Service facility description Shunter

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Document releases

Release	Date	Modification	Author
0.1	09-05-2019	First draft	EGR
0.2	12-09-2019	First check	TOJ
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Appendixes.

Ref	Date	Description	Author
D101737	14-02-2017	Safety rules and regulations for third parties	BAR
12 Main Safety Rules		12 Main Safety Rules	

1 General Information

1.1	Introduction	This document has been created for the purpose of complying to the standards created by the local regulatory body, the ACM, derived from Directive 2012/34 and 2017/2177. The service facilities of Shunter, as part of the Shunter Group, can be classified under Directive 2012/34 Annex II, as belonging to category 2[E]; maintenance facilities, with the exception of heavy maintenance facilities dedicated to high-speed trains or to other types of rolling stock requiring specific facilities. This document is published on our website www.shunter.nl under the category: http://www.shunter.nl/spoorverhuur http://www.shunter.nl/english-workshop-track-rental http://www.shunter.nl/deutsch-vermietung-gleiskapazitat
1.2	Service Facility operator	The sole operator of all facilities mentioned in this document is; Shunter B.V. Albert Plesmanweg 87 3088 GC Rotterdam info@shunter.nl +31 1049 289 00 www.shunter.nl Hereafter referred to as Shunter.
1.3	Validity period and updating process	This document is valid from 1/6/2019 until 31/12/2019, but will be updated in case of faulty information, necessary price changes, any changes in national or EU laws or regulations or a significant change in capacity of either facility that would seriously impact our decision making process for access requests.

2 Services

2.1	List of all Services	All mentioned installations are maintenance facilities, with the additional option of self-supply. A description of commonly provided services can be found on our website under the category Expertise.

3 Service Facility Description

3.1	List of all installations	Installations of Shunter B.V. that are currently operational; - Maintenance Workshop Albert Plesmanweg - Maintenance Workshop Blindeweg - Service location Maasvlakte

3.2	**Name of installation**	**Maintenance Workshop Albert Plesmanweg**
3.2.1	Location	Albert Plesmanweg 87 3088 GC Rotterdam
3.2.2	Opening hours	Monday to Friday 06.00 – 22.30 With the exception of official Dutch holidays.
3.2.3	Technical characteristics	The workshop can be accessed through track line 333 Whz. Beyond switch 931 lies the privately owned, diverging track 0 that leads to the Shunter workshop. The workshop has 13 tracks used for maintenance. 9 Tracks are inside the workshop, of which 3 tracks have both an inspection pit and one a washing installation. Two tracks inside the workshop have a split level concept. The remaining 4 tracks are outside, adjacent to the workshop. Each track can accommodate material of up to 22 meters in length. In this workshop are two overhead cranes, lifting jacks and a movable wheel lathe (Mobiturn).
3.2.4	Planned changes in technical characteristics	Currently an expansion of the workshop over tracks 8 and 9 is being realized.
3.3	**Name of installation**	**Maintenance Workshop Blindeweg**
3.3.1	Location	Blindeweg 17 3088 KB Rotterdam
3.3.2	Opening hours	Monday to Friday 07.00 – 15.30 With the exception of official Dutch holidays.
3.3.3	Technical characteristics	The workshop can be accessed through track line 261 or 262 Whz, that give access to privately owned track 259 that eventually leads to the Shunter workshop. The workshop has 5 tracks used for maintenance, of which 4 tracks have inspection pits. Each track can accommodate material of up to 56 meters in length. 1 Track is reserved and equipped for painting locomotives or carriages. In this workshop there are two overhead cranes and three sets of lifting jacks.
3.3.4	Planned changes in technical characteristics	Currently an underfloor wheel lathe is being built with a separate track and its own building.
3.4	**Name of installation**	**Service location Maasvlakte**

3.4.1	Location	Magallanesstraat 51 3199 LP Rotterdam
3.4.2	Opening hours	Monday to Friday on request, with the exception of official Dutch holidays.
3.4.3	Technical characteristics	The service location can be accessed through track line 854 Mvtww, that give access to privately owned tracks 842, 844 and 846. The area is accessible from the ProRail premises by entering the gate and driving down the length of the tracks to the end of the fenced yard. The service location has a roof access platform beside track 842.
3.4.4	Planned changes in technical characteristics	Currently preparations are in place for building a workshop covering two out of three tracks.

4 Charges

4.1	Information on charges	Charges for our services are determined in individual cases for each specific customer, while taking into account the type and model of rolling stock. Only a very limited number of elements in our contracts can be reduced to standard prices. These are without VAT, and as follows; - A daily rate of 535,- Euros for 22 meter track rental with 25 ton crane at the Albert Plesmanweg Workshop - A daily rate of 535,- Euros for 20m track rental with 16 ton crane at the Blindeweg Workshop - A daily rate of 1475,- Euros for 56m track rental with 16 ton crane at the Blindeweg Workshop - A daily rate of 52,- Euros per wagon or locomotive per day at the Maasvlakte service location. - A charge of 260,- Euros for a 'No Show' situation. - An hourly rate of 76,- Euros for Wagon Mechanics - An hourly rate of 95,- Euros for Locomotive Mechanics - An hourly rate of 206,- Euros for the underfloor wheel lathe, without an operator. All charges are supplemented in accordance with the services to be performed, such as light and heavy maintenance services, conversion, new build, mobile services, as well as other services with corresponding extra charges and reductions. If you have any questions, please contact: aanvraagdiensten@shunter.nl
4.2	Information on discounts	Any discounts offered are based on contractually defined yearly volumes of services or through the addition of complimentary services.

5 Access Conditions

5.1	Legal requirements	General access conditions apply to all types of rolling stock; - Every separate piece of rolling stock must be sufficiently insured for damages, both caused by its owner, those hired by the owner or third parties such as Shunter or its representatives. - Every separate piece of rolling stock must at all times be allowed to be moved by a representative of Shunter while on Shunter

		premises, without requiring prior permission from the contractor or the owner. Using hand breaks or closing off cabins with locks is prohibited. - In case of overdue payments, we reserve the right to deny access to all our facilities and services. - All activities performed on Shunter grounds must be in accordance with the environmental permit, as found on the website of the DCMR. (www.dcmr.nl) - High-risk activities (such as open fire) must be approved in advance by Shunter. - In case of loaded wagons with dangerous goods according to the ADR codes list, Shunter must be informed and permission must first be obtained to bring the wagon onto Shunter grounds.
5.2	Technical Requirements	Technical access conditions apply to all types of rolling stock; - The rolling stock must be able to use the Dutch railway infrastructure or Rotterdam subway network on its own, or while being towed. - Cannot exceed the length of 22 meters when seeking access to the Albert Plesmanweg workshop. - Cannot exceed the length of 56 meters when seeking access to the Blindeweg workshop. - Must be checked for leakage, which must be repaired before accessing the Shunter grounds. Spillage due to leaks will be cleaned and charged directly to the contractor. - Should at all times be able to be moved, or secured from moving with only wooden blocks.
5.3	Self-supply of rail-related services	In addition to all the above mentioned conditions, additional requirements apply in the case of self-supply; - Everyone who enters the premises of Shunter must supply legal identification and leave their full contact details. Access will be denied upon refusal of this condition. - Everyone who enters the premises of Shunter must be fluent in either Dutch, English or German on speaker level A2 according to the European language standards. - It is at all times prohibited for work to be carried out on any material containing asbestos or Chrome 6. - Upon entering Shunter grounds, every person should make himself acquainted with the safety regulations in document D101737 [appendix 1] and the 12 main safety rules [Appendix 2]. If not supplied directly or beforehand, it is the responsibility of the person entering Shunter premises to ask for document D101737. - It is mandatory to wear the appropriate personal protection equipment for the work performed at all times while on Shunter premises. Minimum are safety shoes and safety jackets.

6 Capacity Allocation

6.1	Requests for access or services	When a customer wishes to gain access to Shunter facilities with the intention of self-supply, a request should be e-mailed to aanvraagdiensten@shunter.nl with the following information;

		- Customer Name - Contact details, including phone number of representative - Intended Shunter location for track rental - Postal address - Financial and chamber of commerce details - Requested duration and preferred period - Preferred working hours - Number of workers that require access and the company names of their employers - Type of material that is going to be worked on, its weight, length, width and height - Method of supplying parts and machinery (by truck, rail etc) to be used on the rolling stock - Possible services required from Shunter - Activities to be performed, specifically high risk works. - Include a signed copy of our Supply terms as found on the website. When a customer wishes to gain access to Shunter facilities with the intention of contracting services from Shunter, without the intention of self-supply, the customer should contact Shunter and provide the following information in their request; - Customer Name - Contact details - Postal address - Financial and chamber of commerce details - Preferred language for communication (Dutch, English or German) - Protocols for all requested services containing detailed descriptions of the requested works - All additional documents that the customer requires to be filled in during or after the performance of the services. - Identification details of the rolling stock - Communicate if a preliminary offer is required - Preferred period or date for the performance of said services. - Include a signed copy of our Supply terms as found on the website. All requests for access should be made at least 35 working days prior to the requested date, if a specific date or period is requested by the customer. If this is not adhered to, Shunter retains the right to deny the request right away based on lack of capacity. Within 5 working days the customer will be informed of the receipt of their request and notified of what information is missing in order to answer the customer with a decision or offer. If any information is missing and the customer has been informed, the customer has 5 days to supply the missing information. If this is not adhered to, Shunter retains the right to deny the request if a specific date is specified by the customer. Upon receipt of all required information, Shunter will take up to 30 working days to judge if the request for access or services can be granted or not and inform the customer of its decision.
6.2	Response to requests	In case the requested capacity is available, Shunter will reply with either confirmation or an offer. Offers are valid for 7 days when a specific date

		or period is involved, or as long as the required capacity is available. In case the requested capacity is not available at the required time, Shunter will contact the customer and discuss possible alternative dates for the required services or access, or propose an alternative Shunter facility if a suitable one exists. If the customer accepts, Shunter will send conformation and an offer if required. If there is no viable alternative within the specified and discussed parameters given by the customer, Shunter retains the right to deny the request and inform the customer of this. In the process of handling requests for access, Shunter uses a priority schedule that ensures a non-discriminatory decision making process. This priority schedule is based on the following; - If a track or tracks are available that meet the requirements. - If the necessary materials are present to perform the requested services, if any apply. - If sufficient, qualified staff is available to perform the required services, if any apply. - If the equipment is available that is required by the customer, or to perform the requested services, if any apply. - If a customer has a maintenance contract with Shunter BV or not.
6.3	Information on available capacity and temporary capacity restrictions	All available capacity is in full and constant use, no restrictions currently apply.

7 Disclaimer

Disclaimer	Although Shunter makes every effort to ensure that the content of this document is current and up-to-date, it cannot guarantee accuracy, validity, completeness or timeliness of the information contained in this document. The information contained in this document is at all times subject to changes in applicable legislation. Shunter does not accept any liability. The Shunter Supply terms and conditions apply to all our offers and contracts. We do not accept other terms and conditions. For the latest version, please visit our website http://www.shunter.nl

Safetyregulations on Third Parties

Leaders in rolling stock maintenance

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Revisions-Management:

Version	Date	Discription
6	25-02-2013	Parking en Personal Hygiene
7	06-02-2014	Worktime BLW; location RSD en RSS Removed; Klicmessage added to paragraph 23
8	20-07-2015	Entering the canteen with overalls and dirty work clothes is forbidden
9	14-02-2017	*Naked flame on Shunter premises*

1. Introduction

Welcome to the company premises of Shunter BV, site:
You are hereby receiving Shunter's Regulations on Third Parties to inform you of Shunter's rules.
Shunter places great emphasis on safety, health and the protection of the environment. Rules and regulations have been drawn up within our organisation to realise these priorities. Everyone within our organisation should adhere to these rules and regulations. Furthermore, everyone should keep abreast of the specific rules and regulations that are applicable to his job and/or assignment.

Everyone who performs activities on the premises of the Shunter is obliged to prevent hazards that occur at or near the workplace. Furthermore, everyone is obliged to adhere to the safe working instructions under all circumstances.

These regulations provide you with the necessary instructions. Please notify us of anyadditions. Compliance with the obligations listed in these regulations does not release you from the specific legal and contractual responsibilities also applicable for the performance of your work.

These regulations are intended for contractors, subcontractors, permanent visitors, suppliers and their personnel, hereinafter referred to as "third parties", who are to perform activities on the premises of Shunter.

These regulations shall be valid for a maximum of 1 calendar year.

2. Liability

By signing the Regulations on Third Parties Declaration (see last page) you declare that you have read and understood this document and that you will act in accordance with the regulations in this document. Whilst on Shunter's premises, third parties shall monitor compliance with the rules in this document and take corrective action if necessary.

Shunter accepts no liability for damage or loss of (private) property of employees (third parties) or suppliers in Shunter’s buildings or on Shunter’s premises. Neither does Shunter accept any liability for personal injury and/or damage to goods and vehicles belonging to third parties.

The principal shall be notified immediately of damage to Shunter’s property.

Whilst present and performing activities on Shunter’s premises, third parties shall ensure that liability insurance is in place. Third parties shall provide evidence of this at the request of Shunter.

3. Application of rules

Third parties are responsible for ensuring that the provisions relating to order and the rules on safety applicable to Shunter are followed by personnel working under their supervision. The frameworks set down in this document, the current legislation and the agreements made in the order apply for all tasks or activities.

Third parties shall provide the principal with an up-to-date list of the active personnel members (with VCA [1]diploma number) and a list of any tools and equipment to be used. All third parties shall be registered and approved by Shunter before the start of activities. Contractors and subcontractors shall be in possession of a VCA certificate and their personnel shall be able to demonstrate that they have passed the required courses (Basic Safety VCA and/or Safety for Operational Leaders).
The ZZP[2] shall possess at least a VCA diploma.
Third parties from other countries shall have undergone VCA-equivalent training or be able to produce a VCA diploma within 3 months.

4. Prohibitions

It is not permitted:

- *To enter the canteen with overalls and dirty work clothes*
- To use multimedia players and radios with headphones or earphones;
- To be in possession of, use, or be under the influence of alcoholic drinks and/or drugs;
- To be in possession of weapons and objects designed to threaten or frighten;
- To bring children (< 16 years) onto the premises without special permission having been granted by the site manager.

5. Intellectual property

Information or drawings provided must not be copied, reproduced or disseminated in any other manner without the written permission of Shunter. All information and dimensions provided are for guidance, unless stated otherwise. The information provided shall be treated as confidential.

6. Activities on Shunter premises.

For activities on Shunter premises, third parties shall report at the front desk at the main entrance of Shunter.
The front desk employee will report their arrival to the principal or to a member of staff specified by the principal.

Third parties must immediately follow all instructions issued by Shunter personnel relating to order, safety and the environment. "Shunter personnel" means all staff working for Shunter. Furthermore, third parties are not permitted to stray from the locations strictly necessary for the performance of activities.

When work has finished, all aids and appliances, chemicals, rubbish, waste, tools and accommodations shall be removed in accordance with statutory provisions and as agreed. If necessary, the grounds will be levelled.

[1] VCA – **V**eiligheid, Gezondheid en Milieu **C**hecklist **A**annemers; Safety, Health and Environment Checklist for Contractors
[2] ZZP – Zelfstandige Zonder Personeel - Self-employed without personnel

7. Pacemaker or internal defibrillator

Persons with a *pacemaker or internal defibrillator* are forbidden from performing activities on a magnetic brake and inductive processes. The magnetic brake generates a powerful magnetic radiation that can be life-threatening to these persons. The safe distance from magnetic brakes is a minimum of 1 metre.

8. Monitoring the flow of incoming and outgoing goods

Access to the premises is only permitted via the main entrance. Deviation from this rule is only possible by agreement with the principal.
Third parties are obliged to submit to any searches/checks when leaving Shunter premises. Taking goods belonging to Shunter without Shunter's written permission will be viewed as theft and reported.

9. Work equipment, tools and appliances

Third parties shall possess a list of the tools and appliances they have brought with them. At the request of Shunter, the tools in their possession can be checked upon arrival and departure. The tools used by third parties are recognisable, calibrated in accordance with the applicable requirements, safe, approved and suitable for the assignment.
The use of Shunter work equipment is only permissible after signature of the "Declaration concerning the use of Shunter work equipment by third parties".
Tools and appliances belonging to Shunter may only be used with the permission of the section management in question. After permission has been granted, the responsibility, as referred to in the current legislation, lies with the third parties whilst the tools and appliances are being used.

10. Transport and storage

The road traffic regulations plus the rules below apply on Shunter premises:
The maximum speed (10 km/h) on Shunter premises is indicated by signs and notices.
Cars, bicycles, etc. may only be parked at the assigned locations within the bays.
Third parties' (own) vehicles may not be parked elsewhere on Shunter premises without permission of the principal.
Transport paths and escape routes should always be kept clear.
Rail vehicles and internal transport should always be given free passage, unless stated otherwise by the principal.

Storage the goods between the white lines. For areas with red lines (for emergency, exits, fire exitinguishers and first aid) is forbidden to place something.

11. Identification and access pass

Third parties must be able to display a valid identification pass at all times.
They will be given an access pass and the "Regulations on Third Parties", including a map of the premises. Third parties must carry the access pass on their persons in a visible fashion unless this represents a risk due to the activities being performed.
Third parties are obliged to carry this on their persons every day and to use it to identify themselves when entering Shunter premises.

12. Shunter working hours

Third parties must present themselves at the front desk at the main entrance of Shunter. the working hours

- Blindeweg (RTD) are Monday / Friday from 7.00 t / m 19.00 hours.
- Albert Plesmanweg (RTD) are Monday / Friday 6.00 t / m 22.30 hours

For activities outside working hours, prior permission must be granted by the principal.

13. Fire / Alarm

Find out the escape routes and assembly point before you begin the activities.

What you must do in the event of an alarm

- Stop working immediately;
- Switch off the taps of oxygen cylinders and other gas cylinders that are in use;
- If possible, switch off equipment / tools;
- Leave the workplace immediately by the indicated escape routes;
- Go to assembly point and report there.

Various evacuation notices are displayed around the company indicating where you are and the quickest route to the assembly point. If the alarm should go off please follow the instructions on the signs and those of evacuation personal (recognisable by Orange vest). Go to the indicated assembly point and follow further instructions.

In the event of calamities (fire, accident) telephone the alarm number immediately!
State clearly the nature, scope and place of the accident.

14. Working in the vicinity of rolling stock and/or tracks

A valid certificate of the "Veilighheid-langs-het-spoor (Trackside Safety)" course shall be shown before entering the yard or marshalling yard. See:
www.veiligheidlangshetspoor.nl
Permission shall be requested from the production management before entering and/or performing activities in the marshalling yard or railway yard.
The placing of vehicles or other obstacles, or the performance of activities, within the clearance gauge of the rails (1.5 metres from the nearest rail, measured horizontally) is not permitted without the permission the production management.
The performance of activities within a radius of 1.5 metres of the catenary is strictly forbidden. Activities within this distance of the catenary are only permitted if it has been de-energised and explicit permission granted in accordance with the work permit.
Everyone must wear the prescribed reflective clothing when entering, when present and performing activities in the marshalling yard or railway yard or near the track.

15. Safe working on rolling stock

For safe working on rolling stock, the safety level must first be established by an authorised Shunter employee. The safety measures arising from this safety level will be taken by the authorised Shunter employee.
Third parties are thus not permitted to perform activities unless these safety measures have been taken. Furthermore, it is strictly forbidden to change or remove these safety measures.

The operation, starting and / or moving of material is permitted only by authorized personnel. Competent employees who have successfully completed the training "Material Moving" strategy. For the Albert Plesmanweg true course for the SC1047 and the Blindeweg true course for the SC1106.

16. Crossing tracks

If you have to cross tracks for your work, use board crossings. If no such provisions are available you may cross the tracks. You may not:

- Cross at points;
- Climb over buffers and couplings;
- Stand on or walk along a rail or sleeper;
- Cross at such a distance (less than 2 metres) from a stationary vehicle that you cannot see the window of the driver’s cab.

17. Cranes, hoisting equipment and means of transport

The use of Shunter work equipment is only permissible after signature of the "Declaration concerning the use of Shunter work equipment by third parties".
Working with fork lift trucks, cranes, hoisting and/or lifting tools or means of transport without permission and without a certificate of authorisation is not permitted. Working within the range of crane or craneway is also forbidden. When performing activities within the range of a crane, etc., the risk of collision should be ruled out by electrically blocking the crane, etc.
A white safety helmet must be worn during hoisting activities.
After use, means of transport should always be put on charge at a location where they are not in the way. Transport paths, escape routes and emergency exits should be kept clear at all times.

18. Open flame on Shunter premises

Flammable work means the performance of work by third parties using open fire. Among these acticvities is also understood: welding, cutting fires, grinding, flame soldering, paint fires and /or other methods by which open fire is obtained.
This work with op fire must be notified in advance an approved by the client using F-0037 form from Mavim. The internal client ensures that the signed F-0037 is linked to the relevant work order in Maximo

19. Working with hazardous substances

Working with hazardous substances such as fuels, oils, lubricants, coatings and solvents requires precautions.

Measures for working with hazardous substances

- Read the instructions carefully;
- Keep the workplace clean and orderly;
- Ensure that no more hazardous substances are in the workplace, then needed for everyday use.
- Eat, drink or smoke in the vicinity of hazardous substances;
- Avoid inhalation and skin contact;
- Pay attention to hygiene (washing hands before drinking, eating, smoking);
- Clean up spills immediately, use absorbent granules and then remove it;
- Ensure good ventilation (ventilation, exhaust gases and vapors);
- Avoid open flames and smoke from combustible material. Also think about grinding, welding and plasma cutting operations
- When the transport and storage of hazardous substances with the applicable regulations. (PGS15)

Storage of hazardous materials by PGS 15

- Ensure good ventilation;
- Ensure that the packaging remains in good condition;
- Connect the storage area thoroughly;
- Ensure proper and effective agents;
- On the packaging labels must remain legible and available (if necessary replaced);
- Move products with similar risks together;
- The electrical installation in the storage area must be explosion resistant material (see BS (1010);
- Provide resources to respond adequately to spills to clean up.

Waste
Make yourself for disposal of hazardous waste and enter the daily off. As indicated on the places you store hazardous waste until a waste processor retrieves it.
Unless otherwise agreed with the client.

Disposal if hazardous waste has to be done by yourself on a daily basis.

Put your hazardous waste on the provided area for hazardous waste until a waste. Unless instructed otherwise by the client.

20. Activities on installations, buildings, tools or infrastructure

The performance of activities on infrastructure, installations, tools and buildings is not permitted without permission from the responsible Technical Service officer. It is forbidden to work on installations that are electrically live.

21. Working at height

If platforms, scaffolding or balustrades (fitted with sound railings) cannot be used when working at height (higher than 2.50 metres or at lower heights if there are aggravating factors such as dangerous obstacles beneath the workplace and/or wall and floor openings) other measures must be taken to prevent a falling hazard. Permission to prevent the falling hazard by means of fall protection equipment and other measures should be obtained in advance and in consultation with the principal.

Scaffolding

Scaffolding should be constructed by a certified scaffolding constructor or under expert supervision. Changes may only be made to the scaffolding construction by experts. The load-bearing capacity of the scaffolding should also be determined in advance.

Mobile scaffold towers

A mobile scaffold tower may be set up only by persons who are familiar with the assembly and operating instructions for the mobile scaffold tower system in question. Dutch operating instructions must be present for a mobile scaffold tower.

Roofs

If work is to be performed on roofs, the Technical Service must be notified before the start of activities.

22. Cherry pickers

Anyone using cherry pickers must be able to demonstrate that they possess specific expertise with regard to the operation and application options.
If there is a risk of collision, clear cordons must be put in place, for example using fencing or cones. If necessary the entire guideway must be cordoned off. If activities are taking place in the immediate vicinity of the cherry picker, the workplace must be cordoned off due to falling parts. It is not permitted to step out of the basket at height. A safety harness must be worn in the basket of the cherry picker and hooked onto the place provided.

23. Excavation activities

Due to the cables, pipes and other infrastructure in the ground of the premises and/or buildings, excavation activities may be performed only after permission has been granted by the Technical Service. To make sure that you know where the lines are, one is required by law to advance a "Klic-message" to do. Through www.klicmelding.nl can (available) data and retrieve drawings.

24. Enclosed spaces
Due to the specific risks, activities in enclosed spaces may be performed only after permission has been granted by the Prevention Employee.

25. Photographic and film equipment
Third parties are never permitted to take (digital) photos or film material of Shunter premises in any manner whatsoever without the permission of the principal. Cameras, film material or data carriers should be handed in to Shunter upon request.

26. Smoking
A general smoking ban is in force in all buildings with the exception of the cabins and smoking rooms provided for this purpose. Smoking outside is permitted, provided no ban is in force. Do not throw cigarette butts on the ground.

27. Eating and drinking
For reasons of personal hygiene and to prevent vermin, eating in the workplace is forbidden except in the places provided for this purpose, such as the lunch break areas. It is also not allowed to keep your work overalls during your lunch in the lunch areas.

28. Personal Hygiene
Technicians should wash their hands in the dressing room and not in the toilet / kitchen, even before eating.

29. Personal protective equipment
The wearing of personal protective equipment is necessary and obligatory during all activities on the Shunter premises. Personal protective equipment can protect the user against, for example, damage to the hearing, head injury, eye injury and foot injury.

The following must be worn:
- Suitable safety shoes (at least S3);
- Hard-wearing work clothing (suitable for the activities to be performed and fire-retardant where applicable);
- Safety helmet (white) for hoisting activities;
- Yellow safety vest for activities near to rolling stock and/or tracks.

Additional personal protective equipment
- Safety glasses / protective glasses (mandatory when working under rolling stock and/or when performing overarm activities);
- Cover glasses;
- Ear protection;
- Work gloves;

Third parties must follow the instructions regarding the use of (personal) protective equipment. Without this equipment, third parties will be refused access to the premises. Activities should always be performed using the prescribed equipment.

30. Order and neatness

- Only use personal protective equipment that is in good condition;
- Keep your workplace and environment clean;
- Clear up the workplace before you leave the section and switch off lights and equipment (where possible);
- Clear up equipment as soon as you have finished using it;
- Clear up hand tools;
- Prevent oil, etc. from getting on the floor and machine;
- Use only absorbent grit instead of cleaning rags or sawdust;
- Do not allow products (e.g. samples) to stand near machines unnecessarily;
- Prevent unsafe situations by consulting with colleagues and principal; think about what you are going to do in advance;
- Warn your colleagues and principal of all unsafe situations;
- Report unsafe situations;
- Find out the locations of collection points for residual and waste substances;
- Keep walkways free of obstacles;
- Keep escape routes and emergency exits free of obstacles.

31. Waste, residual material and packaging material

Waste, residual material and packaging material should be removed in the manner agreed in the contract after activities.
If removal is performed by Shunter, the waste should be separated before delivery to the collection point.

32. Parking

Location Albert Plesmanweg
The parking for our building at the Albert Plesmanweg and on the terrain of the company at the Van Graftstraat is not allowed. Loading and / or unloading on the terrain is allowed.

Location Blindeweg
The parking around the building and between the tracks at the Blindeweg is not allowed. Loading and / or unloading is permitted.

33. Regulations on Third Parties Declaration (document D101737E)

I hereby declare that I have read and understood the provisions from the Regulations on Third Parties of Shunter. I will take these provisions into account during my stay and during the performance of activities at Shunter.
Please complete in block capitals

Name

First name

Company + Phone number

Sur name
Contactperson and Phonenumber

Adress

Postcode / town

Date

Signature

Badge number

Year of validity + Initials	**2012**	**2013**				

SHUNTER

Main Safety Rules

I am responsible for my own safety and that of my co-workers.

I take immediate action in case of an unsafe situation.

I only start a task when I am authorized to perform it. I have in my possession:
- the work order,
- my instructions
- the work description,

and I have understood them.

I help others where it is needed.

I make sure the work space is clean and clutter free.

I only use undamaged tools with a valid safety check date.

I use the required Personal Protection Equipment (PPE) at all times.

I have secured myself against falling when working on an elevated level.

I work on an electrical installation after it is grounded and secured against being switched on again.

I take precautions to prevent a fire.

I oversee my route when using a vehicle and I am sure it is free and without obstructions.

I remove or shut down all locomotives, tools, chargers, adapters, gas bottles etc. when leaving the work space.

I report to my superior when I cannot follow one of the above main safety rules.