

# Varo Energy Tankstorage AG General safety regulations

1) Purpose of instructions.....	2
2) Area of application.....	2
3) General safety regulations and codes of conduct.....	2
4) Conduct during emergencies.....	4
5) Periodic safety instruction.....	5
6) Violations.....	5
7) Confirmation and signature.....	6
Attachment Niederhasli.....	7

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Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	1 of 8

## 1) Purpose of instructions

It is one of Varo Energy Tankstorage AG's principles to carry out our work guaranteeing the safety of employees, third party companies, customers, and the public. Varo Energy endeavours to prevent all accidents, injuries, and occupational diseases through the active cooperation of all concerned as well as to recognise and remove safety risks.

These safety regulations should issue rules for the individual behaviour and the cooperation of all concerned in order to be able to guarantee safety at any time.

## 2) Area of application

These regulations apply for all Varo Energy storage facilities. The general safety regulations and codes of conduct are binding for all persons that are present on these premises. This applies to storage staff, employees of third party companies, railway staff, customers and visitors.

These regulations apply to normal operation as well as during the execution of all different kinds of works (repairs, maintenance, cleaning, etc.)

## 3) General safety regulations and codes of conduct

All persons that enter the tank storage premises and / or use its facilities underlie not only the legal regulations but also the special corporate regulations.

**All instructions given by the storage staff must be complied with at all times.**

### Entering plant and loading areas



Visitors are only permitted to enter the storage facility when accompanied by a Varo Energy Tankstorage employee.  
Unauthorized persons do not have access.

### Smoking ban, open flames, and ignition sources



Open flames and other ignition sources are not permitted without a written authorization. Smoking is prohibited on the entire storage premises. This also applies to vehicles.



Smoking is only permitted in the designated smoking areas.

### Radio transceivers, cell phones, and other electronic devices



The use of radio transceivers, cell phones, other electronic devices is not permitted unless specifically authorized.

### Photography / filming and video surveillance



Photography and filming on the entire storage premises is only permitted if specifically authorized by the storage facility manager. This also applies to the use of camera phones.



The entire storage facility premises are under video surveillance.

Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	2 of 8

### Consumption of food, eating and drinking



The consumption of food as well as carrying food and drinks is prohibited in all operational areas.

Food and drinks may only be consumed in designated areas.



The required hygiene instructions are to be followed. Wash your hands and face. Take off dirty clothing.

### Alcohol, drugs, medications



Alcohol and drugs are prohibited on the entire premises. Alcoholic drinks and drugs can neither be carried nor consumed. Persons under the influence of alcohol or drugs are not permitted to enter the premises. Any person on the premises may be asked to undergo a test.

### Vehicle traffic in the storage facility



The maximum speed in the storage facility is 20 km / h. When entering the loading facility, the driver must drive at walking pace.



Climbing on top of a lorry is prohibited. Reversing without instruction is prohibited.



Road traffic regulations are applicable on the entire premises. Parking is only permitted in designated areas. Visitor parking is available. Fire fighting and life saving equipment, plant entries and exits, emergency escape routes, as well as channel and manhole covers must be kept clear at all times.



Police and emergency vehicles always have the right of way.



Railroad vehicles always have the right of way.

### Personal protective equipment



Wear personal protective equipment!

- Protection glasses (see instructions on the premises)
- Gloves (when in contact with product)
- Safety helmet (see instructions on the premises)
- Conductive safety shoes
- Long-sleeved, flame resistant work wear



Wear orange-coloured protection gear when working on the railway tracks or near them.

### Safety and emergency equipment

Safety and emergency equipment like e.g. emergency showers, fire extinguishers, fire hydrants, fire alarms, and phones must be accessible at all times and should not be misused.

Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	3 of 8

## 4) Conduct during emergencies

### Conduct in case of fire



### Emergency call 112

Keep calm!

In case of fire, the following actions take place:

- The alarm siren sounds
- The fire brigade is alarmed automatically
- Pumps switch-off at all loading lanes
- The barrier opens automatically (escape route)

**Fire alarm buttons** are available throughout the storage facility. Break the glass to operate them.

You will also find **fire extinguishers** for local fire fighting in all areas of the storage facility. Their locations are marked. These fire extinguishers should only be used after making sure oneself is not exposed to danger!

In case of fire, go to the collecting point immediately!

### Conduct in case of alarm



Stay calm!

If the alarm siren sounds, all persons on the storage facility must go to the collection point immediately. You will find the respective collection points here:

- Niederhasli tank storage: in front of the workshop

Attachment 1 includes a detailed plan of all tank storages showing the respective collection point.

### Conduct in case of human accidents



### Emergency call 144

Stay calm!

In each storage facility is a defibrillator. All employees are trained in first aid and in the handling of the defibrillator. In case of emergency, contact immediately a Varo employee!

### Conduct in case of product release

In any case of product release, a storage employee must be informed.

Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	4 of 8

## 5) Periodic safety instruction

### Safety presentation and operation

The safety regulations applicable in the storage facility are summarized in a presentation. This presentation will be shown to each person entering the premises for the first time. Varo Energy employees will gladly assist you if you have any questions.

Additionally, in each storage facility there are signs for:

- Location of the collection point
- Opening hours of the storage facility
- Location of the first- and medical aid kit and the defibrillator

When the respective person fully understands the applicable safety regulations, he or she signs this safety document including the attachment for the respective storage and receives a copy of it.

The safety instruction is valid for **one year**. Afterwards, the presentation must be studied once more and the safety document must be signed again.

The general safety regulations are identical in all Varo Energy storage sites. However one should confirm site specific briefing through signing the attachment of this document for the respective tank storage.

## 6) Violations

These safety regulations are binding for everybody. In case of violations of these regulations, Varo Energy Tankstorage AG reserves the right to admonish the person concerned or to remove them from the premises in extreme cases.

Varo Energy' principles include safety and accident-free operations. Help us to fulfil these principles!

We look forward to a good cooperation!

Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	5 of 8



## 7) Confirmation and signature

Your signature confirms that you have understood the general safety regulations applicable for the Varo Energy storage facilities in Rothenburg, Birsfelden and Niederhasli. It also confirms that you have received your own copy of these safety regulations and obligated yourself to carefully respect them.

Name / First name:

**BLOCK  
LETTERS**

\_\_\_\_\_

Identification number:

(ID, driving license, etc.)

\_\_\_\_\_

Company:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

The storage employee confirms to have instructed the above signed person on the safety regulations applicable to the respective storage facility.

Storage employee:

**BLOCK  
LETTERS**

\_\_\_\_\_

Signature:

\_\_\_\_\_

Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	6 of 8



## Attachment for Niederhasli

### Address Niederhasli storage

Varo Energy Tankstorage AG  
Hafenstrasse 92  
CH - 4127 Birsfelden

### Niederhasli storage contact numbers

Phone number for Niederhasli tank storage: 044 850 31 44

Fax number for Niederhasli tank storage: 044 850 53 44

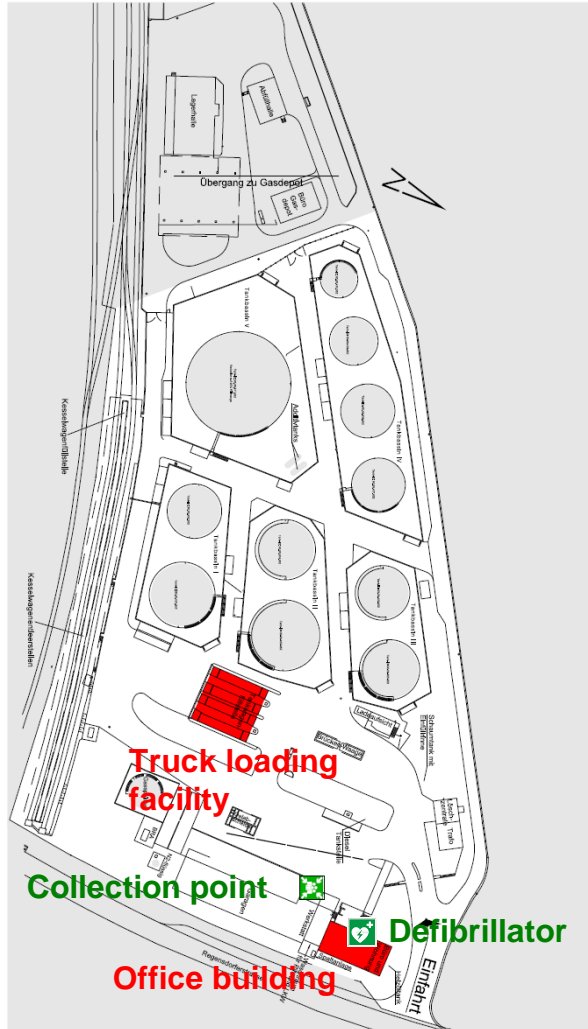
### Opening hours for loading at Niederhasli storage

Monday to Friday: 5:30 am – 4:30 pm

Saturday: 5:30 am – 11:30 am

Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	7 of 8

**Standort Sammelplatz Depot Niederhasli**



Ingenieurkammer Aargauer & Co. Olobermann AG  
Hochstrasse 40/42C Basel  
4050 Solothurn  
15.03.2020 WJG/20

Document:	General safety regulations Niederhasli	Date:	16.03.2020
Competence:	QHSE	Revision:	2
Released by:	GL	Number of pages:	8 of 8