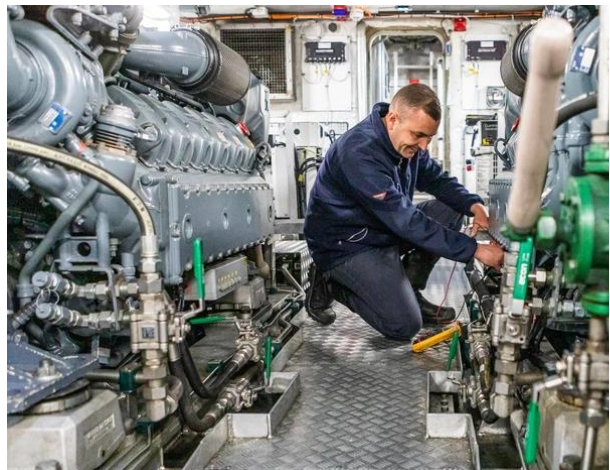


# Safety and Environmental Regulations for third Party/Parties



## **1 Preface**

Please find enclosed the safety and environmental regulations that apply to the carrying out of work on the grounds, in the buildings, and on the ships of Nederlands Loodswezen B.V.

Concern for quality, working conditions and the environment is a common concern. Nederlands Loodswezen B.V. expects an active contribution from third party/parties. It is therefore important that anyone carrying out work on the grounds and property of Nederlands Loodswezen B.V. is familiar with the safety and environmental regulations of Nederlands Loodswezen B.V. Third party/parties are kindly requested to acquaint themselves and their colleagues with the contents of this document and to comply with the safety and environmental regulations contained therein.

We count on your cooperation and look forward to working with you.

Management Board of Nederlands Loodswezen B.V.

## 2. Contents

|   |                                     |
|---|-------------------------------------|
| 1. Preface .....  | Fout! Bladwijzer niet gedefinieerd. |
| 2. Contents .....   | 3                                   |
| 3. Risk Inventory and Evaluation (RI&E) .....                                 | 4                                   |
| 4. Contact details .....  | 5                                   |
| 5. Emergencies .....  | 6                                   |
| 6. Compliance by third party/parties .....                                    | 7                                   |
| 7. Environmental protection measures .....                                    | 8                                   |
| 8. Structural, electrical and mechanical works .....                          | 8                                   |
| 9. Road traffic.....  | 9                                   |
| 10. Fire, naked flames and smoking .....                                      | 9                                   |
| 11. Drugs, alcohol, medicines and weapons .....                               | 9                                   |
| 12. Hoisting and lifting operations.....                                      | 9                                   |
| 13. Tools and equipment .....   | 10                                  |
| 14. Working at height .....   | 10                                  |
| 15. Personal safety and protective equipment .....                            | 10                                  |
| 16. Work in classified spaces .....   | 10                                  |
| 17. Ships of Nederlands Loodswezen .....                                      | 11                                  |
| 18. Buildings or locations ashore of Nederlands Loodswezen .....              | 12                                  |
| 19. Other provisions.....   | 12                                  |
| 20. Statement of Agreement .....  | 13                                  |
| Appendix 1 List of Personal Protective Equipment for third party/parties..... | 14                                  |

### 3 Risk Inventory and Evaluation (RI&E)

Nederlands Loodswezen B.V. ('NLBV') is an organisation specifically dedicated to the support of registered pilots in carrying out their profession. The services include carrying out administrative tasks and transporting pilots to and from seagoing ships. NLBV offers these services through motivated staff.

It is our policy to bring occupational health and safety, quality and environmental care to a level at which agreements with all stakeholders are met and at which care for people, organisations and the environment is guaranteed.

In order to do this, we are constantly reviewing and improving our business processes. A well-secured quality and safety management system, based on ISM and MLC legislation and on ISO 9001:2015 is an important tool in this respect. In addition to this, we provide technical and organisational resources to help us achieve our goals.

However, the work being carried out may involve risks. That is why we take measures to ensure that hazards are eliminated or risks managed. This increases health and safety and saves costs (prevention of absenteeism and accidents, reduction of insurance premiums, promotion of business continuity, positive effect on image, etc.).

The Nederlands Loodswezen *Afdeling Kwaliteit & Veiligheid* (Quality and Safety Department) provides up-to-date Risk Inventory and Evaluations ("RI&E") in which all health and safety risks at the workplace and in the working environment are recorded in writing. If circumstances change (due to a change in work or new insights, for example), the RI&E will be updated. In this way, we work together structurally to ensure safe and healthy working conditions.

## 4 Contact details

### **Nederlands Loodswezen B.V.**

Centrale Ondersteunende Diensten  
Berghaven 16 | 3151 HB | Hoek van Holland  
Postbus 830 | 3000 AV | Rotterdam  
T +31 (0)88 900 2500

### **Regio Noord**

Loodswezen Noord  
Schildweg 16A | 9979 XR | EEMSHAVEN  
T +31 (0)88 900 3505 (secretarial office)

Wachtruimte Harlingen  
Nieuwe Vissershaven 9a | 8861 NX | HARLINGEN  
T +31 (0)22 561 7424

### **Regio Amsterdam-IJmond**

Loodswezen Amsterdam-IJmond  
Kanaaldijk 242 | 1975 AJ | IJMUIDEN  
T +31 (0)25 556 4545 (secretarial office)

Tenderdienst Amsterdam-IJmond  
Zuidersluisweg 1 | 1975 AK | IJMUIDEN  
T +31 (0)25 556 4551 of +31 (0)25 556 4566

Wachtruimte Den-Helder  
Bevesierweg 5 | 1781 AC | DEN-HELDER  
T +31 (0)22 561 7424

### **Regio Rotterdam-Rijnmond**

Loodswezen Rotterdam-Rijnmond  
Markweg 200 | 3198 NB | EUROPOORT (Rt)  
T +31 (0)88 900 3000 (secretarial office)

### **Regio Scheldemonden**

Loodswezen Scheldemonden  
Boulevard de Ruyter 8 | 4381 KA | VLISSINGEN  
T +31 (0)11 848 9500 (secretarial office))

Pilot Support building  
Visserijkade 111 | 4282 ZA | VLISSINGEN  
T +31 (0)11 848 9500

## 5 Emergencies

- 5.1 In case of emergencies *within a building*, an evacuation signal will be given in the form of the national siren signal (slow-whoop signal). Persons present in the building must gather at the designated assembly point of the relevant building.  
*The assembly point is indicated on the evacuation plans in the buildings.*
- 5.2 If one discovers a dangerous situation *within a building* during office hours (from 08.00 - 17.00), he/she must at all times call the internal emergency number and inform the reception desk of the situation. The reception desk will alert the company's emergency response organisation (BHV).  
*The assembly point is indicated on the evacuation plans in the buildings.*
- 5.3 Any work carried out by third party/parties on the grounds, in the buildings, and on the ships of Nederlands Loodswezen B.V. falls under the responsibility of the employee of NLBV who has given the instruction to carry out the work. Work that takes place outside office hours (from 17.00 - 08.00), or during days off (weekends, holidays) may, in principle, only take place if someone from Nederlands Loodswezen B.V. can be present to prevent working alone. If it is not possible to avoid working alone, effective measures must be taken in advance, in joint consultation between Nederlands Loodswezen B.V. and third party/parties or their organisation(s), to create the safest possible working conditions.
- In case of an emergency outside office hours in relation to work instructed by *Afdeling Vlootbeheer* (Fleet Management Department), call our support service on +31 (0)88 900 2575 for any measures to be taken. In all other situations, the responsible employee of Nederlands Loodswezen B.V. must make prior arrangements with third party/parties as to whom to alert in case of an emergency.
- 5.4 Third party/parties must immediately report any accidents or near accidents that occur on the grounds, in the buildings, or on the ships of Nederlands Loodswezen B.V. to their contact person at Nederlands Loodswezen B.V. The contact person, in accordance with the internal procedure, will make an Incident Accident Damage (IAD) report.

## 6 Compliance by third party/parties

- 6.1 Third party/parties themselves bear full responsibility for the safe and environmentally conscious performance of the work to be performed by them.
- 6.2 Third party/parties carrying out work on the grounds, in the buildings, or on board the ships of Nederlands Loodswezen B.V. are obliged and responsible to comply with the following:
- Legislation and permits of Nederlands Loodswezen B.V. and of third party/parties concerning working conditions and the environment;
  - The local rules of order and local safety and environmental regulations of Nederlands Loodswezen B.V.;
  - Further conditions set by or on behalf of Nederlands Loodswezen B.V. and instructions given by or on behalf of Nederlands Loodswezen B.V.

When carrying out the work, third party/parties further ensure that the safety of persons will be ensured as far as possible, their health will be protected as much as possible, and the environment will be burdened as little as possible.

- 6.3 Third party/parties carrying out work on the grounds, in the buildings, or on board the ships of Nederlands Loodswezen B.V. are obliged to take note of these regulations. This agreement must then be signed or signed digitally and emailed to: Postbus Inkoop ([inkoop@loodswezen.nl](mailto:inkoop@loodswezen.nl))
- 6.4 Third party/parties may not commence work until permission has been given by the contact person/principal of Nederlands Loodswezen B.V.
- 6.5 To gain access to the grounds of Nederlands Loodswezen B.V., one must be in possession of a valid identification. The identification must be worn in a visible place or be produced on request.
- 6.6 Third party/parties are not allowed to be in places other than those where their presence is required for the carrying out of the work.
- 6.7 The contact person/principal must be informed before the start of any work which gives off smoke and/or heat. If deemed necessary, the contact person/principal of Nederlands Loodswezen B.V. will inform the company's emergency response organisation (BHV) in good time.
- 6.8 If Nederlands Loodswezen B.V. requires a VCA certificate or similar certificate from third party/parties, this will be included in the instruction.
- 6.9 Where necessary, the Quality and Safety Department, or the person under whose direction the work is being carried out, may provide additional information on safety and environmental aspects. If, despite precautionary measures, third party/parties discover unsafe or environmentally harmful situations, they must contact the contact person of Nederlands Loodswezen B.V. after which appropriate measures must be taken.

## 7 Environmental protection measures

- 7.1 When purchasing goods for the purpose of the work to be carried out on the grounds of Nederlands Loodswezen B.V., third party/parties must be guided by environmental aspects. In case of doubt, or on the basis of other considerations, they must consult with the contact person of Nederlands Loodswezen B.V.
- 7.2 Discharge of environmentally harmful substances to surface water, sewers or soil is prohibited, as is the use of tap water as cooling water. Where emissions of environmentally harmful substances to air, soil, surface water or sewers may occur, adequate measures must be taken to prevent this.  
In case of doubt, the contact person/principal of Nederlands Loodswezen B.V. must be contacted prior to the commencement of the work.
- 7.3 Hazardous and environmentally harmful substances must always be stored in a double containment system, for example by using drip trays.
- 7.4 Disposal of hazardous (chemical) waste must be taken care of by the party accepting the assignment. In case of doubt, the contact person/principal of Nederlands Loodswezen B.V. must be contacted.
- 7.5 'Every person must observe adequate care of the environment'. 'Such care must in any case imply that anyone who knows or may reasonably suspect that their acts or omissions may cause adverse effects on the environment is obliged to refrain from such acts insofar as they can reasonably be required to do so, or to take all measures that can reasonably be required of them to prevent those effects or, insofar as such effects cannot be prevented, to minimise or undo them as far as possible.' ([article 1.1a Wet Milieubeheer](#))(Dutch Environmental Management Act). Third party/parties must also comply with [article 13 'duty of care' Wet Bodembescherming](#). (Dutch Soil Protection Act).

## 8 Structural, electrical and mechanical works

- 8.1 Road diversions, broken up pavements, pits, trenches, recesses and the like must be effectively screened off and marked.
- 8.2 Minimum mandatory requirements are a safety helmet and safety shoes.
- 8.3 Work on electrical installations may only be carried out by skilled personnel under the direction of a recognised installer.
- 8.4 If, for the purpose of the work to be carried out, an installation has to be put out of operation in whole or in part this must always be done in consultation with the Afdeling Onderhoud and Reparatie (Maintenance and Repair Department).
- 8.5 Work on existing installations may only be carried out after written permission has been obtained from the contact person/principal of Nederlands Loodswezen B.V.
- 8.6 If, for the purpose of the work to be carried out, an installation has to be put out of operation in whole or in part, this must always be done in consultation with the location manager (if it concerns work in and around the premises) of Nederlands Loodswezen B.V.

## 9 Road traffic

- 9.1 On the grounds of Nederlands Loodswezen B.V., the regulations of the [Wegenverkeerswet](#) (Dutch Road Traffic Act) apply. Everyone must observe the same traffic regulations as are in force on public roads and must observe the duties and prohibitions that are, for instance, indicated by road signs. Unless indicated otherwise, a maximum speed of 15 km/h applies on the grounds of Nederlands Loodswezen B.V.
- 9.2 A person is only permitted to drive a motor vehicle with a valid driving licence and a valid insurance policy for the vehicle.
- 9.3 It is not permitted to transport persons using a means of transport not specially equipped for this purpose.

## 10 Fire, naked flames and smoking

- 10.1 Nederlands Loodswezen B.V. has general ban on smoking in all its buildings and ships. This also applies to all varieties of e-cigarettes.
- 10.2 Smoking as well as the use of naked flames and fires in the buildings, on the grounds and on board the ships of Nederlands Loodswezen B.V. is expressly prohibited. The use of open fire may, subject to further conditions, be permitted by the principal of Nederlands Loodswezen B.V.

## 11 Drugs, alcohol, medicines and weapons

- 11.1 Possession and/or the use of alcoholic drinks and stimulants in the buildings, on the grounds and on board the ships of Nederlands Loodswezen B.V. is expressly prohibited. It is expressly prohibited to be on the grounds, in the buildings or on the ships of Nederlands Loodswezen B.V. while under the influence of a substance of which it is known or can reasonably be suspected that it will adversely affect safe behaviour.
- 11.2 The possession of firearms or other weapons on the grounds, in the buildings or on board the ships of Nederlands Loodswezen B.V. is expressly prohibited.

## 12 Hoisting and lifting operations

- 12.1 Hoisting and lifting operations may only be carried out by persons who can show that they have received appropriate training to carry out these operations.
- 12.2 The required mobile crane system must comply with the applicable regulations and standards and meet the AI-17 working conditions information sheet (Hoisting and Lifting Equipment and Safe Hoisting).
- 12.3 The required hoisting and lifting equipment must comply with the applicable regulations, standards and instructions in the AI-17 sheet (*Hijs- en hefgereedschap en veilig hijsen* - Hoisting and Lifting Equipment and Safe Hoisting).
- 12.4 During the installation of large elements, it must be ensured that the elements on the ground are effectively supported.
- 12.5 Safety helmets are compulsory when entering areas indicated by 'Safety Helmets Must Be Worn In This Area' signs.

### 13 Tools and equipment

- 13.1 All tools and equipment, such as scaffolding, ladders and/or hoisting equipment, must be well-maintained and comply with statutory requirements and government-specified guidelines.
- 13.2 All electric and pneumatic hand tools as well as tackers must comply with statutory requirements and guidelines and must be well-maintained and double insulated.
- 13.3 The use of equipment and/or tools or working methods that may directly or indirectly pose an unacceptable risk to your employees or third party/parties is prohibited.

### 14 Working at height

- 14.1 Proper precautions must be taken while working on roofs, such as the wearing of a harness connected to one of the anchor points on the roof. Third party/parties must bring their own safety equipment with them.
- 14.2 When working at height on ships of Nederlands Loodswezen B.V., a harness/life-line/life jacket must be used. Again, third party/parties are responsible to bring their own safety equipment with them. Life jackets, though, will be provided by Nederlands Loodswezen B.V.

### 15 Personal safety and protective equipment

- 15.1 Safety helmets or other personal safety equipment are compulsory when entering areas where this is indicated by 'Safety Helmets/Equipment Must Be Worn In This Area' signs.
- 15.2 When climbing high obstacles, a fall protection system must be used.
- 15.3 When working at a height of more than 2.5 metres above the ground, either an effectively anchored safety belt must be worn or scaffolding be used (see AI-21: *Rolsteigers* - Mobile Scaffolding). Mezzanine floors or roofs must be fitted with railings or fall protection devices (see also AI-15: *Veilig werken op daken* - Safe Working on Roofs).
- 15.4 Third party/parties must have adequate personal protective equipment and must use it in the correct way. The Nederlands Loodswezen B.V. employee who instructs third party/parties to carry out work on the grounds, in the buildings or on board the ships of Nederlands Loodswezen B.V. must ensure that the required personal protective equipment is worn during the work or will coordinate this with third party/parties prior to the commencement of the work. See [Appendix 1](#) for an overview of the most commonly used personal protective equipment by third party/parties.
- 15.5 Temporary workers assigned to the *varende dienst* (pilot boat/pilot tender/swath crew) must take care of the following:
  - Safety shoes
  - Otoplastics/hearing protection when working in the engine room

The following is given on loan by NLBV at the start of the service:

- Life jacket
  - Life line when working on a pilot tender
  - Personal safety equipment such as a jacket and rain wear
- 15.6 The wearing of a life jacket is compulsory for embarking or disembarking on ships or moored ships, or when working in the immediate vicinity of the water, see [Appendix 1](#).

### 16 Work in classified spaces

(confined spaces, working at height on buildings and on ships, in workshops)

- 16.1 Entry regulations are displayed on information boards at the entrance to each classified space. The information boards also contain danger signs giving information about the various dangers that could occur here. Entry regulations should be strictly complied with.

Work in classified spaces must be carried out in accordance with applicable laws and regulations. Third party/parties are expected to be familiar with applicable laws and regulations and act accordingly.

Third party/parties involved in work on, with, or near classified spaces must have been instructed by the contact person or employee of Nederlands Loodswezen B.V. on the safety risks, safety requirements, safety rules, and company regulations. Third party/parties may never carry out work alone on, with, or near classified spaces unless agreement has been reached between all parties involved and, also, that in a demonstrable way sufficient control measures have been taken to ensure the safety of third party/parties in the event of emergencies.

- 16.2 Third party/parties must have explicit permission from the principal of Nederlands Loodswezen B.V. to carry out work in classified spaces. The following documents, in addition, are required for P-class pilot vessels:

- Work permit for entering confined spaces and for carrying out work in confined spaces
- Work permit for carrying out hot work, working with naked flames, welding

## 17 Ships of Nederlands Loodswezen

- 17.1 Third party/parties who are on board of one of the P-class pilot vessels of Nederlands Loodswezen B.V. for the first time must, prior to the commencement of the work, be introduced to all relevant on-board safety instructions during a familiarisation round by a crew member of the P-class pilot vessel.

- 17.2 Safety of third party/parties on board the ships of NLBV

- Upon entering the vessel, third party/parties, irrespective of the reason for their visit, must at all times report to the Captain or the Watch Officer and identify themselves upon request;
- Unknown persons are and will not be allowed on board the ships;
- The name of third party/parties and the reason for their visiting the ships must be recorded in the ship's log at all times;
- If third party/parties are on board the pilot tender/swath for the first time, they must at all times be made aware of the escape routes and the operation of the available safety equipment. For the P-class pilot vessels, sections 15.1 and 15.6 apply;
- When third party/parties board ships of Nederlands Loodswezen B.V. for the first time, they are required to watch an instructional video prior to the commencement of the voyage. The following instructional videos are available:
  - Embarkation/Disembarkation
  - Man Overboard
  - Embarkation/Disembarkation by *jol* (fast launch)
  - Swath

Third party/parties can watch the instructional video via the [website](#), or on the Loodswezen portal at the location of Nederlands Loodswezen B.V., or on the iPad on board the pilot tender/swath.

- On board the ships, the Captain is authorised at all times to impose requirements on the persons on board to ensure the safety of the ship and the persons on board. The Captain/Ship's Master has the right to cancel or terminate the voyage at any time and whatever the circumstances if the circumstances give reason to do so;

- Embarkation/debarkation (the transfer from a pilot boat to a seagoing ship or vice versa) is a high-risk operation. The Captain assesses, in accordance with the rules of good seamanship, whether the embarkation/disembarkation of passengers can take place safely. If, for whatever reason, the embarkation/debarkation does not succeed, the Captain consults with the passenger whether to make another attempt or to cancel the embarkation/debarkation.
- During the embarkation/debarkation, third party/parties must wear a life jacket  
Embarkations/debarkations may take place up to a wave height of 1.50 metres;
- Third party/parties receive instruction from the crew with regard to the location and the use of life jackets, and are instructed on other life-saving equipment, emergency exits, and seat belts;

## **18 Buildings or locations ashore of Nederlands Loodswezen B.V.**

- 18.1 Third party/parties, irrespective of the reason for their visit, must at all times report at the reception desk/secretarial office and identify themselves upon request. If there is no reception desk/secretarial office, third party/parties must report to the contact person/principal at the beginning and at the end of the activities.

## **19 Other provisions**

- 19.1 Anyone on the grounds, in the buildings and on board the ships of Nederlands Loodswezen B.V. is there with the means of transport and goods belonging to him entirely at his own risk. Nederlands Loodswezen B.V., or the persons employed by Nederlands Loodswezen B.V. are not liable for any damage.
- 19.2 With due observance of the above, everyone on the grounds, in the buildings and on board the ships of Nederlands Loodswezen B.V. must behave in such a way that the general safety of persons is not endangered.

Everyone is obliged to comply with the safety instructions, regulations and warnings. Executive staff and employees of the Quality and Safety Department are authorised to take corrective action with regard to third party/parties in the event of unsafe or environmentally harmful situations or working methods. In such cases, the person addressed has to comply immediately.

## 20 Statement of Agreement

This Statement of Agreement belonging to these Safety and Environmental Regulations for Third Party/Parties must be completed, signed (digitally) and mailed to ([inkoop@loodswezen.nl](mailto:inkoop@loodswezen.nl)) prior to the commencement of the work. You can also send the Statement of Agreement by post to:

Nederlands Loodswezen B.V.

Afdeling Inkoop,

Postbus 830,

3000 AV ROTTERDAM

|              |   |       |
|--------------|---|-------|
| Company name | : | _____ |
| Name         | : | _____ |
| Position     | : | _____ |
| Department   | : | _____ |


















Hereby acknowledges receipt of the 'Safety and Environmental Regulations for Third Party/Parties' and declares to have taken note of its contents. And to ensure that the relevant employees who carry out work on the grounds, in the buildings and on the ships of Nederlands Loodswezen B.V. are aware of the regulations as stated in this document.



Date:

Signature

\_\_\_\_\_

## 21 Appendix 1 List of Personal Protective Equipment for third party/parties

| PPE  |   | WHERE AND WHEN  | Pictogram  |
|--|---|---|--|
| Life jacket type Secumar Alpha 275-3D/ Alpha 275-X/ Secumar Golf 275F or Arkona 275. |    | Everywhere where signs indicate that this is compulsory and/or during the carrying out of work on and around the water.   |   |
| Safety shoes   |    | Everywhere where signs indicate that this is compulsory and/or during the carrying out of work on and around the water and in the workshop. At other locations if required by the work being carried out. |   |
| Fall protection devices  |    | Everywhere where signs indicate that this is compulsory and/or during the carrying out of work at heights of more than 2.5 metres.  |   |
| Eye protection   |    | Everywhere where signs indicate that this is compulsory and/or during the carrying out of machining operations and in dusty working environments.   |   |
| Hearing protection   |  | Everywhere where signs indicate that this is compulsory and/or during the carrying out of work in a working environment where noise levels exceed 85 dB (A).  |   |
| Head protection  |  | Everywhere where signs indicate that this is compulsory and/or if required by the work being carried out.   |   |
| Work gloves  |   | Everywhere where signs indicate that this is required and/or required by the work being carried.  |   |
| Respiratory protection   |   | Everywhere where signs indicate that this is compulsory and/or during the carrying out of work where there is a risk of harmful substances entering the body via the respiratory system.                  | <br> |
| Welding goggles or welding masks   |  | Everywhere where signs indicate that this is compulsory and/or during the carrying out of welding operations.   |   |

|                                   |   |   |  |
|-----------------------------------|---|---|--|
| Welding apron (or welding jacket) |  | Anyone who is going to carry out welding operations.  |  |
| Apron                             |  | Anyone who is going to work with corrosive substances |  |