

Gate instruction for drivers

English version (rev. 2021/00)



Introduction

Welcome to the safety/environmental instruction of Outokumpu. The contents of this instruction apply to every truck driver who enters the Outokumpu premises.

Safety principle Outokumpu

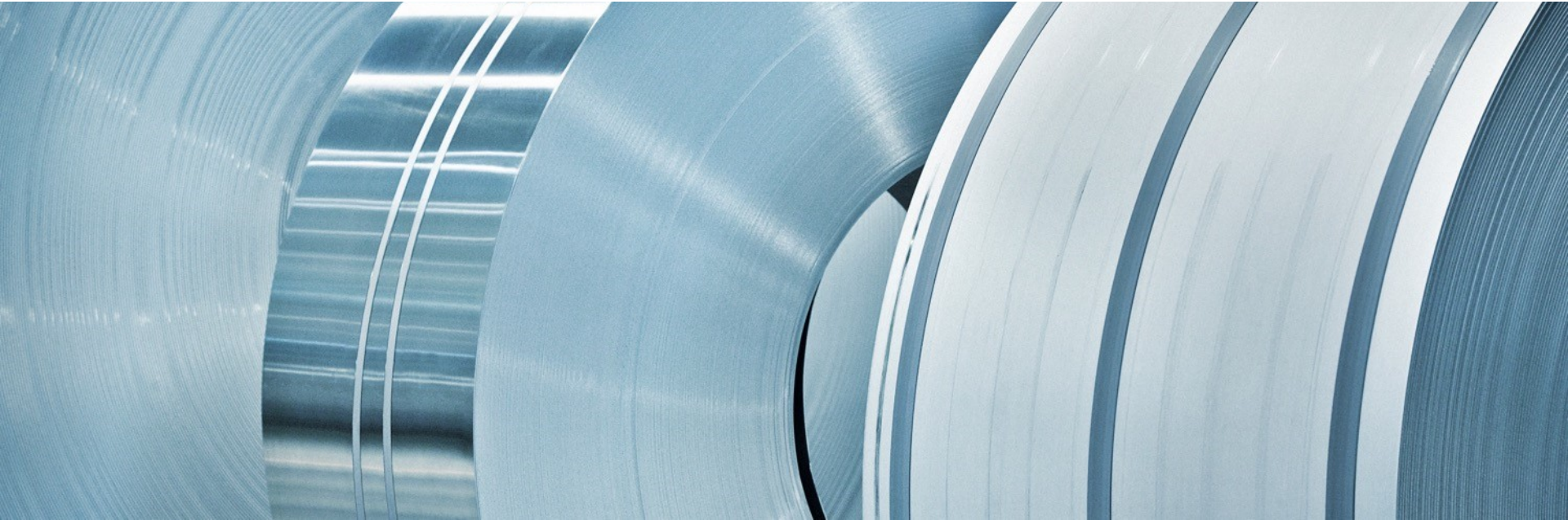
Everyone deserves a safe working environment. At Outokumpu, safety takes precedence over all other activities. We are all responsible for our own safety, but also for the safety of our colleagues and third parties. We believe that all injuries can be prevented and our ultimate goal is zero accidents.

Safety comes before volumes, safety starts with me, I do not skip any steps, I avoid repeating accidents and near misses

The purpose of this instruction is to inform you about the most important safety, environmental and behavioural rules that apply on the Outokumpu premises. Rules and regulations are necessary for your and our safety.

The intention is that everyone leaves the premises in good health at the end of the working day or after a visit to our premises.

Access to the premises



Access to the premises

You sign in at the lodge:

With loading number;

With ID;

With the prescribed PPE;

Without jewellery;

**Without being under the influence
of alcohol and drugs.**

**If the above is not in order, you
will be sent back.**



Passengers

It is not allowed to bring passengers or co-drivers on the Outokumpu premises.

Passengers and co-drivers wait outside the Outokumpu premises.



Access to buildings

Access to the premises is prohibited to drivers unless authorised by the Outokumpu employee at the loading point.

In the case of permission, you must use the wicket doors and not the overflow doors.

The overhead doors are for vehicles only.



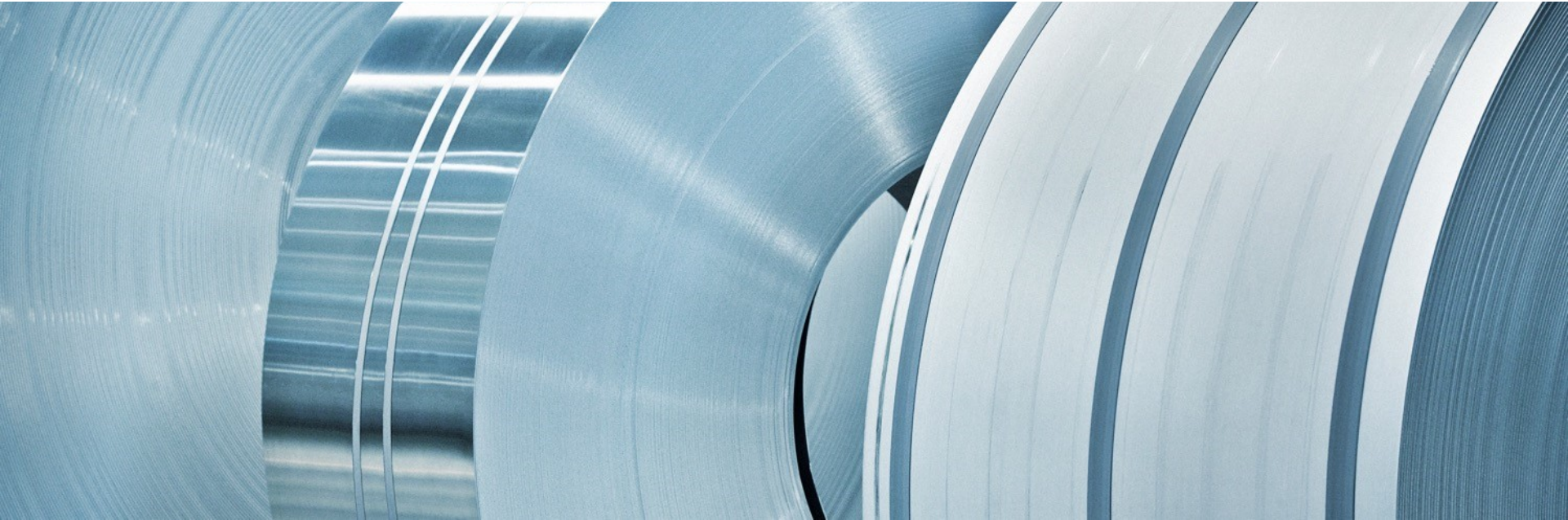
Verplicht gebruik leuning trappen

**When using stairs or landings,
the use of the handrail is
mandatory.**

**Hold the handrail with at least
one hand.**



Personal protection equipment



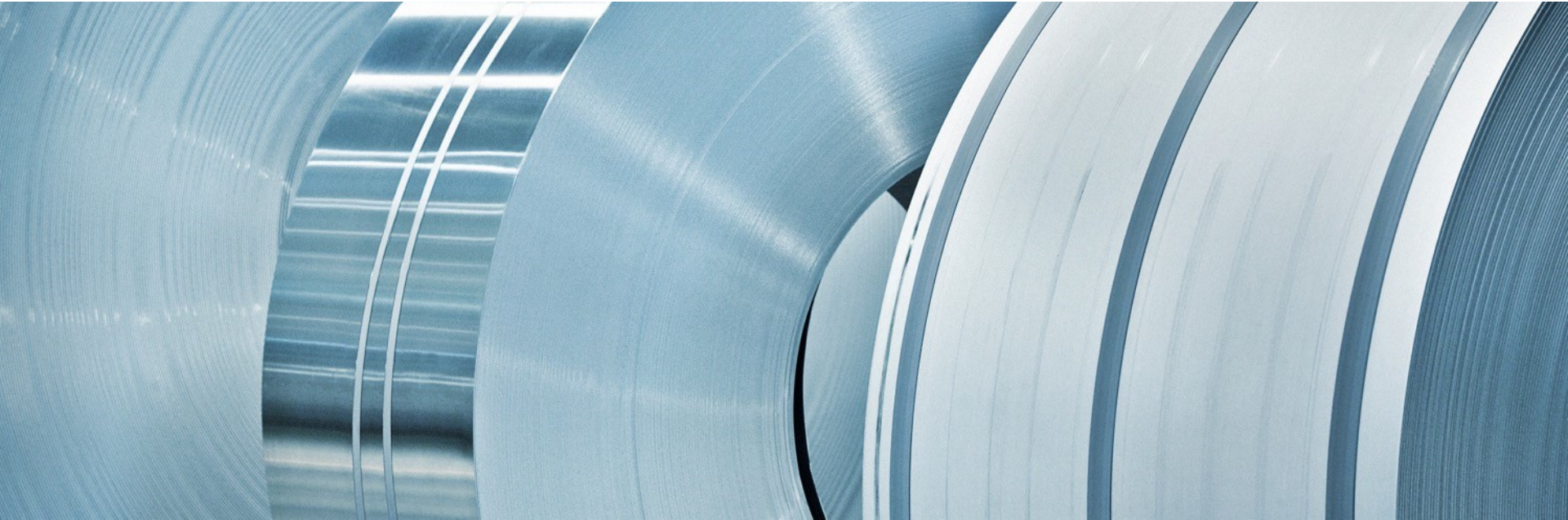
Compulsory PPE

The following PPE must be worn on the entire Outokumpu premises:

- Covered upper body + long sleeves;
- Safety shoes (not clogs);
- Safety helmet;
- Gloves;
- Long trousers;
- Traffic vest.
- **You must report to the lodge with these PPE.**



Jewellery



Jewellery

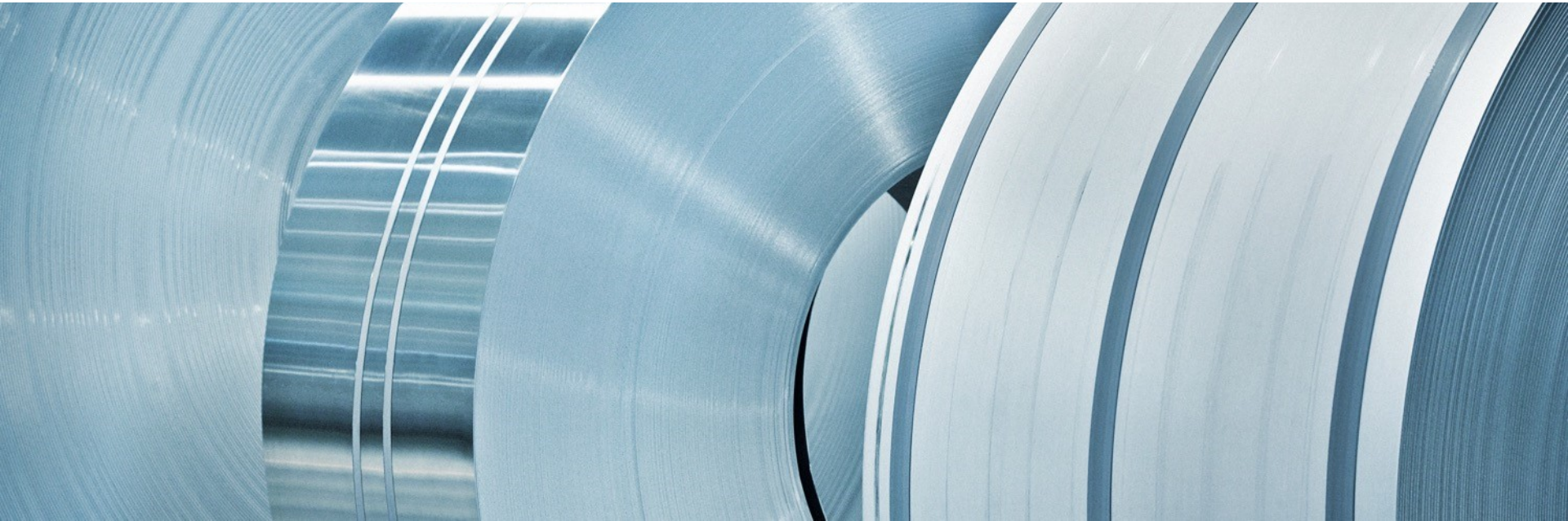
Wearing jewellery (watches, necklaces, bracelets, rings, piercings, etc.) is prohibited on all Outokumpu premises except the office area.

Jewellery can cause serious injury in the operational areas.

Please report to the lodge without jewellery. If they cannot be removed, you will not be granted access to our premises.



Road safety



Traffic law

On the entire Outokumpu premises, the Dutch traffic laws apply.



Route description

In the lodge you will receive:

- A map with directions;
- Loading/unloading location code.

Follow the code on the road signs (first follow the letter, then the number).



Snelheid

A maximum speed of **20** km/hour applies on the entire Outokumpu premises.

Respect the speed limit to avoid collisions with other vehicles or persons.



Other traffic

Heavy vehicles drive all over the site:

Reachstacker;

Train;

Forklift trucks;

Trucks.

Drive safely, calmly and carefully.



Driving backwards

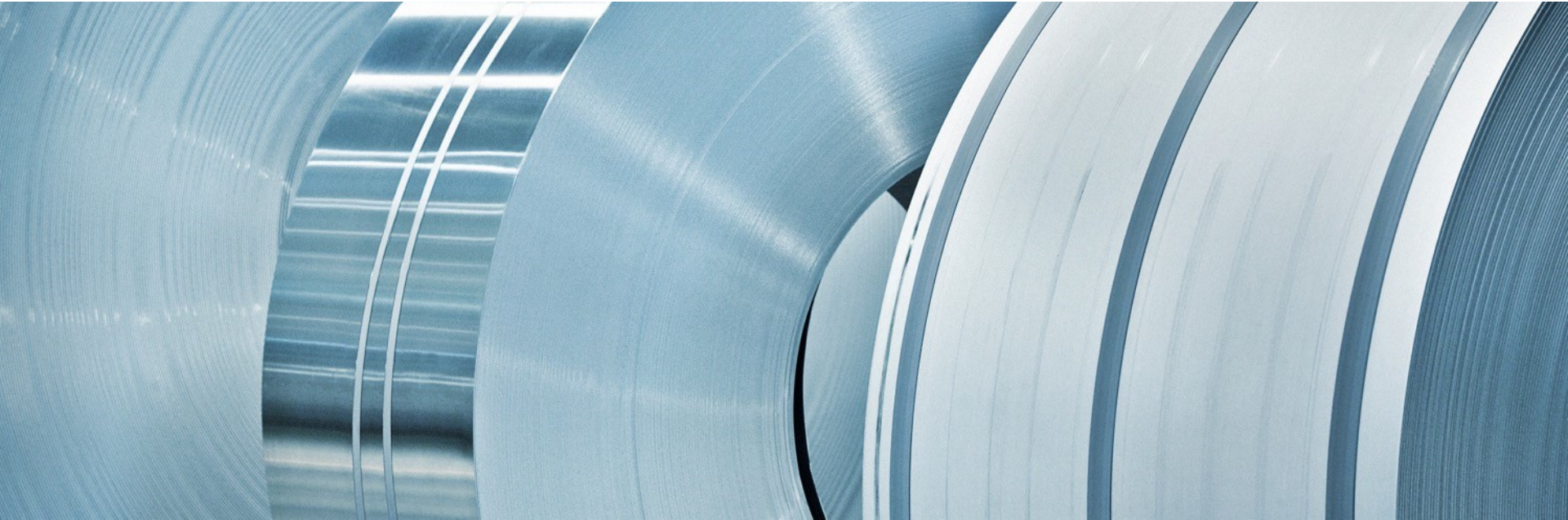
Reverse driving is only permitted:

- If the vehicle is equipped with a reverse signal or;
- If the vehicle is accompanied by a person.

Entering a building in reverse is only permitted when accompanied by a person.



Alcohol, drugs and smoking



Alcohol and drugs

Outokumpu has a "zero tolerance" policy regarding alcohol and drugs:

In the event of suspected alcohol consumption, you will be asked, on a voluntary basis, to take an alcohol breathalyzer test.

With more than **0 ‰** you will not be granted access to our premises or you will have to leave our premises.



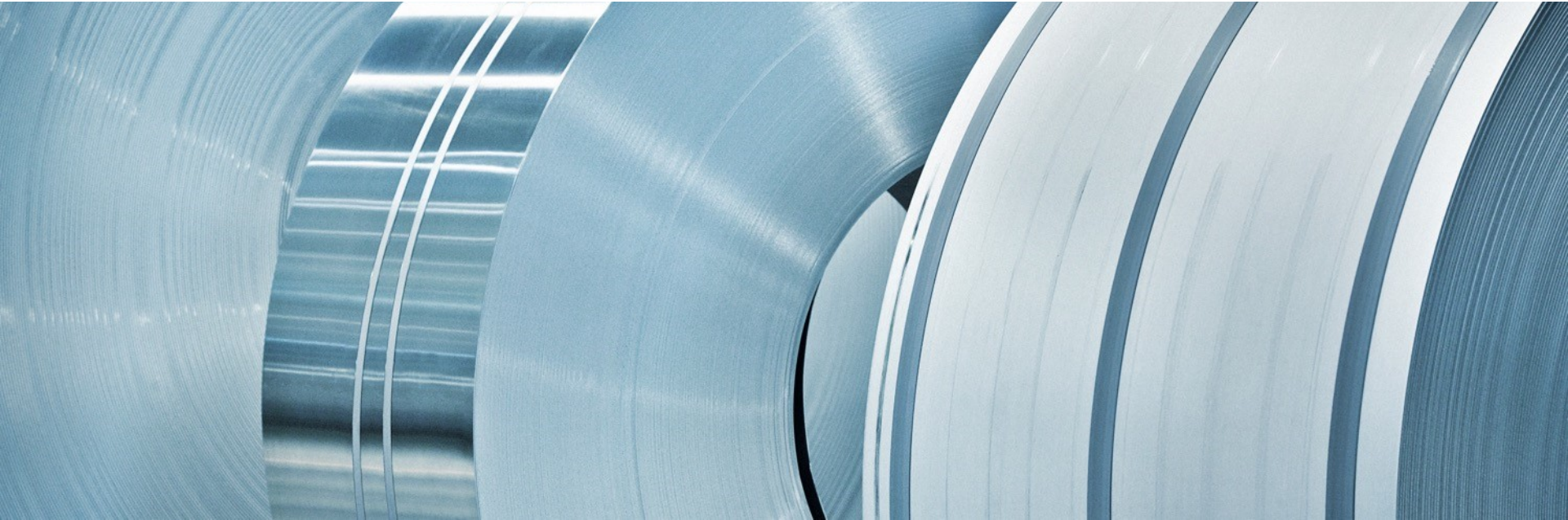
Smoking

Smoking is prohibited on the Outokumpu premises.

Roken is alleen toegestaan op de vrachtwagenparking.



How to act in an emergency



Internal alarm number

Report calamities such as fire, accidents and environmental incidents immediately to the Emergency Centre via the internal emergency number.

Also warn the Outokumpu employee present.

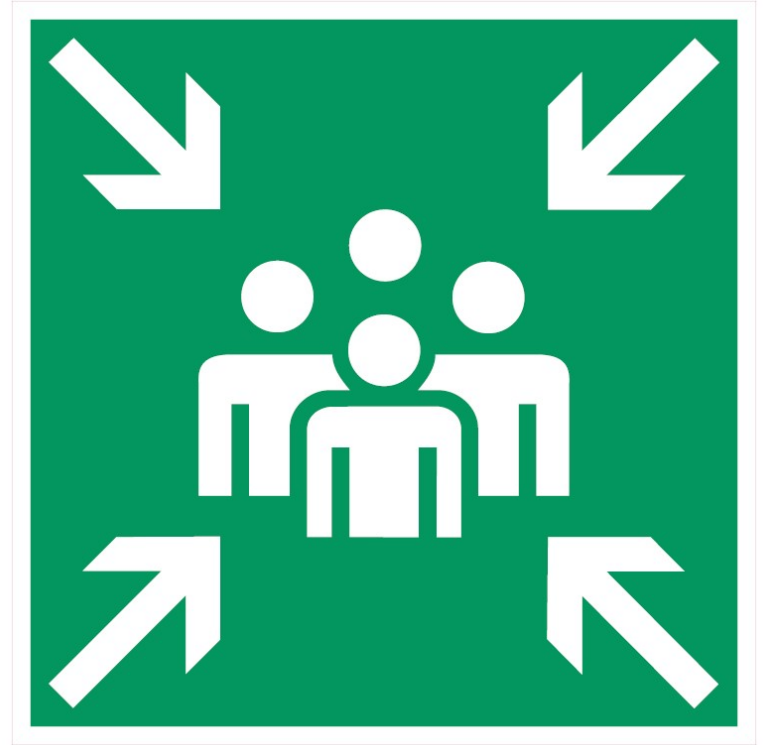
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What to do in case of an alarm?

In the event of a fire, chemical or bomb alarm, stop your work and allow an Outokumpu staff member to escort you to the assembly point.

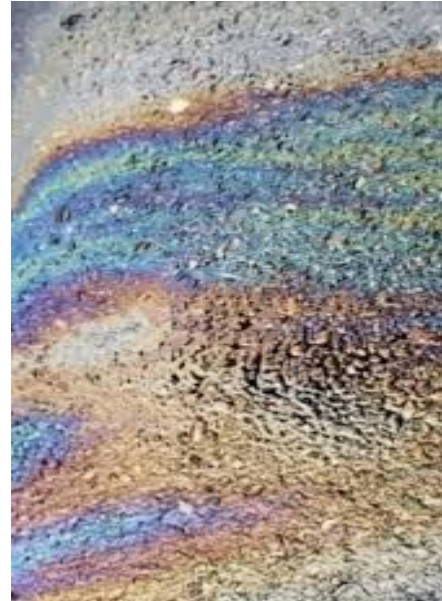
Report to the assembly point.



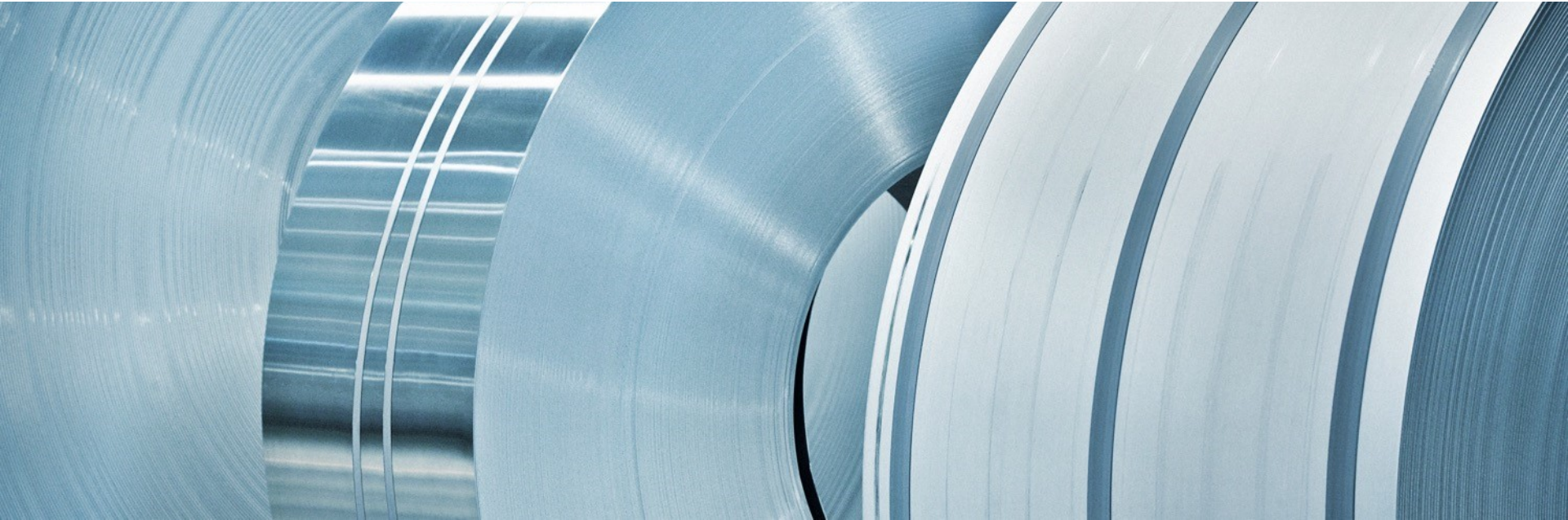
Vehicle leakage

If you see a leak, stop your vehicle immediately and report it to the emergency centre.

Volg vervolgens de instructies op van de Outokumpu medewerker(s).



Human and vehicle separation



Human and vehicle separation

OThe following rules apply to prevent collisions of drivers with vehicles:

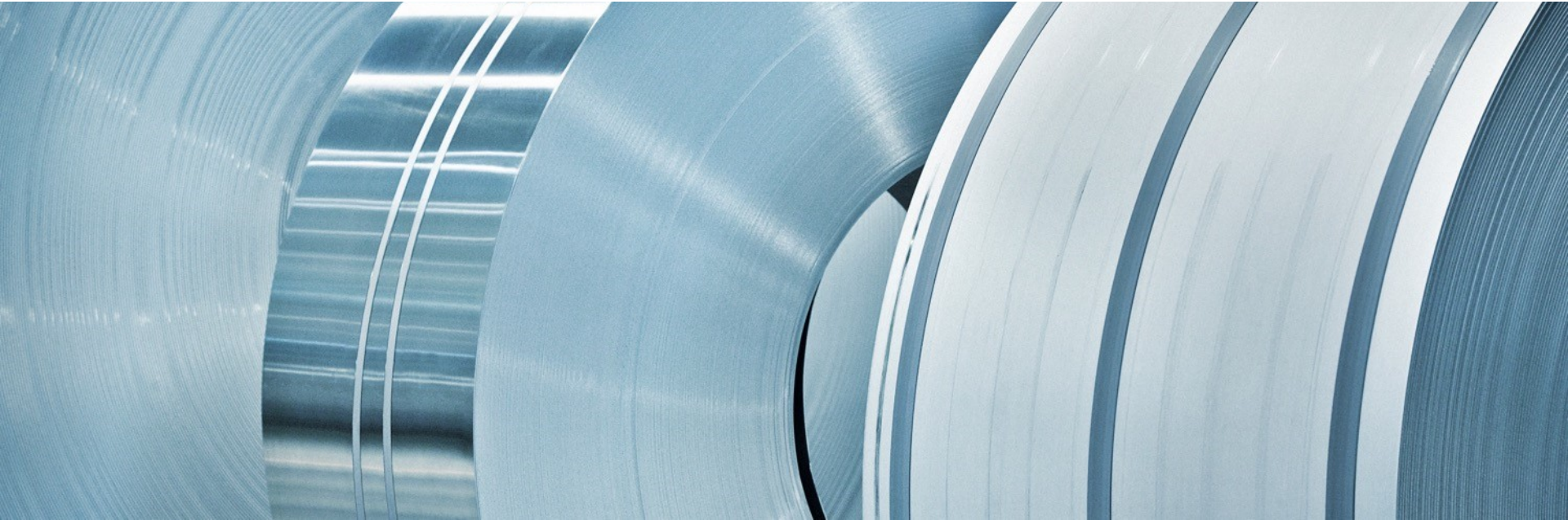
Stay with your truck before, during and after loading.

During loading, you stand next to your cabin or in the driver's area.

Do not leave your truck to look for an Outokumpu employee.



Loading and securing cargo



Hand safety

Accident statistics show that most accidents involve the hands or arms.

Therefore, consistently wear your gloves and long sleeves when working on our grounds.

Always place your hands in a safe place and avoid hand injuries.



Access to trailer

The trailer may only be entered and left via Outokumpu's boarding stairs.

The use of your own stairs, ladders, built-in steps or bicycle catchers is not permitted.

Jumping out of the trailer is not allowed due to the risk of ankle sprain.

Place the boarding ladder back in the compartment after use.



Opening roof of trailer

The sliding roof of the trailer may only be opened with the hook supplied with the trailer.

The use of a plank or other attachments for opening the roof is **not** permitted.

If you do not have a hook, ask if you can use the Outokumpu hook.



Loading trailer with overhead crane

During loading of the trailer with the overhead crane, the presence of persons in the trailer is not permitted.

Trailer may be entered only with permission of Outokumpu employee.



Prevent tripping hazards

Make sure the loading floor is clean and tidy.

Avoid tripping over straps, beams and other materials in your trailer.



Use of lashing straps

Secure the load in accordance with the Outokumpu Securing Instructions.

It is forbidden to extend tensioners.

Use undamaged straps and tensioners.

Tighten the lashing straps securely (see photos).



Ensure quality load

Do not walk on the load.

Do not place materials, tools, etc. on the load.

This may cause damage (scratches, dents, etc.) to the load.

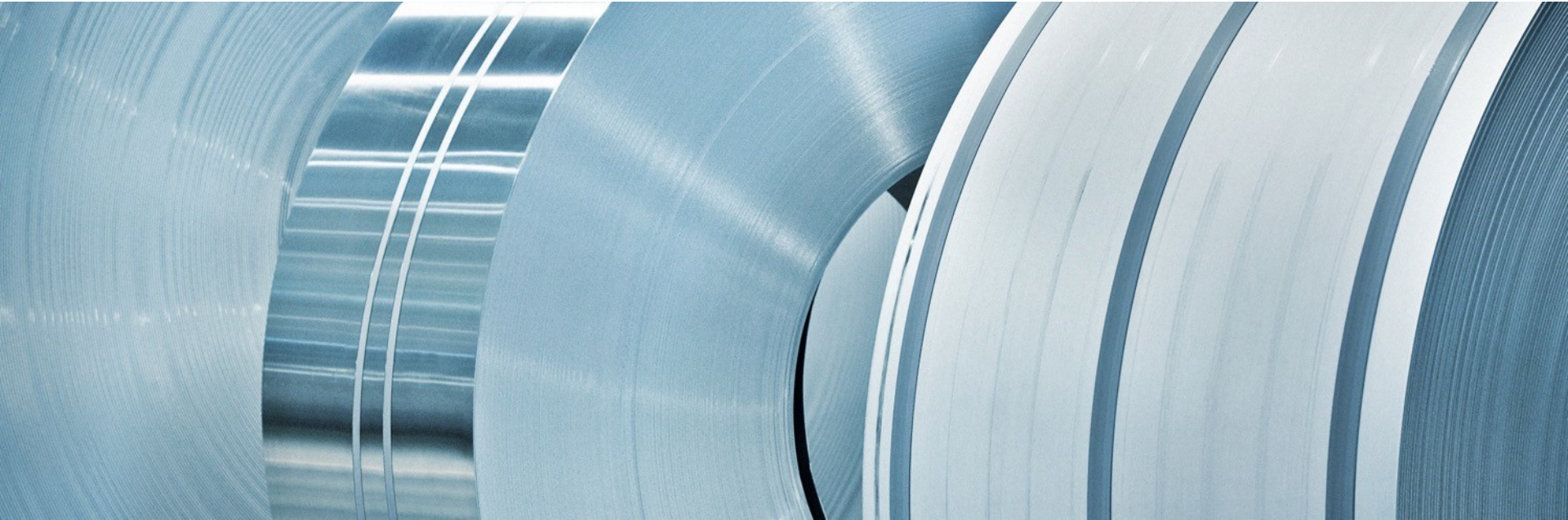


Load securing instruction

Secure the load as shown in the pictures on the right of this slide.



Care for the environment



Care for the environment

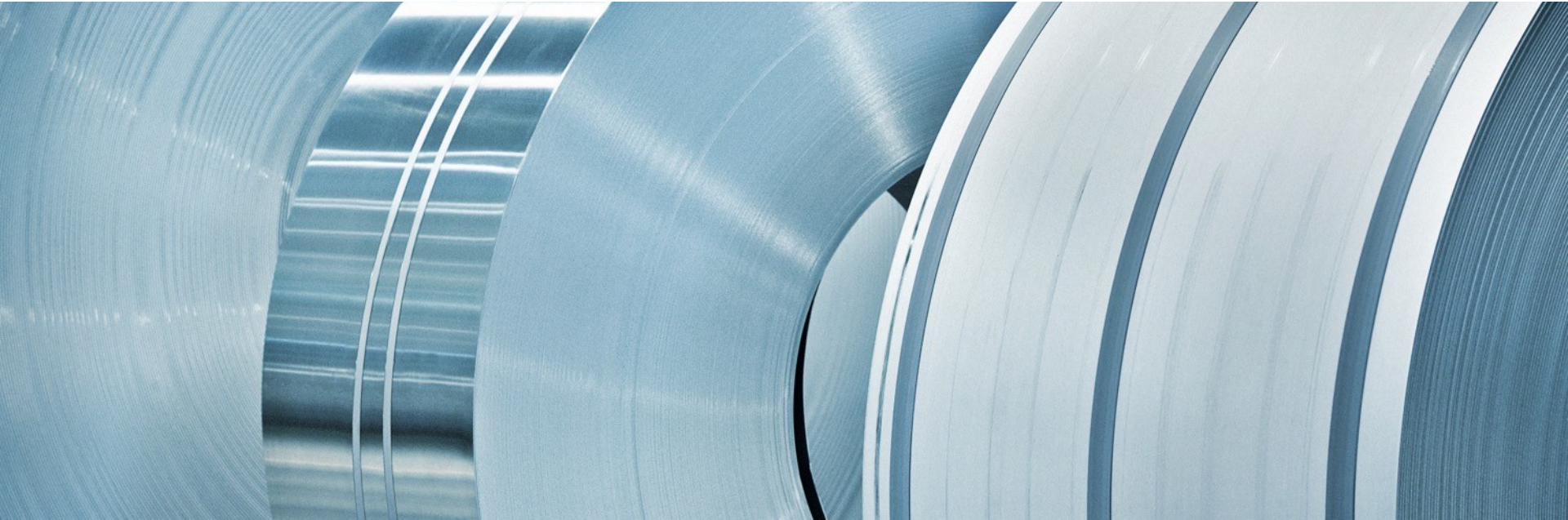
Dispose of waste in the designated waste containers.

Do not sweep waste from the trailer onto the ground.

Immediately report lubricant, hydraulic or diesel oil leaks to the Emergency Centre via the internal emergency number (indicated on the map you will receive in the lodge).



Sanction procedure



Sanction procedure

In the event of a breach of the safety regulations, the following sanction procedure shall be applied:

1st violation:

If trailer is not yet or partially loaded, loading will be stopped for 1 hour.

If the trailer is already loaded, the freight documents will only be issued after one hour.

2nd violation:

Driver must follow the safety instruction again and successfully complete the test. After one hour, the trailer is (further) loaded.

3rd violation:

The driver is denied access to the Outokumpu premises for a year.

All violations shall be reported to the carrier. The penalty time or time for following the instruction/test again cannot be charged.



**Thank you for your participation in
the instruction**

Don't forget to take the test!