. Vehicle Preparation

Vehicle presented for transport of product must not require any pre-loading activities such as cleaning, sweeping or venting – unless this is specifically agreed in writing (typically for liquefied gases only). Any necessary cleaning shall not be done on a Vynova site and shall be done before the vehicle is presented for loading.

All valves, blanks and lids shall be securely closed before a tank or tanker enters or leaves site. Before loading and before leaving site the driver shall check that all safely accessible valves and hatches are properly closed.

Prior load information and wash-out certificates shall be provided where required. Notwithstanding this any contamination of the chemical or goods (for example by insufficient vehicle cleanliness or a prior cargo) remains the customer's responsibility.

7. Site Induction Training, Procedures and Instructions

Drivers shall attend any specific site induction and/or product training on arrival at any site, plant, or depot as requested or deemed necessary by local personnel.



Drivers shall comply with all the rules, safety and operating instructions and requirements of the site they are on.

In all cases the drivers shall proactively find out the relevant site rules, operational and safety instructions and shall comply with them.

8. Inspections of Loading Points

The customer should carry out an initial inspection of the load point before their first loading is carried out to ensure that they believe that it is safe for drivers to load at that site. This inspection may be carried out by drivers who are suitably trained and competent. They shall also carry out any subsequent inspections if necessary. Where the carrier finds problems or issues these shall be reported to Vynova as soon as is practical.

9. PPE

The customer shall provide the driver with all Personal Protective Equipment (PPE) required on the collection site.

The driver shall be trained in the correct use of PPE and shall carry and properly use all of the PPE designated by the company and site where he is working, loading or offloading. The driver shall ensure that he knows and understands all the relevant PPE standards.

In all cases the driver shall proactively find out the relevant site PPE requirements and comply with them.

10. Loading and Offloading Operations

The driver shall not start the loading operation without written instruction from the local plant operation. This is normally achieved by a signature on the relevant part of the transport paperwork. In all cases the driver should also verbally confirm with the local staff that he can commence loading or discharge before doing so – this verbal check is in **addition** to the paperwork signatures.

The driver shall follow the local procedures for loading and discharge.

The driver shall report any problems, concerns or injuries immediately to both the local operating staff and to his management.

If a driver is concerned about the safety of a loading operation, he should raise this with the local staff and with his own management. If the issue is of any significance it should be raised by the customer management with Vynova.



11. Tank Top Working

The customer must ensure that any access to the top of tankers or tanks at any time when working for Vynova is safe. Therefore all tanker drivers must use the existing site safety systems for tanker top access (e.g. fall arrest equipment including harnesses).

Tanker top working (sample taking, sealing, closing manhole) is not allowed while using the handrail system of the truck as a sole safeguard

Where there are requirements to use fall arrest equipment including harnesses, these shall be used. Harnesses have to meet all safety standards and need to be DIN-certified.

Access to the top of rail tank wagons shall only be from within a handrailed gantry access system when working on a Vynova site.

12. Documentation, Marking and Placarding

An appropriate "Instructions In Writing" document shall be carried at all times where it is legally required. These shall be provided by the customer and shall conform with the requirements of ADR.

The customer shall provide and display all placarding and marking including any hazard boards, 'orange squares', hazard diamonds, proper shipping name labels, phone numbers, etc. required for the particular journey as mandated by ADR, RID, ADN or IMDG and the applicable national legislation.

If the product is loaded or unloaded under inert atmosphere (f.i. nitrogen) the driver must stick an asphyxiation warning sign on every manhole or blind before leaving the site. The labels will be provided by Vynova.

The customer shall ensure that all drivers are familiar with the paperwork involved with the particular transportation of Vynova goods. This may include the Vynova loading Order, CMR, Dangerous Goods Document and Standard Shipping Note.

Where the driver is issued with documents detailing driver procedures, site route maps, routes local to the site (site approach information) and loading point and safety procedures, these instructions shall be strictly adhered to at all times.

13. Equipment

It is the customer's responsibility to ensure that any tanker presented for loading is suitable and can be loaded at that particular site.



The truck is required to carry a sufficient quantity of cargo securing equipment such as ratchet straps and anti-slip mats in the vehicle.

14. Alcohol, alcohol Containers and drugs

Alcohol and drugs are not permitted on any Vynova site. Also alcohol containers (bottles, cans, wine boxes, etc.) are not permitted on any Vynova site **even if they are unopened or empty**. If a person is believed to be under the influence of alcohol or drugs they will not be allowed to continue and appropriate action will be taken.

15. Smoking

Vynova sites are non-smoking sites.

16. Failure to Comply

If the loading personnel decide the vehicle is not fit for purpose and/or the driver does not fulfil the appropriate requirements, the vehicle will not be loaded. Vynova shall inform the customer of the non-compliance. This should be before the end of a current working day or at the start of the following working day

The haulier must present himself at the agreed loading day. If he presents himself on another day without notice, the vehicle will not be granted access to the site. A new loading date has to be agreed.

Failure to adhere to site loading/offloading procedures, regulations and safety standards will result in the driver and vehicle being asked to leave the site immediately. Additional site sanctions or penalties for driver/haulier are possible.

Gross or repeated breach of regulations or standards may result in drivers or the carrier being barred from entering the site.

A handwritten signature in blue ink, appearing to read "AS", written in a cursive style.

Andreas Scholz

Vynova Health, Safety, Environmental & Quality Manager