

1 PURPOSE OF THE PROCEDURE

The procedure determines the method of safe work practices of truck drivers and has been prepared with the aim of faster and safer work with trucks that import raw materials and packaging to Melamin (factory) and export packaged products. Due to specific additional requirements, the procedure for working in tanker trucks is set out in a special procedure called NDV 18.14 Procedures for safe work practices for tanker truck drivers.

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 TRUCK AT MELAMIN

- Trucks enter the company's location through the entrance on Roska cesta.
- The security guard must require that all drivers, before they proceed to drive into the factory, to put on their work clothes (standard EN ISO 13688, EN 1149-3,5) and to wear antistatic work shoes (standard EN ISO 20345 S3).
- 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.
- In cases where there is risk of catching an infectious disease, the security guard warns drivers about measures aimed at preventing the spread of infectious diseases, which must be observed at the company's location (e.g., "Covid" measures)
- In cases where there are no employees in the logistics warehouses at the factory location and no prior unloading has been announced, the security guard will direct the driver of the truck to the parking area, where the driver can wait to be unloaded.
- In the event that there are no employees in the logistics warehouses at the factory location, but unloading has been announced, the security guard will call the warehouse worker on duty, who will take care of the unloading of the truck.
- In cases where there is a large number of trucks or, if immediate loading/unloading is not possible, the security guard will direct the vehicle to a location where it can wait.

2.1 Unloading of packaged raw materials and empty packaging

- In cases where there is unloading of packaged raw materials and empty packaging, the security guard at the entrance to the factory first records the details of the shipper/driver. After recording this info, the truck is directed to the logistics - warehouse office.
- The driver hands over the documents at a designated area at the logistics building/warehouse, rings the bell and returns to his/her vehicle
- The driver then waits in his/her vehicle while the vehicle is loaded
- The logistics employee, as soon as he/she can, provides the driver with information on the exact location and approximate unloading time.
- The driver moves the vehicle to the unloading point at the specified time
- The vehicle is unloaded by the logistics employees using work equipment provided by Melamin(i.e.; forklift, movable platform)
- The driver monitors the unloading of the material at all times.

- Before unloading, the driver prepares his truck for unloading (opens the trailer, removes any protection, etc.), but he/she does not participate in the unloading of the raw materials and packaging. He/she also must not sample any of the raw material.

2.2 LOADING OF PACKAGED PRODUCTS

- In the event products are loaded, the procedure is similar. The security guard at the entrance to the factory first records the details of the shipper/driver. After recording this info, the truck is directed to the logistics - warehouse office.
- The driver hands over the documents at a designated area at the logistics office.
- The driver then waits in his vehicle while his vehicle is loaded.
- The logistics employee, as soon as he/she can, provides the driver with information on the exact location and approximate loading time.
- The driver moves the vehicle to the unloading point at the specified time. The vehicle is loaded by the logistics employees using work equipment provided by Melamin (i.e.; forklift, movable platform)
- The driver monitors the unloading of the material at all times.
- Before the goods are loaded, the driver provides the warehouse employee, the one who will carry out the loading, with all the necessary information on how to safely load the truck (e.g., axle loads, position on the vehicle, etc.).
- Before loading, the driver prepares his truck for loading (opens the trailer, removes any protection, monitors the loading, etc.), but he/she does not participate in the loading of the packaged goods.
- After loading, the driver ensures that the load is securely fastened in accordance with the requirements of safe transport.
- The logistics commercial clerk provides the driver with the necessary sales documentation, which he/she needs when departing the factory location.
- Outside of regular business hours and well-defined shipping requirements, the logistics commercial clerk may prepare the sales documents in advance and leave them with the security guard, who will pass them on to the driver when he/she departs the factory location.
- In the event that there are no logistics warehouse employees at the factory location and no pre-loading has been announced, the security guard directs the driver of the truck to the car park, where he/she waits for loading.
- In cases where there are no employees in the logistics warehouses at the factory location and no prior loading has been announced, the security guard will direct the driver of the truck to the parking area, where the driver can wait to be loaded.
- In the event that there are no employees in the logistics warehouses at the factory location, but loading has been announced, the security guard will call the warehouse worker on duty, who will take care of the loading of the truck.
- In cases where there is a large number of trucks or, if immediate loading/unloading is not possible, the security guard will direct the vehicle to a location where it can wait.

3 SAFE WORK REQUIRMENTS AT THE LOCATION OF MELAMIN

- The truck driver must comply with Melamin's rules and safety regulations while at the Melamin location.
- The driver, while present at the factory, must use basic personal protective equipment at all times:

Basic personal protective equipment	Extra personal protective equipment
Work clothes - EN ISO 13688, EN 1149-3	Protective work gloves for handling chemicals - EN 374
Antistatic work shoes - EN ISO 20345 S3	Safety glasses - EN 166
	Protective work apron for handling chemicals - EN 14605 type 3 or type 4 in cases, where poisonous or corrosive materials have leaked.
	Full face mask - EN 136 in cases, where poisonous or corrosive materials have leaked.
	Universal filter for masks - EN 14387 (Type: ABEK1) in cases, where poisonous or corrosive materials have leaked.

- Use of very visible clothing outside the vehicle, for example; a reflective vest - EN 20471
- In cases of work at height, the use of a protective helmet is mandatory – EN 397
 - Smoking is strictly prohibited at the factory, except at specially marked locations.
 - The warehouse worker who loads/unloads the truck is obliged to comply with all requirements related to safety and security and to request this from the truck driver as well.
 - The driver of the truck must follow the instructions of the warehouse worker who will carry out the unloading or loading of the truck
 - During loading and unloading the driver of the truck must be stationed at the truck at all times.
 - The driver must not enter the company's direct premises.
 - The driver must not load or unload his truck on his own
 - In cases of unloading or loading of dangerous goods (ADR), the warehouse worker and the driver must comply with the additional requirements related to this legislation.
 - In cases of new ADR shippers and according to the ADR plan, the warehouse worker performs the prescribed ADR compliance check before loading/unloading.
 - In the event of an emergency, warehouse workers and the driver must take immediate action to reduce the effects of such an event (e.g., stopping the leak, covering the spill site with an absorbent).
 - The warehouse worker must inform the quality, environment, health and safety manager or the safety engineer or shift safety manager about the event
 - The worker at the transfer station and the driver must use additional protective equipment available in the warehouses or in the logistics office while tending to the emergency.
 - In the event, that the driver has his own extra safety protective in his truck, he may use this equipment
 - The rescue operation is led by the warehouse worker, and the driver only helps him/her depending on his/her abilities and qualifications.

4 MEASURES IN CASE RULES ARE BROKEN

- If the driver does not follow instructions, the warehouse worker **MUST warn him/her**. If the driver still does not follow instructions, the worker stops loading/unloading the goods and calls his/her superior to resolve 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 TRUCK FROM THE MELAMIN LOCATION

- After the truck is loaded/unloaded the security guard once again takes records the information of the truck
- The truck then vacates the factory premises

6 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.

7 NOTES

- 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.

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- 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.

8 ATTACHMENTS

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