

Safety Regulations Hywax GmbH

Birkenhead Plant

Datum:	Datum:	Datum:	Datum:
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Hywax

March 1st 2022 – Sasol Wax joins the AWAX Group ([link](#)) and changes name into Hywax GmbH.

“Hy”, short for “hydrogen”, stands for the utmost importance this element holds for us: a sustainable and re-newable production ally, protagonist of the hydrofinishing process for which Hywax has a technological leadership.

Hywax is leading specialist in innovative wax technology, offering customers all over the world a wide range of wax products of the highest quality and purity. Hywax, like the other companies of the AWAX Group, will operate independently.

Hywax offers an extensive portfolio of products featuring paraffin, microcrystalline and synthetic Fischer-Tropsch waxes, petroleum jellies as well as tailor-made blends and emulsions.

Actively supplying every industrial application including: hot melt adhesives, polymer processing, inks, paints, coatings, rubber, tire, paper, packaging, textiles, cosmetics, Pharma, construction board as well as road construction, candles and many others.

GENERAL

All work in the Hywax Birkenhead plant must conform to the legal Health & Safety at Work Act and Regulations, including Hywax Company policies and procedures. This includes all service providing companies entering the plant.

1. Entering and leaving the plant

Visitors and/or suppliers must register at the plant reception. The Sasol representative at reception will announce the visitors in the plant and/or forward the supplier or carrier.

On delivery of products the drivers must provide a delivery note or corresponding documents. These documents must correspond to the load and failure to comply may result in the load being rejected. Despatches leaving the plant must have a delivery note signed provided by a Hywax employee.

Fundamentally the entering to all plant facilities is prohibited for trespassers. Only visitors with a pre-arranged appointment will be admitted.

Plant facilities with particular dangers/hazardous chemicals must be marked accordingly and may only be entered with the respective mandatory protective equipment.

2. Plant Traffic

The traffic in the plant is subject to the Highway Code and ADR regulations.

There is a mandatory speed limit of 10 mph in the plant.

Driving backwards is allowed only, if it is ensured, that persons, plant and buildings are not endangered. If this cannot be ensured, then drivers must ask for assistance and guidance.

Motor vehicles of all kinds may be parked only in the designated areas. All parking is at the owner's risk. Reverse Parking Only (Vehicle must be pointing in the exit direction).

All roads and passageways must be kept clear and passable at all times for fire and other emergency service vehicles.

Traffic must pay special attention to forklifts operating on plant.

Parking is not allowed, on or beside fire hydrants.

While loading and unloading, the roads and passageways must be kept clear for emergency vehicles. The emergency vehicles must not be hindered.

Roads and passageways may only be blocked with explicit authorisation from a Hywax employee.

Cycling is prohibited on this plant at all times.

All Road Tankers arriving on site for loading or discharging must follow the instructions given by the weigh-bridge operator and have all relevant documentation available.

3. Smoke, Drugs and Alcohol Prohibition

On the entire plant area it is fundamentally prohibited to smoke or use a naked flame. E-Cigarettes are also prohibited.

No smoking, it is against the law to smoke in these premises. Smoking is permitted off site only.

The consumption of drugs and alcohol is prohibited on the plant. Persons under the influence of drugs or alcohol may not enter the plant.

Any person suspected of being under the influence of drugs or alcohol, will be instructed to leave the plant. The plant supervisor may organise transportation to the place of residence of the affected person at this person's own cost.

4. Clothes and protective equipment / Covid 19 Safety Measures

Covid-19 Safety: Hands , Face, Space

Use hand sanitizer frequently, use anti-bacterial wipes, wear a face covering when possible, keep 2 meters distance

The plant has a mandatory code of dress: this being:-

A boiler suit or working jacket and trousers, to EN 340:1993 to give basic protection against mechanical hazards. Hi-Viz vest, coat or jacket to EN 471:2003

When there is a risk of injury from liquid chemicals, clothing to EN 465:1995 is required.

Gloves, to EN 388:1994 for risks from mechanical hazards, and for chemical hazards, impervious gloves or gauntlets to EN 374-1: 1994 are required.

Head protection to be from Industrial Safety Helmets to EN 397: 1995.

Protective footwear for professional use to EN 345-1:1992. These must be penetration resistant with toecap protection to 200 joules.

Safety glasses to EN 166:2002, with frames and oculars resistant to coarse dust particles (4) and liquid droplets (3) as a minimum.

Hearing protection types to be either of the following:- Ear muffs to EN 352-2:1993; Ear plugs (disposable or re-usable) to EN 352-2 1993; Ear muffs attached to a safety helmet to EN 352-3 1997 or EN 352-4 2001.

The use of a leather apron during any grinding activity is mandatory.

Exceptions are only allowed in the offices and must be authorised by a Hywax employee only.

When working with potential risks such as hazardous chemicals, hot fluids, risk of falling and confined spaces etc, then additional relevant Personal Protective Equipment (PPE) may be required.

This will be identified within the Risk Assessment and / or Permit to work. For risks from inhalation of hazardous chemicals, details concerning the need and type of Respiratory Protective Equipment (RPE) will be identified within the Material Safety Data Sheet for the particular product.

All PPE used on site must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992 and to the relevant European Standards as stipulated within the Health and Safety Executive Operational Minute OM 2002/120.

Visitor Regulation

All visitors must wear protective footwear, hard hat, safety glasses, ear protection and HI-Viz vest, jacket or coat (unless authorised otherwise by a Hywax employee). Hywax employees must wear the prescribed mandatory clothing and equipment.

5. Working Machines / Apparatus and Hoists

All equipment must correspond to the existing regulations (P.U.W.E.R.) (L.O.L.E.R) ETC

When working in an explosive area, only explosion proof instruments and tools are allowed. These instruments may not be used until the equipment or area has been freed of gas and the relevant permits have obtained.

Electrical installations and the equipment used must correspond to the existing regulations.

All portable electrical equipment and tools must have a valid P.A.T. label indicating last and next test date.

Faulty / defective equipment or tools must not be used and reported immediately. Angle Grinders must have quick stop system / braking system

Hoists and any lifting equipment must comply with the current statutory regulations.

6. Using Machines

All moving parts must have the necessary safety guards to prevent any type of accident. Moving parts of machines may not be touched. Safety guards may only be removed after the machine has been isolated and the necessary permit issued.

Safety devices may not be deactivated (bypassed).

Plants or equipment that is subject to inspections or repairs must be depressurised by a person who has been authorised to do so by Hywax. This must be carried out according to the work procedures and permit systems. This identified equipment must be positively separated from the remaining plant by installation of blind flanges or slip plates.

The installation and pulling of blind flanges/ slip plates must be documented using the permit to work system and log book.

Before working on any electrical, hydraulic or pneumatic driven machine, the energy source must be removed / isolated.

7. Behaviour in Plant Areas

All parts of the plant are to be treated with caution. Any unusual occurrences or noises must be reported immediately to a Hywax employee.

8. Forklifts

Forklifts may only be driven by staff with a valid forklift license. The maximum speed depends on the type of load and road condition, but must not exceed 10 mph.

Fork lift drivers must use the pelvis safety belt.

9. Electrical Plants

Unauthorised work on an electrical plant is prohibited. Only authorised persons are allowed to work on electrical plants. The electrical permit system must be used which will be issued by Hywax personnel.

10. Scaffolds, Ladders, Steps

Before carrying out any work which requires scaffolding, ladders or step ladders, the person responsible has to examine the stability and condition of the equipment. The equipment (scaffolds, ladders and steps) must conform to the governing statutory regulations.

Scaffolding must only be erected by competent people. It should be tagged in accordance with the statutory regulations when erected. A "Roof-work Check-list" together with a work permit is required for all activities on roofs (this includes out-buildings, stores, lean-to's, canopies and/or temporary accommodation).

11. Work Permits

Work permits must be used for all maintenance as well any other work that is executed within the plant facilities by contracted personnel.

The work permit is regulated, and the guidelines must be followed.

Through these permits it is ensured, that all people in the work area are informed before work starts. They ensure the sufficient preparation of the work area, the necessary mandatory safety precautions and protective equipment. All gas tests must be recorded on the permit.

Work permits may only be issued by a competent Hywax employee. The work may only be carried out by the person/company specified on the permit. Any change in work description or personnel requires a new permit to be issued. The permit must be signed off at the end of each working day.

Hot work areas "MUST" be revisited 1 hour after work has stopped to check for Fire.

12. Accident and Damage Avoidance

The relevant safety regulations must be adhered to at all times. The non-compliance of these instructions and safety regulations can initiate workplace-related consequences and/or immediate expulsion from the plant.

Any accident or incident irrespective of the type of risk involved must be reported immediately to a Hywax employee.

If an unsafe condition occurs all work must stop immediately and report to a Hywax employee.

If you are in doubt at anytime stop work immediately and report to a Hywax employee.

The work area must be left in a clean, safe and tidy condition. When leaving the work area or plant a Hywax employee must be notified and all relevant permits must be signed.

13. Emergency Procedures

In the event of a dangerous situation, emergency procedures must be adhered to at all times.

It is the responsibility of the service provider/ sub service provider or Hywax employee to report any disability that may put them or others at risk in an emergency.

Accident Regulations

First Aid equipment must be available to all trained first aid personnel. Trained First-Aid personnel will assist in the event of accidents.

All accidents, however small, must be reported to a trained First Aid person and entered into the First Aid Log book, located in the plant conference room. The First Aid person arranges transport to the hospital if required.

In the event of an accident the Hywax employee follows the Birkenhead Plant Alarm Plan.

Gas - and fire alarm

All cases of fire must be reported immediately in accordance with the emergency procedures.

Smaller fires should be extinguished immediately, this being only if it is safe to do so.

Gas leakages must be reported immediately to a Hywax employee, who will initiate the relevant safety procedures. The Hywax employee follows the Birkenhead Plant Alarm Plan.

All contractors must follow the emergency procedures.

All approved work must be stopped immediately. All work permits are immediately withdrawn and must be reissued once the situation has normalised.

All visitors must leave the plant in accordance with the evacuation procedure.

14. Fire protection

Fire protection equipment, must be examined in accordance with the statutory regulations and this must be documented.

Fire protection equipment must only be used in the event of an emergency. For all other purposes (such as fire watch/ standby's) the equipment must be provided by the Service providing company.

Fire protection equipment must be free from obstructions and accessible at all times.

15. Hazardous Chemicals

The handling of hazardous chemicals must be in accordance with the relevant REACH / COSHH Safety Data Sheets and Hywax handling procedures. All hazardous chemicals must be clearly labelled. They must be clearly identified to all personnel working in areas with hazardous chemicals.

Personnel working with hazardous chemicals must be instructed on the safe handling annually. The instructions must be signed, and all records filed.

The correct personal protective equipment is mandatory.

Service providers bringing Hazardous chemicals on to site **MUST** give prior notice and supply a safety data sheet.

Only when authorisation has been given will the hazardous chemicals be allowed on site.

16. Hot Water and Steam

For carrying out cleaning and heating work with hot water or steam, additional personal protective equipment (like a face shield, thick rubber and/or leather gloves as well as rubber boots) must be worn. Specially provided steam lances should be used.

Disconnecting of pressurized steam hoses is forbidden.

17. Environmental protection

All work has to be carried out in such a way that any fluids with an environmental-polluting potential are completely contained.

Contained fluids must be disposed of in the proper manner and in accordance with the regulations.

In case of a release the management must be informed immediately.

Waste must be clearly identified, sorted by type, and disposed of in the correct manner according to the statutory regulations.

Energy Management Must be considered when using Plant and Machinery and must comply with ISO 50001

18. Service Providing Companies

All service providing companies, working on the site of Hywax GmbH, must comply with the instructions of these safety regulations and must instruct their staff members accordingly. This is to be confirmed through signature on annex 1.

This is applicable also for the subcontractors of the contractor.

The non-compliance of these safety regulations gives Hywax GmbH the right to insist on the service provider leaving the site.

All deliveries and performances of a service provider are to be executed so that all relevant legal instructions are adhered to. Special Hywax instructions must be considered too.

Buildings, containers and trucks of the service provider may only be placed in the area authorised by a Hywax employee. They must be equipped with a dry powder extinguisher (min 9kg), suitable for all fire classes.

Fire extinguishers and fire hoses belonging to Hywax GmbH are to be used only in case of an emergency. For carrying out hot work, contractors must provide their own fire extinguishers (as prescribed in the work permits).

The service providers are responsible for the faultless conditions of their equipment. Only equipment and tools conforming to all statutory requirements will be allowed on the site.

The name of the responsible service provider official is to be reported to Hywax GmbH, before starting work. This person is the contact person for the work to be executed. He/she must be authorised, to give the staff members of the service provider all orders, which are necessary, to fulfill the order. The responsible person must be over 18 years old and proficient in the English language (that is, spoken and written English). Before beginning work he/she must report to the responsible Hywax plant supervisor.

All service provider personnel must be clearly recognized by their specific clothing or company ID card.

Foreign workers may be used only with a valid work and residence permit. They must master spoken and written English.

All legal requirements must be adhered too at all times.

Service providers must be instructed on plant safety before starting any work/projects, by the responsible Hywax plant supervisor. Staff members of service providers are to be instructed by their responsible management, before starting work in plants with hazardous chemicals.

The Hywax plant supervisor will act as coordinator if more than one service provider is on site at the same time. This will not be the case if the main contractor uses various subservice providers as he then has to take the responsibility for his subservice providers.

The coordinator ensures that everybody is informed about all different activities, sequence of work, risks and all possible dangers etc. He takes the necessary measures like planning, organizing, rescheduling, communication, instructing etc. and ensures that all service providers can do their work in a safe and coordinated manner.

This person has the authority to issue directives to all people on the specific site.

For all work, which is executed within the plant, work permits are required. The issue of the permits is by the responsible Hywax employee. These permits are valid only for the specified tasks.

Employees of the service providing companies working in plants with hazardous chemicals must be instructed using Hywax regulations. The instructions must be followed by the service provider and documented in a written form.

Operational plants with particular dangers / hazardous chemicals may be entered only with the respective mandatory protective equipment. The protective equipment prescribed in the work permit must be used when executing tasks with possible risks. The service provider company must provide its own equipment.

Service providers are responsible for any accident of their own personnel, unless the service provider works directly under the supervision of Hywax GmbH. (This does not mean that Hywax distances itself of any accident or incident which might happen.)

Service providers must report **all** accidents immediately to a Hywax GmbH employee.

The service provider should have at least one of his personnel trained in first aid. This training must have taken place within the last 3 years.

The service provider is responsible to leave the site tidy and clean. **All waste** must be removed immediately and without cost for Hywax GmbH.

In case of non-conformance Hywax GmbH has the right, without notification, to make use of an appropriate company, at the expense of the service provider, to clean the site.

19. Induction training

New staff members, as well as agency employees must undergo the necessary induction training, before commencing their work, by the responsible Hywax employee, particularly in the safety-related importance of the work.

General Training

Training is conducted in accordance to HASAWA 1974 on an annual basis unless stipulated otherwise by the regulations according to each individual activity.

20. Cell Phone Usage

Cell phones must not be taken into or used in marked areas.

21. Photos

It is prohibited to take any photos of the plant or its equipment without authorisation of the Hywax management.

22. Asbestos

The following areas of the Hywax Site contain asbestos, Main offices and warehouse No 1 roof, warehouse No 2 roof, process / manufacturing building – walls and roof, switch-room No1 roof and switch-room No2 roof.

In the areas mentioned above it is prohibited to drill, saw, grind, cut or work with or on the asbestos unless site safety precautions are observed. These precautions will be regulated and monitored by our site “Permit to Work“ procedures.

In the event of a fire asbestos fibers may become airborne, a suitable face mask must be worn as failure to do so may result in potential risk to your health.

23. Waste

Only general waste may be place in waste bins and the site skip .ie. wood, paper etc.

Waste electrical equipment must be disposed of under the WEEE regulations.

Hazardous waste "MUST " be reported and disposed of under the relevant regulations.

Annex 1

Reference: Safety Regulations Hywax GmbH Birkenhead Plant.

Herewith we compel ourselves to fulfil all abovementioned requirements at the Hywax GmbH Birkenhead plant.

Date, location

Company

Signature

Print.....



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