



Danosa Spain  
Fontanar  
(Guadalajara)

## PREVENTION INSTRUCTION

### LOADING AND UNLOADING OPERATIONS

#### OBJECT

The purpose of this instruction is to establish a framework of mandatory compliance with a series of requirements in terms of safety and hygiene aimed at transport companies, agencies, self-employed carriers and any other activity related to the collection, transport and delivery of goods at DANOSA facilities.

These security standards are complementary to those that are finalized in the risk assessment of the service provider.

In order to avoid any incident or accident at work, all transport agencies are requested to transmit these rules to all those carriers who, in the performance of their work, perform tasks similar to those included herein, for DANOSA.

In Fontanar, November 13, 2023



Fdo. Valentín Moraleda

Director of Logistics, DANOSA



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number	TASK	RISK IN TASK	MANDATORY SAFETY STANDARD
1	Entry/exit at factory premises	<ul style="list-style-type: none"> <li>- Run over people</li> <li>- Blows against facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Respect traffic regulations at all times, when entering and leaving the venue</li> <li>- Ride with caution at the entrance and inside the venue (&lt; 20 km/h)</li> <li>- Maneuver with caution. If necessary, require the help of DANOSA personnel</li> <li>- Inform the surveillance or cargo person of their presence and ensure that the required documentation is uploaded to the DOKIFY platform. The carrier may be required to provide this documentation at any time, if applicable:               <ul style="list-style-type: none"> <li>- Driver's License</li> <li>- Special Driver Authorization</li> <li>- ITV Technical Inspection Card</li> <li>- Vehicle Insurance</li> <li>- ADR certificate for the tanker and, where applicable, the tractor unit</li> <li>- Written driver instructions</li> <li>- Bill of Lading</li> </ul> </li> <li>- The use of any means of communication (mobile phone, radio station,..) is prohibited while the vehicle is in motion</li> </ul>
2	Positioning on a scale	<ul style="list-style-type: none"> <li>- Run over people</li> <li>- Blows against facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Maneuver with caution. If necessary, require the help of DANOSA personnel</li> <li>- Inform the person of loading/unloading, your presence</li> <li>- Caution when getting out of the cab of the truck; there is movement of vehicles in the vicinity</li> </ul>
3	Positioning in loading/unloading	<ul style="list-style-type: none"> <li>- Run over people</li> <li>- Blows against facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Maneuver with caution. If necessary, require the help of DANOSA personnel</li> <li>- Inform the loading/unloading person of your presence</li> </ul>
4	Laboratory sample collection	<ul style="list-style-type: none"> <li>- Particle projection</li> <li>- Contact with chemicals</li> <li>- Inhalation of vapors</li> <li>- Falls at different levels</li> <li>- Bumps, cuts</li> </ul>	<ul style="list-style-type: none"> <li>- Deploy the safety railing of the cistern. If you do not have one, use a safety harness while remaining on top</li> <li><b>Make use of the PPE necessary in the task:</b> <ul style="list-style-type: none"> <li>- Head Face Shield</li> <li>- Safety gloves for contact with liquids, solids</li> <li>- Face mask / chemical filter mask (see product safety data sheet)</li> <li>- Dust mask</li> <li>- High Visibility Clothing</li> <li>- Non-slip safety footwear</li> </ul> </li> </ul>



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5	Preparations for loading/unloading	<ul style="list-style-type: none"> <li>- Explosion pressure containment tools (caps, valves,..)</li> <li>- Particle projection</li> <li>- Bumps, cuts</li> <li>- Contact with chemicals</li> <li>- Inhalation of vapors</li> <li>- Falls at different levels</li> <li>- Fire</li> </ul>	<ul style="list-style-type: none"> <li>- Engine stopped.</li> <li>- Immobilization of the vehicle (proper placement of chocks)</li> <li>- In the case of side loading/unloading, the driver will have to condition the trailer by removing the tarpaulin and props for the correct loading/unloading operation.</li> <li>- In the case of tank discharge, connect the tank to the earth connection in the case of discharge of flammable products</li> <li>- In the case of unloading tanks, verify the correct operation of the measuring elements (pressure gauges, lids, closures,..), safety valves, correct setting rupture discs,..</li> <li>- Deploy the safety railing of the cistern. If you do not have one, use a safety harness while remaining on top</li> </ul> <p><b>Make use of the PPE necessary in the task (*only applicable in the case of tankers):</b></p> <ul style="list-style-type: none"> <li>- High visibility vest</li> <li>- Non-slip safety footwear.</li> <li>- *Head face shield (key passage opening, hose connection,..)</li> <li>- *Safety gloves for contact with liquids, solids</li> <li>- *Chemical filter mask (see product safety sheet)</li> <li>- *Dust mask</li> </ul>
6	Loading/Unloading Operation	<ul style="list-style-type: none"> <li>- Particle projection</li> <li>- Contact with chemicals</li> <li>- Inhalation of vapors</li> <li>- Falls at different levels</li> <li>- Bumps, cuts</li> <li>- Noise</li> </ul>	<ul style="list-style-type: none"> <li>- The driver will remain in the cab of the truck or in the waiting space near the loading docks.</li> <li>- When unloading tanks, unfold the tanker safety railing. If you do not have one, use a safety harness while remaining on top</li> <li>- Periodically check the correct operation of the pressure measuring elements of the tank.</li> <li>- Checking for the absence of leaks and spills</li> <li>- Hoses without tension, twisting or tightening</li> <li>- Permanent presence of the Operator</li> </ul> <p><b>Make use of the PPE necessary in the task (*only applicable in the case of tankers):</b></p> <ul style="list-style-type: none"> <li>- High visibility vest</li> <li>- Non-slip safety footwear.</li> <li>- *Head face shield (key passage opening, hose connection,..)</li> <li>- *Safety gloves for contact with liquids, solids</li> <li>- *Chemical filter mask (see product safety sheet)</li> <li>- *Dust mask</li> <li>- *Hearing protection</li> </ul>
7	Loading/Unloading Termination	<ul style="list-style-type: none"> <li>- Particle projection</li> <li>- Contact with chemicals</li> <li>- Inhalation of vapors</li> <li>- Falls at different levels</li> </ul>	<ul style="list-style-type: none"> <li>- The driver will not make any movement of the truck until the loading/unloading operator confirms that the operation is complete and removes the dock ramp and closes the dock door.</li> </ul>



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		<ul style="list-style-type: none"> <li>- Bumps, cuts</li> </ul>	<ul style="list-style-type: none"> <li>- After this operation, the driver will be able to remove the chock and start the truck for departure.</li> <li>- The venting of the tanks inside the enclosure is strictly prohibited</li> <li>- Deploy the safety railing of the cistern. If you do not have one, use a safety harness while remaining on top</li> </ul> <p><b>Make use of the PPE necessary in the task (*only applicable in the case of tankers):</b></p> <ul style="list-style-type: none"> <li>- High visibility vest</li> <li>- Non-slip safety footwear.</li> <li>- *Head face shield (key passage opening, hose connection,..)</li> <li>- *Safety gloves for contact with liquids, solids</li> <li>- *Chemical filter mask (see product safety sheet)</li> <li>- *Dust mask</li> <li>- *Hearing protection</li> </ul>
8	Using Hand Tools / Tooling Loading / Tooling Discharge	<ul style="list-style-type: none"> <li>- Bumps, cuts</li> <li>- Contact with chemicals</li> <li>- Particle projection</li> </ul>	<p><b>Make use of the PPE necessary in the task (*only applicable in the case of tankers):</b></p> <ul style="list-style-type: none"> <li>- High visibility vest</li> <li>- Non-slip safety footwear.</li> <li>- *Head face shield (key passage opening, hose connection,..)</li> <li>- *Safety gloves for contact with liquids, solids</li> <li>- *Chemical filter mask (see product safety sheet)</li> <li>- *Dust mask</li> <li>- *Hearing protection</li> </ul>
9	Moving around facilities	<ul style="list-style-type: none"> <li>- Outrage</li> <li>- Falls at the same level</li> <li>- Hits</li> </ul>	<ul style="list-style-type: none"> <li>- Caution when getting out of the cab of the truck; there is movement of vehicles in the vicinity</li> <li>- <b>Use the AV vest as soon as you get out of the cab</b></li> <li>- Safety footwear suitable for walking on wet floors</li> <li>- <b>Total ban on smoking inside the venue</b></li> <li>- If you have any questions, ask DANOSA staff</li> <li>- <b>The presence of minors wandering around the premises is totally prohibited. If necessary, they must remain in the cabin or outside the enclosure</b></li> <li>- The use of any means of communication (mobile phone, radio station,..) is prohibited while the vehicle is in motion</li> </ul>
10	Use of DANOSA facilities	<ul style="list-style-type: none"> <li>- Undefined risk</li> </ul>	<ul style="list-style-type: none"> <li>- <b>The interior washing of the cisterns, the filling of auxiliary tanks, and in general the inappropriate use of water are prohibited</b></li> <li>- The resting place will be in the cab of the truck itself, parking in the parking area enabled. The coffee room and the bathrooms will be available for this purpose.</li> </ul>



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11	Unforeseen events (spills, work accidents, emergency,...)	<ul style="list-style-type: none"><li>- Water pollution due to discharge</li><li>- Physical damage or injury</li><li>- Fire of facilities</li><li>- Explosion</li><li>- Reservoir/cistern overflow</li></ul>	<ul style="list-style-type: none"><li>- <b>In the presence of spills</b>, immediately notify DANOSA personnel (loading, unloading, surveillance,..). Final visual check of vehicle condition: closed jaws and/or valves, no spillage</li><li>- <b>In the event of an accident at work</b>, immediately notify DANOSA personnel (loading, unloading, surveillance,..)</li><li>- <b>In the event of a fire emergency</b>, immediately notify DANOSA personnel (loading, unloading, surveillance,..); try to extinguish it by their own means</li><li>- <b>In the event of any other incident</b>, immediately notify DANOSA personnel (loading, unloading, surveillance,..)</li><li>- Check before unloading the tank, if the tank of destination of the goods has sufficient capacity</li><li>- Calculation of the quantity to be loaded into the tank</li></ul>
12	Recommendations	<ul style="list-style-type: none"><li>- Possible non-compliance with MM.PP transport regulations</li></ul>	<p>Checking the vehicle's on-board equipment:</p> <ul style="list-style-type: none"><li>- Appropriately numbered orange labels and panels</li><li>- Approved fire extinguishers</li><li>- Lanterns</li><li>- Toolbox</li><li>- Reflective Triangles for Signaling</li><li>- Holds</li><li>- Personal protective equipment, including Written Instructions</li></ul>