

## SAFETY RULES DRIVERS



### GENERAL

Safety rules and circulation/evacuation plan will be handed over to the driver after registration.

Customer Service Center Balchem NV contacts are:

- Vanessa Pauwels – Customer Service Center Supervisor & ADR-Safety Advisor  
tel. 02/257.88.42
- Boris Burton – Operations Supervisor  
tel. 02/257.88.46
- General number  
tel. 02/251.60.87

### REGISTRATION

At arrival all drivers must register (announcement document). The identification of the drivers is performed by showing the ADR-passport or the identity card with photograph. The ADR-passport or identity card is kept at the Customer Service Center Department.

### TRAFFIC RULES

The engine of the vehicle is shut down as soon as possible once the point of destination is reached. It's not allowed to start the engine if there is an emergency (coming out of flammable gases).

The maximum allowed speed on the premises is 10 km/h (6 mph). We want to inform you that speed is controlled on a regular basis. If there is no compliance with the traffic rules, Balchem NV has the right to send away the driver. All related costs and juridical consequences will not be accepted by Balchem NV. Driving along with forklifts is strictly forbidden.

The escape routes are not allowed to be blocked by any obstacle. The walking paths should be kept free as much as possible. If not possible, by any reason, there should be a consultation first.

To guarantee a safe traffic circulation the driving directions (yellow arrows/lines on the ground + traffic signals) should be respected. The shaded areas with yellow lines (e.g. entrance for the fire brigade) must be always kept free.

## SAFETY RULES DRIVERS

### **LOADING/UNLOADING**

Drivers should stay near their vehicle during loading/unloading. During lunch or work breaks the drivers have to accompany the operator to the main office: "reception drivers".

### **EVACUATION**

The evacuation alarm can ONLY be activated by BALCHEM NV-PERSONNEL. If one witnesses an accident, please address yourselves to a Balchem NV-employee immediately. Everyone should move, together with the contact, to the central meeting point (= refectory in administration building). No one should leave the refectory until the situation is declared safe by the evacuation leader of Balchem NV.

### **SMOKING**

No smoking is allowed on the premises and in the administration building

### **SANITARY**

The sanitary department for visitors is in the administration building.

### **MOBILE PHONES**

No mobile phones are allowed in open air. If necessary, using the phone inside the truck is allowed.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Everybody needs to wear fluorescent jacket, protective shoes and protective goggles on the site.

### **ADR EQUIPMENT**

The equipment must comply with ADR-legislation. Loading personnel has the right to control the ADR-equipment. If this equipment is not according to the ADR-legislation, no dangerous goods will be shipped. The truck must be equipped with sufficient lashing straps and anti-slip mats. Loading may be refused if the cargo cannot be adequately secured.

### **ENVIRONMENT**

Avoid soil pollution, air pollution and water pollution. Possible waste must be disposed of in a proper and legal way. For domestic waste use the green waste cans.

\*\*\*\*\*