

# Yara Driver safety rules



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Welcome to Yara Vlaardingen. The following rules apply at this location.

## Personal protective equipment

Always wear the required and indicated PPE.

The following basic PPE are required on the premises as a minimum:

- Safety shoes (EN-ISO 20345)
- Safety helmet (EN397)
- Safety glasses (EN166)
- Body-covering chemical-resistant work clothing (EN13034+A1 type 6)
- Reflective visibility vest (EN-ISO 20471 class 2)

## Traffic regulations

- The Road Traffic Act applies to this area.
- The maximum speed is 20 km/hour.
- Weak road users (forklift trucks and pedestrians) have right of way unless otherwise indicated.
- Make eye contact with other road users in order to be seen.
- Drive at a walking pace at areas and crossroads with poor visibility.
- Vehicles must have lights on.
- When driving vehicles, the occupants must wear a seatbelt.
- Do not use a mobile phone while driving, unless you can operate it hands-free.
- Pedestrians should use the designated pedestrian walkways.
- Outside the safe walking route, pedestrians wear visibility clothing in accordance with EN-ISO 20471 class 2.
- Only park in reverse in the parking bays. Passenger cars should park in P1 or P2, trucks in P3.
- Vehicles are in good condition.

## Rules of conduct

- Follow the instructions of Yara personnel at all times.
- The minimum age of drivers is 18 years.
- Co-drivers who have no function in transportation must remain off site.
- Wear your visitor badge visibly on your clothing.
- Drivers are present at their vehicles during loading and unloading to monitor the loading process and to intervene immediately in case of emergencies.
- Drivers and visitors may not be under the influence of alcohol or drugs or use medications that adversely affect driving ability.
- Smoking is prohibited on the grounds, buildings and in the truck cab. Smoking is permitted only in the designated smoking areas.
- No photography or filming is allowed without Yara's permission.

## In case of alarm:

- Stop work immediately.
- Leave the room via the nearest (emergency) exit.
- Look at the direction of the wind (wind vane).
- Go to the assembly point perpendicular to the direction of the wind.
- Follow the instructions of FAFS.
- The emergency number is +31 (0) 88 333 00 49.

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## A Your route to unload goods at Yara

### 1. Parking

Park your truck in reverse at the truck parking area P3.

### 2. Report to reception

- Report to the front desk.
- Follow the gate instruction and take the test (it is valid for 2 years)
- Driver shows ID proof and submits transport documents to reception.
- Reception stamps transport documents and returns them to driver.
- Driver receives from reception the "Yara safety rules drivers" and a visitor's pass
- Reception notifies BLS employee that driver has arrived.
- Driver waits in truck until picked up by BLS employee.

### 3. Unloading goods

Follow the instructions of Yara staff.

#### A: unloading point 10

- Driver parks truck parallel to the wall at unloading point 10.
- Yara employee places crowd barriers on both sides of the unloading bay and shed B.
- Driver removes tarpaulin and trailer beams.
- Driver takes place at a safe place next to the cabin of the truck.
- Forklift truck Yara unloads big bags (1 loop) with lifting hook and drives the big bags into shed B.
- Halfway through unloading, the forklift stops driving and the driver moves the tarpaulin to the other side of the trailer so that the front or back of the trailer can be emptied.
- Driver then takes place again at a safe place next to the cabin of the truck.
- When the trailer has been unloaded, the forklift leaves the unloading area and the driver puts the tarpaulin and beams back on.
- Driver hands over transport document destined for Yara to forklift driver.
- Forklift truck driver removes barriers.
- Driver drives to the exit.

#### B: unloading point 11 (trailer with pallets)

- Driver parks trailer with pallets in the centre of the unloading bay.
- Forklift driver Yara closes barriers at both sides of the unloading bay.
- Forklift driver Yara makes agreements with the driver about the unloading procedure (safety, sequence of compartments).
- When the driver walks into the unloading area, the forklift truck is switched off.
- When unloading pallets, the forklift driver Yara places a barrier next to the trailer (to prevent the driver from colliding with the forklift).
- Driver loosens cover and beams from trailer on side where barricade is in place.
- Forklift driver unloads trailer on side that has already been opened and where driver is no longer working.

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- Driver waits in the safe area in the bus shelter while unloading.
- Driver hands over transport document destined for Yara to forklift driver.
- Forklift truck driver removes barrier and opens gate.
- Driver drives to the exit.

## C: unloading point 11 (trailer with big bags on 1 loop)

- Driver parks trailer with big bags on 1 loop against the wall of shed D.
- Forklift driver Yara closes barriers on both sides of the unloading bay.
- Forklift driver Yara makes agreements with the driver about the unloading procedure (safety, sequence of compartments).
- When the driver enters the unloading area, the forklift truck is switched off.
- Driver detaches hood and beams from trailer.
- Driver waits at the safe place in the bus shelter during unloading.
- Forklift driver unloads trailer.
- Halfway through unloading, forklift stops driving and driver pushes tarpaulin to other side of trailer so that the front or back of the trailer can be emptied.
- Driver then sits down again at a safe place next to the cabin of the truck.
- When the trailer has been unloaded, the forklift leaves the unloading area and the driver puts the tarpaulin and beams back on.
- Driver hands over transport document destined for Yara to forklift driver.
- Forklift driver opens barriers.
- Driver drives to the exit.

## D: unloading point 11 (trailer with big bags on 4 loops)

- Driver parks trailer with big bags on 4 loops against the wall of shed D.
- Forklift truck driver Yara closes barriers on both sides of the unloading bay.
- Forklift driver Yara makes agreements with the driver about the unloading procedure (safety, sequence of compartments).
- When the driver enters the unloading area, the forklift truck is switched off.
- Driver detaches hood and beams from trailer.
- Driver stands in the trailer during unloading and first secures the front 2 loops around the fork-lift truck hook and then the back 2 loops.
- Forklift truck driver unloads trailer.
- Halfway through unloading, the forklift stops driving and the driver moves the tarpaulin to the other side of the trailer so that the front or back of the trailer can be emptied.
- Driver then takes back his seat in the trailer.
- When the trailer has been unloaded, the forklift leaves the unloading area and the driver replaces the tarpaulin and the beams.
- Driver hands over transport document destined for Yara to forklift driver.
- Forklift truck driver opens barriers.
- Driver drives to exit.

## **4. Leaving the premises**

Drive to the exit and report via the intercom (reception). Reception will open the gate for you.

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## B Your route to collect products from Yara

### 1. Report to reception

- Report to the front desk.
- Follow the gate instruction and take the test (it is valid for 2 years)
- Driver receives the "Yara safety rules drivers" and a visitor's pass from reception
- Driver fills out registration form at reception.
- Reception directs driver to transport planning.

### 2. Registering the transport with the transport planning office

The driver reports to the transport planning office (take the stairs outside the office). You will receive a packing slip from the transport planner and will be told to which unloading point you should go.

### 3. Product loading

#### A: unloading dock warehouse A

- Driver parks trailer at the dock and places a wheel chock (with special signalling) in front of one of the wheels.
- Driver hands packing slip to forklift driver Yara.
- Driver receives a lock from the forklift driver to unlock the air hose of the trailer. Place the SGL coupling on the trailer. Push the coupling forward, turn a quarter turn to the left and take out the key.
- Driver hands key of SGL coupling to forklift driver.
- Forklift driver puts the key in the door release of the loading dock.
- Forklift driver opens the loading door and places the driving plate in the correct position.
- As long as persons are present in the loading area in shed A, the forklift truck will not move.
- Driver attaches straps to one side of the trailer (to secure the pallets later).
- Driver takes place behind the safe gate until forklift truck driver signals that driver may enter loading area.
- Forklift driver places load in sea container/trailer.
- After filling a shipping container, the forklift truck driver applies stowage and the driver applies straps.
- When the container/trailer has been filled, the forklift driver closes the loading door and hands the key to the driver.
- Driver re-runs the air hose and removes the wheel chock.
- The driver of a curtainsider trailer drives to the lorry park and only there fastens the lashing straps on the other side of the trailer and the load.
- Driver goes to transport planning and receives signed transport documents (CMR).
- Driver drives to the exit.

#### B: unloading point 9

- Driver parks truck parallel to the side of the shed.
- Driver hands packing list to forklift driver Yara.
- Forklift driver makes agreements with the driver about the unloading procedure (safety, sequence of compartments).
- When the driver enters the unloading area, the forklift truck is switched off.
- Driver removes tarpaulin and trailer beams.
- Driver takes place at a safe place next to the cabin of the truck.
- Forklift truck driver unloads the trailer and drives the products into shed A.

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- Halfway through unloading, the forklift stops driving and the driver moves the tarpaulin to the other side of the trailer so that the front or back of the trailer can be emptied.
- Driver then takes place again at a safe place next to the cabin of the truck.
- When the truck has been unloaded, the forklift driver leaves the unloading area and the driver puts the tarpaulin and beams back on.
- Driver goes to transport planning and receives signed transport documents (CMR).
- Driver drives to exit.

## 4. Leaving the premises

Drive to the exit and report via the intercom (reception). Reception will open the gate for you.

