



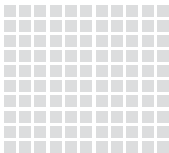
# VAN LEEUWEN PIPE AND TUBE GROUP

WORKING AT  
VAN LEEUWEN PIPE AND TUBE GROUP:

Safe, healthy and  
environmentally  
aware







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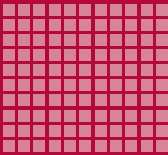


# 1. Introduction

Trading companies like the Van Leeuwen Pipe And Tube Group (hereafter: Van Leeuwen) give top priority to issues such as security of supply, flexibility and quality. Competition in the pipe and tube industry is intense, and employees are therefore often called upon to exercise their capacity to improvise. In doing so, however, it is important not to lose sight of the need to maintain safety, health and welfare and to minimise the burden placed on the environment.

All employees must be familiar with the instructions contained in this list of rules and regulations, and must comply with them regardless of their workload. These rules and regulations are therefore being distributed and explained to all personnel.

The managers will ensure that temporary employment agencies and third parties such as contractors, subcontractors and maintenance services arrange that their own employees are aware of these instructions and comply with them.



In the event of accidents, it is generally easy to establish in retrospect what went wrong. However, it is important to know in advance what could go wrong in order to prevent mishaps. As Executive Director, I therefore urge all employees to remain alert to the potential risks that surround us in order to eliminate identified hazards as soon as possible and notify them to your managers.

Employer and employees alike are jointly responsible for ensuring that these instructions are upheld and for respecting the interests described above in their work.

These rules and regulations apply to all companies of Van Leeuwen. Due to local diversity additional regulations may apply or some paragraphs may be considered less applicable.

We thank you for your support to a safe and healthy working environment!

Zwijndrecht, October 2008



*Wil Livius, Executive Director*

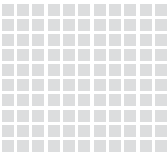


## 2. General provisions

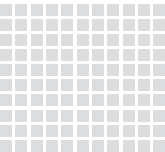
### 2.1 Legislation and regulations

Employees of the Van Leeuwen Pipe And Tube Group (hereafter: Van Leeuwen) and third party personnel have the following rights and obligations in the context of legislation and regulations:

- To cooperate with any training, information and instruction organised for them. They must be familiar with and abide by these rules and regulations.
- To exercise the necessary care and consideration when carrying out work, in order to avoid risks to the safety, health or welfare of themselves or others.
- To correctly handle machinery, appliances, tools, hazardous substances, transport and other auxiliary equipment.
- Not to alter or unnecessarily remove any safety devices attached to machinery, appliances or other equipment, and to use these correctly.

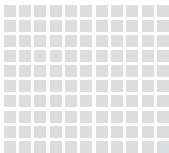
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- To correctly use, adequately maintain and replace in the designated storage areas any personal protective equipment.
  - To suspend work and to resume it only if there is no immediate danger to personnel. The suspension of work must be notified to the line manager and any risks resolved in consultation.

In all times local legislation prevails.



## 2.2 General rules of conduct

- report potentially dangerous situations such as badly stacked pipes and other materials, holes in the floor, blocked emergency exits, worn hoisting belts et cetera to your line manager immediately.
- Report damage to buildings and/or equipment to the technical service or your line manager.
- Familiarise yourself fully with escape routes and make sure you know where fire extinguishers, First Aid boxes, lifesaving devices, telephones, et cetera are located.
- Keep escape routes, fire extinguishers, lifesaving devices et cetera free accessible.
- Make sure you know the numbers of the external emergency services (fire brigade, ambulance) and that emergency exits are accessible.
- Pay close attention to cordoned-off areas and warning, instruction or prohibition signs, and follow relevant instructions.
- When working at heights where there is a danger of falling, always make use of scaffolding, galleries, platforms, stairs, ladders and/or a safety harness.
- Apply the working methods described in these rules and regulations with regard to hoisting, lifting, transport, et cetera



- Do not undertake cleaning, maintenance or repair work when machinery or equipment is running.
- Deposit waste in the designated waste bins and clean up any spilled material in the correct manner.
- Always ensure that the work area is properly illuminated.
- Take time to make sure your workstation is neat and tidy.
- Make allowances for work being done by others.
- Leave shower and lavatory blocks clean.
- Possession and use of alcoholic beverages and drugs at the workplace and during work is prohibited.
- If you are taking medicines, be aware of any side-effects.
- The wearing of music players or other personal stereos or listening devices during work is prohibited.
- Any wounds, however minor, must be treated immediately.
- Do not enter areas where you are not authorised to be for work purposes.

**If there is anything you don't know or don't trust, ask!**



## 3. Hoisting

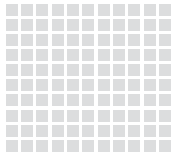
If hoisting machinery or hoisting tools are used incorrectly, this can lead to serious injury or substantial material damage due to pinching, crushing, dropping of the load, and so on. The following rules must be strictly observed:

Attaching loads and operating hoisting equipment may only be done by individuals aged 18 and over who are familiar with the relevant procedures. Mobile cranes may only be operated by employees who have been authorised to do so by the management of Van Leeuwen.

Loads may only be hoisted using hoisting gear and hoisting belts that are properly maintained and suitable for the purpose. The maximum working load must at no time be exceeded.

When securing a load, the operator must ensure that it does not damage the hoisting equipment by placing corner protectors over sharp edges.

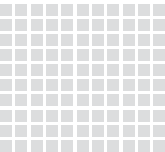
The load must always be visible during hoisting and moving.



Shortening or lengthening hoisting belts, chains, steel cables and steel cable assemblies is not permitted if it is done by making knots, or using steel cable clamps, nuts and bolts or iron wire.

Equipment which has been overloaded or exposed to excessive temperatures must be taken out of use and handed in.





Hooks must carry the load in the hollow wherever possible, never on the point. Hooks must under no circumstances be connected with hoisting eyes that are too small.

Loads must not be moved over the heads of personnel or over areas where people are gathered.

The apex angle between the sides of the hoisting gear must not exceed 120 degrees.

During the operation of a hoisting crane or hoisting equipment, the crane driver must prevent shaking or swinging of the load as far as possible.

When carrying out work with a hoisting crane, good visual communication must be guaranteed between the crane operator and other employees.

When operating a radio-controlled crane, the key must be removed from the ignition during suspension of work. Once work has been completed, the handset must be stowed in the designated area.





## 4. Lifting

Lifting of too heavy items is prohibited (see local regulations). If such items must be lifted, this must be done by more than one person using lifting aids wherever possible.

Employees who are lifting objects must observe the following rules to minimise the risk of strain:

- Stand as close as possible to the object to be lifted and place your feet on either side of it.
- Squat down keeping your knees apart and your feet flat on the floor.
- Look for good handholds on the object, hold it securely and keep your arms fully stretched around it.

- Keep your back as straight and upright as possible, lift the object by gradually straightening your legs and end in a fully upright position while keeping your back straight.
- Hold the object as close to your body as possible.

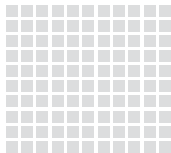




Safety



## 5. Traffic and internal transport



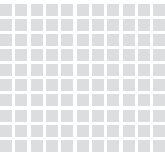
If transporters are used incorrectly, this can lead to serious injury or substantial material damage. The following rules must be strictly observed:

On the Van Leeuwen site, site-specific traffic and internal transport rules must be obeyed, viz:

- Respect the on-site speed limit;
- Follow road directions and drive way;
- Private vehicles must not be parked outside designated parking bays;
- Instructions issued by managers, emergency service personnel, the fire brigade or police must be obeyed.

Transporters must be properly maintained at all times. Any faults or deficiencies must be notified immediately. If the safe use of the transport unit poses an immediate danger, it must not be used until it has been satisfactorily repaired.

Operators of all vehicles and personnel who are moving loads using other types of transporters must be aged at least 18 and must be fully trained and instructed for the concerned vehicle (in possession of certificates / driving proficiency licenses / authorisation).



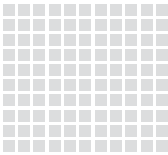
Operators and drivers are not permitted to transport or hoist loads in excess of the maximum working load indicated on the transporter.

Both loading and unloading must be carried out with due care and consideration to prevent accidents caused by the shifting, rolling, tipping or falling of the load or parts of the load from the transporter.

Loads must be stored or stacked in a safe place which has sufficient load-bearing capacity and is well away from transport routes. Once it has been stored or stacked, the load must not be able to shift, roll, tip or fall.

Drivers are at all times responsible for their loads.

Operators and drivers of transporters may not exceed the maximum speed limit. The speed of the transporter must be adapted to the conditions of the floor or road surface, the load to be moved and, in the event of outdoor work, weather conditions.



Drivers of transporters are not permitted to carry passengers unless they can do so safely in a seating or standing area that has been specially adapted for the carriage of passengers.

Drivers and operators may only leave transporters unsupervised if the following provisions have been satisfied:

- The transporter is parked in a safe place well away from transport routes.
- No fire prevention, fire control or escape routes are obstructed.
- The transporter must not be parked on a slope.
- The ignition key must be removed from the parked vehicle.

Measures must be taken to ensure that the transporter cannot be entered by unauthorised persons. This means that the vehicle must be parked in a locked area or that the vehicle itself must be kept locked outside normal working hours.



## 6. Working with VDUs

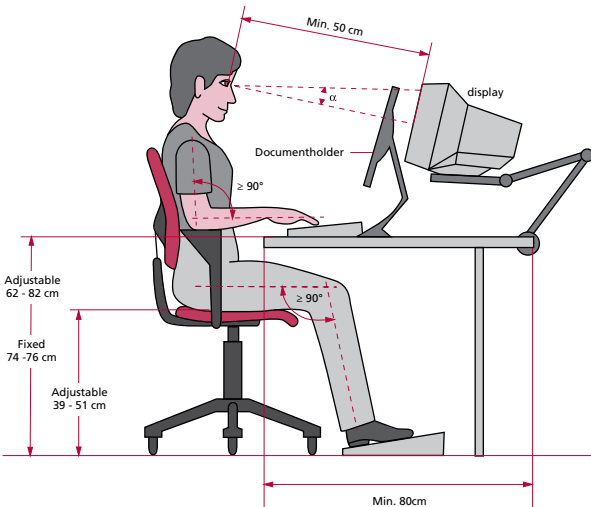
At Van Leeuwen's we take high notice of preventing work-related complaints. For office workers most of these complaints can be related to working with VDUs and the layout of their working place.

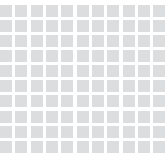
When laying out office furniture there are five factors which are linked to possible complaints to be addressed. These factors are as follows:

**Workstation:** furniture (chair, desk, monitor, keyboard and mouse, placement of documents) must be such that postures causing physical strain such as reaching, poor hand, finger, back, head and leg positions are avoided wherever possible.

- Adjust your chair to the correct position and make sure your lower back is fully supported.
- Adjust your desk to the correct height.
- Hold your arms and legs at an angle of at least 90 degrees while working.
- Position your monitor directly in front of you and make sure that the distance between your eyes and the screen is at least 50 cm and that your eyes are level with the upper edge of the monitor.
- Avoid reflection or glare from windows and/or internal lighting.

- Use short-cut keys on the keyboard rather than the mouse wherever possible.
- If necessary, use a document holder or console for your documents.

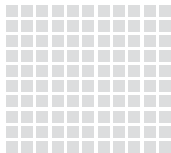




**Work tasks:** Avoid performing repetitive tasks for extended periods and vary your tasks. Try to alternate between tasks. This will reduce the risk of physical strain.

**Working hours:** Regularly vary your screenwork with other tasks (for a few minutes each hour). Take short 20-second breaks during screenwork.

**Workload:** Avoid lasting peak workloads; look at the cause of workload pressure in terms of relational issues, the organisation of tasks and coordinating your capacities with the requirements of the work.



**Working method:** Carry out your tasks using an approach that causes you minimal strain or pressure; relax your body during work and be aware of your working technique.

Employees who (potentially) suffer problems must immediately notify their line manager so that corrective action can be taken as soon as possible.



Personal



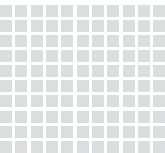
## 7. Personal protective equipment

Employees must use the personal protective equipment **provided** by Van Leeuwen. The following clothing and accessories can apply:

- Protective clothing
- Working clothes
- Safety shoes
- Ear defenders
- Safety cap or helmet
- Safety visors

Except for office work, all personnel must wear work clothing provided by the company. The wearing of loose clothing and other items must be avoided due to the risk of being caught in the moving parts of equipment, machinery, appliances or installations.

Long hair can easily get caught in rotating shafts or spindles. When performing work where there is a risk of this happening, personnel must tie back their hair, for example in a hairnet.



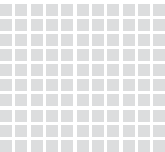
Wearing protective clothing, gloves, protective headgear or other accessories specially designed to protect the body is mandatory where there is a risk of:

- injury caused by tools that can be carried
- injury from sharp materials, tools and other items
- contact with harmful substances that could penetrate or be absorbed into the skin..

The wearing of safety shoes in the concourses is mandatory for all except on exempted walkways.

Use of safety caps or safety helmets is mandatory on all logistics work places.



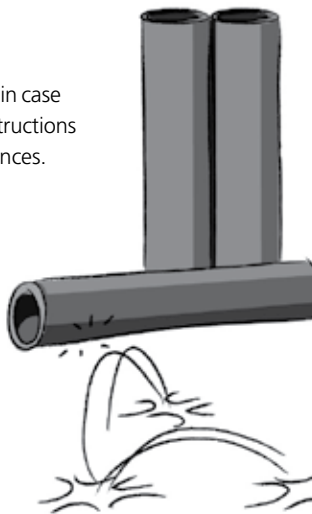


The wearing of safety goggles and/or visors is mandatory for all personnel carrying out metal-removing operations (grinding, drilling, cutting et cetera).

The wearing of ear defenders is recommended at work in concourses and terrains. Use is mandatory in designated areas.

### **Extraordinary situations**

Specific safety instructions apply in case of opening containers. These instructions must be followed in all circumstances.



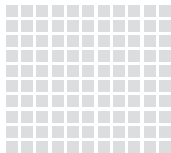




# Appointments



## 8. Company Emergency Service



To minimise the negative effects for employees in the event of a disaster or an accident, the following rules must be adhered to:

- Report accidents, fire or other emergency situations as soon as possible by dialling the emergency number (see list of telephone numbers on the back of this booklet).
- Serious accidents must be reported by dialling the national emergency number (see list of telephone numbers on the back of this booklet).
- The emergency procedure will be activated following the notification.
- Close all doors and windows in the event of a fire.
- Follow the instructions given by emergency service personnel.

Wherever possible, help victims on the spot (provide reassurance) while waiting for the emergency services, without endangering yourself or those around you.

The Company Emergency Service Team will meet the external emergency services and direct them to the site of the incident.



## 9. Environmental measures

Hazardous waste, oil products, wood, paper, batteries and other industrial waste may only be disposed of in the designated containers or drums.

During the loading, unloading, transport, processing or storage of oil or chemicals, effective measures must be taken to prevent pollution, in addition to complying with the obligatory safety measures.

Drip-trays must be used when sampling or decanting oil or chemicals.

Contaminated waste water may not be discharged.

Any spillages must be cleared up immediately and disposed of in the designated containers or drums.





All accidents involving pollution or contamination (soil, atmospheric and water) must be notified to the line manager immediately.



## 10. Third parties

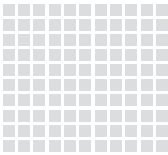
These rules and regulations also apply to third parties who may be present at the Van Leeuwen site (contractors, subcontractors, maintenance company employees, trainees and apprentices, temporary workers, et cetera).

The managers ensure that temporary employment agencies and third parties:

- are in possession of these rules and regulations;
- distribute copies to their own employees before they begin work at Van Leeuwen;
- ensure that their employees are aware of these instructions and comply with them.

For contractors the following additional regulations apply:

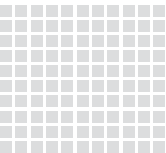
A contractor is defined as an entity who has accepted an assignment from Van Leeuwen, together with any employees and/or auxiliary personnel of the contractor who must be present on the site or in the buildings of Van Leeuwen to carry out the necessary work. The term 'auxiliary personnel' includes subcontractors.



Third party personnel may not enter the Van Leeuwen site or buildings other than to carry out work for or on behalf of Van Leeuwen.

Van Leeuwen cannot accept liability for any damage whatsoever resulting from the use of Van Leeuwen property, including where such use has been expressly permitted by Van Leeuwen.

The contractor indemnifies Van Leeuwen from all claims for compensation, including those made by employees of Van Leeuwen, against Van Leeuwen. Van Leeuwen reserves the right to reclaim from the contractor the costs of all damage or losses sustained by Van Leeuwen or its personnel. The contractor is obliged to take out legal liability insurance, and to produce the relevant policy for Van Leeuwen upon request.



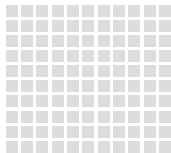
The contractor must undertake all necessary measures required to safeguard the working conditions of company personnel and to prevent damage to the environment.

The contractor must inform his own personnel of any measures required to limit environmental damage (waste regulation, use of materials, rules outlined in chapter 9).

Any waste produced during the work must be efficiently removed in accordance with local regulations, at the cost of the contractor.

Personal protective equipment must be provided by the contractor and used by his own personnel..

# 11. Infringements of safety or environmental instructions



Van Leeuwen bears prime responsibility for ensuring adequate working conditions for its employees and those of third parties and for preventing damage to the environment. As a result, Van Leeuwen is both authorised and legally required to take disciplinary action against any individual or entity that prevents it from exercising this duty of care in any way.

Infringements of the provisions contained in local legislation and regulations or of the regulations issued by Van Leeuwen, such as these rules and regulations, must be notified to line managers.

In case of infringement disciplinary actions can be taken among which are reprimands, suspension and dismissal. The local legislation applies in these cases.

We trust that everybody will act according to the regulations. In case of uncertainty: **ask!**







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