

Vopak Fundamentals

on Safety

Introduction

Every person working at a Vopak location should be able to go home at the end of the working day without having suffered or caused harm in any way. Eliminating risk for all persons is a key element underpinning all activities undertaken by Vopak.

In today's complex world this requires a continuous effort from us all. We can only achieve this if each employee at Vopak understands the risks, realizes the critical importance of safety and knows what to do.

Therefore we have compiled this list of straightforward Vopak Fundamentals on Safety that provides basic guidance.

I expect that every individual is familiar with and applies these Fundamentals. The safety of everyone depends on our commitment to these Fundamentals at all times, in all circumstances. We should all care.



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Purpose

The Vopak Fundamentals on Safety form an integral part of the Vopak SHE management standard and are considered a minimum requirement for all the Vopak locations. These Safety Fundamentals cover the following operational activities of Vopak with the required conditions and specific requirements.

- Transfer of product
- Management of change
- Permit to work
- Lockout and tagout
- Confined space entry
- Working at heights
- Excavation
- Motorised vehicles

Basics

Vopak's policy states that we continuously work towards our goals of zero incidents and no damage to the environment. Safety is everyone's responsibility and we expect every employee to contribute to his own safety and that of others.

Although embedded in the Vopak Fundamentals on Safety, it is important to emphasise that:

- all persons will be trained and competent in the work they conduct
- all persons must know, understand and comply with the basic safety regulations in force at a location
- everyone who works at a location should fully comply with the applicable procedures.
- work will not be conducted without a job safety assessment

- for work without an approved procedure, a permit to work is needed
- emergency response plans will be in place before work starts
- appropriate and prescribed personal protective equipment is worn
- it is everyone's responsibility to stop work that is unsafe

Transfer of product

The Vopak Fundamentals on Safety state: Before and during the transfer of product the following rules are followed:

- the safety information on the product is available, known and understood
- the pipeline configuration and line-up is checked
- appropriate grounding of the transport medium (vessels/vehicles/pipeline/container etc.) is carried out to prevent electrostatic discharge at all times
- the appropriate personal protective equipment is prescribed and worn

Management of change

The Vopak Fundamentals on Safety state:

Temporary and permanent changes to systems, processes, procedures, equipment, organisation, personnel, products, materials and work arising from changes in laws and regulations cannot proceed unless a Management of Change process has been completed, where applicable, including:

- a risk assessment that covers all impacted by the change
- a work plan that clearly specifies the timescale for the change and any control measures to be implemented regarding:

Safety

- equipment, facilities and processes
- operations, maintenance, inspection procedures
- training, personnel and communication
- documentation
- authorisation of the complete work plan by the responsible person(s)

Permit to work

The Vopak Fundamentals on Safety state:

Work that involves confined space entry, any hot work, maintenance, engineering work or operations activities that have no written procedure needs a permit that ensures a safe work environment.

The permit and the associated procedures:

- describe the (scope of) work
- identify hazards and assess risks
- prescribe control measures to eliminate or mitigate hazards
- link the work to other related work permits and/or operations
- are authorised by the responsible person(s)
- are known and understood to all involved in the work
- ensure a safe return to normal operations

Lockout and tagout

The Vopak Fundamentals on Safety state:

Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, cannot proceed unless:

- the method of cut-off and discharge of stored energy are agreed and executed by (a) competent person(s)
- any stored energy is discharged
- a system of locks and tags is used as isolation points
- a test is conducted to ensure the isolation is effective
- isolation effectiveness is periodically monitored

Confined space entry

The Vopak Fundamentals on Safety state:

Entry into a confined space cannot proceed unless:

- all other options have been reviewed and ruled out
- a permit to work is issued
- the appropriate personal protective equipment is used

- the confined space is isolated
- the atmosphere has been tested for oxygen content and where required for explosivity and toxicity
- the tests are verified and repeated as often as defined by the risk assessment
- stand-by personnel is stationed nearby with the proper means of communication
- unauthorised entry is prevented
- rescue plan and equipment are prepared and in place

Working at heights

The Vopak Fundamentals on Safety state:

Working at heights cannot proceed unless:

- a fixed platform is used with guard or hand rails, verified and approved by a competent person
- or if this is not achievable, a fall arrest system is used:
- that is appropriate for the specific situation and approved by a competent person
- that is visually inspected and if damaged or activated is taken out of service
- all who use a fall arrest system must be instructed and trained in its use
- the person working with a fall arrest system should be able to contact a rescue team that is able to hoist them to a safe area

or if no better alternative is available:

- a ladder is used only when a person has one hand available to hold onto the ladder at all times
- in case of activities on the ladder, it is adequately stabilised to prevent slippage

Excavation

The Vopak Fundamentals on Safety state:

Work that involves a man-made cut, cavity, trench or depression in the soil cannot proceed unless:

- a hazard assessment of the work location is completed by the competent person(s)
- all underground hazards, i.e. pipelines, electrical cables, etc., have been identified, located and if necessary, isolated
- a valid permit to work is obtained

Where persons are to enter an excavation:

- a confined space entry permit must be issued where applicable
- ground movement must be controlled and collapse prevented by systematically

shoring, sloping, benching etc., as appropriate

- ground and environmental conditions must be continuously monitored for change

Motorised vehicles

The Vopak Fundamentals on Safety state:

All categories of onsite motorised vehicles, including forklifts, must not be operated unless:

- the vehicle is appropriate for the purpose, inspected and confirmed to be in safe working order
 - seat belts are installed and worn by all occupants and other relevant safety devices are used as intended
 - loads are secured and do not exceed design specifications
 - the local road safety regulations are fully complied with
- Drivers must not be allowed to operate the vehicle unless they are:
- fully trained, qualified and medically fit to drive and operate the vehicle

English version