


<b>SAFETY INSTRUCTIONS VV00</b>  <b>Work permit</b>	 Balen/Pelt
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## 1 PURPOSE

The work permit plays an important role in the exchange of essential safety information when carrying out work.

That is why this manual has been written to guide the completion and understanding of the work permit in the right direction, because without correct information, filling it in makes no sense.

## 2 STAFF

Every end user, provider, [originator](#),

## 3 SCOPE

The work permit procedure applies to all work carried out by Nyrstar maintenance staff or third parties in **Nyrstar Balen and Pelt**.

The registration and issuing of the work permit is done at the production department in the control room or registration rooms. For the "general departments " this is for the head of security, facility or porters, for warehouse or hall 1 with the head of the warehouse or his replacement

## 4 DEFINITIONS

Because there are many terms in the new general work permit that need clarification, they are explained further below.

Name	Description
(Coordinating) executor	A (coordinating) Nyrstar employee or a person in charge of a third party company who carries out the work.
<a href="#">Originator</a>	<a href="#">A Nyrstar employee who commissioned the work to be carried out.</a>
HSE risk	<b>Safety, Health and Environmental risk</b>
PPE	<b>Personal Protective Equipment</b>
Confined space	See the Safety Regulation <a href="#">XP-452-VV-0-00008</a>
Lock out Tag Out	Avoids that driven machines, installations or tools from unintentionally switching back on and/or prevent operators from coming into contact with unwanted process flows.
Provider	This is the person who issues the permit. Each department must have a list of authorized providers. The issuer must be a Nyrstar employee appointed by the Superintendent of the department.
Task risk analysis (TRA)	The purpose of a task risk analysis is to identify, analyze and evaluate risks in order to agree on control measures for the performance of a (risky) task. This assignment is best done in a team.

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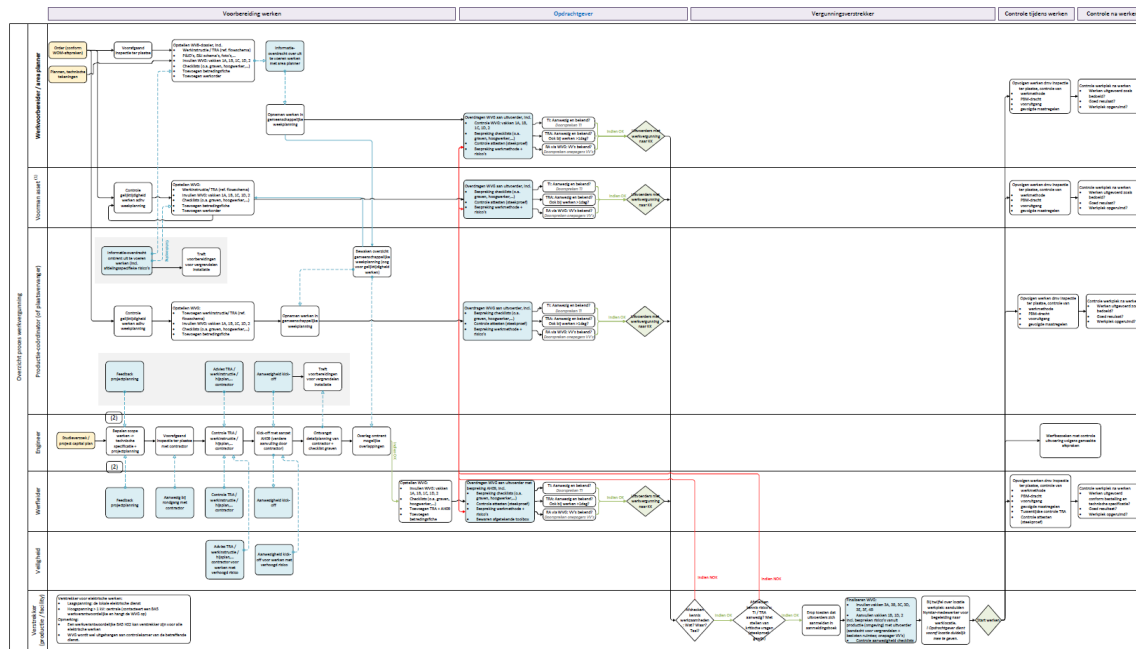
Work preparation	The purpose of work preparation is to establish a working method that is safe, fast and efficient without causing health damage.
Safety instructions	These regulations determine the guidelines and rules that the performers must adhere to when carrying out certain activities.
SDS sheet	<b>Safety Data Sheet</b>
General departments	<a href="#">Training and facility building</a> , <a href="#">building fire brigade site management</a> , porter's lodge, main building, kitchen, medical department, smis, <a href="#">canteen</a> , <a href="#">warehouse</a> .

## 5 EDUCATION

Every provider and [originator](#) must have received training about the VV with confirmation by means of a test.

## 6 TASKS AND RESPONSIBILITIES

In the "Work Permit Process" [XF-452-FWI-T-00000](#), the various phases of issuing a Work Permit determine which tasks fall under a person's responsibility within this Work Permit process in function of his/her role.



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**7 DESCRIPTION OF THE INPUT BOXES**

**Part 1: Application for work / risks / required measures to be taken by coordinating contractor**

**1A: Description of activities**

<p>XW-452-WVG-0-00000 V04</p> 	<p><b>Balen - Pelt</b></p> <p>Uitvoeringsdatum: ...../...../.....</p> <p><b>Werkvergunning</b></p>	 <p>9400 +32 14 81 94 00</p> <p>9300 +32 14 81 93 00</p> <p>GSM +32 477 77 44 41 Balen GSM +32 474 93 02 59 Pelt</p> <p>Externe hulp 112</p>	
<p>Deel 1: Aanvraag werkzaamheden / Risico's / Vereiste maatregelen te nemen door de Coördinerende uitvoerder (CU)</p>			
<p><b>(1A) Omschrijving werkzaamheden</b></p>			
<p>Locatie/equipmentnr: ..... Afdeling: ..... Ordernr.: .....</p>		<p>Soort werkzaamheden:</p> <p><input type="checkbox"/> Lassen/slijpen/branden</p> <p><input type="checkbox"/> Werken met vluchtige stof</p> <p><input type="checkbox"/> Elektrische cabine =&gt; BA5/BA4</p> <p><input type="checkbox"/> HD-spuiten <input type="checkbox"/> Testen</p> <p><input type="checkbox"/> Controle ronde <input type="checkbox"/> Sleutelen</p>	
<p>Omschrijving v/d werkzaamheden .....</p>			

- Execution date: if the work permit is prepared earlier than the execution date, the planned date can be entered here.
- Location/equipment nr: enter the location or equipment number here.
- Department: Here you enter the department name where the work will be carried out.
- Order no.: enter the SAP order number here, if relevant.
- Description of the work: give a brief description of the work here.
- Possibility to tick a number of standard activities.

**1B: HSE risks**

(1B) VGM risico's	Doc.	V.V.	(1B) VGM risico's	Doc.	V.V.	(1B) VGM risico's	Doc.	V.V.
<input type="checkbox"/> Aanwezigheid hete massa of vloeibaar metaal		VV02	<input type="checkbox"/> Graven	Doc.11	W11	<input type="checkbox"/> Risico op contact met zuren/basen	Doc.20	W20
<input type="checkbox"/> Hijsen	Doc.03	VV03	<input type="checkbox"/> Gebruik ioniserende straling		W12	<input type="checkbox"/> Beheer afvalstoffen		W21
<input type="checkbox"/> Mobiele arbeidsmiddelen/verkeer	Doc.04	VV04	<input type="checkbox"/> Slopen	Doc.13	W13	<input type="checkbox"/> Afzonderlijk tewerkgestelde		W22
<input type="checkbox"/> Werken op hoogte (algemeen)	Doc.05	VV05	<input type="checkbox"/> Spoelen/reinigen		W14	<input type="checkbox"/> Gebruik en opslag van gevaarlijke stoffen (CLP)		W23
<input type="checkbox"/> Hoogwerker/schaarlift	Doc.06	VV06	<input type="checkbox"/> Zone afbakenen		W15	<input type="checkbox"/> Eisen aan (elektrisch) handgereedschap		W25
<input type="checkbox"/> Gebruik en plaatsen van stellingen		VV07	<input type="checkbox"/> Werken in EX-zone		W16	<input type="checkbox"/> Mogelijke aanwezigheid asbest		W26
<input type="checkbox"/> Werken in besloten ruimte (zie Deel 3C)		VV08	<input type="checkbox"/> Mogelijk contact met elektriciteit		W17	<input type="checkbox"/> Blootstelling aan zwaveldioxide SO <sub>2</sub>		W27
<input type="checkbox"/> Vergrendelen	Doc.09	VV09	<input type="checkbox"/> Blootstelling aan lood of cadmium		W18	<input type="checkbox"/> Diffuse stofemissies		W30
<input type="checkbox"/> Brandgevaarlijk werk (vul Deel 2 in)		VV10	<input type="checkbox"/> Werken bij hoge temperaturen (heat stress)		W19	<input type="checkbox"/> Vlamboogbeschermende kledij		W32

The HSE risks that may occur during the work are indicated here.

- Risk identification (danger)
- The underlying form (checklist), if any,
- The corresponding safety regulation

The originator, (coordinating) foreman, work planner, provider,... must assess the risks within his own domain by evaluating the:

- Risks arising from the work itself (e.g. grinding, welding, burning, etc.)
- Risks from the environment (installations, processes).
- Risks of other work (simultaneous/proximity)
- Risks if the work, leave risks for later works (e.g. removed guards).

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For the identified risks, the legal provisions, the HSE regulations of "Nyrstar Balen – Pelt" and the other procedures must be adhered to.

In case of ambiguities or doubts, advice should be sought from the [originator](#), department managers and/or safety department.

The risks must be identified so that the appropriate control measures can be determined to eliminate the risks or reduce them to an acceptable level.

The [originator](#), (coordinating) executor and provider must always be aware of the safety regulations (VV xx).

If applicable, the relevant [checklist](#) must be attached to the work permit ([Doc. xx](#)).

The one-pagers about the various VVs have been set up to quickly discuss the most important matters with the contractor. The one-pagers can be found on the SHEQ site. One-pagers are a simple way to quickly discuss the most important issues for performers from the specific safety regulation. These can therefore be used as a support when issuing the work permit to clearly explain the risks and measures to be taken.  
Please note that these are not a substitute for the safety instructions

### 1C: TI/TRA

<input type="checkbox"/> TI aanwezig
<input type="checkbox"/> TRA aanwezig
<input type="checkbox"/> Risicoanalyse via werkvergunning
Opdrachtgever: .....
Tel/gsm: .....

In this box, you must indicate whether or not there is a Task Instruction (TI) for the work that needs to be performed.

Based on the content of the task, the question is asked whether it is a routine task

#### Routine tasks:

- Tasks that are part of the normal craftsmanship and powers of the executor(s)
- Tasks that have been performed more often (under identical conditions)
- Tasks where the actions to be taken are simple and unambiguous and instructions are known

Then, for routine tasks, it is checked whether there is an increased risk on the basis of the following points:

- There is simultaneous risk-increasing work in the immediate vicinity
- There is (possibly) time pressure

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- There are complexity-increasing aspects such as cooperation between different companies

If the answer to these control points is always "no", then it is routine work and the normal work permit is sufficient. Then fill in the box for Risk analysis via work permit.

If there is no task instruction, it must be checked whether a task risk analysis (TRA) is necessary. (the need is determined by means of "flow determine need risk analysis : [XW-432-INF-0-00001](#)") If a TRA is necessary, it must be added.

The task risk analysis can later be used to draw up a task instruction.

In order to be able to request additional information, the telephone number of the **originator** is entered here.

**1D: PPE**

<b>(1D) PBM's</b>		
<input type="checkbox"/> Standaard PBM's	<input type="checkbox"/> PBM's bij gebruik slijpmachine (gelaatsscherm, gehoorbescherming)	
<input type="checkbox"/> Dienstspectifieke of aanvullende PBM's, te weten:	<input type="checkbox"/> VRCO	<input type="checkbox"/> VRC1 <input type="checkbox"/> VRC2
<input type="checkbox"/> Ruimzicht/zuurbriil	<input type="checkbox"/> Handschoenen type: .....	<input type="checkbox"/> Adembescherming type: .....
<input type="checkbox"/> Gelaatsscherm	<input type="checkbox"/> Kleding/overall type: .....	<input type="checkbox"/> Meettoestel type: .....
<input type="checkbox"/> Gehoorbescherming	<input type="checkbox"/> Vluchtmasker	<input type="checkbox"/> Zie betredingsfiche
<input type="checkbox"/> Valbescherming	<input type="checkbox"/> Bumb	<input type="checkbox"/> .....

This box tells more about the different PPE that must be used.

The subdivision is divided into 3 parts:

- Standard PPE:
  - Closed clothing with long sleeves and long pants with increased visibility through striking colors and reflective bands.
  - Safety helmet
  - Close-fitting safety glasses
  - Safety shoes at least S3
  - Gloves

These are assumed to be known by everyone and are therefore mandatory to indicate (see entrance film and/or safety training).

- PPE when using a grinder: This includes a face shield and hearing protection. If applicable, the check box must be checked.
- PPE resulting from:
  - TI (task instruction)
  - BF (Entry sheet)
  - TRA (task risk analysis)

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- WVB Work Preparation
- Department specific risks
- Safety regulations
- SDS sheets
- [VRC0-VRC1-VRC2](#) is a class of arc flash risk, PPE must then be worn according to the table in [VV32](#) / 7 Choice arc flash protective PPE / clothing.

## Part 2: Risks related to fire-hazardous work

Deel 2 Risico's m.b.t. brandgevaarlijk werk: LET OP: ook slijpen, snijden, lassen, snijbranden en dergelijke is brandgevaarlijk werk  NVT

If there are no risks with regard to fire-hazardous work, N/A is checked

### 2A: Conditions in zone LOW risk

(2A) Voorwaarden in zone LAAG risico
<input type="checkbox"/> Controleer of de omgeving vrij is van brandbaar materiaal
<input type="checkbox"/> Zorg dat er steeds een brandblusser bij de hand is

### 2B: Conditions in zone MEDIUM HIGH risk

(2B) Voorwaarden in zone MIDDENHOOG risico
<input type="checkbox"/> 2A geheel ingevuld
<input type="checkbox"/> Maak omgeving proper (verwijder zinkstof/erts/solfer)
<input type="checkbox"/> Zorg voor afscherming van vonken (vb. lasdekens)
<input type="checkbox"/> Maak kieren en openingen in vloeren en wanden dicht
<input type="checkbox"/> Indien toegelaten, hou de omgeving nat

### 2C: Conditions in zone HIGH risk

(2C) Voorwaarden in zone HOOG risico
<input type="checkbox"/> Advies interne brandweer beschikbaar en bijgevoegd
Naam brandwacht: .....
Handtekening: .....

'Fire hazard work' is understood to mean: work in which fire, high temperatures or sparks can occur, such as welding (oxyfuel and electric), grinding, cutting (including plasma cutting), burning paint or roofing with the help of heat sources.

Repairs to plastics such as HDPE and vulcanization of rubber (conveyor belts) are also classified as fire hazards. There are risks of fire or explosions during this work. Measures are being taken to control this risk.

The following steps must be completed:

1. The [originator](#) / work planner indicates that there is a risk of fire.
2. The installation owner (issuer of the work permit) assesses the zone where the work is carried out. Depending on the category, the appropriate measures must be taken.

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3. The person responsible for the measures to be taken depends on the nature of the measure (executor or permit issuer). The contractor is responsible for ensuring that the measures are maintained during the execution of the work.

Depending on the category "Low risk zone", "Medium risk zone" or "High risk zone", blocks 1, 2, and 3 must be completed.

A detailed description can be found in the Safety Regulations

"VV10 fire hazard work"

### Part 3: Control measures

#### 3A: Product information

<p><b>(3A) Productinformatie</b> Welk product bevat de apparatuur/leiding of heeft deze bevat?</p> <p><input type="checkbox"/> <b>NVT</b></p> <p><input type="checkbox"/> .....</p> <p><input type="checkbox"/> Gespoeld met: .....</p>
---

The provider states here which product one may come into contact with.

#### 3B: Specific risks

<p><b>(3B) Specifieke risico's/ extra voorzorgs-, beheersmaatregelen:</b></p> <p><input type="checkbox"/> <b>NVT</b></p> <p><input type="checkbox"/> <b>Alertheid vanwege omgeving / Gelijkijdigheid</b></p> <p>.....</p>
---

This describes the specific risks (if applicable) related to the environment and the simultaneity of the work and the specific additional measures (if applicable) that must be taken.

Examples of this are: preparing a water hose or stretching safety tape, but also if cooperation with production is required.

#### 3C: Confined Space

<p><b>(3C) Besloten ruimte ( referentie VV 08)</b></p> <p><input type="checkbox"/> <b>NVT</b></p> <p><input type="checkbox"/> Pre-job bespreking uitgevoerd</p> <p><input type="checkbox"/> Volledig ingevuld betredings fiche toegevoegd</p> <p>Naam mangatwacht: .....</p> <p>Communicatieapparatuur : GSM, WT, .....</p>
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This box tells more about the confined space (if applicable). Before entering a confined space, a pre-job meeting must be carried out. The fully completed confined space sheet must therefore be attached.



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Furthermore, the name of the manhole guard and the means of communication used are also required.

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### 3D: Measurement result

The measurement result in a confined space, ex zone, or other **must** be noted in box 3D

<b>(3D) Meetresultaat</b> Vrijgave resultaat: Zuurstof.....% LEL.....% Andere metingen.....
---

### 3rd: Locking

<b>(3E) Vergrendeling</b>	Indiv. Sloten	
<input type="checkbox"/> NVT		
<input type="checkbox"/> Eenvoudige vergrendeling		
<input type="checkbox"/> Geverifieerd dat vergrendeling goed is uitgevoerd en getest Lock out punt + Prod. Slot Nr.		
1 ..... + .....		<input type="checkbox"/>
2 ..... + .....		<input type="checkbox"/>
3 ..... + .....		<input type="checkbox"/>
<input type="checkbox"/> Complexe vergrendeling		
Individuele sloten gehangen op lockbox nr: <input style="width: 50px;" type="text"/>		
<input type="checkbox"/> Vergrendelformulier gezien en in orde bevonden		

This part deals with the locking. If not applicable, the issuer must only tick 'N/A'. In other cases, there is a choice between:

- Simple locking: if max. 3 lock-out points were used (locks, blind flanges, ...)
  - Test can be carried out by someone who communicates this to the provider. Tick when the lock has been tested for correctness. When the installation cannot be started!
  - Describe where the installation is locked with the production lock number
  - Indicate where an individual personal lock is required
- Complex locking: locking with more than 3 lock-out points. If this is indicated, the number of the lockbox must be entered
  - Indicate that the lock form has been seen and approved.

A lock can be simple or complex, just fill in the box below.

### 3F: Deviating situations / exceptions

<b>(3F) Afwijkende situaties bij vergrendeling</b>	<input type="checkbox"/> NVT	<input type="checkbox"/> Geen slot productie, alleen persoonlijk slot. Toelichting .....
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This box can be filled in when only locked by a personal lock.

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#### Part 4: Ratification/Renewal/Termination

##### 4A: Ratification (Contractor's agreement)

<b>(4A) Uitvoerder is akkoord met de te treffen maatregelen en verstrekte informatie en houdt zich hieraan</b>	
<input type="checkbox"/> Werkvergunning in orde bevonden	Firma / Afdeling .....
<input type="checkbox"/> TI / TRA geraadpleegd en risico's zijn gekend	Naam .....
<input type="checkbox"/> Is bekend met gebruik benodigde PBM's en benoemde extra PBM's en speciale afdelingsregels	Tel/gsm .....
<input type="checkbox"/> Zorgt er voor dat alle personen op de hoogte zijn van de risico's, en dat hun namen op het aanmeldingsblad staan	Handtekening CU .....
<input type="checkbox"/> Zorgt dat de LMRA wordt uitgevoerd	Aantal personen die op deze werkvergunning werken: <input type="text"/>

The contractor signs part 4A of the work permit as soon as he has reasonably verified that the transfer measures have been carried out and correspond to the information provided.

He is responsible for the transfer of the measures to be taken to his employees.

The contractor ensures that the LMRA has been carried out.

The contractor indicates how many people he will carry out the work with.

This signature is required for the approval of the permit.

##### 4B: Consent provider

<b>(4B) Verstrekker geeft toestemming om onder eerder genoemde voorwaarden de werkzaamheden uit te voeren</b>	
<input type="checkbox"/> <b>Werkvergunning</b> in orde bevonden	
Naam .....	Handtekening .....
Datum ...../...../.....	Tel/gsm .....

The intention is that the issuer checks prior to signing:

- whether the work permit is complete with regard to the identification of risks associated with the installations/workplace;
- the installation and workplace in the field are in accordance with the intended conditions.

For the purpose of this last point, shortly before the start of the work, preferably in the presence of the contractor, an on-site inspection is carried out by - or on behalf of (e.g. operator via walkie-talkie) - the provider. The provider also ensures that the contractor is assigned the exact workplace on site. Only if (1) the operator is sufficiently known on site with certainty or (2) there is a "low-risk workplace" (no locking applicable, no chance of possible contact with acids, gases or other hazardous substances, etc.), may the designation on site be waived.

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If the provider has signed and the situation has been found to be in order, the contractor may start his work.

As long as the work lasts, the foreman keeps the colored copy page and the department the white frontpage.

#### 4C: End of work (delivery by contractor)

<p>(4C) <b>Einde werkzaamheden, oplevering door uitvoerder</b></p> <p><input type="checkbox"/> Verklaart het werk naar behoren te hebben uitgevoerd</p> <p><input type="checkbox"/> De werkplek is opgeruimd en veilig achtergelaten</p> <p><input type="checkbox"/> Persoonlijke sloten zijn verwijderd</p> <p><input type="checkbox"/> Andere .....</p> <p>Handtekening .....</p>
---

After completion of the work, the coordinating supervisor will ensure that the workplace is cleaned up **and left safe**. He then reports to the provider to test (if necessary) whether the equipment is in safe and ready for use (check walking directions, leak tightness).

#### 4D: End of work (issuing department)

<p>(4D) <b>Einde werkzaamheden verstreckende afdeling</b></p> <p><input type="checkbox"/> Afronding geaccepteerd door afdeling</p> <p><b>Na brandgevaarlijk werk in midden en hoog risicozone:</b></p> <p><input type="checkbox"/> Locatie en omgeving gecontroleerd en veilig bevonden</p> <p><input type="checkbox"/> Bijkomende maatregelen: .....</p> <p>.....</p> <p>Naam ..... Handtekening .....</p>
---

After the work, the provider (if necessary together with the coordinating contractor) checks whether the location and the work have been delivered properly.

Both parties then sign off on the work permit for termination of work. If necessary, it can be agreed that the permit issuer will do the check and sign-off later and provide feedback on the results.

#### Comments

<p>Opmerkingen: .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Blauw is ingevuld door (coördinerende) uitvoerder (CU) / rood door verstrekker / zwart wordt in samenspraak ingevuld door opdrachtgever en verstrekker</b></p>
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If you have any comments, you can always leave them in the place provided for this purpose at the bottom of the permit.

#### 8 CONTINUATION

If the work takes longer than 1 day's work, a continuation of the permit can be applied for. The **originator** fills in the blue part and goes over the various points of the condition for continuation

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together with the provider. They both tick that they have determined that the 4 conditions are met. They are marked at the bottom of the table.

If no fire-hazardous work has to be carried out in a high-risk zone or if there is no entry into a confined space or no release measurement due to explosion risk or other hazardous atmosphere to report, they will delete this or these item(s). If this is the case, the manhole guard or the fire marshal or the person who does the release measurement will sign off the form after having made the necessary findings.

This form ([XW-452-WVG-0-00001](#)) is attached to the original work permit of the contractor.

The employees who carry out the work report to the control room via the attendance registration with the number of the work permit.

After the day's work, this form is handed over to the operator of the control room.

After the work has been completed, part 4C of the work permit is completed and all documents associated with the work permit (TRA, entry sheet, lock sheet, etc.) are sent to the control room operator.

Continuation therefore means that all the checks necessary to release a work permit must be carried out. Drawing up a new work permit is usually recommended.

## **9 OBLIGATION TO REGISTER IN PRODUCTION DEPARTMENTS**

Anyone who is a stranger to a department must register at the department.

- In the event that work is to be carried out on or in the installation and/or if one is going to enter a confined space, a work permit must be issued as described in this procedure.
- If you only visit the department for, for example, a safety tour, giving or receiving explanations, (exclusively) reading meters, then you do not need a work permit. In that case, when registering with the operator on duty, you should inquire about special risks.

In both cases, the attendance registration of the department must be completed.

Visitors tick the box of visit, performers note the number of the work permit. At the start, the date, name, company, place and start time are noted.

When you leave the department, you note the departure time and an initial.

Employees who are permanently attached to a department are not registered. This concerns the operators and staff of the production department in question.

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**10 SHIFT TRANSFER**

If a work takes longer than the current shift, a transfer of the task to the next shift is required. The emerging shift must be informed of the current work permits, the status of the tasks and the status of the installation. This transfer must be discussed at the board where the work permits are posted.

**11 INTERRUPTION OF WORK**

A work can be interrupted for the following reasons:

- In case of evacuation
- For operational reasons
- Change of the scope of work
- Because of the simultaneity of several jobs in the same place

If a work is interrupted, the contractor will have to return their work permit, the department notifies the [originator](#) who supervises the interruption.

The status of the works and the consequences for other activities will have to be noted on the current work permit.

After an interruption, work may only be resumed if the provider gives permission for this, or a new work permit has been made.

**12 ARCHIVING**

Work permits and their underlying documents must be stored in the issuing department for at least 30 days.