ROERMOND SITE EDITION 3/2018

Safety Passport

Here, I work safely.





Golden Safety Rules!

1.	I keep my work area clean and tidy.
2.	I use machines and tools only for the purpose for which they are intended and I do not ignore or cir- cumvent any safeguards.
3.	As a forklift driver I am always careful and never careless. Pedestrians always have the right of way.
4.	I fence off surroundings during activities.
5.	I safeguard equipment before I work on it, and never reach inside a rotating machine.
6.	I always wear the prescribed Personal Protection Equipment (PPE).
7.	I report all unsafe situations, defects and (near) accidents to my superior and in written form.
8.	Whether they are executives or not, I encourage safe behaviour, admonish everybody who acts in an unsafe manner and do not condone unsafe operations.
9.	I always wear a dust respirator, safety goggles and hearing protection when cleaning with pressurized air and do not cause discomfort to people nearby.
10.	I hold the railing when taking the stairs and never run through the factory. Here I work safely
2	ROCK

Safety Passport

Roermond site

Includes code of conduct and information



I work safely for my own benefit and for the benefit of my colleagues. ROCKWOOL has rules and procedures in place to ensure everyone works in a safe way. But ultimately it is our behaviour that determines how safely we work together in practice. Safety is a question of thinking and acting. Each and every day.

ROCKWOOL Safety Passport

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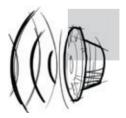
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Safety policy

ROCKWOOL's policy is intended to prevent accidents, damage to health and environmental pollution to the greatest degree possible. That is why we are committed to ensuring the health and safety of all our employees, our visitors and everyone working for our company. At ROCKWOOL, safety takes absolute top priority. Therefore, we have rules and procedures in place to ensure a safe working environment for everyone on the ROCKWOOL site.

> ROCKWOOL vision: 'Employees return home just as healthy as they were when they arrived.'

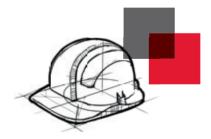
We all contribute to this objective: directors, managers and supervisors as well as production line workers, office staff, temporary employees and other contracted staff. Safety, health and environmental awareness concern all of us, which is why we can and should call each other to account. These provisions are aimed at anyone performing any kind of work at ROCKWOOL.

In addition to these provisions, any other work station-, department- or system-specific provisions should also be applied and observed.

This document summarises the main provisions and information.

The full safety and environmental regulations can be obtained from your direct supervisor or the individual you were contracted by.

When performing work, you may be questioned about your adherence to the regulations by any other individual.



General

Code of conduct

- ROCKWOOL has a safety programme in place entitled 'Rocksafe', which continuously aims to improve health and safety on-site. The Rocksafe programme sets out ten basic safety pledges (see page 2). ROCKWOOL expects you to comply with these ten Golden Safety Rules.
- Smoking is only permitted in the specified smoking areas. These are outside the building, on the ground floor. This also applies to e-cigarettes.
- Rubbish should be put in the bins intended for that purpose.
- It is forbidden to listen to music during work by using earplug.
- The use or possession of alcohol and drugs during working hours is not permitted in the ROCKWOOL buildings or vehicles or on any of its sites. If an individual is suspected of being under the influence of such a substance, they will be asked to undergo a voluntary drug test. The Security lodge is equipped with a device for performing voluntary alcohol tests. If an individual refuses to be tested, they will be denied access to the ROCKWOOL site.
- If using medication that may affect your reaction times (consult the information on the box) you may not, unless you have consulted and obtained the authorisation of the company doctor, drive any

vehicles or operate any machines on the company site.

- In order to access a production area to perform work, contractors and temporary employees must successfully complete the safety induction.
- Every individual must carry proof of identity (passport, ID card, driving licence or ROCKWOOL badge with photo).
- Short-term absences for the purpose of attending doctor's or dentist's appointments during working hours must be agreed in consultation with the supervisor.
- Temporary employees calling in sick must inform their agency before 10 a.m. on weekdays. They should also inform Security at least one hour before they are supposed to start work (tel. +31 (0)475 353 262). Other employees should report that they will be off sick in good time, and in accordance with agreed procedures.

Washroom

 A shower is available in the washroom. ROCKWOOL workers can request a clothes locker via their supervisor or the Security lodge.

Opening hours of on-site cafeteria

The opening hours of the cafeteria can be found on our intranet and at the entrance to the cafeteria itself.

Security

- Anyone performing work at ROCKWOOL will receive a badge and a Safety Passport on their first visit. ROCKWOOL employees will receive both of these in advance from Human Resources before their first day of work. Contractors and temporary employees must enter their personal details in the passport and carry it with them at all times.
- When on-site, wearing a badge in a visible location is mandatory. Badges must be returned once the work has been completed or once the badge exceeds its validity period.
- If you do not have a badge, you must sign in upon arrival at the Security lodge.
- There is CCTV across the whole site (visible and concealed).
- Vandalism will not be tolerated. Thefts should always be reported to Security. After consideration of the situation, thefts will be reported to the police.
- Security has the right to search both persons and vehicles.
- The taking of photos or videos (without prior authorisation) is not permitted at ROCKWOOL.
- Persons under the age of 16 are not permitted to access the site. Derogations may be granted with the authorisation of the Board of Directors.

Walking route(s)

 All marked walking routes on the ROCKWOOL site are mandatory walking routes. You may only leave these paths if performing work in the area next to them.
 At ROCKWOOL, there are three different types of marked path, namely:

Marking	Blue	Green	Red
Meaning	Walking route where PPE is mandatory.	Walking route where PPE is not mandatory in order to allow access to changing rooms or offices.	Walking route intended for company tours.
Appearance	П	÷	•

During company tours, visitors are obliged to obey rules on the wearing of personal protective equipment; the person contracting you will inform you about these in good time. The paths marked in red must be followed. It is only permitted to deviate from the red paths with the authorisation of the Board of Directors.





- Have I been sufficiently briefed to carry out this work safely?
- 2 Do I have the correct personal protective equipment?
- 3 IAm I sure that the equipment has been made safe for work? 05
- Do I have the correct tools, and have they been tested? 4
- Is the working area tidy and safe? ഹ



All unsafe situations should always be directly reported to your supervisor according to Golden Safety Rule number 7.

Always carry this Safety Passport with you so that you have information about the risk analysis and LMRA.

LMRA

LMRA (Last-Minute Risk Analysis)

The LMRA (Last-Minute Risk Analysis) is a tool that allows you to easily carry out a personal risk analysis before starting non-standard work. In other words, it is a last-minute assessment of the potential health and safety risks in order to prevent accidents.

- The LMRA must be applied by anyone carrying out work at Roermond Operations.
- Contractors applying their own LMRA system may apply it, and contractors who do not have their own LMRA must adhere to the ROCKWOOL LMRA rules.



	RISK	RISK ANALYSIS	YSIS ROCE
Ris	Risk class	Risk score (R)	Action class
÷.	1. Acceptable risk	R ≤ 20	Consider action
5.	Potential risk	20 < R ≤ 70	Action required, measures to be taken within a maximum of two years (after two years, reclassification as risk class 4 and 5, top priority to be given)
ю́.	Substantial risk	70 < R ≤ 200	Action necessary, measures to be taken within a maximum of one year (after one year, reclassification as risk class 4 and 5, top priority to be given)
4.	4. High risk	200 < R ≤ 400	Action necessary, measures to be taken within a maximum of half a year (potentially consider temporary measures)
ù.	5. Very high risk	R > 400	Immediate action necessary, stop work or take temporary measures
		G RISK	- Bid Coord
ū	Ellect × riequency of Exposure × riobability = Nisk 3core		
C			

B SELECTING A RISK CLASS AND CORRESPONDING ACTION CLASS

- The effect indicates the degree of potential injury and/or damage to health that could reasonably be expected. The frequency of exposure indicates how often or how long a person is exposed to the risks. Ű
- The probability indicates the degree of likelihood, given this unsafe behaviour and/or dangerous situation, that the effect will arise.

Effect of the risk (E)

Frequency of exposure (F)

o three years)									out not in the company	ny in the last ten years	the last few years	aar at the company	λι		These are the ten most	common risks that can	15 or higher.		
0,5 Very rare (once every two to three years)	1 Rare (a few times per year)	2 Occasional (monthly)	3 Now and again (weekly)	6 Regular (daily)	10 Continuous		Unheard of	Unheard of in this sector	Has been heard of in the sector, but not in the company	Has not happened at the company in the last ten years	Has happened at the company in the last few years	Has happened a few times per year at the company	Happens regularly at the company	SK > 15	ution	n	Equipment under pressure	Hazardous substances	tion
capacity to work		ity)	ubsequent), see <mark>C</mark>	subsequent), see <mark>C</mark>				chance)						FECT OF RIS	6 Electrocution	7 Explosion	8 Equipm	9 Hazardo	10 Suffocation
- <u>-</u> -			S					_		0				Ë.					
Low: injury without absence (first aid) or incapacity to work	Substantial: injury and absence	Severe: severe injury (permanent disability)	15 Very severe: one fatality (immediate or subsequent), see C	Disaster: several fatalities (immediate or subsequent), see C	100 Major disaster: many fatalities, see C	Probability of the effect (P)	0,1 Almost completely infeasible	Practically impossible (one in ten million chance)	0,5 Feasible, but unlikely (one in 100,000)	Unlikely, but could happen (one in 1,000)	Unusual, but could happen (one in 100)	Very possible (one in two)	10 Almost certainly to be expected	C ADDITIONAL LIST IF EFFECT OF RISK > 15	1 Moving parts	Constriction/entrapment	Falling from a height	Falling/collapsing objects	Burns

TRA (Task Risk Analysis)

ROCKWOOL uses a TRA (Task Risk Analysis) to systematically assess tasks in order to identify hazardous situations/actions and take measures. A TRA is carried out for both routine (maintenance, operation, cleaning) and non-routine tasks (unexpected faults, unusual behaviour).

ROCKWOOL can ask a contractor to draw up a TRA for work they are coming to carry out at our organisation. If they wish to use the ROCKWOOL system, they can ask the individual who contracted them for further information.

Safety Rules

Before work commences

- You are obliged to report to the responsible site officer of the relevant department when arriving at a (new) work area. Any instructions must be followed.
- It is mandatory to obtain information from the supervisor or contracting individual about:
 - what the work involves;
 - what risks it entails;
 - and how to prevent these risks.

A work permit is required for the following work:

- 1. Asbestos and/or demolition work
- Work entailing a fire hazard, i.e. welding, grinding, flame cutting etc. and work in ATEX-Zones
- 3. Excavation work
- 4. Hoisting work
- 5. Work using high pressure
- 6. Work with sources of radiation
- Work on pipes/equipment containing hazardous substances (e.g. ammonia, natural gas)
- 8. Work in confined spaces
- 9. Work with electricity
- 10. Work at a height above 2.5 metres

- Work on machines and equipment may only be carried out:
 - once the machine has been secured;
 - once your personal padlock is safely in place.



 Cleaning is not permitted on conveyor belts and screws that have not been secured.

During work

- Supervisors/contractors are jointly responsible for safety. Should you be assigned a task that you do not believe is safe, use the LMRA and raise the issue immediately (see LMRA, page 11).
- You must always work using a safe method. The primary causes of accidents are haste and carelessness.
- Work in a tidy and orderly manner. Avoid leaving trip hazards such as loose cables and hoses. Make sure nothing is blocking the exits, entrances and through ways.

After the work has been completed

- Leave the area clean and tidy.
- Tidy away any material and tools and put rubbish (separated) in the bins or recycling stations located in the department.

Projects and stops

At ROCKWOOL, it is obligatory to draw up a health and safety plan for all projects and stops. External parties carrying out work during projects and stops must submit a health and safety sub-plan, potentially supplemented by a TRA, to the individual contracting the work at least four weeks before the work starts.

Clothing and personal protective equipment

- It is not permitted to wear loose clothing when working near rotating machine parts.
- It is not permitted to wear necklaces, rings and/or bracelets when working near rotating machine parts.
- Clothing specified for certain functions and tasks must always be worn.
- Long hair should be tied back.
- Safety shoes and hats are mandatory, except on the paths marked in green.
- Reflective high-visibility clothing is mandatory in the outdoor area of the site and in warehouses.
- ROCKWOOL staff may only order and use PPE as indicated in the PPE overview provided. Ask your supervisor for more information.
- External contacts visiting the site must be provided with the mandatory PPE. In addition, they must be accompanied by a qualified individual and the individual responsible for the site must be informed of their presence.
- The use of PPE is mandatory when this is indicated by a sign or is prescribed by the regulations in force.
- Work with chemicals or hazardous substances must always be performed in accordance with the rules set out in the product safety datasheets.

ROCKWOOL applies a general obligation to wear PPE on the factory site. Namely:

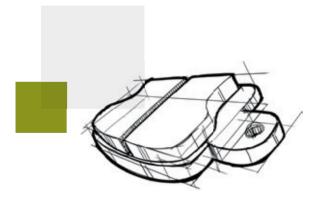


Depending on the type and location of the work, additional PPE may be required.

Working at a height

- When working at a height of over 2.5 metres, the area or the person themselves must be secured to prevent falling. Work of this kind may only be carried out if the individual is in possession of a permit. The measures to be taken can be found in this permit.
- Work at a height should always be carried out using a scaffold or elevated work platform. If this is not possible, work at a height using any kind of ladder is only permitted if the work can be performed safely and:
 - no work is performed using manual tools requiring two hands;
 - the ladders are approved and placed in a safe and stable position.
- Be aware of any people that may be below you.
- An elevated work platform may only be used with the permission of the direct supervisor or contracting individual and if the operator can provide evidence that they are certified to use such equipment.
- During work from an elevated platform, at least one of the users at any one time must be certified to perform work using an elevated platform. Work from an elevated platform may only be performed with a suitable, fixed-anchor safety harness.

It is not permitted to use an elevated working platform to lift or hoist objects. Nor is it permitted to leave the elevated working platform in the raised position.



Company equipment and machines

The company equipment and machines have been equipped with the appropriate safety devices. However, this does not mean that they are not hazardous if used incorrectly or inappropriately. As such, individuals may only work with equipment, machines and tools that are necessary to the performance of their role.

If an individual is asked to work on equipment or machinery with which they are not familiar, the supervisor must always inform them in advance of the associated risks. As a result, it is expected that everyone is aware of the risks involved with the equipment, machinery and tools they are working with. ROCKWOOL applies a LOTO (Lock Out Tag Out) system for securing machines and equipment.

Working with electricity

If you have not been instructed (on the basis of NEN 3140) or received training on working with electricity, you may not:

- enter electrical switch rooms;
- open switch cabinets;
- remove or insert fuses;
- identify or resolve electrical faults.

Working with hazardous substances

- Special attention must be paid when working with hazardous substances. Always observe the applicable regulations.
- Symbols on hazardous substances packaging:



Explosive



Flammable





Compressed gas



Corrosive



Toxic



Harmful



Health hazard



Environmental hazard

In areas where hazardous substances are present or may be produced, you will find warning signs and product safety datasheets. Read the rules and instructions and adhere to them.



Flammable substances



Corrosive substances



Poisonous substances



Risk of explosion

Drinking water, legionella

- Mains water at production sites, or in areas where this is indicated by a warning sign, is not drinking water.
- Due to the risk of legionella, fire extinguishing water should exclusively be used in the event of a fire.



Radiation

- In areas where sources of radiation or x-rays are present, you will find warning signs. Work may only be carried out on these sources by authorised personnel.
- In areas where laser equipment is in use, you will find warning signs. Work may only be carried out on these lasers by authorised personnel.



Radioactive substances



Laser equipment

Transport

In the outdoor area of the site, the Dutch Road Traffic Act applies. The maximum speed on the ROCKWOOL site is 15 km/h. Pedestrians always have right of way on the ROCKWOOL site. Be sure to make eye contact with drivers of forklift trucks before continuing. Given the nature of the infrastructure, vigilance is always called for due to dangerous circumstances and the operation of heavy vehicles.

Driving forklift trucks

- You may only drive a forklift truck if you have received the permission of the responsible supervisor and you are in possession of a recognised and valid forklift licence.
- The following should always be borne in mind:
 - Always make eye contact with pedestrians.
 - Do not use forklift trucks for working at a height (except in the case of authorised forklifts and cages).
 - Do not leave forklift trucks unattended with the keys in the ignition.
 - The indoor and outdoor maximum speed is indicated in the Vehicle Regulations. Depending on the situation on-site, you may need to drive more slowly than prescribed by the on-site regulations. More information can be obtained from the supervisor.



Cars on-site

- You may only drive onto the site in a vehicle if the work in question so requires. Security will provide you with an access pass for this purpose, on which you will also find the applicable code of conduct. In addition, you must carry a list in the vehicle of all of your items of property so that you can prove that this property does not belong to ROCKWOOL in the event that your vehicle is searched.
- Only park in the spaces indicated on your parking card, or ask permission from the department you are visiting.
- Unless you have the permission of the department, you may not enter buildings in motorised vehicles.
- In the case of work being performed in factory halls, adequate measures must be taken with respect to the accumulation of exhaust gases.
- Vehicles/equipment running on diesel may only be used in buildings or factory halls with the permission of H&S.
- The use of motorised vehicles and other vehicles on-site shall be at the driver's own risk, and ROCKWOOL cannot be held liable.

Bicycles

At ROCKWOOL there is a general ban on the use of bicycles in the factory halls and warehouses. In outdoor areas, the Road Traffic Act applies. Vigilance is called for.

Car, motorbike and bicycle parking

These vehicles may only be parked in the parking spaces and lots intended for this purpose. Vehicles are parked at the owner's risk.

Pick-ups/drop-offs

When loading and unloading goods, the following applies to all persons:

- Whilst the freight vehicle is being loaded, the driver must remain with the vehicle.
- Whilst waiting for the goods to arrive for loading, drivers must wait in the cabin.
- The wheels must be locked.

Upon arriving on-site, the driver will receive a flyer with instructions.

Safety devices

Firefighting equipment

- If firefighting equipment is used, this should be reported to the supervisor.
- Fire reels may only be used in the event of a fire.
- Access to fire reels and manual fire extinguishers may not be blocked.
- External employees must take responsibility for firefighting equipment if this is required in their work permit.

Emergency escape routes

hese are indicated by green pictograms. Emergency escape routes should always be kept free of any obstacles.



Safety signs

 Safety signs may only be removed or installed with the permission of the H&S Coordinator.



Markings and cordons

 Entering cordoned-off areas is prohibited. Red and white cordon
 Warns of work causing indirect hazards in the surrounding area. In these areas, PPE may be mandatory, for example.

Yellow and black cordon

Warns of work causing direct (and major) hazards in the surrounding area. It is strictly prohibited for unauthorised persons to enter the area.

 Cordons and markings may only be removed by the responsible person having originally installed them.

Alarm signals and procedures

What to do in the event of an alarm

In the event of an emergency, which is signalled by way of a recognisable evacuation alarm, you should act as follows:

- Secure your work area so as not to exacerbate the incident.
- Get to safety by leaving the building via the indicated emergency escape routes.
- Do not use the lifts.
- Meld u op de verzamelplaats (zie locatietekening);
- Report to the assembly point (see site drawing).
 Follow the procedures in place at ROCKWOOL for emergency situations; for any specifics, ask your supervisor.
- Ensure that you are familiar with this procedure, as you will not have time to look it up in the event of an alarm.
- On every first Monday of the month, the evacuation alarm will sound for a few seconds at 12 p.m.

Being prepared for alarms

- Make sure you know your way around the department.
- Find out where the emergency exits, escape routes and assembly points are.
- Find out where the emergency stop buttons, evacuation alarm, manual fire alarms, fire-extinguishing equipment, emergency showers and eye baths are.
- Find out which of your colleagues has first aid training.



Emergency stop

Door opener

Alarm button

Alarm procedure in the event of an accident

- Switch off any machines or equipment that may represent a hazard using the emergency stop button.
- Warn the head of department.
- In the event of an accident, call the emergency number 4444 or +31(0) 475 353 440.
- Tell them your NAME, WHAT happened and WHERE, HOW serious the situation is and the NUMBER OF THE PHONE.

 Do not move the injured person unless absolutely necessary.



Do not leave the victim alone.

Alarm procedure in the event of a fire

- Warn the head of department.
- Always phone the emergency number 4444 and/or use the manual fire extinguisher.
- Tell them your NAME, WHAT happened and WHERE, HOW serious the situation is and the NUMBER OF THE PHONE.
- Get anyone who may be at risk to safety.
- Extinguish the fire with the available fire extinguishing equipment if this is possible without putting yourself in danger.

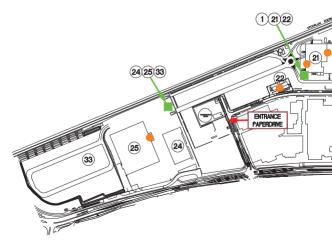
Alarm procedure in the event of an environmental incident

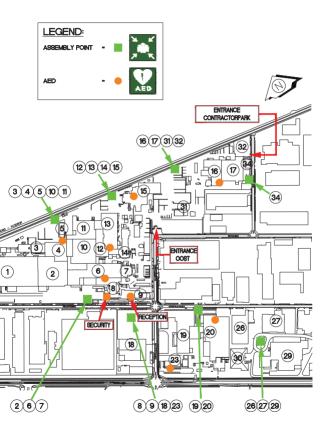
- Warn the Environmental Officer and the head of department.
- Call the emergency number 4444;
- Tell them your NAME, WHAT happened and WHERE, HOW serious the situation is and the NUMBER OF THE PHONE.
- Take action to mitigate the impact of the incident, but without endangering yourself, others or the environment.

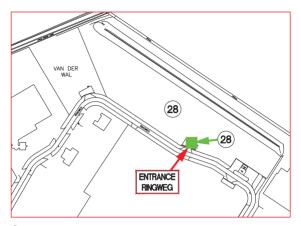
Floor plan

- 1 GRODAN
- MAGAZIJN GRODAN-PSM-LOGISTIEK
- 3 H.O.-GEBOUW LIJN 8
- LIJN 8 PRODUCTIEHAL
- KANTOREN NOORD (TSE)
- IJJN 2 PRODUCTIEHAL
- H.O.-GEBOUW LIJN 2
- LABORATORIA-HOOFDKANTOREN-SECURITY 2010
- HOOFDKANTOREN-RECEPTIE
- PSM PRODUCTIEHAL
- (1) MAGAZIJN ROCKFON
- 2 LIJN 6 PRODUCTIEHAL
- ROCKFON PRODUCTIEHAL
- H.O.-GEBOUW LIJN 6
- B LIJN 7 ROCKFIBRES
- (®) GRONDSTOFFABRIEK-RECYCLING
- GRONDSTOFFABRIEK-MONSTER- EN VERZENDAFDELING
- LOCATIE ZUID-HG8
- ROCKPANEL T3

- ROCKPANEL TI-T2
- 2 UNIT LOAD
- KANTOOR WEST-INTERNATIONAL
- (a) KANTOOR ZUID-RTI-FIBERS
- WAREHOUSE C
- B WAREHOUSE B
- LESTRADE 5
- 2 LESTRADE 6
- 8 RINGWEG
- LESTRADE 3
- 30 -
- V. MOURIK
- CONTRACTORPARK
- 3 WAREHOUSE A
- BEDRIJFSSCHOOL







(28) RINGWEG

Training information

Validity of induction:

ROCKWOOL Safety Passport

Personal information

Name*:

Address:

Postcode:

Town/City:

Telephone*:

Mobile telephone*:

Date of birth:

Blood group:

Space for a passport photo

* To be filled in so as to obtain rapid assistance in the event of an accident.

Emergency contact:

Name*:

Telephone*:

Relationship to person: partner/spouse/parent/child Other:

Extra information for the company emergency response team:

e.g. allergies/diabetes or any other important information that may be relevant when providing first aid

ROCKWOOL B.V.

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