

Safety rules for loading and unloading trucks and transport tanks on the premises of Sarzyna Chemical Sp. z o.o.

Sarzyna Chemical Sp. z o.o. (SCH) uses hazardous substances with flammable, corrosive, toxic and - under certain conditions - explosive properties.

1. The date and conditions of delivery or receipt of goods must be agreed each time by e-mail via biuro@sarzynachemical.pl with the relevant SCH Department:

- supply of raw materials - Purchasing Department
- collection of products - Customer Service Department

Raw material deliveries are possible when the following minimum conditions are met:

No.	Raw material	Compressor	Need for unloading hoses	Raw material temperature for unloading [°C]	Diameter of nozzles
1	Styrene	–	NO	ambient temp.	- for unloading: Euro connector ϕ 80 - for isotonic tanks: "lace" connector ϕ 80 for connecting to the isotank - for the nitrogen pendulum: Euro connector ϕ 50
2	Epichlorohydrin	–	NO	ambient temp.	- for unloading: Euro connector ϕ 80 - for isotonic tanks : "lace" connector ϕ 80 for connecting to the isotank - for the nitrogen pendulum, Euro connector ϕ 50
2	Monoethylene glycol	–	NO	ambient temp.	- for unloading: Euro connector ϕ 80 - for isotonic tanks : "lace" connector ϕ 80 to plug into the isotank
3	Propylene glycol	–	YES	ambient temp.	- Euro connector ϕ 80 for unloading
4	Diethylene glycol	–	NO	ambient temp.	- for unloading: Euro connector ϕ 80 - for isotonic tanks: "lace" connector ϕ 80 to plug into the isotank
5	MPDiol	–	YES	20 - 60	- Euro connector ϕ 80 for unloading
6	Maleic acid anhydride	–	YES	min. 68	- Euro connector ϕ 80 for unloading
7	Caustic soda	YES	NO	20 - 35	- Euro connector ϕ 80 for unloading
8	Dicyclopentadiene	–	YES	20	- for unloading Euro connector ϕ 80 - for fume extraction Euro connector plug VKDN 50
9	Neopentyl glycol 90%	–	YES	55 - 60	- Euro connector ϕ 80 for unloading
10	Formalin	–	YES	25	- Euro connector ϕ 80 for unloading
11	Phenol	–	YES	45	- Euro connector ϕ 80 for unloading
12	TECZA	YES	YES	ambient temp.	- Euro connector ϕ 80 for unloading

13	Xylene	–	NO	ambient temp.	- for unloading: Euro connector $\phi 80$ - in the case of isotonic tanks : "lace" connector $\phi 80$ for connecting to the isotank - for the nitrogen pendulum: Eur connector $\phi 50$
14	Acetic acid	–	NO	min. 25	- Euro connector $\phi 80$ for unloading
15	Isopropanol	–	NO	ambient temp.	- Euro connector $\phi 80$ for unloading
16	Toluene	–	NO	ambient temp.	- Euro connector $\phi 80$ for unloading
17	O-cresol	–	NO	min. 40	- Euro connector $\phi 80$ for unloading
18	LER epoxy resin	–	NO	min. 40	- Euro connector $\phi 80$ for unloading

2. Entry is prohibited for people under the influence of alcohol or other intoxicants or narcotics. It is also prohibited to bring and consume alcohol, other intoxicants or narcotics on the premises of the establishment.
3. Unauthorized persons are prohibited from entering the plant premises.
4. The speed limit on the premises of the chemical plant in Nowa Sarzyna is 50 km/h. Road signs, optical signals (lights) and road traffic regulations must be observed. Road traffic regulations apply on the premises belonging to SCH. Particular caution is required, especially when driving a vehicle on maneuvering areas and at loading and unloading stations.
5. The driver is fully liable for damages caused by the vehicle's movement around the plant. The vehicle may not restrict access to buildings, fire hydrants or block fire routes.
6. Drivers are prohibited from making repairs or modifications to trucks and trailers on the SCH premises. All these activities should be performed by qualified personnel from companies specializing in these areas in designated areas.
7. Parking and stopping of motor vehicles is only permitted in designated areas. In order to maintain an evacuation route in dangerous situations, the driver is obliged to maintain a safety distance of approximately 10 m from the vehicle in front of him.
8. Drivers may only stay within designated parking areas, loading or unloading stations. Unauthorized entry to production areas is strictly prohibited.
9. On the premises of the SCH it is prohibited to:
 - loading/unloading, especially of tank trucks, without using personal protective equipment,
 - using open fire and smoking tobacco outside designated and marked smoking areas,
 - use of mobile phones in loading and unloading zones, fire hazard zones and explosion hazard zones,
 - taking photos and filming objects, terrain and installations,
 - use of electronic devices made outside the EX standard,
 - blocking roads and passages, access to fire-fighting equipment (e.g. fire extinguishers, hydrants) and emergency exits.
10. Drivers are required to move around the plant in full clothing covering the body and a reflective vest or reflective jacket and work shoes with a reinforced toe cap . In the case of tank trucks, when loading and unloading hazardous substances, use the following appropriate to the needs: protective clothing, antistatic overalls and shoes, gloves and protective glasses or face shields, full masks with absorbers and protective helmets. Clothing, footwear and personal protective equipment should have a CE certificate and should comply with the indications of the safety data sheet of the transported goods (they should be antistatic and adapted to the work performed).

11. Before loading or unloading, the driver should prepare the vehicle by checking its proper technical condition and checking the completeness of the vehicle and its equipment.
12. Loading or unloading may only be performed after: switching off the engine and other electrically powered devices such as radio, heater, mobile phone, etc., applying the parking brake, engaging a gear, blocking the vehicle wheels with chocks.
13. During loading or unloading, the driver is not allowed to approach the forklift or the transported goods – a minimum distance of 3 m is required to avoid creating the risk of a potential accident at work.
14. After loading, the driver is obliged to effectively secure the goods to the trailer by fastening the goods with efficient transport belts with tensioners.
15. The driver is obliged to carry out the loading/unloading process in accordance with the instructions and only in the presence of a SCH employee.
16. The driver of the vehicle is obliged to:
 - strict cooperation with the unloading/loading station staff at SCH,
 - carrying out the instructions of SCH employees, especially in the event of a threat,
 - reporting to the staff any accidents that have occurred or any hazards observed.
17. During a storm (lightning discharge), loading/unloading of vehicles is suspended.
18. Loading and unloading of transport tanks (tank trucks, tank containers):

Before entering the tanker truck, the driver is required to unfold the safety barrier. After each loading or unloading operation, it must be folded.

Before loading or unloading, the driver should prepare the vehicle by:

- checking the operation and tightness of the tank valves and caps,
- checking whether the flexible pipes (hoses) that are part of the tank vehicle equipment and are to be used for unloading or loading are in good technical condition, without kinks, creases or obvious abrasions, and whether they have manufacturer's certificates with the date of the last tightness test or pressure test,
- checking the correctness of the vehicle marking in accordance with the requirements of ADR regulations Section 5.3 "Marking and placarding of containers, MEGCs, MEMUs, tank-containers, portable tanks and vehicles" - if applicable,
- effective connection of grounding and anti-overflow system if the station is equipped with such a system,
- opening the tank hatches and checking whether the discharge valves are in the closed position (according to the transport tank instructions) and making sure that the nozzle is in the appropriate technical condition allowing for safe and tight unloading.

All activities related to the operation of the transport tank are performed by the driver in accordance with the instructions for the given transport tank (tank).

All activities related to the operation of SCH installations are performed by SCH employees in accordance with the operation and maintenance instructions for a given installation in the scope concerning the operation of the SCH installation. An SCH employee cannot perform any operations related to the operation of a transport tank, i.e. opening and closing valves or opening the hatch on a tanker truck.

Before unloading the road tanker, an authorized SCH employee (only with valid TDT authorizations to operate technical devices) is obliged to put the end of the unloading hose to the road tanker's discharge valve, and the driver is obliged to tightly connect the unloading hose to the road tanker's discharge valve.

Procedure for connecting a transport tank (tank truck, tank container) to the SCH unloading installation:

Scope of activities	REALISATION BY	
	DRIVER	EMPLOYEE SCH
1. Attaching the hose - flexible pipe to the tanker's discharge valve nozzle In the case of goods subject to ADR, additionally attach the NO device aeration valve to the gas connection in the road tanker		X
2. Fastening (performing a connecting movement) the inserted hose to the tanker's discharge valve nozzle In the case of goods subject to ADR, additional fastening (performing a connecting movement) of the aeration valve of the NO device to the gas connector in the road tanker	X	
3. Opening and tilting the upper hatch of the tanker truck in the absence of a gas connection in the tanker truck (tank container)	X	
4. Opening the valves of the SCH unloading and aeration installation		X
5. Opening the tanker's drain and aeration valves	X	
6. Starting / stopping the unloading pump		X
7. Closing the tanker's drain and aeration valves	X	
8. Closing the valves of the SCH unloading and aeration installation		X
9. Disconnecting the hose (performing a separating movement) – the flexible hose from the tanker's discharge valve connector and the aeration valve from the gas connection in the tanker truck	X	
10. Disconnecting the flexible hose from the tanker's discharge valve connector and hanging it on the SCH unloading installation and disconnecting the NO device's aeration valve from the gas connection in the tanker		X
11. Closing the tank's upper hatches (if they were open)	X	

NOTE! Flexible NO reloading hoses may only be operated by employees with valid TDT authorizations to operate NO technical devices – for filling and emptying transport tanks.

During filling/emptying of the tanker truck, the driver is prohibited from leaving the place where the operation is being carried out. Connections and joints must be checked on an ongoing basis for any leaks or leaks.

In the event of a leak/leak/spill, immediately stop unloading/loading and, if possible and safe, close the shut-off valves and bottom (internal) valves of the tank and take steps to eliminate the leak and secure the area against the substance from entering the area of the catch basins. Prevent leakage into the ground or sewage system of rainwater.

NOTE! A single-chamber tank is recommended for transporting PHENOL.

19. It is prohibited to use faulty, damaged and leaking NO devices (for filling and emptying) - flexible reloading pipes, nozzles, valves, tanks, grounding.
20. After loading/unloading, the vehicle must leave the premises immediately. Parking and daily and weekly rests are not permitted.
21. Failure to comply with the regulations (instructions and health and safety, fire protection and road traffic regulations) may result in refusal to load or unload by the SCH staff. The driver bears full responsibility and consequences for failure to comply with the regulations (instructions and health and safety, fire protection, environmental protection and road traffic regulations).

22. In the event that SCH employees find that the driver is performing work in a way that endangers human health or life, or grossly violates the requirements regarding occupational health and safety, fire safety, process safety, road traffic regulations, environmental protection contained in generally applicable regulations, or fails to comply with the provisions of the rules and guidelines in force at the plant, SCH reserves the right to impose a fine and/or temporarily or indefinitely suspending the driver from entering the SCH area.
23. Violation of the above rules and regulations should be documented (official memo, report, photos, e-mail notification) and sent to the Head of the Warehouse and Internal Logistics Department, who presents the findings to the Customer Service Department or the Purchasing Department. The appropriate Department decides on the justification of the above actions and the amount of the fine and/or temporary or indefinite ban on entering the SCH area.
24. For failure to comply with the above-mentioned regulations and principles, SCH has the right to impose a fine on the Transport Service Provider in the amount of:

First violation of the rules and regulations by the Driver in the field of occupational health and safety, fire protection, process safety, road traffic law	500 PLN
Second and subsequent violation of the rules and regulations by the Driver in the field of occupational health and safety, fire protection, process safety, road traffic law	2,000 PLN
Environmental Protection Rules and Regulations by the Driver	5,000 - 10,000 PLN + possible coverage of the costs of removing or neutralizing the threat
Entering the SCH premises or providing services to SCH under the influence of alcohol, narcotics or psychotropic substances, possessing such substances or making them available, SCH has the right to impose on the Transport Service Provider a fine for each such person in the amount of up to	PLN 5,000 for each such person + an absolute ban on entering the SCH premises for a minimum period of 1 year

For any violation of the above rules, an additional penalty may be applied in the form of a temporary or indefinite ban on entry to the premises of SCH. The decision in this respect will be made individually.

A financial penalty for the driver's misconduct will be imposed on the employer (the company providing the transport service) by issuing an accounting (debit) note.

25. An appeal against the penalty may be lodged through the SCH to the Purchasing Director or the Commercial Director, who, after considering the case, may: uphold the imposed penalty without changes or suspend the execution of the penalty, or alternatively annul it.
26. Penalties for individual violations may be cumulative.
27. Each offence of a given person is treated as a subsequent one if it is committed by that person within 12 months of the first offence. In the event of committing another offence within 12 months, the penalty is imposed as for the second and subsequent time for the offence committed. In the event of committing another offence by the same person during the suspension of the penalty, the Head of the Warehouse and Internal Logistics Department shall initiate proceedings as in point 22. Then the SCH shall impose a new penalty on the person in accordance with point 23, which shall be added together with the suspended penalty.
28. A company charged with an accounting note is obliged to pay the fine within 14 days from the date of issue of the accounting (debit) note by the authorized SCH services.
29. The employer (the company providing the transport service) is obliged to:
- familiarizing its drivers with the above requirements,
 - collecting signatures from drivers confirming that they have read this document "Safety rules for loading and unloading trucks and transport tanks on the premises of Sarzyna Chemical Sp. z o.o.",
 - sending to SCH a scan of the above-mentioned document signed by the drivers or a statement confirming that all drivers of a given carrier have been familiarized with the above-mentioned Rules.