

Safety & Behaviour Manual

This is how it works.



Introduction

Ennatuurlijk Aardwarmte considers the safety and health of its employees, (sub)contractors and other service providers to be very important. Efforts are made to continually optimize these aspects.

This safety and behavioral manual aims to inform employees, third parties and visitors about the risks that are present at the sites and the general safety rules and measures that are in effect to this extent.

These rules apply for everyone performing work on behalf of Ennatuurlijk Aardwarmte and/or is present on Ennatuurlijk Aardwarmte locations. Additional measures can be applicable when specific procedures and work instructions are in place.

Ennatuurlijk Aardwarmte has several mining locations. For each location, a responsible person has been appointed. For the mining locations this is the site manager.

This manual is issued to all employees, visitors, (sub)contractors, suppliers and other service providers of Ennatuurlijk Aardwarmte.

You must comply with applicable regulations, instructions and procedures that are related to safety in the broadest sense. In addition, the employee must inform persons in the immediate vicinity of the importance of and compliance with the regulations, instructions and procedures.

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1. General safety

1.1 Basic rules

The following agreements apply at all Ennatuurlijk Aardwarmte locations:

- This handbook is handed out to all employees, visitors, (sub)contractors, vendors and other service providers of Ennatuurlijk Aardwarmte.
- It is mandatory to work safe and comply with the applicable safety requirements.
In addition, employees shall make contractors and visitors aware of the importance of and compliance with the regulations, directions, instructions and procedures.
- You shall ensure that good housekeeping is maintained continuously throughout the duration of the work with due regard being paid to tidiness, access ways and emergency exits being kept clear and disposal of scrap material. Throw waste in the designated waste bins, store materials and tools in the designated areas and keep your workspace clean.
- Instructions, commandments, prohibitions, and warnings by means of safety signs or issued by Ennatuurlijk Aardwarmte staff shall be abide with carefully in the interest of safety.
- The locations of Ennatuurlijk Aardwarmte are governed by Dutch law. In particular:
 - Access is prohibited to unauthorized persons based on to Article 461 of the Criminal Code.
 - For all traffic participants the Dutch road traffic rules are applicable.
- Ignoring the legal rules and/or rules defined by Ennatuurlijk Aardwarmte has consequences and can lead to stop the activity and sending away from the location.
- All incidents (including environmental incidents/spills) shall be reported to the site manager.

1. General safety

1.2 Behaviour

- I have read and understood the instruction, before entering the location.
- I will make sure that all work activities and visitors are signed in and out at the site manager office.
- I only start work after permission is granted.
- I will make myself aware of the work environment, wind direction, the nearest escape gate, the shortest escape route and the muster point.
- I know what to do in case of incidents, dangerous or unclear situations.
- I have the right and the obligation to intervene and/or to stop unsafe work conditions or activities.
- I respect other people who are working at the location.
- I wear correct PPE as specified for the various locations or activities. PPE signs are placed near the entrance doors or gates.
- If I return from the workplace or the outdoor terrain, I will wash my hands before entering the office.
- I will change my work wear(overalls) before entering the canteen and/or meeting room.
- I will only eat and drink in the designated (canteen) facilities, and not outside.
This is not allowed for hygienic reasons.
- I will only smoke at the designated areas.
- I pay attention to my colleagues and encourage them to work safely.
- Spills (liquid/substances) must be contained and removed immediately. All spills have to be reported to the site manager.

1. General safety

The maximum speed

The maximum speed at all Ennatuurlijk Aardwarmte locations is 15 km/h.

- Bringing, carrying or consuming alcoholic beverages or drugs to our locations is prohibited. An individual who is under influence of alcohol or drugs, will immediately be removed from our sites.
- I do not take medications during working hours (unless prescribed by a doctor) that may have adverse effect on the driving ability and/or daily activities.
- I will follow the rules and procedures.
- On request I will show my certifications for the specific activity (e.g. VCA diploma).

1.3 Traffic

- Pay attention to all traffic movement (such as forklift, crane and trucks) in your work area.
- Riding along a forklift or crane is strongly forbidden.
- All car passengers must wear seatbelts while driving.
- Passenger cars must be parked in the designated parking lots.
(See floor plan appendix 3 to 7).
- Drivers of trucks, mobile cranes, etc. are required to use the designated parking areas.
(See map in Appendix 3 through 7).
- Reverse parking is mandatory at GEO locations (in parking bays).
- Do not block roads, emergency exits and/or fire extinguishing installations.
- Access of Emergency services must be guaranteed at all times.
- Access by car to the wellhead area, need approval and receive instructions from the site manager.

1. General safety

- Reverse moving with large cranes, trucks or tankers, at GEO locations is only permitted under supervision.

1.4 Last minute risk analysis

Despite Ennatuurlijk Aardwarmte's efforts to eliminate or minimize risks, there may be situations where you still encounter dangers that were overlooked in the preparation. Sometimes, these hazards are only visible in the workplace or in the immediate vicinity. That is why we rely on your own knowledge, experience, and craftsmanship.

1. General safety

ALL YES: start (or resume) your work.

If NO or in doubt: go to the supervisor and discuss the situation.

Perform a 'Last Minute Risk Analysis' yourself!

- When?
At the start and resumption of your work.
When the situation and/or the workplace has changed.
- How? You can perform a LMRA using the following questions:

Assess the risk!



STOP

Is there anything that can still go wrong?



THINK

If yes, where does this risk come from?



ACT

What will I do to eliminate the risk?

Ask the following control questions:

1. Do I know what to do?
2. Is the workplace safe (made safe)?
3. Have all safety rules been explained to me?
4. Do I know the hazards of my work(assignment)?
5. Do I have the proper safety equipment (PPEs)?
6. Do I have the right tools?
7. Are all my tools inspected/certified?
8. Have I done everything possible to minimize risk?
9. If things do go wrong, do I know what to do?

2. Personal protective equipment

Attention!

The use of the required personal protective equipment (PPE) is mandatory.

2.1 Basic rules

Personal protective equipment (PPE) such as hearing protection, gloves, work clothing, safety shoes, safety goggles, respiratory protection, etc. must be used where prescribed by means of safety signs. Information about PPE this will be given to you on the first work day.

- Refer to the site manager to determine the appropriate PPE.
- The appropriate PPE for the activities and Ennatuurlijk Aardwarmte locations have to be provided by the company you work for.
- The PPE shall be maintained in good condition or replaced if faulty.
- There is only one exception for visitors; "They are only allowed to enter the production site under supervision without PPE and special clothing until before the RED lines." This does depend on the activities on site.

2.2 Overview PPE's per location

The overview on the next page indicates which PPE is prescribed. Depending on whether the location is in operation (or specific activities), this can only be deviated from in consultation with the site manager/supervisor. Also pay attention to the prescribed protective equipment when entering the different areas and, if applicable, consult the work permit.

2. Personal protective equipment

Geothermic hall/well site	    
Bio energy hall	   
Bio energy site	 
HTO-ates hall	 
HTO-ates site	

2. Personal protective equipment



2.3 Head protection

- Safety helmets (EN 397:2012) or hard hats are meant to absorb the force of blows to the head of bumping or falling objects.
- A bump cap (EN812 AI CAT 2) is not a safety helmet, protects against impacts and not against falling material.
- This cap is not permitted during workovers and lifting activities. A safety helmet is mandatory during these activities.



2.4 Foot protection

- Wearing appropriate safety shoes (EN 20345 S3 standard) prevents injuries by protecting the feet from heat/fire/cold, hazardous materials, cutting/sticking/pricking, liquids, electric shock, falling objects and slipping.



2.5 Protective clothing

- Workwear provides protection from various hazards such as high or low temperatures, sparks, fire, bumps, stabs or cuts while working. Work clothing consists of overalls or work pants with a jacket.
- Shorts and/or short sleeves are not allowed in the locations where workwear is mandatory. (EN ISO 13688:2013 / EN 1149-5:2008)

2. Personal protective equipment



- Disposable coveralls can be used for highly contaminated work.
- There are various work gloves for various types of work. The glove you need depends on the protection and the work to be performed. For the correct type of glove, consult the site manager or the label of the hazardous substance. (EN ISO 374-1:2016 Type A)



2.6 Hearing protection

- For noise levels exceeding 85 dB(A) you are legal required to wear hearing protection.
- For noise levels exceeding 80 dB(A) hearing protection is recommended and an employer must provide hearing protection. (EN 352-2)
- Consult the noise/time table and remember the following guideline:

Ear wadding	reduces 20 tot 25 dB(A)
Ear plugs	reduces 25 tot 30 dB(A)
Earmuffs	reduces 30 tot 40 dB(A)
Autoplastics	reduces ca. 40 dB(A)
- Rooms with a noise level above 85 dB(A) are marked.
- Earplugs are available on location in the workshop and warehouse.

2. Personal protective equipment

2.7 Face protection



Safety glasses

Safety glasses protect when performing work which poses danger to the eyes, such as working with hazardous substances or work that introduces flying particles. (EN 166, EN 170)



Dust mask

Depending on the dust class associated with the work, dust masks are selected; paper dust mask for light dust class, fresh air caps for serious dust or smoke and gases.

Do not use dust masks for noxious fumes.



Respiratory protection

It is mandatory to wear respiratory protection for materials that are harmful to health, such as hazardous fumes or substances.

- Check the label and follow its instructions.
- Change the filters on time if you use a filter mask.
- Read the instructions for use before trying a new mask.

3. Working at a height

- During working at height (above 2.5 meters), preventive measures must be taken to mitigate the risk of falling and to enable a safe passage through the work area.
- Preventive measures are also needed (prior to the work activity!) when there is a risk of falling. If so, discuss the situation with the site manager.
- Working at height may only be executed from a safe, responsible, scaffold, platform or work floor.
- Provide effective fencing, handrails or other protection similar devices.
- The height, which may be bridged with a ladder, is up to 7,5 meters with a preferred maximum of 5 meters.
- The ladder may only be used when the use of a scaffold or aerial work platform is not feasible.
- Working on a ladder for long periods of time is also not permitted. The maximum effective standing time is < 2 hours.
- When the wind force is 6 Bf or higher, working with ladders, aerial work platforms and scaffolding is not allowed.

4. Working with chemical substances

- Make sure you are aware of what chemical(s) you are working with.
- Ensure Material Safety Data Sheet(MSDS) are available and up to date.
- To identify the hazards associated working with chemicals consult the labels, the Material Safety Data Sheet or your supervisor.
- To select appropriate personal protection consult the label, the Material Safety Data Sheet or your supervisor.
- When aggressive liquids get in your eye, immediately use an eye wash station to rinse your eye and dilute the liquid. The location of these stations are indicated on the floor plan. (See appendix 3 to 7).
- When leaving chemicals on location, make sure packaging/container/IBC indicates which substance it contains.
- If you bring your own chemicals or hazardous substances to an Ennatuurlijk Aardwarmte location, you must report this and ensure that it is handled with care. This implies at least:
 - Adequate packaging and labeling
 - Up to date Material Safety Data Sheets (comply with REACH regulations)
 - Use of appropriate PPE's

5. Working in confined spaces

- A confined space is defined as: An enclosed or partially open environment with restricted access, or otherwise, not designed as accommodation of persons, and where activities take place that pose risks to safety, health and welfare. There are many forms: storage tanks, trenches, ditches, sewers, pipes, elevator shafts, welding/soldering tents, chemical reactors, silos, etc. Regardless of location, all confined spaces have the following characteristics:
 - Narrow (often small, wet and awkward space with little freedom of movement);
 - Poorly lit;
 - Difficult to access;
 - Hardly any natural ventilation;
 - Often pipes and cables in unexpected places;
 - Poor escape possibilities.
- Entry is only allowed after permission of the site manager (by means of a work permit at mining sites). The supervisor will measure oxygen levels before entering and monitor this during the job.
- Ventilate the space well.
- Always work in pairs, only one person enters the enclosed space. The second person stands guard and raises the alarm in case of emergency.
- Provide an escape route and before you start and review the options how to evacuate from the enclosed space.
- In a confined space, additional PPE's must be worn and in certain situations additional precautions (e.g. measurements, evacuation equipment) are mandatory.

6. Working in adverse weather conditions

6.1 Basic rules

Adverse weather conditions can introduce a risk of personal injuries, damage or to execute your work in a responsible and safe manner. Check the weather forecast daily. Based on the weather forecast or situation, it can be necessary to take preventive measures against the effects of strong wind, rain, thunderstorms, heat and cold. When in doubt, consult your supervisor.

Consider your own safety when traveling to and from work locations. Adjust your speed, stay alert and keep your distance!

6.2 Working safely in strong wind

- Take preventive measures in time to prevent materials from being blown away (e.g. empty containers, tarpaulin and plastic).
- Ladders, work platforms and scaffolding cannot be used above wind force 6.
- For lifting operations check the limitations on the crane's lifting chart.

6.3 Working safely in heavy rain

- Verify if the terrain conditions are safe before driving with heavy equipment.
- Discuss whether you can work shielded.
- If tools get wet, grip can be less. Keep your tools dry and prevent slipping out of your hands.
- Be aware of electrocution hazards. Check the operating instructions of machinery or equipment to see if it can be operated safely in the rain.
- Keep in mind, rain decreases visibility.

6. Working in adverse weather conditions

6.4 Working safely in a thunderstorm

- When a thunderstorm is approaching, you are not allowed to work outside. Everyone is requested to go inside or sit in a car if necessary.
- Do not use electrical appliances, disconnect them if possible.
- Stay at least three feet away from fencing and fences.
- Stay away from electricity poles, street lights and tall trees etc.

6.5 Working safely in the heat

- Do not remove your PPE because it is too hot, wear airy clothing if possible. Deviation from the mandatory PPE is only allowed after permission of the site manager.
- Drink water regularly.
- Do not work in the sun for too long.
- Discuss if it is possible to arrange sun shading.
- Take more frequent breaks after strenuous activities.
- If possible, turn off devices that produce heat.
- Try to ventilate small locations as much as possible.

6. Working in adverse weather conditions

6.6 Working safely in winter

- Wear proper protective clothing in combination with your usual PPE's.
- During snow and ice conditions, check your work site for slippery situations and the presence of frozen pools of water. Pay special attention to scaffolding, ladders and stairs. Consider preventive or corrective measures to avoid slippery conditions and keep the work site safe.
- Make sure there is adequate lighting on site.

7. Machines and installations

7.1 Basic rules

- Machinery, installations, vehicles may only be operated by authorized and adequately trained employees.
- Unless explicitly authorized, it is forbidden to:
 - Enter electrical switch rooms, distribution stations and the like.
 - Open control cabinets.
 - Remove or insert fuses.
 - Locate or restore electrical malfunctions.
- It is forbidden to bridge or switch off any safeguards.
- It is prohibited to work with unprotected machines or equipment (e.g. without associated protective plates, protective caps or other safeguards / protective means).
- It is prohibited to work on rotating or moving parts of machinery. Unless tools or choosing a safe (low) speed can avoid the possibility of getting caught work can be executed safely.
- Machinery or equipment defects should be reported immediately to the site manager.

7. Machines and installations

7.2 Working with approved work equipment

- Equipment must be inspected periodically. Approved power tools are provided with an inspection label. A valid inspection certificate must be shown on request.
- The use of electronic equipment or open fire is not allowed at GEO sites without permission or permit.

7.3 Hoisting, lifting and auxiliary equipment

- Never walk under the load or move it over someone.
- Hoisting and lifting equipment may only be operated by authorized and adequately trained employees.
- Every forklift, cherry picker and crane driver must hold a valid certificate.
- Securing of loads may be done only by authorized and sufficiently experienced persons.
- A crane driver must always be aware of all circumstances related to safety before carrying out a hoisting job.
- Prior to the job, always verify the certification of lifting and handling equipment.
- Cherry pickers can only be used for lifting people, and are not intended for lifting loads.
- When using cranes, the work area must be cordoned off.

8. Working on GEO-sites (Mining sites)

GEO plants and GEO sites are mining sites subject to specific additional safety rules.

8.1 Acces

- The operational area may only be entered by authorized persons, after registering with site manager and/or having obtained a work permit.

8.2 Working hours and rest times

- The Dutch Working Hours Act (Arbeidstijdenwet ATW) and the Dutch working hours decree (Arbeidstijdenbesluit AT B) applies to the Ennatuurlijk Aardwarmte sites.

8.3 Site manager

- For each site, a site manager has been appointed who has final responsibility for the execution of work at the site.
- The site manager is located in the office of the geothermal plant.
- The site manager is responsible for the safety of all the staff at the location. Always follow his instructions.
- You are also responsible for your own safety and that of others.
- The site manager is responsible for issuing the work permits.

8. Working on GEO-sites (Mining sites)

8.4 Work permits

The purpose of a work permit is to ensure that the proper measures are taken to safely perform work at GEO sites. A work permit records these agreements and the conditions for work execution. This prevents misunderstandings during the execution of the work.

At GEO sites, the work permit system is used.

The main rules in this are:

- Make sure to have a valid work permit at all times, unless agreed otherwise with the site manager.
- Submit your application in a timely manner!
- Make sure that the application for a work permit is as clear and complete as possible. It must include the location of the work, a clear description of the work to be performed, the equipment or part of the installation on which the work needs to be done, and the (electrical) tools to be used must be specified.
- Make sure that a toolbox meeting and an LMRA (Last Minute Risk Assessment) are performed prior to the start of work and put them in writing. The subject of the toolbox meeting is noted and the participants sign the attendance list.
- In case of changes, changing work conditions, work must be stopped, and the situation must be discussed with the issuer.
- The permit holder is responsible for the safe execution of the work and ensures in accordance with the agreements made, which are stated on the work permit.
- Work will commence only after release by the managing department.

8. Working on GEO-sites (Mining sites)

8.5 Norm location

The GEO locations are classified as a NORM location. This means that installation components may be contaminated with LSA (low specific activity).

- Work performed on these installation components always required a NORM work plan.
- All Ennatuurlijk Aardwarmte operators have completed application specific training for supervising radiation expert (SRE for the performance of NORM activities).
- The TSD instructs all employees involved who perform their work in the demarcated area or in the vicinity thereof.
- Measurements for NORM are performed, before, during and after the work (opening of the installation (parts)).
- Equipment/material brought by (sub)contractors that may have been used at other companies and may have come into contact with NORM should be checked by Ennatuurlijk Aardwarmte for the presence of LSA before starting work.
- Special disposable coveralls should be used during work where there is a risk of contamination.

9. Fire prevention

9.1 Basic rules

- Working in an organized and tidy manner are the best foundation for fire prevention.
- Smokers can only smoke outside, in the designated areas and use the ashtrays available there. Don't throw cigarettes on the ground!
- Be careful with flammable liquids. Close bottles, jugs, barrels and waste containers carefully immediately after use.
- Escape doors, escape stairs, extinguishers and emergency lighting must be kept free at all times.
- Inform your immediate supervisor of any defect and / or used extinguishers.
- Make sure you know the emergency exits, escape routes and the use of extinguishers.

9.2 What to do in case of fire

- Report the fire to the site manager as soon as possible. Warn your colleagues and visitors and other people present and help them leave the department and / or terrain. Keep the doors of an area that is on fire closed (if there are no people inside).
- Think about your own safety! Never enter an area full of smoke.
- Try to extinguish a starting fire with the available extinguishers.
- Strictly follow the instructions of company first responders, the site manager and the fire department.

10. Emergency plan

10.1 What to do in case of emergencies, accidents involving injuries, fires or environmental emergencies

- An emergency and firefighting plan has been drawn up for each location, please consult the site manager.
- Several employees have been appointed as in-house emergency response officers. The main tasks are to provide first aid, firefighting, evacuation and communication with (external) emergency services.
- At the entrance of each (indoor) location there is an overview with important information and phone numbers in case of emergency.

Emergency number

(+31)88-00 48 555

Fire

In case of fire: activate the fire alarm

- If possible, extinguish the starting fire.
- Bring people who have been exposed to fire or smoke to safety.
- Leave the location.
- Go to the muster point.

Evacuation

Evacuation signals:

- Siren (for well site en Geo plant).

When hearing the evacuation signal: evacuate!

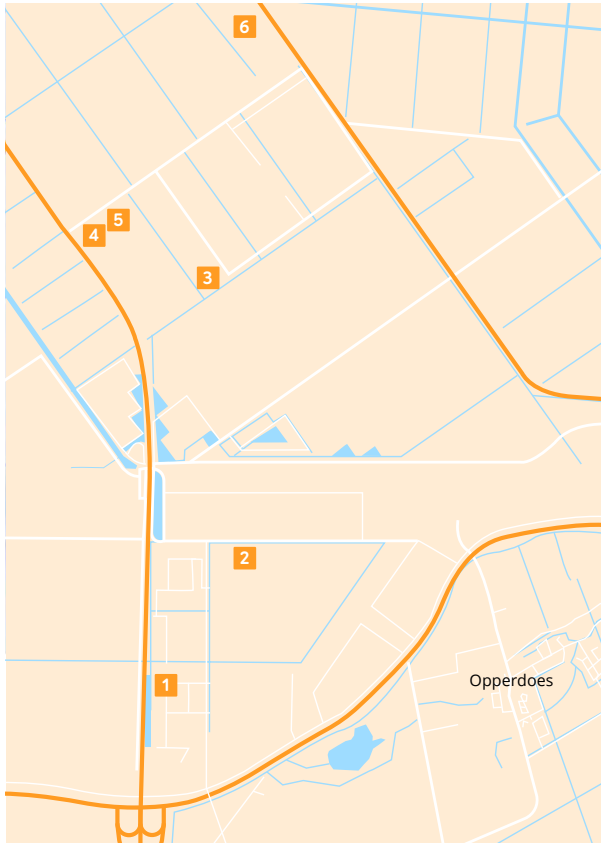
- I turn off equipment and leave my workplace safely.
- I bring myself to safety via the normal route or escape routes and take into account the wind direction.
- I report to the muster point as soon as possible. (See map)
- There, I await further instructions.

Accident

In case of personal injury/victims:

- Call: **(+31)088-00 48 555 OR 112**
- Alert site manager.
- Stay with the victim until the ERO arrives.

Appendix 1: Locations Ennatuurlijk Aardwarmte

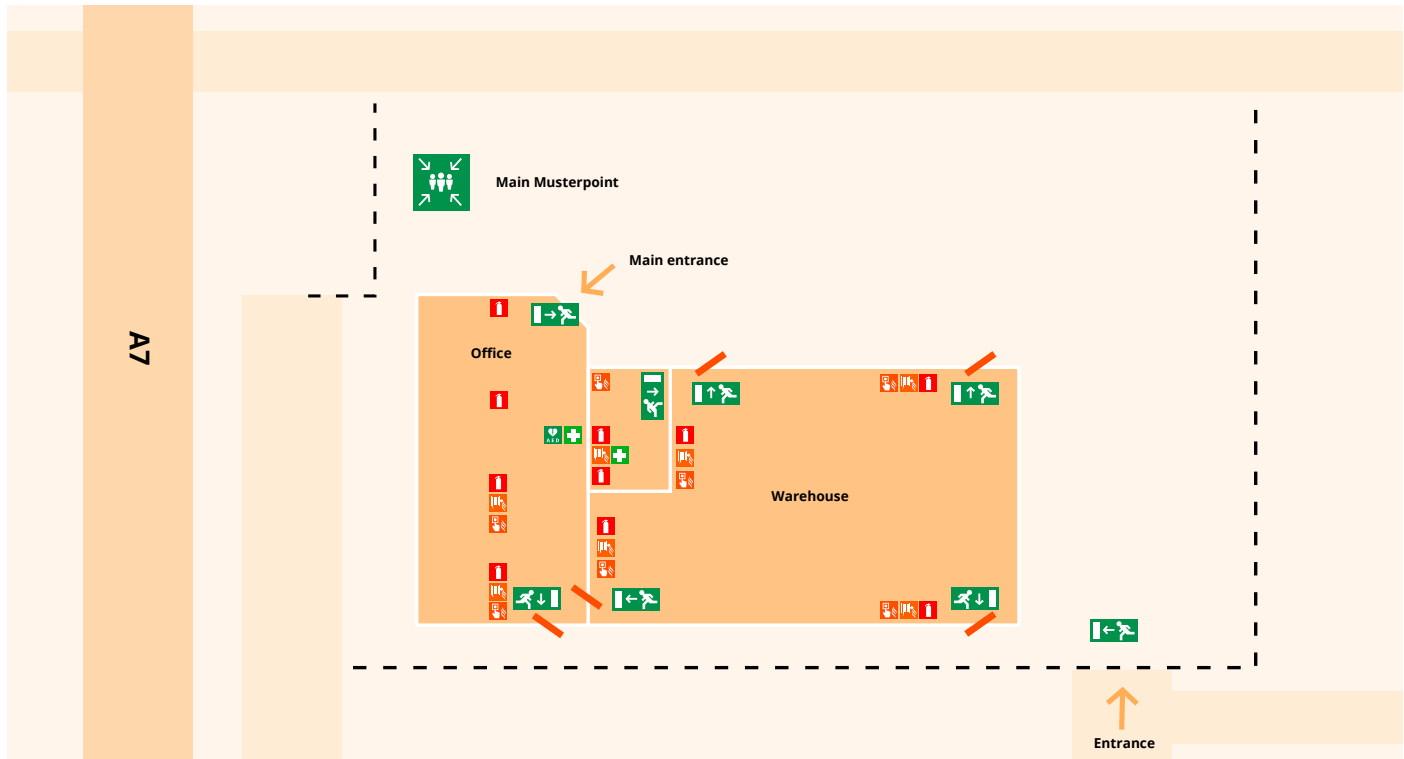


Junction Medemblik / N239

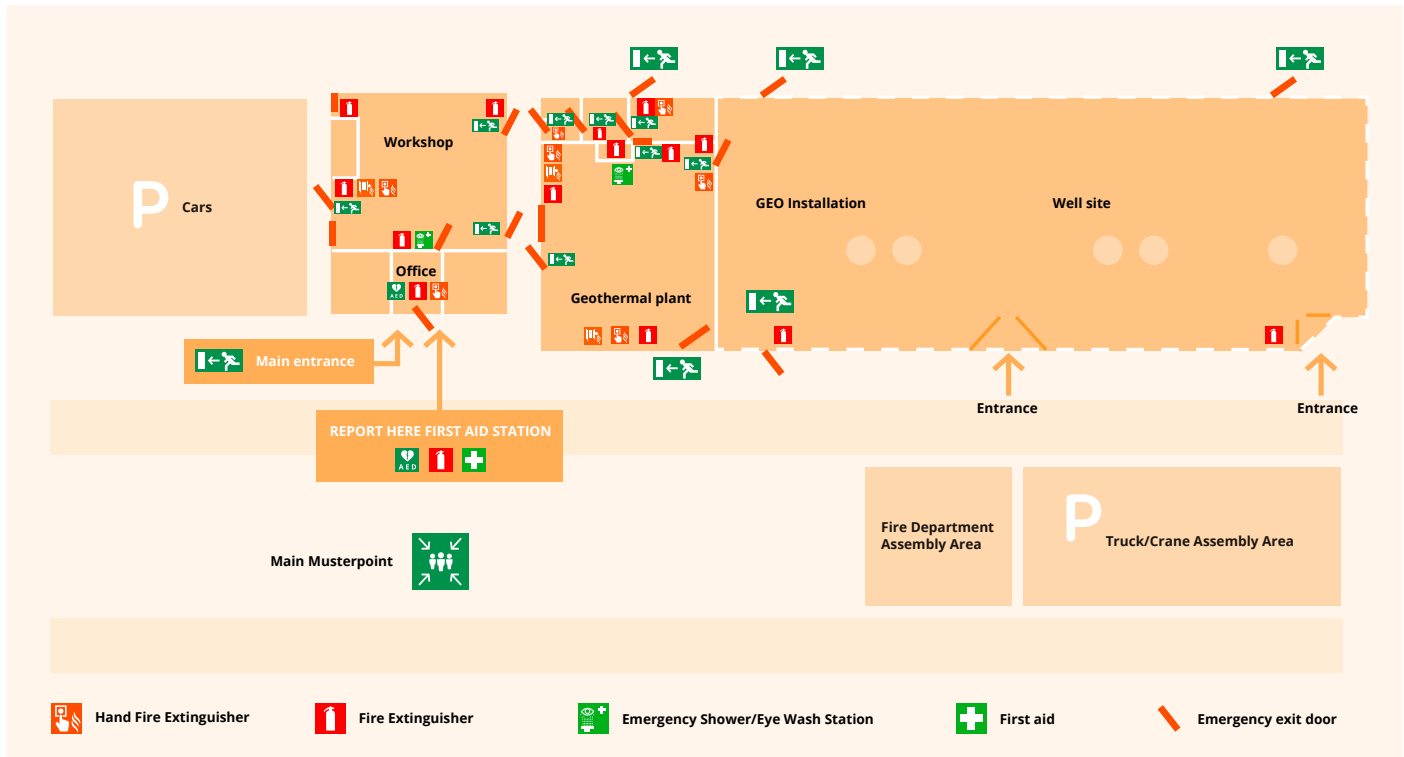
- 1 Headquarter**
Agriport 201, 1775TA Middenmeer
- 2 Geo plant/Wells site**
Oostlanderweg 15, 1775TH Middenmeer
- 3 Well site GT-05**
Tussenweg 13 achter, 1775RK Middenmeer
- 4 Geo plant/Wells site 8/9**
Tussenweg 21, 1775RK Middenmeer
- 5 Bio energy site**
Tussenweg 19, 1775RK Middenmeer
- 6 HT-Ates Site**
Tussenweg 2A, 1775RK Middenmeer
- 7 Geo plant/Wells site**
Nieuwe Dijk 2, 1619PK Andijk



Appendix 2: Floorplan Headquarter Agriport 201, Middenmeer

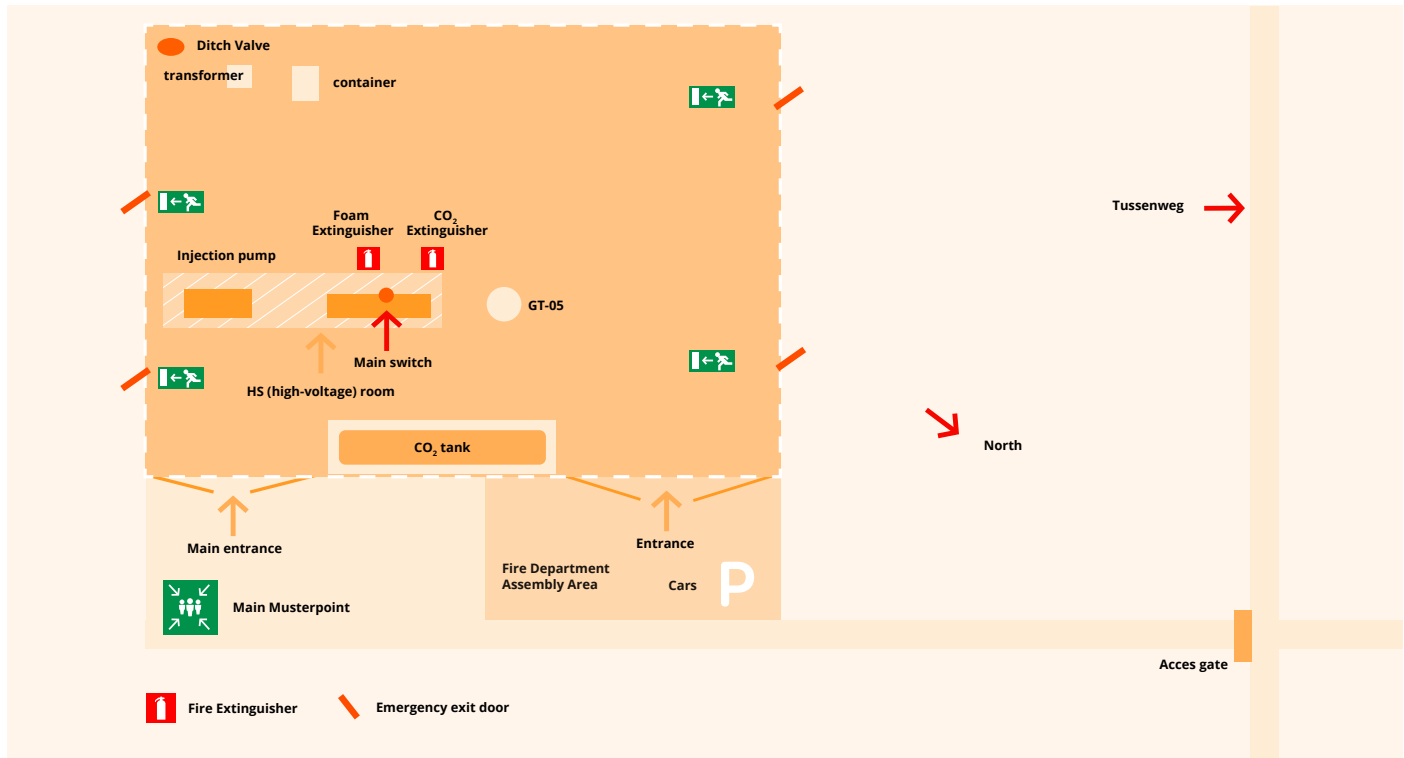


Appendix 3: Floorplan Geothermic site Oostlanderweg 15, Middenmeer



Appendix 4: Floorplan Wells site GT-05

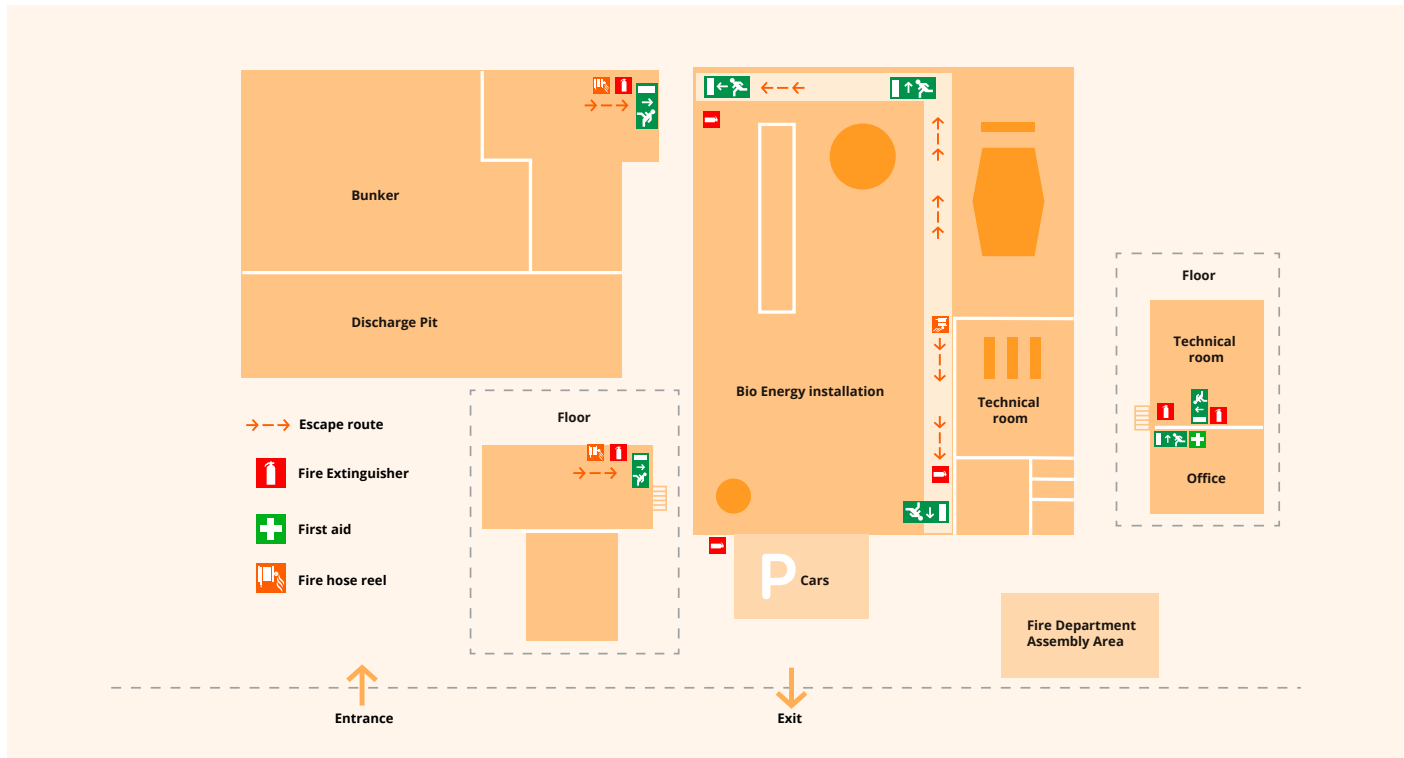
Tussenweg 13, achter Middenmeer



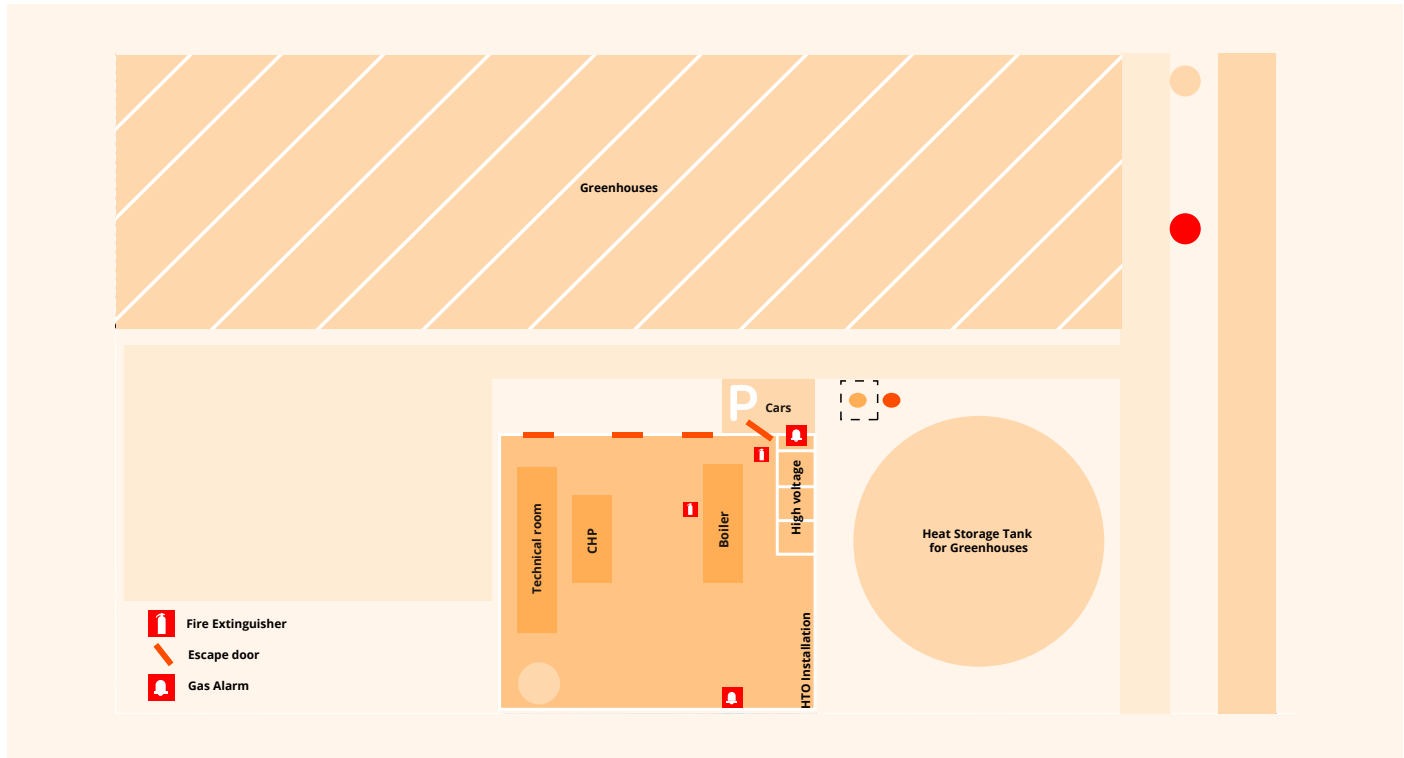
Appendix 5: Floorplan Geothermic site Nieuwe Dijk 2, Andijk



Appendix 6: Floorplan Bio-energy site Tussenweg 19, Middenmeer



Appendix 7: Floorplan HT-ATES site Tussenweg 2A, Middenmeer



Together towards a safe sustainable future.

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