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1. Purpose

High Risk Work Equipment purchased by KPNWE needs to meet special and additional requirements. These requirements must enable KPNWE to achieve the objectives set in its HSSE policy. This procedure defines these special requirements.

2. Scope

KPNWE organisation

3. Definitions & Abbreviations

<i>High Risk Work Equipment</i>	<ol style="list-style-type: none"> 1. Machinery, powered hand tools, Protective Equipment (Collective & Personal) and other safety related work equipment (see for details the document KPNWE-CL-HSSE-10-070 List of High Risk Work Equipment and Services under HSSE approval) and 2. <i>Dangerous Products</i>.
<i>Dangerous products</i>	Products or mixtures with properties that can be absorbed in the human body, affect it and cause damage to the human body, such as maintenance and cleaning products, lubricants, additives etc.
<i>Machinery</i>	<ul style="list-style-type: none"> - an assembly, fitted with or intended to be fitted with a drive system other than directly applied human or animal effort, consisting of linked parts or components, at least one of which moves, and which are joined together for a specific application; - an assembly referred to in the first indent, missing only the components to connect it on site or to sources of energy and motion; - an assembly referred to in the first and second indents, ready to be installed and able to function as it stands only if mounted on a means of transport, or installed in a building or a structure; - assemblies of machinery referred to in the first, second and third indents or partly completed machinery referred to in point (g) which, in order to achieve the same end, are arranged and controlled so that they function as an integral whole; - an assembly of linked parts or components, at least one of which moves and which are joined together, intended for lifting loads and whose only power source is directly applied human effort. <p>e.g.: forklift, trans pallet, hoisting and lifting equipment,</p>
<i>Hand Tools</i>	<i>Powered Hand Tools, User Powered Hand Tools, ATEX Tools and Isolated Tools</i>



<i>Powered Hand Tools</i>	Hand-held tools powered by an external power source
<i>User Powered Hand Tools</i>	Hand-held tools powered by the user / human power
<i>ATEX Hand Tools</i>	Powered or user powered hand tools that are safe to use in area's with explosion risk
<i>Isolated Hand Tools</i>	Powered or user powered hand tools that are safe to use when working with electric risk
<i>Personal Protective Equipment</i>	Any equipment that is intended for the employee(s) to be worn or held in order to protect him/them from one or more risks which could harm his/their health and safety, including all additions and accessories that can contribute, such as all safety clothing and protection of the human body.
<i>Collective Protective Equipment</i>	<p>Any equipment that is intended to:</p> <ul style="list-style-type: none"> • protect employees collectively from one or more risks which could harm their health, safety and security or to • reduce/limit the effects of certain incidents <p>This category covers safety guards around machinery, detection and alarm systems, rescue equipment ...</p>
<i>Other safety related work equipment</i>	All other equipment that is used for work and do not categorize under the other (4) categories but that shows safety aspects for which additional safety requirements and HSSE involvement is needed. e.g. ladders, safe, elevating work platforms, computer screens, ...
<i>Flexible Hose Assembly</i>	Assembly of a rubber / plastic hose with appropriate fittings for the transfer of fuels, compressed air or steam

4. Work method

1. *High Risk Suppliers* are already in the selection phase of the purchase procedure informed about special product requirements that KPNWE has.
2. The requirements are part of the purchase conditions. Failure to comply with these requirements may lead to cancellation of the purchase or suspension of the payment of the invoice.
3. *High Risk Work equipment* is checked upon delivery and, if necessary, commissioned (commissioning report) on basis of the contractual conditions agreed with KPNWE including the additional purchasing conditions mentioned in this document.

5. Additional purchasing conditions

In this chapter the additional requirements for the different categories of High Risk Work equipment are described. They are treated as an additional appendix of the order form.

5a Machinery

→ Examples (list is not comprehensive):

- forklift;
- trans-pallet;
- manual hoist for lifting and hoisting;
- high pressure cleaner;
- compressor;
- wash tunnel

→ General requirements:

For the purposes of this order compliance is required with all laws and regulations in force concerning Health and Safety applicable in Europe (see European standards and directives) and the provisions of national legislation on safety, health and welfare of the countries where the machinery is used.

→ Specific requirements

The design engineer or its agents shall indicate the standards/directives with which the machine in question should comply. Depending on circumstances, these may be:

- Machine Directive (2006/42/EC as subsequently amended)
- Low Voltage Directive (2006/95/EC as subsequently amended)
- EMC Directive (2004/108/EC as subsequently amended)
- Safety of Machinery standard (EN 12100-1 and 2 as subsequently amended)
- Pressure Equipment Directive (97/23/EC as subsequently amended)
- Framework Directive (89/391/EC as subsequently amended)
- ATEX Directive (94/9/EC as subsequently amended)
- etc.

→ Documents to be provided:

The manufacturer or supplier shall supply the documents below no later than the delivery of the goods, in the official national languages of the countries where the machinery is/will be used:

- a declaration of compliance with the European Directives and national legislation implementing those Directives (EC declaration);
- any necessary approval reports and other certificates demonstrating the suitability of the work equipment.
- manual and documents with instructions for use, inspection and maintenance, the limits of use and the safety measures required.

→ Safety Signs:

Inscriptions and warnings on the machine must be provided in the official national languages of the country where the work equipment is used.

If there are multiple languages, all should be used unless otherwise agreed.

Symbols used should comply with European and national regulations and standards.

5b Hand tools

→ Examples:

- *Powered hand tools:*
 - Electric: hand drilling machine, grinding discs, wet or dry vacuum cleaners, power saws, welding equipment, ...
 - Pneumatic: compressor, angle grinders, pneumatic saw, ...
- *User powered hand tools:* screwdrivers, hammers, spanners, chisels ...,
- *ATEX hand tools:* tools safe to use in explosion area's
- *Isolated hand tools:* tools safe to use with electric risk.

→ General requirements:

For the purposes of this order compliance is required with all laws and regulations in force concerning Health and Safety applicable in Europe (see European standards and directives) and the provisions of national legislation on safety, health and welfare.

→ Specific requirements

- Low Voltage Directive (2006/95/EC as subsequently amended)
- EMC Directive (2004/108/EC as subsequently amended)
- ATEX Directive (94/9/EC as subsequently amended)
- Technical requirements and standards
- Other

→ Documents to be provided:

The manufacturer or supplier shall supply the documents below no later than the delivery of the goods, in the official national languages:

- A declaration of compliance with the European Directives and national legislation implementing those Directives (EC declaration) if applicable.
- Approval reports and other certificates demonstrating the suitability of the work equipment.
- Manual and documents with instructions for use, inspection and maintenance, the limits of use and the safety measures required.

→ Safety signs:

Inscriptions and warnings on the machine must be provided in the official national languages of the country where the work equipment is used.

If there are multiple languages, all should be used unless otherwise agreed.

Symbols used should comply with European and national regulations and standards.

5c Protective Equipment

→ Examples:

Collective Protective Equipment (CPE)

E.g. fire detection and alarm systems, fire extinguishers and extinguishing systems, security alarm systems including camera's, movement detectors, IR-detection, also detection devices for gas, explosion, and other dangerous substances, first aid boxes and AEDs, safety cages for retail station shops, ...

Personal Protective Equipment (PPE)

E.g. safety goggles, helmets, shoes, gloves, hearing protection, protective clothing, respiratory protection, harnesses, etc.

HSE Critical Barriers:

Technical barriers that are designed to prevent or mitigate emissions of dangerous products. These barriers are essential to safely manage critical processes (= process safety) like storage and transfer of dangerous products or interventions on installations containing these products.

Examples of these barriers are: tank & piping shells, overfill prevention/protection, alarms/indicators of hydrocarbon detectors, leak detection, vapour recovery systems, hydrocarbon resistant pavements, bunds ...

Security Related Equipment

E.g. cameras, light installations, safety cage, safety stocking, holdup button, burglar alarm, door entry systems, paying/cash handling systems.

→ General requirements:

For the purposes of this order compliance is required with all laws and regulations in force concerning Health, Safety and Security applicable in Europe (see European standards and directives) and the provisions of national legislation on safety, health and welfare.

→ Specific requirements

- PPE/89/686 as subsequently amended
- EN-standards for certain PPEs
- Technical requirements and standards for detection and alarm devices and installations
- Legal requirements for rescue equipment and installation
- HSE Critical Barriers: see the concerned Barrier Management Library.
- For Security Related Equipment requirements see: KPNWE-DO-HSSE-18-005 Standards for Security hardware at Service Stations
- Other

→ Documents to be provided:

The manufacturer or supplier shall supply the documents below no later than the delivery of the goods, in the official national languages:

- a declaration of compliance with the European Directives and national legislation implementing those Directives (EC declaration) if applicable
- any approval reports and other certificates demonstrating the suitability of the work equipment.
- manual and documents with instructions for use, inspection and maintenance, the limits of use and the safety measures required.

→ Safety signs:

Symbols used should comply with European and national regulations and standards.

5d Other work equipment

→ Definition:

All other equipment that is used for work and do not categorize under the other 4 categories but that shows safety aspects for which additional safety requirements and HSSE involvement are needed.

e.g. ladder, scaffold, elevating work platform, safe, computer screen, flexible hose assemblies, ...

→ General requirements:

For the purposes of this order compliance is required with all laws and regulations in force concerning Health and Safety applicable in Europe (see European standards and directives) and the provisions of national legislation on safety, health and welfare.

→ Specific requirements

- Technical requirements and standards when applicable
- Legal requirements
- Flexible hose assemblies: according to local legislation or national standard
Refer to KPNWE-CL-HSSE-10-087 Task Safety Requirements Flexible Hose Assemblies
- Other

→ Documents to be provided:

The manufacturer or supplier shall supply the documents below no later than the delivery of the goods, in the official national languages:

- a declaration of compliance with the European Directives and national legislation implementing those Directives (EC declaration) if applicable
- any approval reports and other certificates demonstrating the suitability of the work equipment; for flexible hose assemblies, certificates containing all required data, refer to KPNWE-CL-HSSE-10-087 Task Safety Requirements Flexible Hose Assemblies
- manuals and documents with instructions for use, inspection and maintenance, the limits of use and the safety measures required.

→ Safety signs:

The equipment contains regulatory labels, icons and signs that correspond with European and national regulations and standards.

5e Dangerous products

→ Examples:

maintenance and cleaning products, lubricants, additives, air fresheners, weed killers, vermin control products, disinfectants,

→ General requirements:

For the purposes of this order compliance is required with all laws and regulations in force concerning Health and Safety applicable in Europe (see European standards and directives) and the provisions of national legislation on safety, health and welfare.

→ Specific requirements

- Enclosure of a compliant (Material) Safety Data Sheet in the official national languages ([as per EU regulation \(EC\) n° 1907/2006](#))
- Packaging and labelling shall comply with the standards and legislation in force.

→ Documents to be provided:

The manufacturer or supplier shall supply the documents below no later than the delivery of the goods, in the official national languages:

- a (Material) Safety Data Sheet ((M)SDS) in accordance with the European Directives and national legislation.

→ Safety signs:

The packages contain regulatory labels, icons and signs that correspond with European and national regulations and standards.



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**Additional purchase conditions for High Risk Work
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