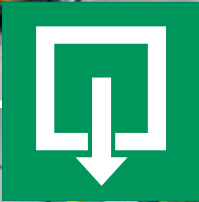


# DAF safety regulations Eindhoven and Westerlo





# Table of contents

|  |    |
|--|----|
| Foreword.....  | 4  |
| I make the difference code .....   | 5  |
| Important telephone numbers .....  | 6  |
| Fire prevention .....  | 8  |
| What to do in the event of an accident or an environmental incident (Eindhoven)..... | 10 |
| What to do in the event of an accident or illness (Westerlo) .....                   | 12 |
| Clothing and personal protective equipment (PPE).....                                | 14 |
| Order and tidiness .....   | 17 |
| Special groups.....  | 19 |
| Traffic .....  | 22 |
| Internal transport .....   | 24 |
| Storage and packaging.....   | 26 |
| Load capacity and stacking heights for packaging.....                                | 27 |
| Lifting and hoisting .....   | 29 |
| Working in ATEX zones .....  | 32 |
| Working in spray booths and on painting lines .....                                  | 33 |
| Symbols and labels.....  | 34 |
| Hazard matrix for handling chemical products .....                                   | 40 |
| Working with chemicals .....   | 43 |
| Storing chemicals .....  | 45 |
| Hand tools.....  | 47 |
| Asbestos .....   | 48 |
| Gas cylinders, hoses and pipes .....   | 49 |
| Safety signs .....   | 51 |
| Machines and work equipment .....  | 52 |
| Welding .....  | 53 |
| Electricity.....   | 54 |
| Working on roofs .....   | 55 |
| Working at height.....   | 56 |
| Physical loads — lifting.....  | 57 |
| Working alone.....   | 58 |
| Working in confined spaces .....   | 59 |
| Working with computer screens.....   | 60 |
| Safety in offices.....   | 63 |
| Environmental and energy management.....   | 64 |
| Noise prevention.....  | 65 |
| Waste and waste water.....   | 66 |
| Psychosocial pressure caused by work (Westerlo).....                                 | 67 |
| Psychosocial workload (Eindhoven).....   | 69 |
| Map of DAF Trucks N.V. (Eindhoven).....  | 70 |
| Map of DAF Trucks Vlaanderen N.V. (Westerlo) .....                                   | 71 |

# Foreword

You have received this booklet because you work for, or are going to work for, DAF Trucks.

The health, safety and welfare of our employees, contractors and visitors is of the utmost importance to DAF Trucks. Our policy is therefore aimed at guaranteeing the health, safety and welfare of everyone. We are convinced that by continuously improving our levels of health and safety we are making a key contribution to the success of DAF Trucks.

DAF Trucks therefore imposes strict requirements on the people and the companies that work for DAF.

It goes without saying that we comply with the applicable laws and regulations. To ensure and continuously improve health, safety and welfare, we work with an occupational health and safety management system that complies with the OHSAS 18001 standard.

Our efforts to protect the environment are integrated into our environmental management system, which meets the ISO 14001 standard.

The Health & Safety Department (Eindhoven: Health & Safety Department, Westerlo: Department for Prevention and Protection at Work) supports the organisation in achieving the goals set.

This booklet details the most important rules and regulations that we have laid down within DAF in the field of health, safety, welfare and the environment. Changes are taking place on a continuous basis. You can always find the latest updates at [dafweb/www.daf.com](http://dafweb/www.daf.com). As well as familiarising yourself with these rules and regulations, we would like you to put them into practice properly and consistently. Of course we expect that you will demonstrate your personal responsibility by applying the rules and regulations. However, we also think your safety behaviour is equally important. We have set out what we expect from you in the code I make the difference.

Published April 2016

# I make the difference

## Code

1. I contribute to safety where I can in my job.
2. If I see a hazardous situation I report it to my line manager and I help to resolve it where possible.
3. Before I start my work, I check the safety of myself and my colleagues.
4. I discuss the hazards and risks with my colleagues and line manager.
5. I am familiar with the safety rules for my work.
6. I apply the safety rules.
7. If the safety rules are not applicable I report this to my line manager.
8. Working safely is down to all of us and I see it as important.
9. I also look after the safety of my colleagues.
10. I speak to my colleagues if they are not working safely. If my colleagues speak to me about the safety of my work I am appreciative of this.



**I MAKE THE DIFFERENCE**

# Important telephone numbers in Eindhoven

|  |             |
|--|-------------|
| <b>DAF EMERGENCY NUMBER</b>                                | <b>2222</b> |
| <b>Company Security</b>                                    | <b>2062</b> |
| <b>In-house Emergency and First-Aid Service</b>            | <b>2995</b> |
| <b>Health &amp; Safety Department</b>                      | <b>2266</b> |
| <b>Environmental Department</b>                            | <b>2246</b> |
| <b>Sites &amp; Buildings Department (to report faults)</b> | <b>2000</b> |
| <b>Utility Services Central</b>                            | <b>2099</b> |
| <b>Utility Services East</b>                               | <b>2495</b> |
| <b>Utility Services West</b>                               | <b>5680</b> |
| <b>ITD service desk</b>                                    | <b>2301</b> |
| <b>HR service desk</b>                                     | <b>2111</b> |



## Important telephone numbers in Westerlo

|  |                       |
|--|-----------------------|
| <b>DAF EMERGENCY NUMBER</b>  | <b>8112</b>           |
| <b>Company Security</b>  | <b>8880</b>           |
| <b>In-house Emergency and<br/>First-Aid Service (fire service)</b>                     | <b>8222</b>           |
| <b>Department for Prevention and Protection<br/>Company health service (first aid)</b> | <b>8200</b>           |
| <b>Department for Prevention and<br/>Protection Occupational safety</b>                | <b>8479/8347/8490</b> |
| <b>Environmental Department</b>  | <b>8969/8243</b>      |
| <b>Sites &amp; Buildings Department</b>  | <b>8422</b>           |
| <b>Utility Services Buildings</b>  | <b>8881</b>           |
| <b>Utility Services Axles</b>  | <b>8234</b>           |
| <b>Utility Services Cabins</b>   | <b>8750</b>           |
| <b>ITD service desk</b>  | <b>8555</b>           |
| <b>HR service desk</b>   | <b>8080</b>           |

# Fire prevention

**Given the major impact of a fire on people, buildings and materials, rules have been created to prevent the risk of fire.**



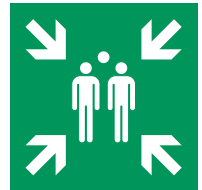
1. Prevention is better than extinguishing, so:
  - Smoking is only allowed in the designated smoking areas. Please respect the smoking ban
  - Personal appliances brought from home, such as coffee makers, kettles etc. are not allowed
  - Store used cleaning cloths in the designated lockable containers or in containers fitted with flame retardant covers
  - Clear up remaining packaging materials immediately and dispose of full containers
  - Confine liquids that pose a fire risk to working stock and keep them in fireproof containers or in a specially equipped safe or cabinet
  - Smoking and open flames are not allowed when working with substances that pose a fire risk
  - Liquid chemical substances must be stored above drip trays. The drip tray must be large enough to be able to cope with the entire contents
  - Potentially explosive areas are subject to specific requirements; see the chapter 'Working in ATEX zones'
2. Make sure that you are familiar with the evacuation plan for your department.
3. Make sure that you are familiar with the location and operation of the fire extinguishers.
4. Fire extinguishers must be easily accessible. Report the use and the lack of fire extinguishers directly to the In-house Emergency and First-Aid Service.
5. Keep emergency exits and fire breaks free from obstacles. Do not obstruct the operation of the fire doors.
6. A work permit approved by the In-house Emergency and First-Aid Service is required before starting any work that carries the risk of fire, such as welding, grinding and burning, with the exception of:
  - Normal manufacturing operations
  - Welding and grinding work within technical services



The person who commissions the work must request this permit in good time.

### What to do in a fire

1. Prioritise your safety and that of your colleagues.
2. If possible, activate the nearest manual fire detector.
3. Call the emergency number.
4. Provide the following information:
  - Your name
  - The correct location
  - The nature of the incident
  - Whether there are any casualties
5. Ensure there is a clear route for the emergency services.
6. Follow the instructions given by the In-house Emergency and First-Aid Service, Security, evacuation leaders and/or fire service.



### Evacuation

1. If you hear the evacuation signal (slow whoop), leave the area via the shortest possible, safe route to outside.
2. Follow the instructions of the evacuation leaders immediately.
3. Report to your assembly point with the other employees in your department.
4. The assembly point is shown on the evacuation map.

# What to do in the event of an accident or an environmental incident (Eindhoven)

## Accident

An employer is obliged to register all accidents at work, whether or not they involve negligence. In addition, serious accidents at work must be reported to the Inspectie SZW (*Inspectorate SZW*), formerly the Labour Inspectorate. These reports are made by the Health & Safety Department.

A serious accident at work is deemed to have occurred if someone dies due to the consequences of the accident, or has to be admitted to hospital for observation or treatment within 24 hours of the accident, or is expected to have suffered permanent damage to their health.

In the event of serious accidents at work, the Health & Safety Department must be informed immediately. Safety experts and health and safety officers are present during the day shift and a safety expert is on call via Company Security outside office hours.



1. Report accidents and incidents directly to the line manager.
2. Accidents and incidents must be reported to the Health & Safety Department by the department manager within 24 hours.
3. Injuries must always be assessed and treated by a first aider.
4. The first aider reports treatment in writing to the Health & Safety Department via the first aid notification form.
5. If **urgent** care is required in the case of illness/an accident, the first aider assesses whether an ambulance should be called. An ambulance can be called via the internal emergency number.
6. In **less serious** situations, the first aider can contact Company Security for transport by taxi to the emergency department at the hospital. Company Security will liaise with the emergency department. Using personal transport to go to the hospital is forbidden during working hours.
7. If no first aider is available in the department, the Company Security Department can be contacted.
8. Unsafe situations must be reported to the line manager.

**Environmental incident**

1. An incident or accident that may damage the environment must be reported directly by telephone to the Environmental Department and to the In-house Emergency and First-Aid Service.
2. In the event of a serious leak or a leak where chemicals enter the sewer system (or there is a risk of this), the In-house Emergency and First-Aid Service must be warned immediately via the emergency number.
3. In places where there is a risk of liquid leaking onto the floor, appropriate measures should be taken (for example, using drip trays).
4. In places where liquid chemicals are in use, absorbent materials and PPE should be available in the immediate vicinity.
5. If a leak occurs, this must be cleaned up as soon as possible, if necessary by ISS. A small leak can be cleaned using the available absorbent materials.
6. All leaks must be reported to the line manager. After the leak is cleaned up, preventive measures should be taken to prevent a recurrence.

# What to do in the event of an accident or illness (Westerlo)

## **General**

On working days (Monday to Friday), first aid for accidents and illness is handled by the company health service between 06:00 and 22:00. Outside these days and times, this is done by a contractor or on an occasional basis by Company Security.

Every injury, however minor it may seem, must be treated by the company health service.

## **Minor accident or illness without any interruption to work**

The casualty must inform his foreman and visit the company health service for treatment. He will return to his department afterwards. If necessary, he can be given modified work. During the night shift/ weekend shifts, the contractor or Company Security should be called.

**Accident or illness with absence from work**

1. The casualty must inform his foreman and visit the company health service for treatment. If the casualty can no longer move because of a serious injury, the company health service is called to the location. The company health service decides how the person concerned should be transported.
2. Apart from cases where acute assistance is required (e.g. respiratory distress, severe haemorrhage, etc.) colleagues should not administer first aid.
3. If the casualty appears fully incapable of working after treatment, the casualty must:
  - a. Go home or to the hospital with their own transport.
  - b. Be taken home or to the hospital.  
The company health service provides transport (taxi or ambulance). Transport to the hospital is provided if necessary under the supervision of a nurse.
4. If possible, the casualty will clock out and inform his department about his absence. If this is not possible, the company health service will handle this matter, together with the foreman, and also deal with the personal property of the casualty (e.g. clothing, bicycle, etc.)
5. If the casualty is taken to the hospital and will therefore not come home at the normal time, his immediate family must be notified: normally by the nurse, in very serious cases by the head of HR.
6. In the event of an accident, the company health service starts a provisional accident report. The accident report is handled further by the foreman and the area manager.

During the night shift/weekend shifts, the contractor (tel. 8200) or Company Security, (tel. 8880) should be called.

# Clothing and personal protective equipment

The starting point is to use technical measures to minimise risks in the workplace as far as possible. This is unfortunately not always possible. For this reason, the proper clothing and PPE are mandatory when working. These are provided by the management. All personal protective equipment is 'personal'. You are personally responsible for maintaining, cleaning and using it properly. Work clothing is cleaned centrally.

The designated PPE must be used in factories and workshops. Information on access doors and safety instructions on machinery and equipment indicate the PPE that must be used. Everyone who is outside the paths marked in yellow must wear the designated PPE. This also applies for visitors.

## Clothing

1. Wear the specified work clothing (overalls, T-shirt, with trousers etc.).
2. Keep overalls, work jackets and other clothing properly closed. No loose sleeves or loosely tied neck ties.
3. The wearing of rings, necklaces, watches and other loose jewellery in the production environment is prohibited.
4. Long hair must be tied back in the production environment.
5. Wear the specified work clothing in spraying and welding booths and when working with chemical products.

## Eye and face protection

1. It is mandatory to wear safety glasses in all factories, workshops and warehouses.
2. Safety glasses must be worn during machining operations that are not shielded, such as drilling, grinding, turning, milling and welding.
3. A face shield or acid-resistant glasses must be worn when working with corrosive chemicals.
4. Safety glasses must be worn for other activities that may create dust or mist. These may include blowing clean with compressed air, working with aerosols and similar activities.
5. Safety glasses must also be worn when working on a system that is pressurised (e.g. filling an air conditioning system).
6. A grinding cap is mandatory when using a grinder or angle grinder.
7. Safety glasses with prescription lenses can be ordered through the department manager.



**Safety shoes**

1. Safety shoes are mandatory in all factories, workshops and warehouses. This also applies for visitors.
2. Special welding shoes or foot and/or leg shields must be worn when there is a chance that hot metal particles may land on your feet or legs, for example during welding and spot welding.

**Hand protection**

1. Specific gloves are available for various types of work. Your line manager knows what type of protective glove is correct for your work.
2. Gloves are forbidden when working on rotating machine parts, for example when turning, drilling and milling. Exceptions to this prohibition are indicated in specific cases.
3. Never use worn gloves. Replace them promptly.
4. If you are working in contact with liquids and gloves cannot be worn, use the correct protective cream.

**Ear protection**

1. You never get used to noise. Above 80 dB(A) there is a risk of hearing damage in the long term. This is incurable, there is NO SUCH THING as getting used to it!
2. Ear protection is mandatory in all production areas.
3. Tailor-made ear protection (otoplastics) is available for permanent employees. Temporary employees and visitors can use the yellow ear plugs.
4. If you are listening to music with otoplastics, this must only be in one ear. Listening to music in both ears is prohibited.



### Respiratory protection

1. Respiratory protection is mandatory at the locations indicated. Specific respiratory protection is available for various activities. Ask your line manager for the correct respiratory protection and/or consult the Health & Safety Department/Department for Prevention and Protection at Work.
2. Check filter masks are working properly in terms of fit, seal and valves.
3. Filter canisters have a limited life after opening. Only unpack the canisters just before use and keep them in a clean environment.
4. Respiratory protection equipment is personal, keep it clean. Store it in a clean environment.

A PPE manual is available on SharePoint for both Westerlo and Eindhoven.



### Fall protection equipment

1. When working at a height where the fall height is greater than 2.5 metres (2 metres at Westerlo), the use of fall protection equipment is mandatory.
  - Fall protection equipment consists of a harness belt with a lifeline that has a fall arrestor
  - When moving around and working on a hydraulic platform, an approved harness belt and a positioning line must always be worn. The positioning line must be anchored as low as possible in the safety basket
  - Only people who have been trained are allowed to use fall protection equipment
  - Check fall protection equipment carefully for defects before use and to make sure the inspection date has not expired
  - **If in doubt, do not use.**
  - After a fall, the fall protection equipment must no longer be used and must be returned
  - The lifeline must be attached to an anchorage point, preferably above the person
  - Ensure the fall protection equipment does not come into contact with oils, fats or chemicals
  - Fall protection equipment is inspected annually by a competent person



## Order and tidiness

### **Order and tidiness is necessary to ensure safety and to protect health and the environment.**

1. You and your colleagues should tidy the workplace regularly during and after completion of the work.
2. Soak up oil and grease on the floor with mats that absorb oil. Check where the oil is coming from. Report leaks to the line manager. Dispose of absorbent materials used to clear up the leak as oily waste.
3. Floors must only be dry cleaned. Cleaning floors with liquids is prohibited. The exception to this is cleaning floors with scrubbers/cleaners from the cleaning company and cleaning certified liquid-tight floors.
4. Drip trays must be empty and clean.
5. Materials and tools must be stored in an orderly manner.
6. Always keep access free to emergency equipment such as emergency exits, fire extinguishers and emergency stops.
7. Paths, stairways and corridors must also always be kept freely accessible, in particular 'fire breaks'.



### **Personal hygiene**

1. If necessary, use a protective cream before beginning work. Apply this carefully around the nails, fingertips and the palms and backs of the hands. Reapply this cream after washing.
2. Replace dirty work clothing with clean clothing.
3. Do not carry dirty cleaning cloths in your work clothing.
4. Wash your hands; especially before eating and after using the toilet.
5. The company canteens and break rooms are provided for the consumption of food. You should therefore not eat in the workplace.
6. Keep toilets and washbasins clean.

### Waste

1. Store used cleaning cloths in the designated lockable containers or in containers fitted with flame retardant covers.
2. Deposit residue of material such as chips, curls, rejection parts, cutting and/or punching debris in the designated containers and dispose of it in accordance with instructions. It is important that clear distinctions are made between different types of residue materials, for example between steel and non-ferrous materials.
3. Hazardous/chemical waste:
  - Collect separately and deliver in sealed packaging
  - Follow the instructions
  - Label the container correctly
4. Place other waste such as coffee cups and food waste etc. in the dustbin (residual waste).
5. There are fixed times for the disposal of full containers. Outside these times, report full containers to the foreman and arrange disposal immediately.
6. Eating and drinking is prohibited in departments that work with or store chemical substances.
7. DAF rejection parts must not be thrown in the containers, but must be scrapped according to the existing procedures.
8. Paper in blue containers.
9. Polyethylene film in yellow containers (Westerlo).
10. PMD in white containers (Westerlo).  
PMD = plastic bottles and flasks.  
Metal packaging.  
Drink cartons.
11. Calorie-rich waste in the red containers (Westerlo).



# Special groups

## Contractors

1. DAF Trucks strives for optimum working conditions. This is important not only for our own staff, but also for the employees of outside companies carrying out work on DAF sites. Such persons are also subject to the requirements in the field of health, safety, welfare and the environment. DAF aims to ensure that all employees of outside companies who are working on DAF sites and/or in DAF buildings are familiar with the safety regulations. For this reason, the Contractor Safety e-learning programme was developed. The programme can be taken online or on-site at Company Security.



### **Outside companies who work on DAF sites are required to take the Contractor Safety programme.**

The programme finishes with a test. Passing the test allows a certificate to be printed that is needed for an access pass.

2. Before starting work, the task-giver and the outside company must decide (task risk analysis) how the cooperation will work and what arrangements are required to carry out work safely.
3. Only approved work equipment can be used.
4. The task-giver from DAF Trucks is responsible for monitoring compliance with the safety regulations.

### **Young people (under the age of 18)**

1. In the context of education and training, a mentor must always be appointed.
2. Young people must not work:
  - With chemical substances
  - In places with a noise level above 85 dB(A)
  - With vibrations that are harmful to health
3. Sufficient expert supervision must be provided for the following work. If this supervision cannot be arranged, the following work is also not allowed:
  - Working with compressed gases
  - Working in confined spaces
  - Working at height
  - Working with hazardous machinery, such as folding and bending machines, cutters and presses
  - Using internal transport devices
  - Electrical work
  - Hard physical work

4. Under certain conditions, exceptions to this prohibition are allowed for student trainees and school trainees. Consult the Department for Prevention and Protection at Work/Health & Safety Department in relation to this matter.

**Pregnant women and breastfeeding**

You should always contact the company doctor or GP as soon as possible to determine whether the duties of a particular job can be continued.

# Special groups; specifically for Westerlo

## **Trainees**

A pupil or student who is working for DAF as part of his learning program, organised by an educational institution, to gain professional experience, must have the following before being allowed to join DAF:

1. A prior health assessment, attested by a legal document establishing suitability to carry out the internship and any vaccinations.
2. A job sheet with exact an description of the work post or activity, the risk analysis of the aforementioned, the preventive measures to be taken, the work clothing and PPE, the obligations and prohibitions with which the trainee must comply with regard to DAF, the work post or activity.
3. Tailored training with a view to the application of the above mentioned to business and the work post, including the safety regulations.
4. A valid model agreement between DAF and the trainee.

Human Resources files the above mentioned **documents** 1 to 4, signed by the legal representative (adult trainee or parents, if a minor), which should be kept available for the Labour Inspectorate.

The DAF mentor for the trainee informs, accompanies and supervises the trainee during the entire time he is present at DAF, such that the task is carried out in the best conditions. The mentor ensures that at least the same level of protection is provided as for the other employees and takes into account the specific suitability or lack of experience and reduced level of awareness of pupils, students and young people.

## **Young employees**

Student trainees, work-placement students, people carrying out work training or a training contract and students who are doing a job in accordance with their vocational training are considered 'young employees'. In accordance with the implementation of EC Directive 94/33/EC and the Belgian Labour Law (arbeidswet) 16.3.71, a range of provisions and corresponding documents apply from the different ages 15, 16 and 18.

# Traffic

1. DAF sites are subject to road traffic regulations. The exception to this is that internal transport has priority over other motorised traffic. Cars and trucks are not internal transport.
2. The instructions of Company Security should be followed by everyone.
3. The maximum speed on the sites is 40 km/h, unless stated otherwise.  
A driving license or vehicle movement license is required to drive trucks. A vehicle movement license cannot be used to drive on public roads.
4. Avoid unnecessary noise.
5. Always park in the parking space designated for you and inside the lines. Never park in front of (roller) doors, emergency exits, fire hydrants, etc.
6. Pedestrians
  - Beware of fork lift trucks; the field of vision of the driver may be limited
  - Make sure that you make eye contact with the fork lift truck driver first
  - Never walk under suspended loads (unless otherwise indicated) or under the raised forks of a fork lift truck
  - Due to the intensive fork lift traffic, goods handling zones are prohibited for all employees
  - Staff who are required to be at these locations due to their job wear a yellow or orange fluorescent vest
  - Use the normal gangways and paths. Avoid crossing conveyor belts, unless there is a modified safe route through (steps, catwalk, etc.)
  - Use the main paths and preferably the yellow or white footpath, if this is provided
  - Only make telephone calls when stationary and move to a safe place



## **Cycling is not allowed in the factory in Eindhoven**

### Using mobile phones

Using a mobile phone or smartphone can pose risks for your safety and the safety of others.

For this reason, we do not want you to use your phone if you need your attention to be able to operate, drive or walk safely. Go and stand in a safe place to use your phone. This applies in the working environment, in traffic, but also in car park areas, for example.

Personal communication via telephone/smartphone should take place outside working hours and the workplace.

Using a mobile (DECT) phone or smartphone for business purposes is subject to specific rules within our business and traffic rules, and sometimes to additional agreements by department. As a general rule:

- When using a phone on or in a vehicle (such as a fork lift truck, car, truck or bicycle):  
Preferably bring your vehicle to a standstill and turn off the engine. If this is unavoidable, only make hands free calls and keep the duration of the call to a minimum  
No WhatsApp, email or texting while driving.
- Go and stand in a safe place to use your phone if you are on foot, or call the other party back from a quieter and safer environment

# Internal transport

1. Only people with a valid driving license can drive the form of internal transport device covered by that driving license (except a hand-operated pallet truck).
2. Transport devices may only be used for the purposes for which they are intended.
3. The following maximum speeds apply in the factories and on site
  - Walking pace for internal transport when coming in and out of factories and at junctions with restricted visibility
  - 8 km/h for internal transport in buildings
  - 11 km/h in the corridor between the engine factory and the truck factory for motorised transport
  - 12 km/h in outside areas for internal transport without trailers
  - 8 km/h on site for internal transport with trailers
  - A maximum of 5 km/h for other vehicles inside buildings
4. Do not make phone calls, eat or drink when driving an internal transport device.
5. Internal transport devices are fitted with a speed limiter. This must never be bypassed.
6. An industrial vehicle must only carry as many passengers as there are seats.
7. Pay particular attention on transport routes and at junctions and doors. Use the horn if necessary.
8. Wearing a safety belt is mandatory on fork lift trucks without a closed cabin and where there is a risk of tipping over or falling out of the cabin.
9. When moving around and working in an order picking truck, an approved harness belt and a positioning line must always be worn. Climbing out of the basket to grab products is prohibited.
10. Do not add more than the permitted load to transport devices.
11. When moving loads on the forks of the fork lift truck, do not stack them higher than the mast.
12. Use of lighting is mandatory for poor visibility and/or in darkness.





13. The maximum load for trailers behind battery-powered vehicles is 3 tonnes. The load must also remain within the width of the vehicle. The maximum stacking height on trailers is 2 metres, provided that the stability of the load permits this. Battery-powered vehicles and PPS trains with C2 cages must never pull more than 5 trailers. Other PPS trains can pull up to 6 trailers.
14. Pedestrians must not move between the trailers.
15. Drivers of internal transport devices are required to check the transport device as specified before beginning work.
16. Deficient internal transport devices must not be used.
17. Defects on internal transport devices must be reported immediately to the department manager and to the Internal Transport Management Department.
18. Leaving internal transport devices with the engine running is not permitted. Always take the ignition key with you.
19. If the mast and/or load impedes visibility so that the road cannot be seen properly, driving in reverse is mandatory. Always look in the direction of travel.
20. Moving a load with the fork lift truck is only permitted with the forks in the lowest position and the mast angled backwards. This increases the stability and prevents the load from shifting away when braking.
21. Use the drum clamp provided on the forks to transport loose drums. Drums on a pallet must be secured with a strap/rope or with film.
22. The forks of a fork lift truck must not be used as a work platform for people.
23. Do not hang loads from the forks of a fork lift truck.
24. Rules when refuelling with LPG:
  - Always refuel according to the instructions stated
  - Smoking is prohibited at the filling station
  - If you smell gas before refuelling, do not refuel and report this via the emergency number
  - Filling tanks that are not specifically intended for LPG is prohibited












## Storage and packaging

1. Only use packaging materials that are in good condition.
2. Only stack products in racking that is in good condition.
3. Do not load racking over the permitted level.
4. Racking that is to be loaded mechanically must be properly secured to the floor.
5. Only stack items of packaging that fit on top of each other, keep to permitted quantity. This depends on the location and the type of packaging.
6. When stacking, make sure that nothing can fall out of the packaging or the racking. Packaging materials must not protrude from the racking.
7. If there is a possibility that an incorrect manoeuvre could cause products or packaging to fall onto a location where people may be present (workstations, break areas, etc.) you should reduce this risk by using fall through protectors. Product must not be stacked higher than the fall through protector.
8. The packaging must not be loaded above the permitted weight.
9. Climbing into stored cages or baskets or into the racking is prohibited.
10. Use the designated order pickers, ladders and steps to pick products from storage.
11. Ensure that the maximum allowable floor load (= ground floor) (3,000 kg/m<sup>2</sup>) is not exceeded.
12. The free space between the sprinklers and the stored materials must be at least 1 metre, with the exception of material in racking with sprinklers.
13. A rejection label (SF1090) must be applied to rejected packaging.












# Load capacity and stacking heights for packaging

| Wooden/plastic packaging  |                      | Maximum (dynamic) load in kg <sup>1</sup> | Maximum stacking height in quantity or metres  |  |  |
|---|----------------------|---|--|--|--|
|   |                      |   | Storage in warehouses and external storage   | Storage in production  | Storage in the workplace   |
|    | PL                   | 1.500 kg                                  | 4 m  | 3 m  | 2 m  |
|    | R4<br>R3<br>R2<br>R1 | 1.000 kg<br>1.000 kg<br>1.500<br>1.500    | 4 x R4) <sup>2</sup><br>5 x R3) <sup>2</sup><br>6 x R2) <sup>2</sup><br>8 x R1) <sup>2</sup> | 3 x R4) <sup>2</sup><br>4 x R3) <sup>2</sup><br>5 x R2) <sup>2</sup><br>6 x R1) <sup>2</sup> | 2 x R4) <sup>2</sup><br>3 x R3) <sup>2</sup><br>4 x R2) <sup>2</sup><br>5 x R1) <sup>2</sup> |
|    | HP                   | 500 kg                                    | 4 m  | 3 m  | 2 m  |
|    | H4<br>H3<br>H2<br>H1 | 500 kg                                    | 4 x H4) <sup>2</sup><br>5 x H3) <sup>2</sup><br>6 x H2) <sup>2</sup><br>8 x H1) <sup>2</sup> | 3 x H4) <sup>2</sup><br>4 x H3) <sup>2</sup><br>5 x H2) <sup>2</sup><br>6 x H1) <sup>2</sup> | 2 x H4) <sup>2</sup><br>3 x H3) <sup>2</sup><br>4 x H2) <sup>2</sup><br>5 x H1) <sup>2</sup> |
|    | KB                   | 15 kg                                     | 10   | 6  | 6  |
|    | K3                   | 15 kg                                     | 10   | 6  | 6  |
|    | K5                   | 1.650 kg                                  | 6  | 4  | 3  |
|  | K6                   | 1.800 kg                                  | 5  | 3  | 2  |
|  | K8                   | 1.800 kg                                  | 3  | 3  | 2  |

- Definition of "Storage in the workplace": storage of parts that are required immediately for manufacturing operations
  - Definition of "Storage in production": storage in factories, at least 3 metres away from a workplace
  - The floor load must never exceed 3,000 kg/m<sup>2</sup>
  - Stacking heights do not apply to transport trucks and racking
  - The maximum stacking heights are valid only when there is sufficient stability and a flat surface
  - The maximum stacking height for empty packaging is 5 metres in a warehouse and in external storage
  - External storage of axle stands, maximum 4 high
- <sup>1</sup> Maximum load for packaging for mechanical handling with a fork lift or reach truck  
<sup>2</sup> Pallet(s) with raised edges with a cover and bundled with a plastic strap



| Wooden/plastic packaging  |    | Maximum (dynamic) load in kg <sup>1</sup> | Maximum stacking height in quantity or metres |                       |                          |
|---|----|---|---|-----------------------|--------------------------|
|   |    |   | Storage in warehouses and external storage    | Storage in production | Storage in the workplace |
|    | I1 | 10 kg                                     | 10  | 6                     | 6                        |
|    | I2 | 10 kg                                     | 10  | 6                     | 6                        |
|    | FP | 50 kg                                     | 10  | 6                     | 6                        |
|    | C2 | 1.500 kg                                  | 5   | 3                     | 2                        |
|    | C3 | 1.500 kg                                  | 6   | 4                     | 3                        |
|    | C4 | 1.500 kg                                  | 5   | 3                     | 2                        |
|   | C6 | 1.500 kg                                  | 5   | 3                     | 2                        |
|  | DB | 900 kg                                    | 5   | 4                     | 2                        |
|  | MK | 1000 kg                                   | 6   | 4                     | 2                        |

- Do not use packaging materials for products that are too long
  - The stacking height in warehouses depends on the maximum permissible floor load
  - These stacking heights do not apply to transport trucks and racking
  - Special packaging is subject to the same standards as for comparable normal packaging; if in doubt, contact the Health & Safety Department.
  - All gates and/or mesh sides properly closed for stability reasons
- <sup>1</sup> Maximum load for packaging for mechanical handling with a fork lift or reach truck



# Lifting and hoisting

## Who is allowed to hoist

1. Only people who have received sufficient training and have had adequate instructions, as specified in the skills matrix, can operate hoist bridges.

A hoisting license is required for:

- Hoists of 10 tonnes or more
- Hoists that are used to lift parts that are difficult to handle, or where the load is picked up at two points
- Hoists that are used to lift loads where employees have to carry out work in the immediate vicinity of the load
- These hoist bridges bear a red sticker 'hoist certificate required'

2. Instruction in the workplace is still mandatory/essential for all other hoist situations.

## Usage control

1. Only use approved lifting equipment; this can be identified by the inspection date or the colour code (Eindhoven):
 

|      |       |      |        |
|------|-------|------|--------|
| 2014 | grey  | 2018 | yellow |
| 2015 | green | 2019 | red    |
| 2016 | brown | 2020 | grey   |
| 2017 | blue  | 2021 | green  |
2. Before every use, check lifting tools and lifting equipment, such as vacuum suction cups, lifting cables, chains, hooks, steel wire and slings for damage, wear, breakage and deformation.
3. Do not use lifting tools and lifting equipment that are not in good condition.
4. Always use lifting equipment of the correct length. Do not put any knots in lifting equipment to shorten it.
5. Do not use steel cables or slings that are kinked or have broken wire.
6. Special lifting equipment that is adapted to the product must only be used for that product.
7. Always report deviations to your line manager.



### Securing loads

1. Check that the load is correctly secured and that the hooks are properly applied. Safety clips on hooks must be closed.
2. Always secure loads at low speed.
3. For long loads, use lifting equipment that allows the load to be picked up at two points.
4. Make sure that chains are not twisted during use.
5. When lifting objects with sharp edges, the slings and chains must be protected.
6. Never leave hoists when loaded and hang them in a safe place.



### Hoisting

1. Watch the load during lifting.
2. Never stand underneath the load during lifting. Do not let others stand underneath the load either. This is prohibited.
3. Do not pull lifting equipment from under the load without lifting the load. If necessary, place the load on bars.
4. Never pull on the control cable to move the load.
5. Never leave hoists when loaded and hang them in a safe place.

### Maintenance and periodic checks

1. Make sure the chains and the steel cables do not come in contact with corrosive substances or with water.
2. Clear lifting equipment away immediately after use.
3. Submit lifting equipment on demand for checks/inspection.

# Lifting and hoisting specifically for Westerlo

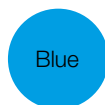
## Periodic checks

1. Lifting and handling equipment must be periodically inspected (every 3 months) by an Externe Dienst voor Technische Controle (external department for technical control – EDTC).
2. An orange sticker on certain sections indicates potential comments; however, these do not prevent provisional safe use of the device. They must be resolved within a reasonable period of time.
3. The principle of the seasonal tag: a quick visual check shows whether lifting equipment has actually been checked by an EDTC every 3 months. The colour of label that is affixed has colours associated with the season. If it is evident that the colour does not correspond to the season, this must be reported to Utility Services.



## How can I see whether lifting equipment has been inspected?

Vincotte currently affixes the coloured marking so that it is visually clear to everyone when the lifting equipment was last inspected and whether it can be used. Since it is not possible to work with exact data, cable ties with the colour matching the seasons are affixed. During the summer months, this is a yellow band (yellow for the summer sun); towards autumn, brown bands (falling leaves) are used.



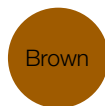
|                   |
|-------------------|
| WINTER<br>-<br>Q1 |
|-------------------|



|                   |
|-------------------|
| SPRING<br>-<br>Q2 |
|-------------------|



|                   |
|-------------------|
| SUMMER<br>-<br>Q3 |
|-------------------|




|                   |
|-------------------|
| AUTUMN<br>-<br>Q4 |
|-------------------|

## Working in ATEX zones

**Places where there may be a risk of explosion are called ATEX zones. The zones are indicated with the symbol shown above. They are marked with yellow lines for Westerlo and red for Eindhoven. There is a risk of explosion in these areas. Steps to ensure that no sources of ignition are active in these areas are therefore necessary. These zones are therefore subject the following safety regulations:**









**You are in an ATEX zone**

To avoid the risk of explosion, the following rules apply in this area:

- Smoking is absolutely forbidden
- Only spark-free tools may be used
- The use of mobile phones, radios, iPods, earphones, etc. is prohibited
- Only Ex equipment can be used
- Grounding is required when pumping liquid
- A permit must be obtained before working with ignition sources

Lines are used to demarcate ATEX zones where there is a risk of explosion.

1. Special attention is required for maintenance and cleaning operations. These activities must take place only after instruction has been provided and under the guidance of designated persons.
2. Non-standard production work must only be carried out after a work permit has been issued by the In-house Emergency and First-Aid Service or by designated persons. Before the work takes place, the room must first be made explosion-proof (removal of hazardous materials). The presence of any fumes that are a fire risk should also be determined by means of a measurement.
3. Before starting work, check that the extraction/ventilation system is in operation.
4. Fork lift trucks and other internal transport devices must not be used in the ATEX zone unless appropriate precautions are taken.



# Working in spray booths and on painting lines

**Three types of risks are important when working in spray booths and paint mixing chambers: explosion risks, fire, and risks to health.**



1. Only perform spraying operations while extraction/ventilation systems that are working properly.
2. You must only work in the spray booth with the specified personal protective equipment and this must be used correctly. The minimum requirement is for respiratory protection, spray overalls, spraying gloves and high safety shoes.
3. Empty paint, thinner and/or hardener cans must be stored in closed containers or must be sealed and stored at the designated locations.
4. The diluted thinner that comes out of the spray lines during the flushing process must be collected in the designated equipment. The diluted thinner must never enter the water curtain.
5. Using thinners to clean hands is forbidden.
6. Special attention is required for maintenance and cleaning operations. These activities may take place only after instruction and under the guidance of designated persons.
7. The application of peelable coatings is also spraying work and is subject to the same safety instructions as for other spraying work.
8. Keep hardener (residue) separate from other substances.
9. Eating and drinking is prohibited in the spraying booth, paint storage and mixing rooms.
10. Use a protective cream that is suitable for painting on the hands (and face, if necessary). Apply this carefully as this simplifies cleaning at a later stage.
11. Keep the grid flooring in the spray booths in good condition. Sliding or poorly placed grids can cause accidents.
12. Items that are not part of the equipment in the spray booths and that are not necessary for the work must not be stored in the spray booths and paint mixing pump rooms.

# Symbols and labels

## Warning signs



Flammable substances



Transport vehicles



Explosive substances



Toxic substances



Radioactive substances



Corrosive substances



Hazard (must be used in combination with another sign)



Electrical voltage



Lasers in use



Oxidising substances



Non-ionising radiation



Be careful on the stairs



Risk of falling due to height difference



Caution, battery (acid)



Gas cylinders



Hot liquids and fumes



Explosive atmosphere



Harmful or irritant substances



Risk of slipping



Risk of pinching



Hot surfaces



Automatic start



Risk of crushing



Low temperature



Rotating rollers



Hanging loads



Strong magnetic field



Risk of tripping



Risk of amputation



Risk of pinching

# Instruction signs



Eye protection mandatory



Ear protection mandatory



Safety helmet mandatory



Respiratory protection mandatory



Face protection mandatory



Safety shoes mandatory



Mandatory crossing point for pedestrians



Safety glasses and hearing protection mandatory



Face mask mandatory



Follow arrow



General instruction (only in combination with another symbol)



Safety apron mandatory



Secure gas cylinder with chain



Respiratory protection mandatory



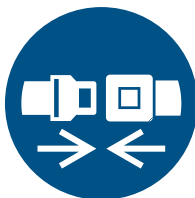
Individual safety harness required



Safety gloves mandatory



Badge must be worn



Belt mandatory

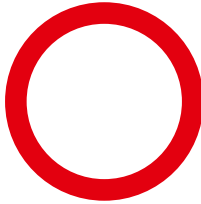


Safety vest mandatory

# Prohibition signs



Smoking prohibited



Prohibited for all traffic



Do not touch!



Fire, naked flames and smoking prohibited



Passenger transport prohibited



Pedestrians prohibited



No unauthorized access



Not drinking water



Mobile phones prohibited



Switching prohibited



Transport vehicles prohibited



Eating and drinking prohibited



Do not touch!  
Live voltage



People with  
pacemakers prohibited



Photographs  
prohibited



Gloves prohibited

# Firefighting signs



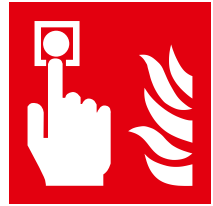
Fire extinguisher



Fire hose

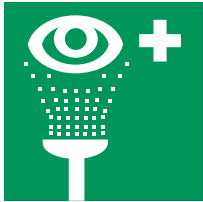


Extinguishing with water prohibited



Fire detector

# Rescue signs



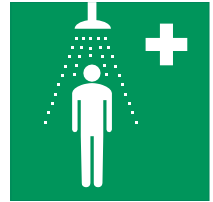
Eyebath



Exit



First aid



Emergency shower



Emergency exit to the right



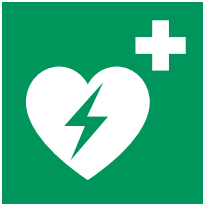
Emergency exit to the left



Assembly point



Stretcher






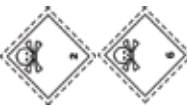




AED

HAZARD MATRIX for handling chemical products

| Workplace labels | Transport labels | Dangers   | Safety measures (dependent on risk)   | Eyes              | Skin   | Inhalation   | Storage   |
|------------------|------------------|---|---|-------------------|--|--|---|
|                  |                  | Product can easily explode if it comes in contact with an ignition source (sparks, flame, heat). Ignition sources include gas generators for airbags and safety belt tensioners.  | All work performed on airbags and safety belt tensioners may be carried out by expert staff only.   |                   |  |  | Precautions in consultation with H&S/company health service/ Environmental Department   |
|                  |                  | Compressed and liquefied gases in gas cylinders. Exposure to high temperatures may cause a fire or explosion. This symbol may appear on gas cylinders in conjunction with another label.  | Secure gas cylinders. Protect against heat. Close cylinders after use. Check regularly on inspection date. Ensure adequate ventilation.                           | Rinse with water. | Rinse with water. Do not pull off clothing that has frozen to the skin | Move into the fresh air, consult a doctor if symptoms persist. | At designated location for gas cylinders. Always secure gas cylinders.  |
|                  |                  | Product can easily ignite if it comes in contact with an ignition source (burning cigarette, match, spark). Materials may be flammable in solid form or in the form of a liquid or gas. The transport symbols relate respectively to: flammable gases, flammable liquids, spontaneously combustible materials, materials that may form flammable gases in contact with water, and flammable solids. | No open flames or sparks. No smoking. Glasses, gloves. Always close packaging after use. Local extraction/ventilation system. Fire extinguishers in the vicinity. | Rinse with water. | Clean with water and soap.   | Move into the fresh air, consult a doctor if symptoms persist. | Liquids on top of a containment basin with the capacity of 100% of the volume stored. Store separately from combustible substances. Storage in accordance with ATEX Well-ventilated area. |



HAZARD MATRIX for handling chemical products

| Workplace labels  | Transport labels  | Dangers  | Safety measures (dependent on risk)   | Eyes   | Skin  | Inhalation   | Storage  |
|---|---|--|---|--|---|--|--|
|  |  | If the product comes in contact with other (flammable) materials, it may react violently and cause the materials to ignite. The transport symbols relate respectively to: oxidizing materials, organic peroxides.  | Prevent unintentional mixing.<br>Face protection, gloves<br>Always close packaging after use.<br>Avoid shocks, impacts and uncontrolled heating<br>Ventilation                  | Rinse with plenty of water for a long time.  | Rinse with plenty of water for a long time. | Move into the fresh air, always consult a doctor.              | Keep separate from flammable substances<br>Measures in consultation with H&S/company health service/Environmental Department                     |
|  |  | If ingested orally or via the skin or if inhaled, the product is highly dangerous and can be fatal. These are products for the industrial market that you are unlikely to encounter at the supermarket or DIY store. The transport symbols relate respectively to: toxic gases, toxic materials. | Wear gloves, use respiratory protection.<br>Use the smallest quantities possible.<br>Always close packaging after use.<br>Local extraction/Ventilation system<br>Strict hygiene | Rinse with water.  | Rinse with water and wash with soap.        | Move into the fresh air, consult a doctor.                     | Separate, locked storage (in special cabinet or safe)<br>Precautions in consultation with H&S/company health service/Environmental Department    |
|  |  | The product has a destructive effect on body tissue such as skin, eyes and the oesophagus and causes burns. In addition, the product may affect textiles, wood and metal.  | Face protection, gloves, protective clothing.<br>Local extraction/Ventilation system.<br>Always close packaging after use.<br>Preferably use diluted solutions.                 | Rinse with plenty of water for a long time. Continue rinsing when moving casualty. | Rinse with plenty of water for a long time. | Move into the fresh air, always consult a doctor.              | Liquids on top of a containment basin with the capacity of the largest drum + 10% of the other drums Eyewash stations in the immediate vicinity. |
|  |  | Products that are harmful to organisms if released into the environment. These products can cause the death of fish or bees, for example.  | Prevent spills and leaks.<br>Dispose of waste (including packaging) properly.   | Rinse with water.  | Rinse with water and wash with soap.        | Move into the fresh air, consult a doctor if symptoms persist. | On top of a containment basin with Precautions in consultation with H&S/company health service/Environmental                                     |

HAZARD MATRIX for handling chemical products

| Workplace labels   | Transport labels | Dangers   | Safety measures (dependent on risk)  | Eyes              | Skin                                 | Inhalation  | Storage   |
|--|------------------|---|--|-------------------|--------------------------------------|---|---|
|  |                  | If ingested orally or via the skin or if inhaled, the product may be carcinogenic or otherwise harmful to health, for example by causing problems with reproduction.<br>There was no symbol for long-term dangers to health before 2013.  | Wear gloves; use respiratory protection.<br>Local extraction/ventilation system.<br>Always close packaging after use.<br>sluifen.<br>Process small quantities. | Rinse with water. | Rinse with water and wash with soap. | Move into the fresh air, consult a doctor if symptoms persist.<br>+ 10% of the other drums. | Liquids on top of a containment basin with the capacity of the largest drum + 10% of the other drums. |
|  |                  | The health risk of these products is less serious than with toxic and corrosive substances and substances with a long-term health risk. If ingested orally or via the skin or if inhaled, some products with this type of symbol can cause irritation, while some of these products can be harmful. | Glasses, gloves<br>Ventilation   | Rinse with water. | Rinse with water and wash with soap. | Move into the fresh air, consult a doctor if irritation persists.                           | Liquids on top of a containment basin with the capacity of the largest drum + 10% of the other drums. |
|  |                  | Miscellaneous hazardous materials and objects   | Adapt precautions to the nature of the hazards.  |                   |                                      |   | Precautions in consultation with H&S/company health service/Environmental Department                  |
|  |                  | Limited quantities. Hazardous materials in small packages. Hazards can be read from the workplace label. The transport symbols relate respectively to: road and sea transport; air freight.   | Adapt precautions to the nature of the hazards.  |                   |                                      |   | Adapt precautions to the nature of the hazards.   |
| Containment basins must always be clean, empty and in good condition in terms of maintenance. Storage areas must be equipped with warning signs and hazard symbols in the event of an accident, fire or other incident, always call: Eindhoven: 2222, Westerlo: 8222 |                  |   |  |                   |                                      |   |   |

# Working with chemicals

**If you use products with a hazard symbol, read the safety precautions and follow them closely. If you do not handle chemicals in accordance with the requirements, this may damage your health or the environment.**



1. Eating and drinking is prohibited in workplaces where chemicals are used or stored.
2. Wash your hands after working with chemicals.
3. Only chemicals that have been approved in advance can be used on DAF sites.
4. Make sure that you are aware of the potential hazards of the substances you are using. The following resources will help:
  - Labels on the packaging
  - Work instructions/master records/health and safety card/hazard matrix
  - Your department manager — ask them for help
5. Chemicals must be properly packaged. Approved equipment (safety can, plunger can, sealable jug, etc.) is used at the workplace. Drums with volatile substances must be sealed so they are airtight after use.
6. Packaging must not be damaged. Use the correct tools to prevent damage.
7. Dispose of empty packaging as soon as possible, taking it to the residual materials centre.
8. Packaging must be clearly and indelibly marked with the name and, if applicable, the hazard symbols. Pay attention to this when transferring substances.
9. The storage of chemicals is subject to specific requirements in relation to fire safety, working conditions and the environment. Consult your line manager.
10. The quantity of chemicals stored in the workplace must be limited to a maximum of the daily stock. If it is necessary for the stock to be greater than the daily stock, this must be stored in a specially designated cabinet.

11. Avoid contact with hazardous materials. Use the correct protective equipment and follow the work instructions. If you have any doubts about the risks of a product, please contact your line manager or the Department for Prevention and Protection at Work/Health & Safety Department for more information.
12. Minimise the amount of substances used and dispose of residues according to the instructions of the residual materials centre.
13. Prevent waste water and contaminants from entering the rainwater drainage system.
14. Dumping waste water and residual products in sewage pipes is prohibited.
15. Never mix different chemicals together.



### Working with AIRBAGS

- Only competent personnel are permitted to work with airbags
- Store them correctly in an original box or safety box
- Avoid fire and heat — no welding, fire or smoking
- Handle correctly, always ensure the airbag is pointing upwards
- Avoid shocks/jolts
- Avoid static electricity by wearing appropriate clothing.
- Avoid electromagnetic radiation
- Connect an electrical voltage and test with safety cover
- Repairing airbags is forbidden
- Avoid external damage through a mandatory rejection pathway



# Storing chemicals

**With the exception of the necessary working stock, packaged chemicals must be stored in a designated storage facility.**

1. The location for each substance must be clearly labelled in the storage facility. The arrangement and separation of substances is determined in consultation with the Environmental Department or the Department for Prevention and Protection at Work/Health & Safety.
2. Smoking and open flames are not permitted within a storage facility for flammable substances, and also within a further distance of 2 metres outside.
3. The storage facility must be regularly checked for leaks or damage to the existing packaging.
4. If packaged hazardous materials are to be stacked during storage, packaging must be stacked in a safe manner, taking into account the strength of the packaging.
5. Pallets with packaged hazardous materials that are stacked must be properly constructed. Depending on the weight and strength of the packaging, a maximum level of stacking must be specified for each method of packaging.
6. Fragile (glass) packaging must not be stacked.
7. The packaging of hazardous materials stored in the ambient air must be resistant to all potential weather conditions.
8. For external storage, storage of flammable substances such as wooden pallets is not permitted within a distance of 10 metres, and no activities that pose a risk of fire (such as open flames) are allowed within this distance.
9. Measures must be taken to prevent damage to the packaging material as a result of transport activities.
10. The labelling of the hazardous materials in a storage facility must be done in such a way that the hazardous aspects of the hazardous material are clearly visible.
11. The storage facility must have a holding capacity of 100% of the total content for liquids that are a fire risk.



12. The storage facility for other chemicals must have a holding capacity of at least 110% of the content of the largest packaging, but (if that is more) at least 10% of the content of the total packaging.
13. The containment facility must be sufficiently resistant to the stored substances. The containment facility must not have any openings that are directly connected with the sewer system.
14. Empty, uncleaned packaging must be stored as full packaging.
15. Eating and drinking is prohibited in a storage facility.



## Hand tools

1. Select the correct hand tools.
  - Correct type and size of wrench, without an extension piece
  - Screwdriver: always the largest size that fits in the screw head
  - Chisel: must be equipped with a hand protector
2. Check hand tools before use to ensure they are in good condition. Loose hammer shanks, chisels with burrs, worn wrenches and worn or broken screwdrivers result in accidents.
3. Exchange damaged tools via your department manager.
4. Only use hand tools for their intended purpose.
5. Use a copper or plastic hammer for inserting and removing dowel pins.
6. Never put tools such as screwdrivers, awls etc. in the pockets of your work clothing. Use the designated trays.
7. When using a safety knife, always cut away from the hand that you are using to hold the box or carton.
8. Only use prescribed safety knives.
9. The use of electric hand tools with damaged cords, plugs or switches is prohibited. These must be replaced immediately.
10. After finishing work, store all the tools correctly.
11. Only use tools that are provided by DAF.



Rotating parts on hand tools (air tools, DC tools) constitute a risk to the safety of your hands. We use sliding sleeves as much as possible to cover the rotating parts. You should preferably not use gloves with these hand tools. If the use of gloves is necessary because of other risks, you should make sure that you keep your hands away from the rotating parts. Never hold the rotating cap or nut with your hands.

# Asbestos

Materials containing asbestos are still present in various places. Under normal circumstances, however, this asbestos is not released. There is therefore no risk to health.

All materials containing asbestos are marked with a sticker.

1. The Sites & Buildings Department must always be contacted in advance before any work can be carried out on materials with an asbestos sticker. This also applies for materials or installations and equipment without an asbestos sticker, but where there is a suspicion that they may contain asbestos.
2. Any damage to materials that are marked as containing asbestos must be reported immediately to the In-house Emergency and First-Aid Service. The In-house Emergency and First-Aid Service will implement the initial measures to prevent the spread of asbestos fibres.
3. Materials containing asbestos may only be removed by certified asbestos contractors.















## Gas cylinders, hoses and pipes

The use of gases is subject to specific safety rules.

1. Before beginning work, check that hoses, valves, burners, etc. are in good condition.
2. Gas cylinders where the inspection date (year) has expired must no longer be used.
3. Protect gas cylinders against heat; do not place them in the sun or in the vicinity of heat sources.
4. Prevent cylinders from being jolted or from falling. Cylinders must always be secured with a chain or a bracket.
5. During transport, the cylinders must be fitted with a protection cap and secured in a transport rack.
6. Never use acetylene cylinders if they are horizontal.
7. If an acetylene cylinder has fallen over request advice from the In-house Emergency and First-Aid Service.
8. Flammable gases (acetylene) and gases that accelerate fire (oxygen) must be kept separate. These cylinders must be separated by a metal bulkhead or a minimum distance of 1 metre.
9. Gas cylinders that are movable must be set up during operation so that they are readily accessible and can be quickly removed. After work is completed, the cylinders should be returned to their permanent location.
10. If no gas is being used, close the valve. Never force a valve open. If the valve is fully open, turn it 1/8 of a turn in the closed direction.
11. When starting work, open the oxygen valve first, then the fuel gas. When stopping work, close the fuel gas first, then the oxygen.
12. Gas hoses must never be placed on the floor, unless this is in the workplace itself.
13. Keep full and empty gas cylinders separate. Mark empty cylinders.



The colour coding on the shoulder of the gas cylinder is an important tool for identifying gas cylinders. In addition, some of the frequently used gases have their own colour. The colour codings for the most common hazards and the most commonly used gases are displayed below. The label states the mandatory information about the content.

|  |  |   |   |
|--|--|---|---|
|  <p>Yellowish green</p> | <p><b>Asphyxiant</b><br/>Air<br/>Gas mixture CO<sub>2</sub><br/>Argon (Protegon)</p> |  <p>Red</p>          | <p><b>Flammable</b><br/>Forming gas<br/>FID fuel<br/>Hydrogen</p> |
|  <p>Blue</p>            | <p><b>Accelerating fire</b><br/>Nitrous oxide</p>                                    |  <p>Yellow</p>       | <p><b>Toxic or corrosive</b><br/>Ammonia Carbon<br/>monoxide</p>  |
|  <p>Black</p>           | <p><b>Nitrogen</b></p>   |  <p>Grey</p>         | <p><b>Carbon dioxide</b></p>                                      |
|  <p>Brown</p>          | <p><b>Helium</b></p>   |  <p>Light brown</p> | <p><b>Acetylene</b></p>   |
|  <p>White</p>         | <p><b>Oxygen</b></p>   |  <p>Dark green</p> | <p><b>Argon</b></p>   |
| <p>Liquefied flammable gases such as LPG, propane and butane do not have a prescribed colour code</p>    |  |   |   |
| <p>Cooling gases such as Suva 134, R410A do not have a prescribed colour code</p>                        |  |   |   |

# Safety signs

Familiarise yourself with the most important pictograms: prohibition signs, instruction signs, hazard signs, firefighting signs, rescue signs and the hazard symbols for chemical products.

1. To reduce the risk of accidents between pedestrians and internal goods traffic, pedestrian paths are provided in factories. In Westerlo, these are marked with yellow lines and have a pictogram 'pedestrian'; in Eindhoven, these are marked with a white dashed line.  
**Pedestrians must use the pedestrian paths.**
2. Areas where personal protective equipment must be worn are marked with instruction signs.
3. At locations where a transport system crosses a gangway there is a traffic light in combination with yellow/black lines and white give-way road markings.
4. Emergency exits are indicated with red lines and must always be kept clear.
5. ATEX zones are defined with red lines.
6. The outlines of security scanners and the rays of photocells are indicated on the floor by black/yellow lines.
7. Floors painted red/white are prohibited for unauthorised persons (Westerlo).



# Machines and work equipment

## General

1. Only people who have received sufficient training and have had adequate instructions, as specified in the skills matrix, can operate a machine.
2. Comply with the existing operating and safety regulations.
3. Machinery must only be set up by competent personnel.
3. Clamp workpieces and tools carefully using the clamping equipment provided such that they cannot come loose during machining.
4. Never leave rotating machines that are not equipped for unmanned operation unattended: this could result in injury to another person.
5. Report damage, faults or safety equipment that is not working directly to the line manager.
6. Use a chip hook to remove metal shavings.
7. Check the operation of the emergency stop regularly (without product).
8. Changes to existing safety systems must not be carried out without prior written agreement from the Department for Prevention and Protection at Work/Health & Safety Department, or after a new risk analysis has been drawn up.
9. During maintenance and repair work on machines, all energy sources (electrical voltage, compressed air, hydraulics, gravity etc.) must be switched off and secured against reactivation in accordance with the 'Lock out Tag out' (LOTO) procedure.
  - If a screen has to be removed to resolve a fault, the machine must be shut down completely. This refers to voltage, air pressure, oil pressure and falling parts



**Bypassing safety equipment is strictly forbidden.**

# Welding

**The hazards involved in welding are to a great extent determined by the nature of the welding process.**

1. Welding is only permitted for employees who can demonstrate that they have completed training for the specific welding process.
2. Remove flammable materials from the working environment. A fire extinguisher must be available.
3. Use the specified personal protection equipment: blow-moulded welding helmets or P2 masks, gloves, closed welding clothing, closed safety shoes (preferably high welding shoes) and potentially a leather apron and sleeve protectors. Ear protection is mandatory when welding.
4. Never weld on drums, tanks, cans or pipes that contain or have contained chemicals.
5. A work permit is required when welding outside the designated welding booths.
6. For autogenous welding, see the chapter 'Gas cylinders, hoses and pipes'.
7. Electric welding is prohibited in humid environments.
8. Before starting work, check the power supply and welding cables to ensure they are in good condition and that the earth cable is correctly connected.
9. Never clamp weld tongs, electrodes or cables under armpits or between knees. Do not wind the welding cable around your arm and do not loop it over your back.
10. After work is completed, switch off the transformer and disconnect the supply of the shielding gas.



# Electricity

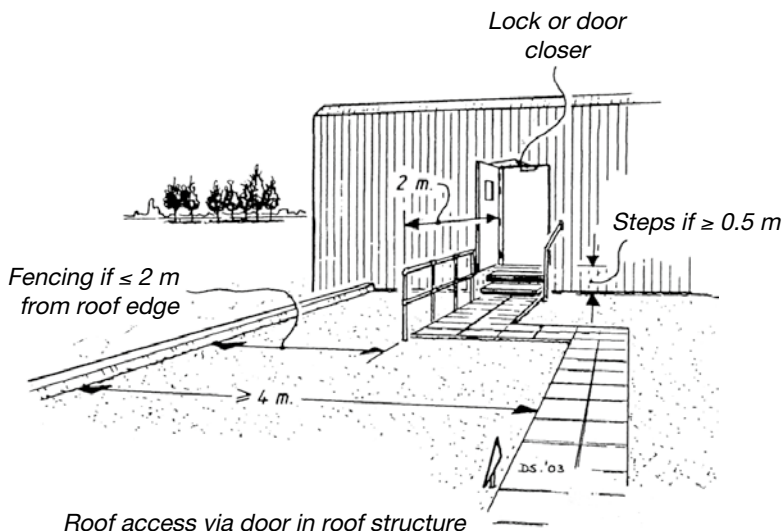
1. Only authorized persons may carry out work on electrical installations.
2. Switch cabinets for machines and installations must always be closed.
3. Check that electricity cables, cords, plugs and sockets are in good condition.
4. When working on a machine or installation, turn off the main switch and make sure that it is locked, in accordance with the 'Lock out Tag out' (LOTO) procedure.
5. Report unsafe situations directly to your department manager.
6. Electric safety equipment may only be activated by an authorized person.



# Working on roofs

## Use the required equipment

1. Anyone who is required to be on the roof to carry out inspections and/or work must hold a work permit or an access pass as an 'authorized person'.
2. Roof edge protection must be in place when people are working on the roof. Roof edge protection is not required if the work is carried out more than 4 metres from the edge of the roof and clear signage is in place identifying the work zone and the route to it.
3. Work on roofs must be carried out by two people except in the case of simple, short-term or inspection activities. You should carry a means of communication with you when going onto the roof in order to be able to issue warnings if necessary.
4. Work on the roof must not be carried out under the following circumstances:
  - A. Wind strength >6
  - B. Ice and snow on the roof
  - C. Insufficient visibility/lighting



## Working at height

1. We talk about working at height if the fall height is 2.5 metres (2 metres at Westerlo) or more; measures are then required to prevent falls from this height.  
A work permit must be requested when working at heights above 2.5 metres.
2. Fall protection equipment must be used for working at height if scaffolding, a catwalk equipped with handrails or a ladder is not used.
3. Ensure that there is no chance of materials and/or tools falling.  
Cordon off the area below the work zone.
4. Only use approved climbing equipment.
5. Check climbing equipment and fall protection equipment for defects before use. If in doubt, do not use.
6. Use a ladder that is long enough (up to 10 metres). Place it on a flat, robust surface at an angle less than approximately 75 degrees.
7. Do not position the ladder in front of opening doors or in passageways. Use signage to indicate the position of the ladder, or ensure that a colleague is and remains in place.
8. Unsecured ladders must not be placed against the façades to access the roof.
9. Only experts are authorised to construct or modify fixed scaffolding.  
Working with scaffolding is subject to specific instructions and requirements.
10. Hydraulic platforms may only be used with a valid certificate.
11. Fork lift trucks must never be used to allow people to work at height.
12. When moving or working on a hydraulic platform or an order picking truck, an approved harness belt and a positioning line must always be worn. The positioning line must be anchored as low as possible in the safety basket.
13. When working, the zone around the hydraulic platform must be clearly demarcated in a clearly visible manner so that no pedestrians walk below where work is being carried out and the hydraulic platform is not hit by other traffic. Alternatively, make use of a lookout (2nd person).  
The demarcation is at least 1 metre around the work area.

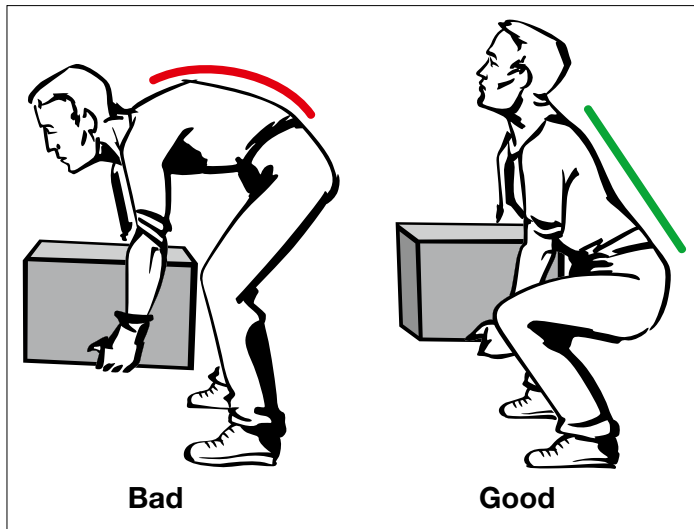




## Physical strain — lifting

**Proper lifting prevents back problems. When lifting, let your arms and legs do the work, not your back.**

1. Use available lifting equipment and aids.
2. If the load is too large or too heavy, lift with two people; one person should give the orders so that you lift and put the load down simultaneously.
3. Squat as close as possible to the product to be lifted. Bend your knees, place the load between your legs, close to your body.
4. Keep the load close to your body while extending your legs. Lift evenly.
5. Use both arms to lift. Use both legs to move the load; do not bend forward and never turn from your back. Keep your back as straight as possible.
6. Position the load so it is stable, watch out for crush points for hands and fingers.
7. Try to hold the load between knee and shoulder height as much as possible when lifting and putting it down.



## Working alone

1. We talk about working alone if you are not visible to others for a longer period of time. See the Procedure Safety precautions for working alone.
2. Working alone is not allowed in the following cases:
  - Working on roofs
  - Working in confined spaces
  - Working in high-voltage areas
  - Working with exposed electrical voltages above 50 V AC or 120 V DC
  - Working at height
  - Risky activities
3. All workers must have a means of communication with them. As an alternative, the following procedure may be applied:
  - The employee notifies the department manager or immediate colleague of his activities in advance
  - He agrees how long he will be out of sight; this must never be more than half an hour
  - If the work takes longer, then he reports in after that half hour to the department manager or colleague. Following the risk assessment of the work to be carried out, the decision may be taken to provide the employee with a 'Man-Down telephone' (Westerlo)
  - If an employee remains out of sight for longer than was agreed, then go and investigate Notify Company Security
4. Working alone outside normal working hours must always be reported to Company Security. The report must include the name of the employee, the workplace and the working time.

# Working in confined spaces

A confined space is a closed or partially open environment, which may or may not have restricted access and a lack of or poor natural ventilation, that is not designed for people to be present and where activities take place that involve risks in terms of health, safety and welfare. Examples of confined spaces are: basements, crawl spaces under floors, installation areas, sewage plants, drains, boilers and charging reservoirs.



## 1. A work permit is required before entering a confined space.

Confined spaces may have a dangerous atmosphere (or this may be created by the work) to the effect that a life-threatening situation or serious health damage may be caused in the spaces or near openings to the spaces. These hazards are:

- Asphyxiation
- Crushing
- Stunning or poisoning
- Fire or explosion
- Electrocutation
- Dust explosion
- Falling, slipping and falling objects
- Tripping over obstacles
- Moving parts
- Poor lighting
- Or combinations of the above

Examples of activities that are carried out in these spaces are maintenance and cleaning operations, repairs and inspections.

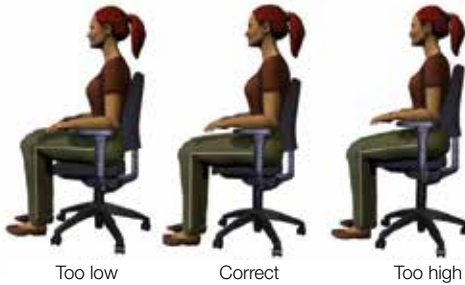
2. In accordance with the Lock out Tag out procedure, if a confined space is a part of an installation (e.g. ventilation ducts) then steps must be taken to ensure that the installation cannot accidentally be activated.
3. If one or more employees are working in a confined space, someone must be present outside who can raise the alarm immediately if something goes wrong inside. This person must never enter the space to offer help, but should instead raise the alarm.
4. A safe voltage must be used in confined spaces with a conductive floor and walls (metal tanks, damp rooms).



## Working with computer screens

It is important that the workplace is properly adjusted to your physical measurements. The working position illustrated below is the basic position and starting point.

1. Sit as far back as possible on the base of your seat, with your torso upright and your back against the back rest of the seat. Place your feet flat on the floor, directly under your knees. Your seat is at the optimum height if your upper legs are at an angle of approximately 90 degrees to your lower legs.



2. If you sit firmly against the back rest, you must be able to place your fist between the front of the seat and the back of your knees.



- Adjust the height of the back rest so that you feel the lumbar support (curvature of the back rest) in the hollow curvature of your back.



- In a sitting position, allow your arms to hang in a relaxed manner beside the upper part of your body and make sure that you do not hunch your shoulders. Then hold your forearms horizontally. Adjust the armrests so that your arms are supported in the position described. Adjust the width of the armrests so that you can keep your elbows close to your body.



5. When working at a desk, maintain an angle of 90 degrees between your upper and lower legs. Adjust the worktop height to the same height as the top of the armrests; this ensures the support area of the armrests continues into the working area. If you cannot adjust the table to a low enough height, a foot rest may provide a solution.
6. Adjust your screen so it is directly in front of you and perpendicular to the window. When determining the distance to the screen, take account of the dimensions of the screen and the size of the characters. Guidelines for determining the appropriate distance from the screen are: 15–17 inches; 55–85 cm and 19–21 inches; 70–105 cm  
Keep your head upright as much as possible, right above your torso. Position the top of the screen at approximately eye level.
7. Place the keyboard and the mouse right in front of you and within easy reach. This means that you do not need to reach forwards and that the angle between your upper and lower arm is not more than 90 degrees. Place the mouse directly next to the keyboard. Operate the mouse from your forearm, not from your wrist.
8. Ensure you allocate your work properly. Do not carry out intensive screen work for long periods consecutively; this should preferably be spread throughout the day. Alternate with less intensive screen tasks and other activities. Take adequate rest and micro breaks spread over the day; if necessary, supplemented with relaxation exercises.

## Safety in offices

Offices are among the safest of workspaces. However, in practice they can sometimes be completely the opposite, due to hazards not being identified or through negligence or incorrect assessments. The following guidance should be followed to avoid accidents in the workplace:

1. Avoid tripping, falling and bumping into colleagues and yourself.
  - Avoid loose cords. When moving electrical equipment, ensure it is connected properly
  - The floor should not be used for storage. Put things away or dispose of them
  - Close desk drawers and cabinets if you are not using them
  - Never stand on desks or chairs, use steps
2. Prevent filing cabinets from falling over Always place the heaviest items in the bottom drawer. Never open more than one drawer at the same time.
3. Report defects on cords, plugs and equipment to your department manager; do not carry out repairs yourself.
4. Personal electrical appliances brought from home are not allowed.
5. Keep walking routes and escape routes and emergency exits clear.
6. Fire extinguishers and fire hose reels must not be obstructed.
7. Make sure that you know what to do in the event of an incident.
8. Familiarise yourself with the location of the emergency exit and the assembly point if an evacuation takes place.
9. Make sure you know who the first aider is for the department.
10. Never use the passenger lift during an evacuation.
11. Keep your workplace clean and tidy. At the end of your working day, ensure that the desk and floor are tidy and freely accessible to the cleaner.
12. Dispose of waste in designated containers. Empty the waste bins in the workplace regularly into the containers provided. Do not leave any food in the workplace.



# Environmental and energy management

1. It is the responsibility of every employee and every supplier who is active on DAF sites to ensure that the environment is not damaged.
2. Only chemicals that have been approved in advance by the Environmental Department or Department for Prevention and Protection at Work/Health & Safety Department and the environmental coordinator can be used on DAF sites. To achieve this goal, DAF employees only use NPG chemicals.
3. Suppliers who are active on DAF sites and store chemicals on DAF sites must send a copy of the material safety data sheets or MSDS to the environmental coordinator before starting work.
4. Chemicals must be properly packaged. Drums with volatile substances (such as solvents and hardeners) must be sealed so they are airtight.
5. All chemicals must be labelled properly. The packaging of hazardous materials must be marked with the correct hazard symbols.
6. Avoid unnecessary use of material, electricity, compressed air, water, natural gas, central heating and hot water.
7. Compressed air is an expensive form of energy: report compressed air leaks in installations, hoses and connections. Disconnect compressed air equipment if it is not in actual use.
8. Check the settings on machines. Make sure that temperatures are set correctly. Cooling water does not always have to be open. Always agree changes to settings with Production Engineering or your line manager first.
9. Obtain agreement for shifts to desired operating times.
10. Computers still use electricity in sleep mode. Turn them off if they are not being used for a longer period. You should also turn the screen off during breaks and at the end of the working day.
11. When you leave a room, check if you are the last person and then turn off the lights.
12. Suggestions for how to reduce our environmental impact are always welcome. Please pass them to the department manager or to the Environmental Department. Use the 'Environmental Problem Report' form for this.
13. Incidents or accidents that may damage the environment must be reported directly by telephone to the Environmental Department. Report serious incidents immediately via the emergency number





## Noise prevention

1. Doors and windows in factories and workplaces must be closed between 23:00 and 07:00.
2. Avoid unnecessary noise caused by traffic and internal transport movements.
3. Please contact the environmental coordinator if an activity you are planning may cause extra noise.



## Waste and waste water

1. Waste must be disposed of in accordance with the guidelines on separation, labelling and packaging listed in the Residual Substances Handbook.
2. Avoid mixing waste streams.
3. Keep hazardous waste and business waste separate.
4. Waste must be collected separately using the waste container designated for the particular waste type and transported in sealed packages.
5. Make sure that the packaging always has the correct labelling and the correct hazard symbols.
6. Chemical/hazardous waste:  
Use closed containers as prescribed by the residual materials centre.
7. Dirty cleaning cloths:  
The waste drums must have a sealed flame retardant cover.
8. Residual material such as chips, curls, rejection parts, cutting and/or punching debris:  
It is important that this is separated properly; for example into iron and non-ferrous material.
9. Paper waste belongs in the designated containers.
10. Other waste, such as coffee cups, food waste, milk cartons etc. belongs in the grey waste bin or grey containers (Eindhoven).
11. There are fixed times for the disposal of full containers. Outside these times, report full containers to the department manager and arrange disposal immediately.
12. Waste water and residue of products must not be discharged into sewage pipes.



### **For Westerlo:**

Plastic bottles and flasks, metal packaging and drink cartons (PMD) must be collected separately in the designated containers.

## Psychosocial pressure caused by work (Westerlo)

As a company, DAF Trucks believes it is important that every employee feels happy at work. We therefore also operate an active prevention policy for the prevention of stress and inappropriate behaviour at work. Employees who suffer from stress at work or who consider themselves to be a victim of violence, harassment or unwanted sexual harassment at work can access help and support from the counsellors and/or the prevention advisor. They will ensure that the problem is resolved quickly and discreetly and that appropriate psychological support is provided by specialist services or bodies.

Where appropriate or if you would like further information, you can contact the staff of the Department for Prevention and Protection, company health service with complete discretion. An information folder is always available for you to consult in the waiting room.

### **Counsellor**

The counsellors and the contact details for DAF Westerlo are listed on the notice boards located at various points within the company premises.

### **Prevention advisor**

The external prevention advisor for psychosocial aspects can always be reached via the internal counsellors or the company doctor. Consult the Work Regulations for exact contact details.

**Procedure for complaints of inappropriate behaviour:**

Informal intervention:

An employee will ideally take a complaint in the first instance to the counsellor within DAF, so a solution can be found through joint consultation. Every complaint will be treated with the utmost discretion. A report is also made, which is stored securely.

Formal intervention:

If the victim and counsellor are unable to find a solution they can (if the victim wishes) enlist the help of the external prevention advisor. The advisor undertakes a fully impartial investigation and may propose measures to the employer. If the employer does not take any action, the prevention advisor **MUST** bring the complaint before the Labour Inspectorate.

The intention is that every effort will be made at work to resolve all complaints at the informal stage as calmly as possible.

More information is available in the leaflet 'Guidance on stress and inappropriate behaviour at work'.

# Psychosocial workload in Eindhoven

Employees are entitled to a safe and healthy workplace. This right is enshrined in the Netherlands Law on Working Conditions (Arbo wet). How we interact with colleagues and clients can significantly influence how someone feels, particularly if there is harassment, aggression and violence, discrimination or 'sexual' intimidation. This can have devastating effects in the form of serious physical and psychological symptoms. High levels of work pressure can be a source of stress. The employer is obliged to prevent behaviour and work pressure that exceed a specific threshold. But the employees themselves also have a share of the responsibility here. The executive board of DAF has made a declaration of principle that any form of inappropriate behaviour at work is absolutely prohibited.

If workers are victims of inappropriate behaviour, including work pressure, they can contact their line manager and/or a counsellor appointed by DAF.

## **Counsellor:**

The counsellors and their contact details at DAF Eindhoven are listed in the DAF guidebook.

If a worker has a complaint that they cannot resolve themselves (complainant/victim and accused/offender) or together with their line manager or colleague, he or she can contact a counsellor. Every complaint is handled with the utmost care and treated as confidential.

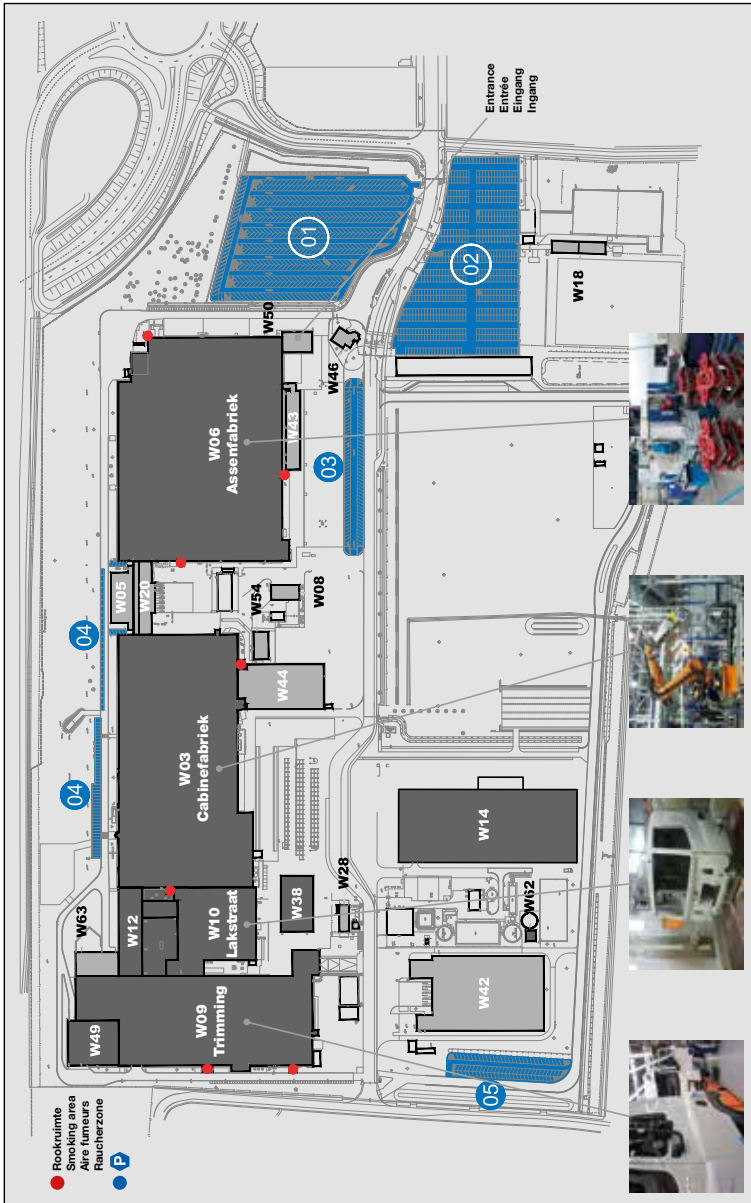
The formal procedure is described in detail in the 'Regulations for the prevention and combating of inappropriate behaviour at DAF Trucks N.V'.

This sets out how complaints must be handled formally.

# DAF Trucks N.V. (Eindhoven)



# DAF Trucks Vlaanderen N.V. (Westerlo)













DAF Trucks N.V.  
Hugo van der Goeslaan 1  
P.O. Box 90065  
5600 PT Eindhoven  
The Netherlands  
Telephone: +31 (0) 40 214 91 11  
Fax: +31 (0) 40 214 43 25  
daf.com

DAF Trucks Vlaanderen N.V.  
Axle and Cabin Factory  
Van Doornelaan 1  
2260 Westerlo  
Belgium  
Telephone: +32 (0) 14 568 500  
Fax: +32 (0) 14 568 511  
daf.com



ISO14001  
Environmental  
Management System



IATF16949  
Quality  
Management System

*No rights can be derived from this publication. DAF Trucks N.V. reserves the right to change product specifications without prior notice. Products and services comply with the European Directives effective at the time of sale but may vary depending on the country in which you are located. For the most recent information, contact your authorized DAF dealer.*

SF 5644.09 (20.10)