



Safety rules

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[1.Introduction](#)

First of all, welcome to COMVEX Constanta terminal ...

Here you can find some information in order to ensure a safe working place.

We want that working in COMVEX Constanta terminal to be part of an integrated system regarding safety, environment and quality.

Our objective is to offer a good and safe working place and we have the following principles:

- clear and well known rules
- good and safe working conditions
- leadership
- teamwork encouraging creativity and individual responsibility
- reducing pollution of the environment

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[2.Definitions](#)

THIRD PARTIES

All contractors including their subcontractors, suppliers and individuals working directly or indirectly for COMVEX

PREMISES

The sites, installations and buildings managed by COMVEX. It also includes moored sea-going and inland waterway vessels.

ORDERING DEPARTMENT

COMVEX department under whose authority or by whose order the work is being carried out.

ACCOMMODATION

Huts and mobile huts, sheds, stores, mobile lavatories, etc. used for the accommodation of personnel or storage of materials of third parties.

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[3.Compliance](#)

As a third party one bears full responsibility for a safe way of working. The points mentioned below are based on the Romanian Occupational Health and Safety Act, with which COMVEX is obliged to comply. You should be aware that delay or interruption in the progress of your work as a result of compliance with our regulations cannot be accepted as a reason for late delivery or result in concessions by COMVEX in money or work.

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900900, CONSTANTA, ROMANIA
WEB : www.comvex.ro

REGISTRATION CODE: J13/622/1991
FISCAL CODE : RO 1909360

PHONE : +40 241 639 016/603 051
FAX : +40 241 639 010
E-MAIL : office[a]comvex.ro



Management and Safety department are authorized to point out any unsafe situation or unsafe working practice, in which case the person addressed has the duty to change this immediately. Management and Safety department are authorized to refuse entry to the premises to third parties or to remove them from the premises if they infringe and/or remain in breach of the other points mentioned. If necessary COMVEX Safety department can provide any additional information about safety and the environment.

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4.Registration third parties

It is very important to know which persons are present at the COMVEX terminal. Therefore entry to and exit from the terminal must take place via the main entrance (with the exception of masters of vessels and their crew).

Everyone, COMVEX staff excepted, must report to the gatekeeper when entering and leaving the terminal. Identification must be shown at the gatekeeper's request.

If permitted by COMVEX regular visitors of the terminal can use an access card, which allows electronic registration. Keys are issued in return of a deposit.

A visitors card is issued by the gatekeeper. Every visitor must take notice of these rules.

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5. Safety and environmental regulations

General

Everyone is obliged to comply with the safety instructions, regulations and warning signs.

Everyone must do everything possible to prevent accidents, unsafe working situations and possible damage to the environment. Every employee is responsible for his own safety and shares responsibility for the safety of the others.

If you are not sure about something, just ask!

Use personal protection equipment where and when necessary. Helmets and safety shoes are compulsory as a minimum safety measure (with the exception of the visitors' car park and the offices). Wearing safety shoes is not compulsory for visitors.

Smoking is not permitted in the following places :

- where stevedoring work is being carried out (vessels and storage areas);
- in the vicinity of inflammable goods;
- nearby a 'no smoking' sign.

The possession, use or consumption of drugs or alcoholic drinks or being under the influence thereof is not permitted on the COMVEX terminal.

All materials, machinery or tools to be used by third parties must comply with the statutory safety regulations.

The use of materials, machinery or tools, which are COMVEX property, requires permission of the responsible person in the ordering department.

It is strictly forbidden to remove warning signs or safeguards from machinery, etc.

Walking over electric cables is not permitted.

Knowledge, Skill and Behaviour

Employees of third parties who visit COMVEX for the first time must report to the Safety department. This department will give an introductory briefing on the regulations of the company.

Employees of third parties should have sufficient knowledge and skill to perform the work efficiently and safely in accordance with statutory requirements .

Employees of third parties must be familiar with the use of fire extinguishers . Access to this equipment must not be blocked.

A good working environment can only be achieved by means of good understanding and mutual respect. In this context we consider tolerance, politeness and friendliness to be important characteristics.

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Neat work

- The working area must be left clean when the work is finished. Attention should be paid to neat work in general.
- Do not place repair materials or other materials on conveyor belts. This can seriously damage the belt.

Places and Operations

Unauthorized persons are not allowed to enter or operate machinery. Before entering a machine, the operator must be warned.

Unauthorized persons are not allowed to enter the workshops.

It is strictly forbidden to repair or connect electrical installations, cables or switchboxes without the permission of COMVEX management.

Be mindful of sudden start-up of machinery, machine components (drives, sliding heads) and vehicles.

Rails, driving track and electric cables to machinery must be kept free of obstacles. An acoustic signal accompanies the movement of machinery. Sirens sound before a conveyor belt starts moving.

Only in case of emergency machinery and/or conveyor belts may be stopped by pressing an emergency button or pulling an emergency cord.

Never walk under a grab. In general be mindful of the possibility of material falling from the large, high machines. Walking under a conveyor belt is only permitted at protected underpasses.

Unauthorized persons are not allowed to go on board of a sea-going vessel. The ship's officer must be informed if anyone boards or is to perform work on board of a vessel. A gas-free certificate is required for repair work on board of vessels.

When working in the vicinity of stockpiles, be alert to the possible risk of collapse on the excavated side of the pile. Keep away from the track made by the bucket wheel of the stacker-reclaimer.

For working at installations and equipment, permission must first be given by COMVEX management.

Environment

Separate waste materials and place it in the appropriate containers.

Avoid contamination of the soil by gasoline, oil, paint and other contaminating substances.

Avoid pollution of the water, either direct or through the sewage system.

Avoid unnecessary energy consumption.

Avoid causing dust, e.g. through traffic or cleaning work.

Avoid excessive noise nuisance.

Hazardous goods may only be taken onto the terminal with the permission of the COMVEX Management / Safety department.

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6. Reporting

Unsafe situations should be marked immediately and reported to the ordering department and to the Safety department. This report should be confirmed in writing.

Third parties must report (near-)accidents occurring on the COMVEX terminal in writing to the ordering department and to the Safety department within 24 hours.

If employees of third parties damage COMVEX property this must be reported in writing immediately to the ordering department.

Emergencies (accidents, fire, environmental incidents) must be reported by the internal alarm phone number 112.

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7. Traffic

The Romanian road traffic regulations apply on the terminal. The speed limit is 30 km/h. There are also some routes where the speed limit is 10 km/h. Dust problems due to traffic must be avoided. If dust is caused the speed must be reduced.

The normal routes are marked on the terminal plan. Driving beside the roads is forbidden, except where the work has to be done. Note that certain routes have limited height.

At COMVEX terminal giant machineries are in use for handling bulk cargoes (shore gantry cranes, wheel

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loaders, stacker reclaimer, etc.). Be mindful of these machineries. Make sure you are visible by the operator!

N.B.! At various places on the terminal 6,000 Volt cables are connected to the machines. It is strictly forbidden to cross these cables by car.

The use of inadequate vehicles, transport equipment and lifting gear is not permitted.

Vehicles, transport equipment and lifting gear may only be driven and operated by trained personnel.

Persons may only travel in appropriate vehicles.

Park your vehicle only in the designated places (see site plan).

At the quay side cars should be parked alongside the ship (to be visited) without blocking the movement of the shore gantry cranes.

It is strictly forbidden to block passes, machines rails, escape routes and extinguishers.

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8. Accomodation

Third parties are responsible for cleaning that part of the COMVEX terminal, which is allocated to them for placing accommodation.

Waste and materials should be stored in an orderly manner and in such a way that it cannot be blown away.

Measures should be taken to prevent and control fire.

First aid supplies should be kept in the accommodation.

A copy of these regulations should be kept in the accommodation.

If hazardous goods are used, appropriate storage must be provided.

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9. Emergencies and accidents

General Procedure

An emergency must be reported immediately on alarm number 112.

In case of an accident you should help and reassure the victim as much as possible, until assistance arrives. In the event of fire you should control the early stages of the fire with the available extinguishing equipment.

Note the location of extinguishing equipment and escape routes and read the instructions on the extinguishing equipment.

In case of evacuation of the offices, an evacuation alarm will be set off. You should obey the following instructions:

- Stay calm, leave the room, do not lock the door.
- Follow the instructions of the emergency service staff.
- Do not use the lifts.
- Assist others if possible.
- Assemble on the visitors' car park and report your presence to the emergency staff.
- In case of evacuation into the main building (f.e. an external disaster or extreme weather conditions), everyone will be warned by an alarm or by COMVEX staff.
- An evacuation plan exists for COMVEX terminal . This is coordinated by COMVEX staff . Evacuation of COMVEX terminal will be preceded by a refuge into the main building.
- In case of fire :

Be sure to locate the nearest emergency exit

Know where to find extinguish equipment

Keep escape routes free of obstacles

Do not block the way to extinguish equipment

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