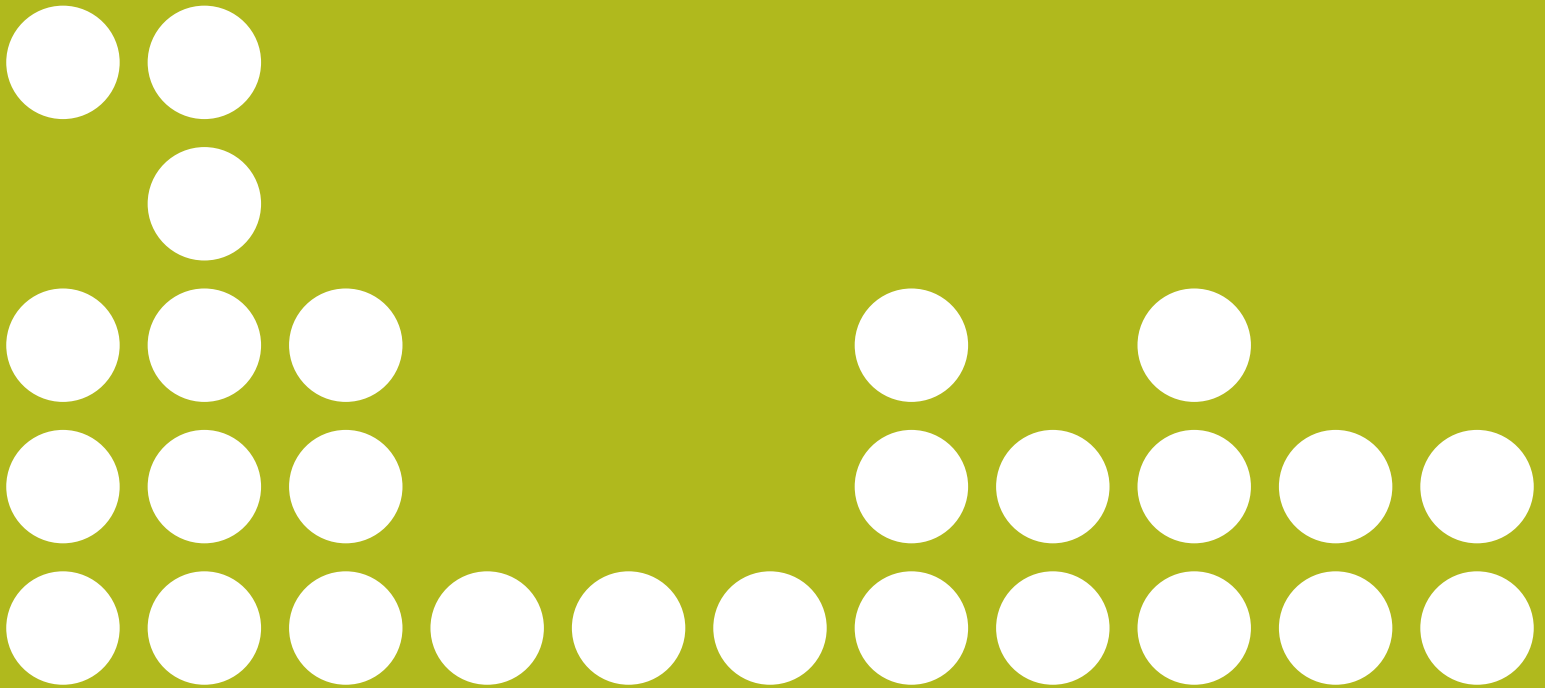


Attero Site Regulations

version 2023





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Attero Site Regulations

Introduction

These Regulations apply to all Attero sites. They are intended to promote the safety of your and our employees on our sites as much as possible. You can find a current list of our sites on <https://www.attero.nl/nl/onze-locaties/>

Our starting point

Attero stands for the safety of its employees, external businesses, contractors, visitors and neighbours. Anyone who attends our sites must be able to leave those sites safely and in good health. Attero believes that all accidents and injuries can be prevented. Attero views safety as a choice, not as a coincidence. Our objective is zero accidents. You are part of the team that achieves that. Please take your responsibility!

Our 'Life Saving Rules'

The Live Saving Rules (LSRs) are based on analyses of the accidents and incidents that have occurred at Attero over the past few years. They are not new rules! The LSRs are existing rules that have been given a special status, because they are extremely important in preventing accidents.

- 1. *Work safely or don't work at all***
I always sign in and I sign out and I do not put myself or others in danger.
- 2. *Permit to Work and LMRA (Last Minute Risk Analysis)***
I always work with and apply the Permit to Work and I perform a LMRA before starting the work.
- 3. *LOTOTO (Lock Out, Tag Out, Try Out)***
I make machines and installations safe before starting the work and I use specific personal protective equipment.
- 4. *Working at height***
I use a suitable permanent or mobile platform, a railing or fall protection when the fall height exceeds 2.5 metres or if there is a risk of falling below 2.5 metres.
- 5. *Working in confined spaces***
I only access identified and marked areas with a Permit to Work and only work there in accordance with the applicable procedure.
- 6. *Hoisting***
I never work, stand or walk under a hanging load.
- 7. *Logistics***
I make sure that I'm seen in areas with rolling equipment by making eye contact with the driver.

1 Zoning of Attero sites

All Attero sites have zoning. The sites are categorised into uniform risk areas that are colour coded and that apply to all sites. A sign with this zoning can be found near the entrance to an Attero site. The minimum personal protective equipment (PPE) that should be worn in every zone is also noted clearly.

2 Personal protective equipment and clothing requirements

2.1 PPEs

A number of buildings and special areas require additional PPE. They will be indicated on site with pictograms on doors or signs. They are also noted on the Permit to Work that is required to carry out the work.

Offices, canteens and control rooms are generally PPE-free zones.

2.2 Personal protective equipment and clothing requirements

Description PPE		Green zone	Blue zone	Yellow zone	Orange zone	Red zone
Safety helmet NEN-EN 397:2012+A1:2012					X	X
Safety vest NEN-EN-20471 (class 2)			X	X	X	
Safety shoes/boots NEN-ISO 20345:2011 (S3)				X	X	X
Body-covering clothing NEN-EN-20471 (class 2)					X	
Body-covering clothing NEN-EN-20471 (class 2) (antistatic/chemical-resistant/flame-retardant)						X
Safety glasses (with shields) NEN-EN-166:2001						X

2.3 Visitors' clothing

Attero provides company clothing and PPE (coats, vests, shoes, etc.) to visitors for tours of its sites. It is compulsory to wear this clothing in the areas where that is required.

3 Access to our operating sites

3.1 Registration

Anyone who enters an Attero site is obliged to report and register. You register by signing in or checking in with a badge that is issued by Attero. You are informed of the applicable safety rules by viewing a safety film or by having a personal talk. On departure you need to check out or sign out and hand in the badge.

3.2 Employees

Attero employees need to register daily with the access badge or by signing in. Badges are strictly personal. It is prohibited to obtain access to the site by using somebody else's badge.

3.3 External businesses

Employees of external businesses that are carrying out work on Attero sites must always register. They should have a valid Permit to Work before they start their work.

3.4 Drivers

Drivers are registered by virtue of weighing the vehicle in question in or out. Attero checks that discarders and transport companies have valid proof of being able to supply waste to that site. This proof must have been issued by or on behalf of Attero.

3.5 Visitors

Attero employees are informed when they have a visitor on site. The employee needs to collect the visitor at the agreed location. On access to the operating site, registration is required for:

- Several people in one vehicle (everyone needs to register);
- Groups. The names must be given in advance and must be ticked off on arrival.

3.6 Searches

When entering and leaving an Attero site, your clothing, bags and vehicle may be subject to a search. This may include:

- Checking for goods that are not permitted on the site, such as weapons, alcohol or drugs;
- Checking ownership of goods and documents;
- Checking for hazardous substances (those potentially harmful to health and the environment) and whether these substances have the required safety data sheets.

Anyone wishing to enter or leave the site is expected to cooperate with these searches.

4 Other rules of conduct

4.1 Alcohol, drugs and medication

It is prohibited to be on an Attero site under the influence of alcohol, drugs or medication that has a negative impact on driving skills and/or the operation of machinery. On Attero sites it is not permitted to consume alcohol or to use drugs or medication with said effect.

Attero conducts periodic alcohol checks on its sites. You are obliged to cooperate with those checks. The following criteria apply:

- 1 Between 0.2‰ and 0.5‰: you are banned from work for 4 hours.
- 2 Equal to or more than 0.5‰: banned from work for 12 hours and prohibited to take part in traffic.

Your employer will be informed in both cases.

4.2 Communication

When activities are carried out by employees of external businesses, they need to understand and comprehend at least one of the following languages: Dutch, English, German. In the case of teams of employees, the foreman must be able to master one of those languages and impart the instructions to the team.

It is not permitted to take photos, or to make video or film recordings. It is also not permitted to publish work or images of Attero in professional, daily, weekly or monthly magazines, on social media, et cetera without Attero's permission.

4.3 Age

Independently working people at Attero sites must have a minimum age of 18 years. Young people under the age of 18 but over the age of 16 may only carry out work under constant expert supervision (e.g. placement).

4.4 Proof of identity

Every employee of an external business must be able to identify himself with a valid proof of identity. Proof of identity is a passport or ID card that notes the nationality and residence status. Foreign employees must also be able to submit an A1 statement (*statement of employment*).

Furthermore, employees who carry out work at Attero sites must be able to submit a personal VCA (SCC) certificate.

Drivers and visitors who do not carry out work on Attero sites must be able to identify themselves with a valid proof of identity (passport, ID card or driving licence).

4.5 Unsafe situations or acts

Employees of Attero or external businesses must intervene immediately when they see an accident, unsafe situation, unsafe act or impending danger to health, safety or the environment. They may intervene by addressing the persons concerned, stopping the situation, act or the danger, and reporting the incident immediately to the contact person, Security Department, manager, Permit to Work controller or the weighbridge. This method provides Attero with the opportunity to learn from incidents and to improve our safety performance.

4.6 Safety of containers and load bins

To guarantee the safety of all those involved, containers and load bins should be in good condition and loaded with due care and attention. It should be possible to lock latches and it should be possible to walk on doors/ramp doors.

It is not permitted to open containers and load bins in ways other than intended originally.

4.7 Parking

Parking is only permitted in the designated parking areas. Reverse parking is mandatory. You may only take your own vehicle and park on an Attero site following permission. You may never park in front of emergency facilities.

4.8 Smoking, eating, drinking and hygiene

It is not permitted to smoke on Attero operating sites, except in designated smoking areas.

You may only eat and drink in the designated areas. Where possible and required, you will remove dirty work clothing and shoes. We recommend you wash your hands before you eat or drink anything.

4.9 Environment

When you transport, transship or process waste on site, you need to take measures to keep litter, dust, dirt, odour pollution, noise pollution etc. to a minimum. If you have any questions or if you are unclear, please consult site management.

4.10 Traffic rules and speed

The Road Traffic and Traffic Signals Regulations apply to all Attero sites.

External businesses may only have competent and instructed employees carry out operational activities on rolling equipment. To drive rolling equipment, a driving licence, certificate or diploma is compulsory.

All Attero sites are subject to a speed limit of 30 km per hour. Drive at walking speed near entrances and exits and in passages of buildings. Exceptions to the speed limit are indicated with signs.

Turn on the lights of your vehicle as soon as you enter an Attero site. Do not stray from the marked and indicated routes.

4.11 Escape routes

It is prohibited to block escape routes, walkways, stairs, exits, lifts, extinguishers, switchgear cabinets, and other emergency facilities.

5 Emergency

In the event of an emergency, warn the Attero manager or contact person first and then call the internal **emergency number 2222 (from a mobile: +31 (0)88550 2222)**. State your name, the place and the nature of the emergency.

Familiarise yourself with the emergency instructions that apply to the site and the emergency exits, so that you know what to do in the event of an emergency.

A Permit to Work is no longer valid during and after an emergency phase. In the event of an emergency phase, terminate the work in a safe manner. The Permit to Work must be reissued before resuming the work.

6 General/miscellaneous

You enter an Attero site at your own risk.

It is not possible to have everything covered by rules and regulations. In unusual or unclear situations you need to consult your manager or contact person and take measures to reduce the risks to a minimum. This is a question of professional skills, but also of insight and common sense.

Attero does not accept any liability for damage to or the disappearance of property of its own employees or those of third parties.

External businesses are liable for all damage they, their personnel and/or their subcontractors cause on site by not complying with the safety or other regulations or by complying with them inadequately.

Attero may deviate from generally applicable requirements. For example for visitors who are taken on an accompanied tour of an Attero site.

7 Enforcement and sanctions

Attero operates a sanction policy. This is not intended to punish unwanted behaviour, but ensures that the work remains safe for everyone without discrimination. This method provides Attero with the opportunity to learn from incidents and to improve our safety performance.

Sanctions follow any breach of the rules of conduct. This applies to failing to comply with the requirements included in these Regulations and to not complying with instructions and working methods included in the issued Permit to Work. Attero uses the applicable sanction policy to assess which measures should be taken. A breach of the rules of conduct may lead to removal from the site or dismissal.

The Security service or designated authorised persons may check persons and vehicles that wish to enter or leave an Attero site.

8 Vaccination policy

Vaccinations are offered to all our own employees who are eligible on the basis of their work. In principle, employees of third parties are not vaccinated via Attero. However, suppliers that carry out activities that are governed by the vaccination policy are informed of this policy. The supplier can then implement his own vaccination policy.

9 Safety

In cooperation with sector organisations, social partners, businesses and employees, the waste sector has prepared its own occupational health and safety catalogue. All the regulations and recommendations in this occupational health and safety catalogue apply to the entire waste sector. The HSE Inspectorate has approved these regulations and recommendations.

The occupational health and safety catalogue is available at www.arbocatalogus-afvalbranche.nl

10 Legislation and regulations

Besides the requirements and rules of conduct mentioned in these Regulations, rules included in applicable legislation and regulations also apply:

- Occupational health and Safety Act:

<https://www.arboportaal.nl/onderwerpen/arbowedgeving>

- Working Hours Act:

<https://www.rijksoverheid.nl/onderwerpen/werktijden/documenten/brochures/2010/05/10/de-arbeidstijdenwet-engels>

- Road Traffic and Traffic Signals Regulations:

<http://wetten.overheid.nl/BWBR0004825/2021-07-01>

- Road Traffic Act:

<http://wetten.overheid.nl/BWBR0006622/2022-10-01>

Specific procedures, working methods and additional instructions that form an inseparable part of these Site Regulations also apply. You must familiarise yourself with these applicable rules and regulations as soon as you enter an Attero site. For example, there are separate procedures for 'Loading and unloading vehicles' that contain the safety rules for cleaning a walking floor or opening container doors.

11 Information

For questions or comments, please contact the Site Manager or send an e-mail to info@attero.nl.

If you would like a current overview of our sites, please visit our website:

<https://www.attero.nl/nl/onze-locaties/> : comprehensive description and address details for each site;

The following applies to all sites

Postal address:

Postbus 40047,
7300 AX APELDOORN

Telephone:

+31 (0)88 550 10 00

*(We are available on
Mondays to Fridays
from 08:00 to 16:30 hours)*

E-mail:

info@attero.nl

Website:

www.attero.nl

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