

## Regulations

### Specific Health & Safety and Environmental Health regulations for contractors of Zone North

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#### Inhoudstafel

0 Reference.....	2
1 Objective.....	2
2 Supplement to “2.1.2 Smoking Ban (from 1 January 2006)”.....	2
3 Supplement to “4.2 Compulsory compliance check” .....	2
4 Supplement to “4.2 Access” .....	2
5 Supplement to “4.3.4 Work Permit”.....	3
6 Supplement to “4.4 Co-ordination of the works” .....	3
7 Supplement to “5.1 Choice and use of work equipment” .....	4
8 Supplement to “5.4 Choice and Use of Personal Protective Equipment (PPE)” .....	4
9 Supplement to “6 Hygiene” .....	5
10 Supplement to “8.2 First Aid” .....	5
11 Supplement to “9.2.5 Actions in the Event of Fire Alarm” .....	5

## 0 Reference

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Documentnummer	Titel
ZST.10010043393.000	<a href="#">Operationele Procedure - Werken met contractors</a> (BEGH.02.11.19)

## 1 Objective

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These regulations are a supplement (item 10) to the “General Health & Safety and Environmental Health regulations for contractors executing assignments for Electrabel Production”. They describe the specific Health & Safety and Environmental Health regulations for Zone North. Zone North includes the conventional power generation sites of Ruien, Rodenhuize, Herdersbrug, Knippegroen, Lanxess Rubber, Zandvliet Power, Kallo, Drogenbos, Schaarbeek, Schelle en Aalst the turbo jets in Aalter, Noordschote, Zedelgem, Zeebrugge, Zelzate, Buda, Volta and beers and the CHP sites in place with external customers Bekaert Zwevegem, VPK Oudegem, Syral Aalst, Fluxys Zeebrugge, Sappi, BP Geel, Indaver, Ineos-Phenol, Isvag, Monsanto, Total, Degussa en Lanxess. At all times, this information is to be complemented with specific information, depending on the nature of the works to be performed. This information is communicated at the various consultation meetings before the works get underway.

## 2 Supplement to “2.1.2 Smoking Ban (from 1 January 2006)”

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There are designated “smoking” areas at the conventional production sites. Smoking is not permitted outside these designated areas.

## 3 Supplement to “4.2 Compulsory compliance check”

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The presentation of the general and specific health & safety regulations is available to be downloaded from or applied for in advance from the Electrabel website ([www.electrabel.be](http://www.electrabel.be) – about Electrabel – general terms and conditions of purchasing – general terms and conditions).

The due understanding of contractors and their staff of the specific Health & Safety and Environmental Health regulations is checked on an annual basis. Those who fail to pass the test will be allowed to retake the test just once.

## 4 Supplement to “4.2 Access”

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All contractors are to report to the security department at the gate of the site and are to be in possession of the necessary personal protective equipment (goggles, hard hats, shoes, etc.).

In addition, they will be required to complete an application form to obtain an electronic access badge. To this end, they are to carry the following documents: identity card and/or SIS social security card (e.g., Limosa, Dimona,...) The badge is strictly for personal use only and must be carried upon one's person at all times. The badge is to be returned at the end of the assignment. In the event of loss, please notify the security department immediately.

Badges which failed to be returned shall be charged.

Only vehicles that are strictly necessary to perform the work or for bringing in and/or removing materials and equipment, shall be allowed on Electrabel premises, and only for the time that is strictly necessary for the work or for bringing in and/or removing said materials and equipment.

To this end, an admission permit is to be requested through the works manager. The gatekeeper or site manager may assign specific parking spaces.

The admission procedure is also required to be duly observed at the premises of all and any external customers before entering the site.

## 5 Supplement to “4.3.4 Work Permit”

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In Zone North, no works or tests are permitted to be performed inside the fenced-off area of the site without a work permit, unless the site manager (in accordance with the local procedure for work permits) decides otherwise (= the work does not pose a risk to the installations and the installation does not pose a risk to the workers).

Work permits can be obtained through the Electrabel works manager.

## 6 Supplement to “4.4 Co-ordination of the works”

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The following co-ordination meeting can be organised:

For “major” works (e.g. revision works, large-scale projects) involving several contractors, a meeting is organised for all contractors around 2 weeks before the works are scheduled to start. At this meeting, Electrabel will explain its management system and applicable health & safety regulations. The contractors will be invited to attend this meeting at the site where the works will be performed. Attendance is registered.

For all works, the various health & safety, technical and organisational aspects (including planning, working hours, etc.) of the assignment(s) to be performed will be discussed at a meeting between the Electrabel works manager and the contractor's works manager.

The SHE plan (if applicable) is also reviewed at this meeting.

Furthermore and for all works, the specific work to be performed is discussed just before the works get underway, with the Electrabel works manager and the works manager of the executing party or parties. This meeting is certain to review the (residual) risks and the prevention measures to be put in place.

The work permit, “works start meeting”, and the last minute risk analysis can be used for this.

The information provided at the various consultation meetings is to be passed on by the contractor's works manager to his employees. A copy thereof is to be provided to Electrabel's works manager.

### Toolbox meeting

In the event of major works, Electrabel will stage a toolbox meeting at least once a week with the foremen of all contractors performing work at the site. The items discussed at this meeting will be discussed by the contractors at a toolbox meeting with their staff. The contractors will provide Electrabel with a report specifying who was present at this meeting. Attendance is registered.

## **7 Supplement to “5.1 Choice and use of work equipment”**

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The use of aluminium ladders is not permitted for works on or around electrical facilities. The use of a ladder made of synthetic material, accompanied by valid proof of certification, is recommended in this case.

## **8 Supplement to “5.4 Choice and Use of Personal Protective Equipment (PPE)”**

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Wearing safety goggles and a safety helmet + safety shoes is compulsory in zones that are clearly signposted (e.g., during revisions, ‘major’ works, etc.). Consequently, this obligation does not apply in offices, administrative buildings, checkpoints, workshops or premises outside the technical facilities (access ways to the administrative buildings, car parks, etc...).

Wearing appropriate eye protection (e.g., welding goggles, face shield, ear protectors) is compulsory when performing specific duties and activities, or when you operate in the vicinity of works that involve heightened risk of eye injury (based on the results of a risk analysis).

### Additional rules for CHPs

Works at the CHP sites on the premises of external customers are subject to the additional health & safety regulations of the external customer.

The latest edition of any such regulations can be obtained on request from the external customer.

With regard to PPEs, the following should at least be complied with respect to works on cogeneration units:

- Standard work clothing must be fire-resistant, of the type Nomex, Kermel or equivalent, in accordance with EN 531 A/B1/C1, EN 1149-1. Work clothing for welders must be in accordance with EN470.
- Safety shoes: low shoes or ankle boots in accordance with EN345-S3.
- Safety goggles: in accordance with EN 166.
- Hearing protection: in accordance with EN 352.

At some cogeneration sites the following PPE is also required:

- VCA booklet: required at Totalfina, Air Products Nederland and Indaver.
- ankle boots, in accordance with EN345-S3: required at Totalfina.
- escape mask, in accordance with DIN 58647-7 ABEK 15: required at Totalfina, Monsanto, BP Geel and Degussa.

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## 9 Supplement to “6 Hygiene”

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In consultation with and following the approval of the Electrabel works manager, contractors and their staff can use the facilities and rooms of Electrabel until notice of the contrary is given.

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## 10 Supplement to “8.2 First Aid”

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If the level of care required exceeds the available resources, use the emergency number “4444”. It is possible, on the site Ruien, to call the doctor by using the following number: 10 500. The doctor can be Electrabel will coordinate subsequent action.

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## 11 Supplement to “9.2.5 Actions in the Event of Fire Alarm”

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This specific information is included in the presentation “Health & Safety Information – Electrabel Zone North” that is available to be consulted per site/entity at the Electrabel website ([www.electrabel.be](http://www.electrabel.be) - about Electrabel – suppliers – general and specific terms and conditions for power generation – Zone North). Contractors who have not viewed the presentation ahead of time will be required to sit and view this presentation upon entering the site.