

## Regulations

# Specific health, safety and environmental regulations applicable to contractors appropriate to Renewable Generation Belux (RBG)

## Complement to chapter 10

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## **0 Objective**

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These regulations are intended to complement (chapter 10) of the “General health, safety and environmental regulations for contractors carrying out work for Electrabel Production”. It describes the health, safety and environmental measures specific to the Renewable Generation Belux (RGB) department within Electrabel Production.

That department encompasses the following activities: development, realisation, operation and maintenance of wind turbines and photovoltaic equipment.

This information should always be complemented by the data that depend on the work to be carried out. The latter data will be communicated at the time of the consultation meetings which precede the start of works.

## **1 Complement to “2.2.2. Management systems (ISO 14001, EMAS)”**

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The installations may be located on the land of external companies (sites not belonging to Electrabel). The company where we are working may apply an environmental management system. Any specific demands by the companies in this respect must be observed.

## **2 Complement to “4.2. Control obligation”**

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Since the installations may be located on the sites of other companies or on agricultural terrain, Electrabel will not require that contractors undergo access tests. If the external company organises a local access control, the subcontractor is required to comply with it. Access procedures differ according to the sites. The provisions concerning these procedures may be consulted at any time at the appropriate operating department of Electrabel.

Electrabel has the right to test the knowledge of contractors and their subcontractors, if any, concerning health, safety and environmental provisions.

Electrabel will also make sure that contractors and their subcontractors have the required knowledge on the job by requiring that they attend training courses and demanding the relevant certificates (e.g. BA4/BA5 certificates).

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## **3 Complement to “ 4.3.1. Identification of the contractor and of the employees”**

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### **3.1 Basic rule p 11/34**

*Upon arrival at the security office, security staff must check that employees from a foreign company or self-employed individuals are in possession of a Limosa-1 declaration.*

Not all sites managed by Renewable Generation BeLux have a guarded entrance. All Limosa-1 declarations have to be transferred before the start of the work to the concerned service of Electrabel. Every employee from a foreign company or self-employed individuals that are working in Belgium, should be in the possession of a valid Limosa-1 declaration.

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## **4 Complement to “ 4.3.2. Access”**

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The modalities of access are different from site to site operated by RBG. Per site there is a document with location maps and description of the necessary steps to gain access. These access modalities can always be obtained from the competent exploitation department of Electrabel, and have to make part of the contracts.

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## **5 Complement to “4.3.3. Photographic cameras – Film cameras – Mobile phones – Similar equipment”**

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### **5.1 Basic rule p. 11/34**

*“Photography, filming or the making of videos, including on a mobile phone, PDA or other similar device, is only authorised if you have received written permission from the site supervisor in coordination with the corporate security department.”*

The contractors responsible for the maintenance of the installations are authorised to take photos within the scope of the machine maintenance assignment.

### **5.2 Basic rule p. 11/34**

*The use of mobile phones and all other devices operating on the same wavelength (Bluetooth, WIFI, etc.) in rooms containing electronic equipment is strictly forbidden, unless otherwise authorised (see pictograms).*

Personnel present on the wind or solar installations must at all times be able to communicate, for example in case of emergency. Unless they have specific resources for this, to use of a mobile phone is mandatory.

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## 6 Complement to “4.3.4. Work permit”

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For the department RGB, there is a separate procedure "Work permits within RGB".

The provisions contained herein must be respected at all times. The principle of this procedure is based on the fact that a work permit needs to be provided for each task in the installations of Electrabel, for which a consignment is required. Who are the parties to write and to receive the permit, is described in the instruction "Distribution of roles work permits within wind and solar." Both documents are presented in appendix.

The contractor that is responsible for consignment, should always do this according to a method based on "the vital 8".

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## 7 Complement to “4.4. Coordination of works”

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### 7.1 Complement to 4.4.1.

In case of exceptional works, Electrabel must obtain certain information in advance (e.g. planning, risk assessments, certificates,...). A kick-off meeting is also organised. This meeting will make it possible to go through all the aspects relating to organisation, planning and safety. Presences will be registered during this meeting. The contractor is entrusted with holding toolbox meetings with his workers so as to communicate that information properly.

If the contractor wishes to call on the services of subcontractors, responsibility for coordination with the latter lies with the contractor (especially for the communication of safety-related information).

Electrabel has for each of its sites a site specific risk assessment, which includes the analysis of installation and surrounding risks. The contractor should treat this information before entering the site.

### 7.2 Complement to 4.4.2.

All construction sites of new projects of Renewable Generation BeLux come under the Royal Decree Temporary and Mobile Construction Sites.

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## 8 Complement to “4.4.3. Language”

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Throughout the term of the assignment, the contractor must be represented on the site by a person having a perfect command of one of the following languages: Dutch, French or English.

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## 9 Complement to “7.2. Waste and excess materials”

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### 9.1 Basic rule p.21/34

*“On each site, there are containers or special receptacles for collecting each type of waste.”*

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Since the decentralised production units are located on the sites of external companies or in greenfield, this cannot be guaranteed.

## 9.2 Basic rule p.21/34

*“If the waste produced is inherent to the contractor’s activity but comes from the Electrabel installations, then Electrabel is the producer of the waste and is responsible for its management, in accordance with the applicable legal regulations. However, the contractor is still required to comply with the internal rules applying on the site as regards waste.”*

In the above-mentioned case, the actual contractor takes charge of the disposal of his own waste originating from materials and products that belong to him or waste generated by the work being carried out. Waste disposal takes place at regular intervals and in compliance with the law. The contractor hands over the required certificates concerning waste transport and disposal to Electrabel.

## 9.3 Basic rule p.21/34

*“Before any demolition work is carried out, an inventory of materials or installations from the demolition that are to be sold to third parties must be drawn up before the demolition is carried out. This inventory must indicate the future use of the materials or installations, and the way in which they will be processed.”*

If an installation is sold to third parties, the sales agreement will clearly mention which materials are concerned. The future purpose for which the materials are intended or the processing method is the responsibility of the party purchasing the installation.

# 10 Complement to “7.3. Ecological incidents and accidents”

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The indicated emergency phone number 4444 may not be dialled in the decentralised production units. The emergency phone number for those installations is +32 473 79 71 31.

For further information about the emergency procedure concerning these installations, refer to point 12.

# 11 Complement to “8.4. Emergency aid”

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## 11.1 Basic rule p. 24/34

*“Although the contract states that it is the responsibility of the contractors and his (sub)contractors to organise first aid for accidents and for dealing with minor injuries or sick persons, the contractor may always request the help of Electrabel first-aid officers in the event of serious incidents or force majeure.”*

Considering that the installations are located on the sites of third parties or in greenfield, Electrabel does not have first-aid workers on the site. In some cases, it is possible to apply to the involved company for first aid. In most cases however, the contractor himself must provide in first-aid equipment and the actual aid. A first-aid box is provided only in the nacelle of wind turbines.

## 12 Complement to “9.1. Emergency call number”

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The indicated emergency phone number 4444 may not be dialled in the decentralised production units.

The emergency signs have been provided on each installation. Those signs mention which numbers should be notified. These numbers are: 112 or the customer’s internal emergency number and Electrabel’s number: +32 473 79 71 31.

The emergency number is accessible 24/7 and should be notified in any emergency so that Electrabel can react appropriately, dispatch an authorized person to the spot and check whether the necessary bodies have been notified.

## 13 Workers occupied in an isolated way

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If the contractors’ workers are occupied in an isolated way in decentralised production units, the provisions according to Article 54 b) of the ARAB (General Health and Safety Regulations) must be observed.

- Each worker occupied in an isolated way must have at its disposal several alarm mechanisms suited to this circumstances (at least a mobile phone).
- It is forbidden to entrust an isolated worker with work that has to be carried out in dangerous conditions. The presence of another person capable of giving a quick alarm is required.

The question as to the exact meaning of work in dangerous conditions must be answered by the employer and the members of line authority and this should be done in consultation with the prevention advisor and/or the occupational doctor.