

1 PURPOSE OF THE PROCEDURE

The procedure determines the method of safe work practices of tanker truck drivers and is made with the aim of faster and safer work with tanker trucks (hereinafter TT), which deliver liquid raw materials and products to the factory.

The procedure specifies measures related to safe work practices, regulates the mutual obligations of Melamin and individual shippers regarding safety and health at the workplace, or in this case, at the location of Melamin. It is given as an appendix to the document "AGREEMENT on the implementation of common measures to ensure safety and health at work at a joint work site".

Due to the use of large quantities of hazardous chemicals used at Melamin, there poses a risk of a major chemical accident and due to the movement of flammable substances at the transfer station, all requirements of Ex legislation must be abided by, therefore, we must require all drivers to strictly comply with certain measures. If any of these measures are ignored it means there is a higher risk of an accident occurring.

2 ARRIVAL OF THE TANKER TRUCK AT MELAMIN

- Tanker trucks enter the company's location through the entrance on Roska cesta.
- In cases where the **raw material is to be unloaded**, the security guard at the front entrance to the factory will first weigh the TT. This person will also enter the transport/driver data in the records. After weighing, the TT is sent to the transfer station.
- In the case where the **products are to be loaded**, the procedure is similar. The security guard first weighs the empty TT and enters the transport/driver data in the records, enters the truck's registration number and the TT in the shipment order, received prior from the logistics department, and sends the TT to the transfer station.
- The security guard will require all drivers to put on their work clothes (standard EN ISO 13688, EN 1149-3.5) and wear antistatic work shoes (standard EN ISO 20345 S3) before driving towards the transfer station.
- The security guard will provide new and occasional drivers with additional written safety instructions and will further warn them of the safety requirements, requirements when they leave their vehicles, smoking on the premises, etc.
- The security guard will warn all drivers that before they drive toward the transfer station, they must put on their basic personal protective equipment:

Basic personal protective equipment
Work clothes - EN ISO 13688, EN 1149-3
Antistatic work shoes - EN ISO 20345 S3
Safety glasses - EN 166
Protective gloves for working with chemicals - EN 374

- In cases where there is a large number of TTs at the transfer station or, if immediate loading/unloading is not possible, the security guard will direct the vehicle to a location where it can wait.

3 WORK REQUIREMENTS AT THE TRANSFER STATION

- The TT driver must follow Melamin's rules and safety regulations at the transfer station.
- The driver must wear his/her basic safety equipment at all times while present at the transfer station.
- Workers and drivers of TT must constantly use basic personal protective equipment when working at the transfer station, and additional personal protective equipment must be used for:
 - sampling of toxic, flammable and corrosive substances,
 - at the beginning and end of the transferring of toxic, flammable and corrosive substances (flexible hose connection),
 - during non-routine events or suspicion of a non-routine event or during non-routine work processes.

Basic personal protective equipment	Additional personal protective equipment
Work clothes - EN ISO 13688, EN 1149-3	Work apron for protection against chemicals - EN 14605 type 3 or type 4
Antistatic work shoes - EN ISO 20345 S3	Face mask - EN 136 or vizor- EN 166 3
Protective work glasses - EN 166	Universal filter for masks - EN 14387 (Type: ABEK1)
Protective gloves for handling chemicals - EN 374	

- In case of direct contact with toxic chemicals, the use of basic and additional personal protective equipment is required.
- In the case of direct contact with non-toxic corrosive substances (e.g., 50% NaOH), it is mandatory to use a full-face mask instead of goggles - EN 136 with a suitable filter or visor - EN 166 3.
- In case of movements done on the tanker truck, the use of a protective helmet is mandatory - EN 397
- In cases where the TT is washed and had previously carried toxic substances (Formalin, Sadeform UF80 and methanol), the driver must use additional personal protective equipment. In the case where a TT is washed and previously carried a corrosive substance or substance dangerous to the eyes (n-butanol, iso-butanol), but which is non-toxic, the driver must use a protective visor instead of goggles - EN 166 3.

When using the appropriate filter for protective masks, the user of the mask must write the date of use on the filter and may use it according to the time specified in the risk assessment. If the filter is suspected to be malfunctioning, it must be replaced immediately.

- The use of mobile phones and smoking is prohibited in the transfer area.
- Smoking is prohibited only in designated smoking areas.
- While present at the transfer station the worker is obliged to comply with all requirements related to safety and safe work practices, and must also demand this from the TT driver.
- The TT driver must follow the instructions of the transfer station worker while moving his/her vehicle, during sampling and transferring and while washing the tanker.
- When the TT driver arrives at the transfer station, they must give all required documents to the worker present at the transfer station.
- In case of loading, the driver must hand over a certificate to the worker which proves the TT is clean.
- The raw material sample is taken by the TT driver.
- The driver connects the TT to a suitable hose with a suitable connection to the storage tank, and a worker at the transfer station checks the suitability of the connection and potential galvanic protection, if there is a flammable substance present.
- During transfer (filling and/or emptying), the worker transferring the material must be present at the transfer station or in the immediate vicinity of the transfer station.
- During transfer (filling and/or emptying), the driver of the TT must be in his/her vehicle or by the vehicle.
- The driver must not enter the company's direct premises.
- The driver must not transfer any raw materials and products on his own.
- In the event of an emergency, the transfer station worker and the TT driver must take measures to alleviate the impact of such an event as soon as possible (e.g., to stop transferring the material).
- While resolving the emergency, both the worker at the transfer station and the driver must use the complete protective equipment provided in the special S-box at the transfer station.

3.1 ADDITIONAL REQUIREMENTS FOR THE TRANSFERRING OF FLAMMABLE SUBSTANCES AND MEASURES RELATED TO EX REQUIREMENTS FOR ALL FLAMMABLE SUBSTANCES:

- After the TT arrives at the transfer station and when the vehicle comes to its resting position, the vehicle must sit for at least two minutes (with no manipulation of the TT nor its connections) before the process of transferring can begin.
- As a rule, only the TT, which loads/unloads flammable substances (methanol, n- or iso-butanol, solvent-based Komelols), can be present at the transfer station while flammable substances are being transferred.
- If a worker at the transfer station allows two TTs to be serviced at the same time, it is forbidden to move the second TT, while the first TT transfers flammable material (simultaneous filling or emptying is allowed, but the second tank is not allowed to move while flammable material is being transferred).
- In case it is necessary to move the second TT because of certain requirements, the flow of flammable material must be stopped beforehand. Only then is the movement of the second TT allowed. This is considered as a non-routine situation in which the same requirements as for hot work should be followed.
- TTs have built-in protection that automatically stops material from being transferred in the event of an empty pipeline. In the event of a possible failure of the safety system, the worker at the transfer station, unless he/she is absent then the TT driver, must stop the transferring process as soon as the TT is discharged. This is considered as a safety measure to reduce the risk of an accident.
- **Due to the special danger posed by METHANOL**, it is necessary to comply with the requirement that a TT filled with methanol must be discharged as soon as possible after it arrives at the company's location – the parking of a full TT of methanol is strictly prohibited.

3.2 ADDITIONAL REQUIREMENTS FOR THE TRANSFER OF INCOMPATIBLE SUBSTANCES

Due to the incompatibility of the raw materials DETA and epichlorohydrin, simultaneous emptying of both tankers is strictly prohibited. Both tankers should NEVER be on the transfer line at the same time.

3.3. REQUIREMENTS RELATED TO TRANSFERRING MATERIAL AT THE H3M FACILITY

At the H3M facility non-hazardous or less hazardous products are transferred, therefore this location is subject to a slightly different procedure.

- The driver first takes the documents to the worker at the transfer station, then parks his/her vehicle in the H3M facility.
- The driver connects the TT with a suitable hose and a suitable connection to the storage tank, and a worker at the transfer station checks the suitability of the connection.
- At the beginning of the transfer process, the production worker switches on the pump. The worker must be present at the transfer point until stable conditions are established.
- The worker at the transfer station performs periodic inspections and once the transfer is complete, he/she ends the process.
- The driver must be present at his/her vehicle at all times while the transfer process takes place.
- The driver, while present at the H3M facility, must wear basic safety equipment.

4. MEASURES IN CASE RULES ARE BROKEN

- If the driver does not follow the instructions, the worker at the transfer station **MUST** warn him/her. If the driver still does not comply with the instructions, the worker will not start the transfer process or (in cases where the process has already begun) will stop the process and call his/her superior who will solve the situation, however, minimum safety requirements are not to be ignored.
- In case of repeated violations from an individual driver, the quality, environment, health and safety manager or the logistics manager or safety engineer must inform the shipping owner/manager/transport organizer in writing. Upon the first subsequent report of misconduct, the driver is prohibited from entering the company.

- In the event that the driver/business owner feels that the transfer station is not properly managed, he/she can warn the logistics manager, security engineer or quality, environment, health and safety manager, who can resolve the situation.

5. DEPARTURE OF THE TANKER TRUCK FROM THE TRANSFER STATION

- After the TT is emptied/filled it must be re-weighed.
- The security guard records the TT's weight again before it leaves the factory.

6. WASHING TANKER TRUCKS AT MELAMIN

- **The washing of a TT is only permitted for certain substances and only in the situation where our products or raw materials are being transported.**
- All other TT washing is prohibited; exceptions can only be approved by the HS&E manager or the production manager. Washing is carried out only if it is absolutely necessary.
- The TT can only be washed at the transfer station by the Smole II facility.
- As soon as the driver arrives at the transfer station, he/she must inform the transfer station worker if he/she intends to wash his/her vehicle.
- Before washing his/her vehicle, the driver must obtain the permission of the worker at the transfer station or the shift manager at the plant, who decides on the possibility and method of washing, taking into account the matrix from EP 30.02 The washing of tanker trucks.
- The worker at the transfer station must inform the driver about the possibility and method of washing, and also agrees with him on the place and time of washing.
- As a rule, the TT should be washed right after it is emptied.
- The worker at the transfer station gives the driver basic washing instructions and gives him access to water and steam.
- Washing is done by the driver himself and our employee makes sure that the following rules are followed:
 - possible resin or raw material residues are not left at the transfer station,
 - runoff water from the washing cycle is left in the catch basin, making sure this water is left at the transfer station,
 - the water and steam hoses are properly stored after the washing is completed.
- Drivers must wear personal protective equipment while washing their tanker trucks. While washing any tanker truck, the use of basic protective equipment is mandatory, and in the case of washing toxic and corrosive substances, additional personal protective equipment is required:

Basic personal protective equipment	Extra personal protective equipment
Work clothes - EN ISO 13688, EN 1149-3	In cases where a tanker truck is to be washed and it has previously transported toxic substances (formalin, Sadeform, methanol), and in case of an emergency or suspicion of an emergency, it is mandatory to use a protective apron for protection against chemicals - EN 14605 type 3, type 4
Antistatic work shoes - EN ISO 20345 S3	In cases where a tanker truck is to be washed and it has previously transported toxic substances (formalin, Sadeform, methanol) and in case of an emergency or suspicion of an emergency, it is mandatory to use a full-face mask - EN 136 with a universal mask filter - EN 14387 (Type ABEK1)
Safety glasses - EN 166	In cases where a tanker truck is to be washed and it has previously transported a corrosive substance or a substance dangerous to the eyes (n-butanol, iso-butanol) but is not toxic, it is mandatory to use a protective visor - EN 166 3 instead of safety goggles
Protective work gloves for handling chemicals - EN 374	

- In cases where a driver is moving on top of the TT, the use of a protective helmet is mandatory - EN 397.

- After every wash, the transfer station worker and the driver must fill out the TT wash log.
- In the event where a driver does not comply with the instructions, the transfer station worker shall inform his/her superior, who shall inform the HS&E manager or the logistics manager who will then take the appropriate measures needed: in this case the driver is no longer allowed to ever wash his/her TT ever again and must also reimburse all costs incurred to Melamin due to non-compliance with the rules (i.e.; waste incineration, additional work, possible penalties).

7. SIGNING OF THE DECLARATION

The shipping company must sign a special statement confirming that they have received the Client's specific safety instructions and that they have adequately trained all their drivers about these safety instructions. Part of the statement includes a list of drivers who will work at the Melamin location.

8. NOTES

- The procedure summarizes the "Work procedure, duties and requirements for tanker truck drivers at Melamin" from 1.8.2019. In this procedure, the requirements regarding safety at work are defined in more detail, and which must be taken into account when working at a joint location at Melamin.
- For those drivers who do not understand the Slovenian language, an identical document in English has been prepared.
- It is the duty of the signatory of this agreement to provide drivers with the requirements of this procedure in a language the driver understands.
- If drivers need additional information about safe work practices, they can always receive it from the Melamin safety engineer or the quality, environment, health and safety manager.
- In the event that the shipping company uses subcontractors for work, it must inform Melamin in advance and amend the AGREEMENT on the implementation of common measures to ensure safety and health at work at a joint work site.

9. ATTACHMENTS

- AGREEMENT on the implementation of common measures to ensure safety and health at work at a joint work site
- Record: Declaration – Shippers