

**Electrabel**

GDF SUEZ

ELECTRABEL GENERATION

**General health, safety and environment regulations  
for contractors carrying out work for Electrabel  
Generation**

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# General health, safety and environment regulations for contractors carrying out work for Electrabel Generation

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## 1. OBJECT

The measures described below concern tasks carried out at the request or on behalf of Electrabel, at one of Electrabel Generation's sites. The present document complements the general terms and conditions of purchase specific to Generation that are given on its website.

By contractors is meant outside companies (project supervisor) and self-employed persons as defined by the Belgian Health and Safety (H&S) Act of 4 August 1996.

This document also provides a more detailed description of the health, safety and environment rules for contractors, so as to enable them to provide the necessary information to the employees and any subcontractors concerning the risks and the applicable measures relating to the health and welfare of employees and environmental legislation when carrying out their tasks in the installations of the principal (orderer).

**The contractor must pass on the relevant information to his employees and any subcontractors and self-employed persons**, so that the contractors, subcontractors and their respective employees can carry out all the work, deliveries and services for Electrabel in conditions of safety, in accordance with these regulations.

## 2. APPLICABLE LEGISLATION AND STANDARDS

### 2.1. Aspects concerning health and safety

#### 2.1.1. General

All applicable legal provisions concerning health and safety apply, specifically:

- the Act of 4 August 1996 concerning the H&S of employees in carrying out their work, together with their implementing decrees;
- the Codex<sup>1</sup>;
- RGPT<sup>2</sup> (General regulations concerning health & safety at work);
- RGIE<sup>3</sup> (General regulations concerning electrical installations);
- the Royal Decree of 25 January 2001, amended by the Royal Decree of 19 January 2005, concerning temporary or mobile worksites;
- the Royal Decree of 22 June 1999 defining the safety guarantees that must be presented by protection devices and systems for use in explosive atmospheres (ATEX);
- the Royal Decree of 26 March 2003 on the welfare of workers likely to be exposed to the risks present in explosive atmospheres (ATEX);
- The Law of 30 April 1999 concerning the employment of foreign workers and the Royal Decree of 9 June 1999
- .

#### 2.1.1. Smoking ban (effective from 1 January 2006)

The Royal Decree of 19 January 2005 concerning the protection of workers against tobacco smoke expressly forbids smoking in any work site, with the exception of open-air sites. Any places where employees are permitted to smoke (designated smoking areas) are mentioned under point 10.

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<sup>1</sup> Codex

<sup>2</sup> RGPT

<sup>3</sup> RGIE

Code sur le Bien-être au travail (Code on Welfare at Work)

Règlement général pour la protection au travail

Règlement général pour les installations électriques

### 2.1.3. Temporary workers and students

Electrabel Production does not allow temporary workers or students on its sites among contractor personnel. However, if for specific reasons, the contractor were to make use of temporary workers for works, it shall be done after having requested written authorisation from the officer in charge of the area, with justification provided. Authorised works will be provided for in compliance with the Royal Decree of 19 February 1997 on health and safety at work for temporary workers and other applicable legislation. In that case, before work commences and every time there is a change in personnel, the contractors must submit a list of the temporary workers to the principal at Electrabel.

The company employing the workers is also responsible for the safety and the welfare of the temporary workers in accordance with the applicable legislation.

### 2.1.4. Working time

Working time must not exceed the number of hours per day and per week stipulated by law.

### 2.1.5. Care systems (VCA, VCU, OHSAS)

Wherever possible, Electrabel shall select contractors that use a BESAC, VCA or OHSAS safety care system and that have obtained certification of that system. In the case of foreign firms, the other certified systems are examined.

The sub-contractors must also have a certified safety care system.

## 2.2. Environmental aspects

### 2.2.1. General

All the relevant legal provisions concerning the environment apply, in particular:

- VLAREM (I&II)<sup>4</sup>, VLAREA<sup>5</sup>, VLAREBO<sup>6</sup> and the relevant decrees (Flanders);
- IBGE<sup>7</sup>/ BIM<sup>8</sup> environmental legislation in force in the Brussels Capital Region (Brussels);
- The environmental code in force in Wallonia and the various decrees pertaining thereto (Wallonia);
- federal legislation;
- applicable European regulations;
- in terms specifically of regulations that apply locally, where sites are covered by legislation concerning water-harnessing areas, Natura 2000 areas, listed sites, and so forth, please refer to the **health, safety and environmental measures specific to the operating unit concerned** – see point 10.

### 2.2.2. Care systems (ISO 14001, EMAS)

Since the sites have implemented an environmental management system (e.g. EMAS, ISO 14001), the contractor must comply fully with said system.

Wherever possible, Electrabel shall select contractors which apply an ISO 14001 environmental care system.

<sup>4</sup> VLAREM

VLAams REglement voor Milieuevergunning (Flemish environmental regulations)

<sup>5</sup> VLAREA

VLAams REglement voor Afvalvoorkoming en –beheer (Flemish regulations for waste prevention and management)

<sup>6</sup> VLAREBO

VLAams REglement voor BOdemsanering (Flemish soil clean-up regulations)

<sup>7</sup> IBGE

Institut bruxellois pour la gestion de l'environnement

<sup>8</sup> IBGE/BIM

Institut bruxellois pour la gestion de l'environnement

### 3. CONTRACTOR'S RESPONSIBILITIES

The contractor is responsible for health, safety and the environment as regards the work entrusted to him. The contractor has management authority over his own personnel and those of his subcontractors, and must take all measures in this respect. The contractor must impose the health, safety and environment rules in this basic document, on his own personnel and, under the terms of a contract, on those of subcontractors. The contractor must ensure that his own employees respect these rules, and that the subcontractors in turn impose these rules on their own personnel (see Annex 1).

The contractor shall inform Electrabel, prior to all services rendered, of the name and contact details of his site manager, who will be on the site and can be contacted at any time during rendering of the services.

The contractor shall not subcontract any part of goods manufacturing, the performance of any part of the services or works to any third party, or buy certain portions of goods/services or works to any third party without the prior written consent of the principal - Electrabel. This agreement is submitted to the principal - Electrabel for evaluation, except for purchases of minor and non-critical components.

If such an agreement is required, the contractor shall submit the request in due course, indicating all the technical details of the order or contract, and will supply the principal - Electrabel with a list of subcontractors which the contractor could use to enable the principal - Electrabel to analyse the request and grant or refuse his approval. Subcontracting is limited to one level (subcontracting of subcontracting is not accepted by Electrabel).

The contractor is responsible for damage caused by his personnel or by his subcontractors. The contractor must indemnify Electrabel from such damage, and must take out the necessary insurance to cover his own liability.

If the contractor does not comply with his obligations in respect of the welfare of employees and protection of the environment, Electrabel may take all the measures necessary, at the contractor's cost, after having made a demand in writing. These measures may even include expelling the contractor concerned and his employees from the Electrabel site. The contractor must immediately replace any member of personnel who the principal considers is endangering the correct carrying out of the work, due either to incompetence, bad will or gross misconduct. If the contractor uses subcontractors, the contractor must also apply these provisions to his subcontractors. If the contractor does not take the measures required vis-à-vis subcontractors who are failing to live up to requirements in terms of the welfare of workers, Electrabel can take such measures itself at the contractors' expense. The contractor is responsible for ensuring that his employees are proficient in the technical processes required for the tasks which they have to perform, and that they have appropriate working equipment (WE<sup>9</sup>), collective protection equipment (CPE<sup>10</sup>) and personal protection equipment (PPE<sup>11</sup>), and that they make use of these in accordance with the local legal requirements and the risk analyses. The same applies to any subcontractor.

The contractor shall immediately inform the principal - Electrabel, at first verbally (if necessary) and then as quickly as possible **in writing** of any circumstances that prevent him from carrying out his task under conditions of safety in accordance with the relevant rules and shall stop work.

Any supervision by a representative of Electrabel shall basically be limited to the implementation of the contract, and for the parties does not imply any transfer of competence or responsibility. However, Electrabel shall in the interests of the health and safety of its own employees, and of the environment, be entitled to inspect the services rendered, forbid the use of dangerous material, equipment and/or work methods, and to stop the services being rendered until the cause has been eliminated.

The contractor, his representatives (coordinator, safety adviser and so on) and subcontractors shall not be entitled to any compensation, to the extent that they are responsible for the dangerous situation arising.

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<sup>9</sup> WE Working equipment: machines, equipment, tools, installations (e.g. lifting devices, tackle, ladders, etc.)  
<sup>10</sup> CPE Collective protection equipment: ramps, safety rails, etc.  
<sup>11</sup> PPE Personal protection equipment: gloves, safety helmet, etc.

Any instructions and advice given by Electrabel to the contractor concerning the application of the various rules cannot under any circumstances exonerate the contractor from their exclusive liability. In this connection the contractor must waive any right to make any claim against Electrabel or to bring an action against it for joint liability.

No later than 30 April each year, the contractor shall submit details of the FR (frequency rate), SR (severity rate) and the OSR (overall severity rate) as stated in the SIPP report sent to the FPS Employment, Labour and Social Dialogue. He must also submit this information in respect of each of his subcontractors and must send it to the following e-mail address: [safety-procurement@electrabel.com](mailto:safety-procurement@electrabel.com).

Each quarter, the contractor shall forward the data below concerning his services on Electrabel Generation sites to the following e-mail address: [safety-procurement@electrabel.com](mailto:safety-procurement@electrabel.com):

- number of hours worked;
- number of accidents resulting in sick leave;
- number of days' sick leave;
- number of fatal accidents;
- number of accidents resulting in employees being permanently unable to work.

This information must be submitted by 30 April, 31 July and 31 October of the year in question and by 31 January of the following year.

The contractor must submit this same information for each of his subcontractors to the following e-mail address: [safety-procurement@electrabel.com](mailto:safety-procurement@electrabel.com).

The information shall be disseminated to the sites within the various areas as detailed below:

South: Saint-Ghislain, Amercoeur, Awirs, COO, Esch-sur-Alzette, Butgenbach, Roberville, Bevercé, Heid de Goreux, Lorcée, La Vierre, Orval,

turbojet Deux-Acren and Cirreux

East: Drogenbos, Kallo, Mol, , Zandvliet Power, Schelle,

turbojet Buda, Volta, Schaerbeek, Beerse,

cogénération: Sappi, Amoco, Indaver, Ineos-Phénol, Isvag, Monsanto, Total, Esso, Degussa, Lanxess and Apnet (Rotterdam).

West: Herdersbrug, Ruien, Rodenhuize, Aalst, Langerbrugge,

Knippegroen turbojet: Noordschote, Zelzate, Zedelgem, Zeebrugge, Aalter,

Cogeneration: Syral, VPK, Oudeghem, Zeebrugge (Fluxys),

Boiler: Bekaert Zwevegem

Tihange

Doel

Centralised department (MCC) Remote units: gas engines, wind turbines, ...

## 4. ORGANISATION OF THE TASK

### 4.1. Duty to provide information

Before commencing the task:

- If the contractor's activities entail specific risks, the contractor must inform the principal – Electrabel of this, and must, if necessary, also inform the other contractors present, so that they can take the necessary measures to protect their own workers and the environment. This also applies if the specific risks are linked to the materials, machines and equipment used by the contractor. The contractor must inform the principal – Electrabel of the health, safety and environmental measures taken by him, by mentioning them in his health, safety and environment plan;
- The contractor must visit the site where the task is to be carried out, in order to get aware of the working conditions and to be able to take all health, safety and environment measures necessary, on the basis of a risk assessment. He must inform the principal – Electrabel of these measures in his health, safety and environment plan (under the heading “Assessment of the contractor's risks”).

### 4.2. Duty to impose tests

Access to Electrabel installations is subject to each of the contractor's employees and those of his subcontractors having to pass a test beforehand, in one of the four European languages (Dutch-French-English-German), of effective knowledge of the special rules and requirements concerning health, safety and the environment. No compensation will be possible if an employee is refused entry. The terms and conditions governing the duty to impose tests are contained in the **health, safety and environmental measures specific to the operating unit concerned** – see point 10.

The minimum score for access to Electrabel installations to be granted is 70%.

### 4.3. Identification, access and work permits

#### 4.3.1. Identification of the contractor and of the employees

Before starting the work, the contractor must provide the principal - Electrabel with a document with the identification information for the contractor, his employees, his site manager and his safety adviser. If subcontractors are used, the document must also be drawn up and signed by the subcontractor concerned **and must include the name of the company for which he works.**

Without prejudice to other contractual provisions, workers from a country outside the EC shall hold a '**work permit**' or '**work card**' before starting works.

#### Limosa

- This is a preliminary electronic declaration required by any worker, intern or self-employed worker coming to work in Belgium temporarily.
  - A Limosa declaration is required for:
    1. workers who habitually work in a country other than Belgium and who are coming to work in Belgium;
    2. workers who are employed in a country other than Belgium and who are coming to work in Belgium;
    3. interns taking up an internship which is either wholly or partly to take place in Belgium and is part of a programme of study or vocational training abroad;
    4. self-employed workers coming to work as self-employed individuals in Belgium temporarily and who do not plan to reside in Belgium permanently.
    - The Limosa declaration must be completed prior to any workers concerned arriving on the site ([www.limosa.be](http://www.limosa.be)).

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.



If such declarations are not available, Electrabel may refuse the respective workers access to the site or expel them from the site until the relevant formalities have been duly completed. Non-compliance with the above provisions may also be a reason for termination of the contract by the fault of the contractor.

#### 4.3.2. Access

Access to Electrabel power stations, buildings and sites will only be given to persons, vehicles and goods whose presence is required for strictly work-related reasons, and then only for as long as necessary for carrying out the work.

The arrangements for access to power stations, buildings or sites will be defined on a case-by-case basis. Further details can be found in the **health, safety and environmental measures specific to the operating unit concerned** – see point 10.

The Belgian Traffic Code applies, as do local signs indicating priority, prohibition or mandatory compliance.

Outside working hours, no vehicles used by the contractor may be parked on the site or at the side of the road within the site without express permission from the Electrabel representative, and then only if special safety signs are left on the vehicles.

The access roads to the Electrabel sites must always be kept clear, to permit entrance and exit by personnel, visitors and the emergency services (such as the Fire Department). The opening and closing times of the gates are limited to the access times, which are contained in the **health, safety and environmental measures specific to the operating unit concerned** – see point 10

#### 4.3.3. Cameras – video cameras – mobile phones – similar devices

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 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).

#### 4.3.4. WORK PERMITS

Work cannot start until a work permit has been issued by Electrabel, and then only after the necessary management measures have been discussed, such as the internal regulations concerning the organisation of the work and the tests.

It is strictly forbidden to operate parts of the installation (such as valves, pumps etc.) without explicit permission being given in the work permit. Even when such permission has been given, it ceases to apply when the work permit is returned to the principal – Electrabel.

More detailed requirements regarding the work permits may be imposed in the **health, safety and environmental measures specific to the operating unit concerned** – see point 10.

The issuing of a work permit is conditional on a risk analysis. Said analysis contains two sections that form the basis of the health and safety measures. The first is effected by the principal and the second by the contractor assuming the risks connected with its work and those of any subcontractors it might have.

Depending on the works to be performed, the work permit may be accompanied by a fire permit (see 9.2.3) and/or an excavation permit.

An excavation permit is a signed document that is attached to the work permit at the location where work is being carried out. It indicates the outcome of searches for underground infrastructure and their owner, prevailing risks and the measures to take to prevent personal injury or damage to underground infrastructure in the case of earthworks.

## 4.4. Coordination of the work

### 4.4.1. General

The contractors and Electrabel shall collaborate in implementing the health, safety and environment measures, and shall coordinate their operations. If Electrabel personnel and the contractor's personnel are working in the same location, measures for health, safety and the environment must be defined in consultation with the principal – Electrabel, in accordance with the health, safety and environment requirements applying at Electrabel.

Electrabel shall coordinate the operations of outside companies, and shall ensure cooperation between these companies and Electrabel. The contractor must undertake to collaborate with Electrabel and the other contractors regarding the measures to ensure the welfare of personnel and compliance with environmental standards while carrying out the work. **Before starting the work, the principal – Electrabel shall inform the contractor in writing of the name of a works coordinator responsible for this.**

A meeting will always be held at the start of the project. The contractor and subcontractor and their safety adviser must attend said meeting. One or more coordination meetings will be organised, to ensure maximum coordination of the health, safety and environment measures. At these meetings, each party may be assisted by an expert.

All instructions and decisions taken at these meetings concerning health, safety and the environment will be recorded in writing and take effect immediately.

### 4.4.2. Temporary or mobile construction sites (Royal Decree of 25 January 2001 – 19 January 2005)

In addition to the requirements laid down in this document, in the case of work to which these Royal Decree apply the contractor and any subcontractors or self-employed persons used by the contractor must observe the specific obligations mentioned in the Royal Decree of 25 January 2001 and that of 19 January 2005, namely:

- Provisions that apply to all worksites (section VI);
- General safety principles (art. 50 and the minimum requirements of annexe III);
- Collaboration and communication with all parties operating on the site, concerning safety and accident prevention (art. 51);
- Compliance with instructions received (art. 52);
- Use of appropriate working equipment (art. 53);
- Use of appropriate PPE (art. 53);
- Notification of any serious accident by the project supervisor to the occupational safety officer within the stipulated time period and in accordance with the legal requirements (Article 54).

If the contractor makes use of a subcontractor, he must inform the principal – Electrabel of this.

Regardless of the scale of the project, Electrabel shall choose the safety coordinator.

The contractor shall provide the safety coordinator with any necessary information about health and safety in relation to the project and shall invite him to all the meetings, including meetings with subcontractors at which health and safety issues are discussed.

The contractor (together with any subcontractors and self-employed persons) must comply strictly with the health, safety and environment plan drawn up for the worksite, and with the recommendations of the coordinator.

For large site facilities, the contractor shall discuss his proposal, as regards setting up any temporary facilities, the required electrical supply and currents and other general equipment, in good time with the principal – Electrabel.

### 4.4.3. Language

For the full duration of the assignment the contractor must be represented on the site by a designated representative. That representative must fully master the language spoken in the area where the work is to be carried out, so that all oral and written instructions issued by the principal - Electrabel in the language in question can be perfectly understood. All the contractor's staff must speak at least one of the following languages: Dutch, English, French or German. Should the contractor call upon the services of staff who do not speak the language of the area where the work is to be carried out, **at least one designated representative per shift and per site** must be capable of translating all instructions fluently and comprehensibly from the language used in the area in question into the language(s) spoken by its staff and back

again. Contractors who call in subcontractors must oblige the latter to ensure the same level of linguistic competence on the part of their designated responsible individual or staff. Members of the contractor's staff who do not speak the language of the area in which the work is to be carried out must carry with them (on their hard hat) the contact number (mobile phone or pager) of the designated representative who speaks the language in question.

If the contractor is unable to meet the language requirements described above, the local site manager or an individual designated by them must assess the situation and shall only allow the contractor onto the site or bar him from it after taking suitable measures.

## 5. RULES FOR WORK EQUIPMENT AND HAZARDOUS SUBSTANCES USED BY THE CONTRACTOR

### 5.1. Choice and use of work equipment (WE)

#### 5.1.1. General

Only work equipment that meets the health, safety and environment requirements may be used, taking into account the particular conditions and risks associated with the environment in which the work is carried out (such as exposure to water, physical shocks, heat, cold, dust, explosive atmosphere etc.). This work equipment must be suited to the users, correctly maintained and in good operating condition.

**The approval or inspection certificates issued by an approved organisation in Belgium must be kept with the corresponding work equipment at all times, so that they are available to the principal – Electrabel, the external technical inspection service and the supervising official.**

All work equipment subject to approval must be clearly identified for the purposes of the above-mentioned inspections. If the (sub)contractor is VCA certified, the expiry date of the inspection must be displayed clearly on the work equipment using the method outlined in point 10.2 VCA (2004 version).

The organisation of the site, including the positioning of equipment and machines, must not interfere with site operation. Material may only be stored at the places indicated by the authorised Electrabel representative.

At the end of the working day, all the contractor's and subcontractors' work equipment must be protected against improper use. Any loose items must be removed from the worksite, or must be solidly attached. The contractor has a duty to store and secure work all equipment to prevent it being stolen. If such equipment is stolen, Electrabel shall not be in any way liable. Whatever happens, all necessary precautions must be taken to avoid any dangerous situations arising due to bad weather conditions, such as storm or lightning.

All work equipment must be used in accordance with the manufacturer's instructions so as not to endanger the workers. The contractor shall ensure that workers who use the work equipment have understood and taken note of said instructions.

All persons with a safety role, a job that requires a high level of attention or an activity with a defined risk (operators and personnel of cranes, vehicles, lifting equipment etc.) as defined by the Law of 28 May 2003 (Articles 2.1, 2.2 and 2.3) must be in possession of a certificate of technical competence and a valid medical certificate of fitness issued by an occupational physician. The machines and equipment (in particular lifting equipment and platform hoists) and vehicles can only be used by such authorised personnel.

Electric welding machines:

- must comply with RGIE Article 57, Royal Decree of 30 January 2004;
- and the test certificates must not be more than one year old.

Work in confined spaces requires special attention and must be prepared together with the principal at Electrabel and the applicable procedure followed.

#### 5.1.2. Working in areas with a danger of explosion

It is the responsibility of the contractors to ask the Electrabel technical officer about the location of areas with a danger of explosion and to comply with ATEX legislation (see the Royal Decrees cited in 2.1.1) when performing work in those areas. A work authorisation and a risk analysis are also necessary before commencing work in these areas. Prevention measures (e.g., the use of antistatic work shoes and clothing, the use of electrical equipment with EX protection) and special tools are applicable (e.g., use of equipment operating on compressed air).

Before work commences, an explosion protection measurement must always be taken by properly trained personnel.

### 5.1.3. Work with river water circuits

When carrying out work where there is possible exposure to biological agents, a risk assessment must always be performed in collaboration with the site's technical officer. Appropriate breathing equipment must be worn at all times when carrying out work where aerosols may be released in order to prevent infection from legionella and naegleria fowleri. If filter masks are used, they must be **FFP3SL** type.

If working for a long period of time, a compressed air mask or a ventilated hood must be used.

### 5.1.4. Scaffolding

The following legislation applies:

- RGPT, Art. 434 and the Code on Occupational Health and Safety, Title VI, Chapter II, Section IV, Equipment for working at heights
- European Directive 2001/45/EC (Social Directive) and transposition into Belgian Law, Royal Decree of 31 August 2005 on the use of work equipment for temporary works at heights

Scaffolding may only be used for the purpose for which it has been constructed. Scaffolding users are not permitted to make any structural modifications to the scaffolding. All violations of this provision shall be penalised. If no valid test certification is attached to the scaffolding, access to the scaffolding is NOT permitted.

Scaffolding must be erected safely and should not pose any additional risk to staff operating in its vicinity (e.g. requiring staff to deviate from secure pathways, blocking emergency exits).

Scaffolding is to be inspected each week or following any adjustment by an authorised individual. The latter must complete the inspection certificate attached to the scaffolding.

All workers using scaffolding have completed a training course that provides them with the knowledge and skills required to carry out their tasks. This training covers:

- measures to prevent the risk of persons or objects falling;
- conditions for authorised loads;
- safety measures in the event of changes in weather conditions that could have a negative impact on the safety of the scaffolding.

For sandblasting or cleaning works, open-worked floors must be used and waste on the boards must be cleaned away as works progress. Users are and remain responsible for the initial state of the scaffolding erected.

Before climbing scaffolding, users must:

- check that a test certificate is displayed and completed in full;
- carry out a visual inspection to see if the scaffolding is entirely safe to access.

Electrabel stipulates that, in addition to legal requirements, the external technical inspection body (SECT) must be involved in procedures to construct special scaffolding.

- Check and approve the calculation document for 'special scaffolding, scaffolding fitted with lifting equipment and mobile scaffolding' at the request of the scaffolding coordinator (officer in charge of assembly, dismantling and modifications to scaffolding).
- A certificate of compliance with the calculation document (report) is sent to the scaffolding coordinator.

- Test for entry into service of 'scaffolding fitted with lifting equipment and mobile scaffolding' in accordance with the RGPT Art. 280 at the request of the scaffolding coordinator.
- The SECT carries out quarterly checks and signs compliance certificates at the request of the scaffolding coordinator.

The SECT signs compliance certificates for 'scaffolding fitted with lifting equipment and mobile scaffolding'

## **5.2. Use by the contractor of work equipment belonging to Electrabel**

The contractor must bring with him the necessary work equipment on the basis of the information given (order) and the work to be carried out. The same applies to the subcontractor.

Electrabel work equipment may be used only with the permission of the principal – Electrabel, and then only after having received the appropriate written instructions for use. The contractor must make sure beforehand that the equipment is in good condition and operates correctly; the contractor makes use of the equipment at his own risk and liability. Supervision of the equipment within the meaning of art. 1384 para.1 of the Civil Code will be entrusted to the contractor throughout the period of use. After use, or at the end of the work if the equipment is entrusted to the contractor for the entire duration of the contract, the contractor must return the equipment in exactly the same condition as he received it. Any equipment that is not returned at the end of the work, or that is damaged, must be replaced or repaired at the contractor's cost. Electrabel reserves the right to have a document signed by the contractor at the time when the equipment loaned to the contractor is handed over to him.

## **5.3. Choice and use of collective protection equipment (CPE)**

### **5.3.1. Signs and signposting**

The contractor is required to provide and is responsible for providing the necessary signage equipment and barriers as stipulated in the provisions of the Codex, section III, chapter I, section I. The contractor must also take account of Electrabel procedures.

### **5.3.2. Fencing off work sites, holes and openings in the ground**

The contractor has the following obligations and responsibilities:

- To set up collective protection equipment such as safety rails and safety nets (RGPT, Article 434);
- To enclose machine tools (Royal Decree of 12 August 1993 on the use of work equipment);
- To follow the provisions summarised in the 'General guidelines for fencing off in the areas (reserved) for the electrical department' during the works in the areas where these guidelines are applicable. They can be requested from the principal – Electrabel.

If it turns out to be technically not possible to arrange for collective protection equipment, then the contractor must make supplementary personnel protection equipment available.

The perimeter of all works that could endanger workers on a storey other than the one on which they are working must be identified with signage. The purpose of the signage, the name of the company and the relevant representative and the appropriate contact number (mobile phone or pager) must be indicated in one or more locations on the sign. It must not be possible for signs to be moved and if individuals need to enter the area, one or more doors must be provided.

At the end of the work, the contractor must restore all the safety guards, parapets, rails etc. to their original condition, unless specifically agreed otherwise with the principal – Electrabel.

Any dangerous obstacle on the worksite must be notified by the contractor to their designated on-site Electrabel contact person.

## 5.4. Choice and use of personal protection equipment (PPE)

The contractor must supply his personnel with all the necessary work clothing and personnel protection equipment, in accordance with the applicable requirements, so as to enable the personnel to carry out tasks in decent safe conditions. He must ensure that these items are **used by his personnel, on the worksite** and in all situations where they are obligatory, and that his members of personnel are trained in their use. (In all Electrabel Generation units, work clothing, safety hats (with worker name and company name), safety shoes and safety goggles must be worn in the technical facilities). Protective goggles must be worn at technical installations and at all other locations where so specified on safety signs. Safety goggles must be worn when grinding, sawing and so on and where so recommended in a risk analysis. Moreover, the employer-contractor ensures that appropriate individual protection equipment is available to his workers at all times (including, ear protectors, safety harnesses, visors, face protectors, protective suits, gloves and so on) which is required to carry out the work where required. The contractor is also responsible for ensuring that his workers wear the protective equipment.

Clothing with a visual safety function must be worn when working on or along the public highway (Codex section VII – chapter II – Annex II-16.1).

## 5.5. Choice and use of hazardous substances

If the work potentially involves the use of or contact with hazardous substances (chemical, carcinogenic, mutagenic and biological agents), the contractor must comply strictly with the provisions of the Code on Welfare at Work, Section V (Chemical, carcinogenic, mutagenic and biological agents).

The contractor shall use substitutes, i.e. he shall avoid using a hazardous chemical agent, replacing it with a chemical process or agent which, under the conditions in which it is used, is not hazardous or is less hazardous for the health and safety of his workers and of Electrabel workers, as the case may be.

The use of hazardous substances must be discussed with the principal – Electrabel when preparing the work. Electrabel asks that the products included on its updated list of Approved and Authorised Products be used.

Where a new hazardous product which has not yet been approved and authorised is to be used, approval must be requested from the principal – Electrabel using the MSDS 15 working days before it is used on the worksite. The MSDS is to be submitted to the relevant prevention department at the same time as the approval request in French and Dutch.

At the same time as submitting the approval request, the contractor shall also submit any necessary permits and notification of the maximum quantities of hazardous substances permitted. The quantities of said substances must be limited in line with the applicable legislation and the operating licence.

Hazardous substances are to be stored in special strong containers made of a material which will not be damaged by the substance contained therein and labelled with the required symbols and R or S phrases, in accordance with the legal requirements. As from 1 January 2010, the contractor shall ensure that labelling and storage comply with CLP Regulation No. 1272/2008/EC.

Provisions for temporary storage must comply with both the relevant legal requirements, the requirements of the MSDS and Electrabel's own regulations. In particular, hazardous, flammable or combustible liquids must be stored either in double-thickness metal drums or in tanks large enough to hold the quantity to be stored.

Flammable liquids may only be kept in a ventilated room that does not present any fire risk.

The contractor is responsible for the substances used by him, and for any waste materials resulting from their use.

Insulation material must not be either class one or two as per EU Directive 97/69/EC.

For each service, the contractor must submit a list of all products used and give details of their location and must submit the relevant MSDS. In the event of any alterations to the product or to the technical properties of the latter, Electrabel must be informed as soon as possible and a fresh MSDS must be submitted in order for the product to be approved.

The supplier – either of pure substances, of preparations or of other items containing said substances – must comply fully with its obligations under Regulation (EC) No. 1907/2006 (REACH) of 18 December 2006 and any provisions introduced in application thereof and which may alter over time.

If manufacturing or importing substances, the supplier must ensure that Electrabel's activities remain uninterrupted and that the substances to be used by Electrabel are pre-registered and registered as appropriate to enable supply to continue and, therefore, to enable Electrabel's activities to continue. If the supplier is not the manufacturer or the importer, he shall ensure that this requirement is met by the relevant manufacturer or importer upstream in the supply chain.

He shall notify Electrabel of any restrictions in respect of the manufacture, sale or use of the substances supplied (either pure, contained in preparations or used in other items).

If use of a substance supplied to Electrabel requires authorisation, the supplier shall apply in good time to the European Chemicals Agency for approval for the use or uses required by Electrabel in its activities and shall send a copy to the latter at the following e-mail address: [REACH@electrabel.com](mailto:REACH@electrabel.com). He shall also send Electrabel a copy of the authorisation once it is issued.

The supplier shall ensure, in particular, that the relevant labels and MSDS are updated in order to comply with the applicable regulations (REACH, etc.).

## 6. HYGIENE

It is forbidden to use the Electrabel sanitary facilities (changing rooms, wash rooms, toilets and so on), unless Electrabel explicitly makes them available, in which case the basic rules of hygiene must be observed.

Contractors authorised to set up a site vehicle and/or a depot on Electrabel premises may be required to provide the necessary sanitary facilities (including chemical toilets) for their personnel, in which case these must be kept in a clean condition. The setting up and fitting out of these vehicles and depots must be carried out in accordance with the requirements agreed with the Electrabel site supervisor.

The contractor is required to maintain cleanliness and tidiness on the site.

No meals may be taken into buildings belonging to Electrabel, except in the places specifically provided for this purpose, and then only provided that clean clothes are worn and prior permission has been granted by the principal – Electrabel.

The correct use of all places and facilities made available are contained in the **health, safety and environmental measures specific to the operating unit concerned** – see point 10.

The contractor and his personnel are forbidden to bring in any alcoholic drink, drugs or other narcotics. Access to the site is forbidden to people who are obviously under the influence.

## 7. ENVIRONMENTAL PROVISIONS

The environmental rules contained in the various regulations must be strictly observed (see chapter 2.2).

### 7.1. General information to be supplied

Suppliers and contractors must comply with Electrabel's environmental-management system and must therefore request a copy of the various instructions and procedures and must apply them.

Suppliers and contractors must submit a description of their own environmental-management system.



Suppliers and contractors must provide their staff with adequate training to prevent and curtail the impact of their activities on the environment.

Before commencing a task, the contractor must identify any specific environmental aspects and the key considerations and must assess their potential environmental impact; although there is no single manner in which environmental aspects should be identified, the approach may, for example, assess ongoing and widespread atmospheric emissions, discharge into waterways and soil, use of raw materials, natural resources and energy, any specific local or neighbourhood difficulties, waste and by-products. Such an approach should factor in standard operating conditions as well as conditions during start-up and shut-down and should complement Electrabel's own environmental-management system.

The contractor must draw up, implement and update one or more procedures for making information available to and raising awareness among its own staff and its sub-contractors of:

- a) the importance of complying with Electrabel's environmental policy, environmental procedures and the provisions set out in Electrabel's environmental management system;
- b) the key environmental aspects – current or potential – of their work and of the beneficial effects for the environment of improving their individual performance;
- c) their roles and responsibilities as regards complying with overall environmental policy and the procedures and requirements set out in Electrabel's environmental management system, including being prepared for emergency situations and the response required;
- d) the potential consequences of failing to comply with environmental procedures.

Since such skills are generally acquired through initial vocational training and experience, the contractor must keep records of such training/experience.

The contractor confirms that he will:

- at Electrabel's request, update the details of individuals working in his environmental department (name, position, telephone number, fax number and e-mail address);
- at Electrabel's request, update the details of his environmental-management system and shall outline all measures taken to ensure that his services and, where appropriate, production process, take environmental considerations into account;
- ensure that all equipment and technology used complies with the principle of sustainable development and is designed to reduce its environmental impact as far as possible.

## 7.2. Waste and excess materials

The contractor confirms that:

- he has a system in place to assist with selective sorting and that he will monitor market trends as regards waste processing and shall keep Electrabel informed on the matter;
- he shall prioritise waste-processing tasks as follows to ensure the best possible process:
  - prevention
  - re-use
  - recycling
  - recovery
  - disposal
- he will select a waste-processing centre based on the criteria outlined above.

The basic principle is still to separate as much waste as possible. On each site, there are containers or special receptacles for collecting each type of waste.

If requested in the order, the contractor shall ensure that the waste produced from equipment and products belonging to the contractor or waste created during the works is disposed of regularly and in accordance with legal requirements. The contractor shall provide Electrabel with the necessary proof regarding the recovery and processing of the waste. The contractor shall take all necessary measures to ensure that the waste remains contained in poor weather conditions.

If the waste produced is inherent to the contractor's activity and does not come from the Electrabel installations, then the contractor is the producer of the waste and is responsible for its

management, in accordance with the applicable regulations. By default, Electrabel shall have the waste disposed of at the contractor's cost.

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.

The contractor is also responsible for regular evacuation and transport of the excess materials coming from his work.

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.

### **7.3. Environmental incidents and accidents**

In case of an incident that can have an impact on the environment (e.g. flue gases, smoke, spillages, soil contamination, contamination of the sewerage system, pollution of water courses, noise pollution and so on) Electrabel must be informed immediately by dialling the emergency number 4444 and all measures that can help to limit the damage must be taken as quickly as possible.

Particular attention must be paid to preventive measures, so that the risks of situations that can lead to an environmental incident are reduced to the minimum.

All environmental incidents must be investigated. A causal tree analysis must be performed. A report must then be submitted to the principal – Electrabel as soon as possible and no later than one month following the incident or accident.

The report must contain the following information at the very least:

- the date and time of the incident or accident;
- the installation(s) in which the incident or accident occurred;
- the activities habitually performed in this location;
- the circumstances surrounding the accident;
- an analysis of the causes of the accident;
- the measures taken to rectify any environmental damage;
- preventive measures recommended to ensure that no similar such incidents or accidents occur in future.

### **7.4. Protecting soil and water**

Whilst work is being carried out, the contractor must take all appropriate measures to prevent soil and water from becoming contaminated; such measures should be drawn up with the Electrabel representative and must comply with legal requirements and internal rules and regulations.

No hazardous products (solvents, chemicals) are to be disposed of via the sewer system, the cooling water circuit or the rainwater circuit.

In the event of any minor leak, steps must be taken to prevent the substance from spreading and to contain it appropriately (e.g. using an absorbent material).

### **7.5. Packaging**

The supplier must keep packaging to a minimum and should avoid using unnecessary packaging.

### **7.6. Rational use of energy and raw materials**

If large quantities of raw materials (lubricants, fuel, process water, energy, compressed air) are required, suppliers must agree with Electrabel that they will limit the use of such materials as far as possible. All energy-consuming devices must be disconnected outside working hours.

## 7.7. Storing fuel on site and fuelling machinery

The vehicle used to transport fuel must be parked in the transfer areas adjacent to the reservoirs to prevent any potential contamination if the pipe should burst or in the event of any other accident.

All fuelling points for mobile drums and fuel reservoirs must be positioned on an impermeable surface or base. The contractor must ensure that any liquid discharged is collected at once to prevent it polluting the soil or reaching surface or ground water. Fuel must be transferred using pumps and the entire process should be supervised by an operator. Gravity fuelling to mobile tanks is prohibited.

## 7.8. Cleaning of the work area

At the end of the project, the work area must be cleaned and all waste, substances and containers are to be removed.

# 8. PRACTICAL INSTRUCTIONS IN CASE OF A WORK ACCIDENT

## 8.1. General

All work accidents must be reported to the following immediately, followed by written confirmation:

- the bodies required by law;
- the local SIPP (internal safety department)<sup>12</sup>, with a copy of the insurance claim;
- Electrabel's technical officer or his/her deputy;
- the coordinator (for work covered by the Royal Decree on Temporary or Mobile Sites).

The contractor must use the form shown in Annex 5 to notify Electrabel of the accident. This form must be completed for any accident and must be returned with five working days to [safety-procurement@electrabel.com](mailto:safety-procurement@electrabel.com) along with details as to the likely duration of the sick leave.

The contractor is responsible for carrying out the analysis of the accident.

At the latest ten calendar days after the date of the accident, a detailed report must be submitted to the principal – Electrabel's local SIPP department. This report must include at least the following information:

- a description of the facts (place, circumstances, persons involved, damage);
- a causal tree analysis of the accident within the meaning of the law;
- prevention and protection measures which the contractor or subcontractor proposes to take, so as to prevent a similar accident occurring.

If it is a serious accident, under the meaning of Art.94a of the Belgian Health and Safety Act (4 August 1996) and Title I, Chapter III, Art.26(4) of the Code, the analysis of the serious accident shall be coordinated by the Electrabel internal safety department (SIPP). All contractors must cooperate with the investigation and drafting of the detailed report so that it can be submitted to the supervisory authority within 10 days. This requires, amongst other things, active commitment on the part of the site manager and the contractor's safety department as well as compliance with the schedule set up by the Electrabel SIPP.

Once the report is signed by all parties, the Electrabel SIPP shall ensure that the contractor sends it to the Federal Public Service Employment, Labour and Social Dialogue - Health and Safety Inspection (= technical inspection).

The costs incurred by the contractor for participation in the accident analysis and cooperation with the Electrabel SIPP cannot be invoiced to Electrabel.

When an external expert is appointed, the associated costs are covered pro rata by all parties concerned.

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<sup>12</sup> SIPP Service interne pour la prévention et la protection au travail

The contractor must have members of personnel with sufficient training to treat slight injuries and carry out first aid in case of an accident, with the necessary equipment, in accordance with the legal requirements.

Any treatment given for injuries must be reported as soon as possible to the relevant local SIPP for the Electrabel generation area in question.

The principal - Electrabel will provide the necessary information for the measures to be taken for first aid and evacuation of personnel. The contractor must pass on this information to his employees and to any subcontractors and self-employed persons.

In the absence of any other agreements with the principal - Electrabel, the contractor will be responsible for treating the injured, and for their evacuation.

## 8.2. Near-accidents

Near-accidents must always be reported to the contractor's team supervisor and Electrabel's technical officer so that the appropriate measures can be taken immediately to prevent workplace accidents caused by similar factors occurring in the future.

A causal tree analysis must also be performed and a copy sent to Electrabel's technical officer within ten calendar days.

## 8.3. First aid

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. The procedure for contacting the first aid officer(s) depends on the site and is specified in the **health, safety and environmental measures specific to the operating unit concerned** – see point 10.

## 9. EMERGENCY SITUATIONS

### 9.1. Emergency number

For all accidents, sudden illnesses, fire and other emergencies, call the **general emergency number** immediately:

This number may be dialled at all times (including outside service hours and during weekends) but **only** via a permanent line located within the installations.

In addition, all accidents must be reported to contractor's team supervisor **and** to Electrabel's technical officer.

### 9.2. Fire protection

#### 9.2.1. Fire doors

Fire doors must be kept closed at all times!

#### 9.2.2. Prevention

Fire-proof passages may only be opened temporarily to fit cables or pipes. They are cleaned using water and hoses that are not reserved for fighting fires.

Fire escapes must always be kept clear.

Fire extinguishers, fire hydrants and fire hoses must always be kept clear and be fully visible.

The fire load and thermal load must be kept AS LOW AS POSSIBLE at all times by:

- not storing materials with a high thermal load in the buildings (wood, paper, oil, highly flammable products);
- always placing cloths soaked in oil in the closed metal containers provided for that purpose (danger of spontaneous combustion);
- always keeping highly flammable products in a safety container that is clearly labelled and by only storing small quantities of the product.
- .

#### 9.2.3. Fire permits

In addition to the work permit, the fire permit must also be present on the site when working with hot point, for example when welding, using a cutting torch, grinding or doing roofing work. The fire permit contains the result of a risk assessment and is only valid for one site and for one day.

It also contains the instructions to be followed to prevent the start and spread of a fire (including after work is complete by providing adequate protection for the work area).

#### 9.2.4. Fire-fighting

Inform the relevant parties as soon as smoke appears or fire breaks out and call the **emergency number 4444**.

If the employee is trained, he may, **without putting himself in danger**, start extinguishing the fire using the most appropriate extinguisher (hand extinguisher, wall hose and so on). Since he is not a fireman, it is strongly recommended that he be accompanied by another trained person when fighting a fire in the facilities.

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The use of extinguishers must be reported immediately to Electrabel's technical officer on site.

#### **9.2.5. Actions to be taken in the event of a fire**

Follow the specific procedures as regards the warning and evacuation signals and the fire assembly points for the site, which are contained in the **health, safety and environmental measures specific to the operating unit concerned** – see point 10.

### **10. HEALTH, SAFETY AND ENVIRONMENTAL MEASURES SPECIFIC TO THE OPERATING UNIT CONCERNED**

See the documents for the various zones on the same website.

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# 11. ANNEXES

## 11.1. Annex 1

### Document no. 1a

Written declaration by the contractor to be sent to the following e-mail address:  
safety-procurement@electrabel.com

I the undersigned ..... (1),  
representing ..... (2),

hereby declare that I have received and am familiar with the documents and instructions from Electrabel Generation contained in the “General health, safety and environment regulations for contractors carrying out work for Electrabel Generation” and its appendices.

Before work starts, I will pass on the information that they contain, together with the appropriate instructions concerning health, safety and environmental risks, to my employees who will carry out the work for Electrabel.

I have also supplied the information and appropriate instructions to my subcontractor(s)  
.....  
.....

.....  
(enter the name(s) of the subcontractor(s)) and any self-employed persons.

I confirm that I have the necessary equipment, in accordance with the applicable legislation and the provisions of the “General health, safety and environment regulations for contractors carrying out work for Electrabel Generation,” and that I have the necessary fit and physically competent personnel to carry out the work required by Electrabel.

Furthermore, I agree that if I fail to comply with the requirements regarding the welfare of the workers and protection of the environment, Electrabel shall be entitled, following written notice, to take all necessary measures at my expense. This may even entail the removal of myself and my workers from Electrabel's property. I undertake to replace any member of personnel immediately if the principal believes that he risks jeopardising the successful implementation of the contract as a result of his incompetence, bad attitude or clear misconduct.

I hereby undertake to meet all the obligations concerning the welfare of employees in carrying out their tasks specific to the installations in which these tasks will be carried out.

The person(s) responsible for the safety of the work to be carried out is (are):

..... (1)

who can be reached at the following telephone number...../.....

I confirm that my company is certified:  ISO 9000  ISO 14001  OSHAS 18001  VCA  Other  
(please state) ..... Certificates available upon request.

I undertake to report any changes immediately.  
The contractor,

Date:  
Signature (3):

- (1) Enter the surname and first name (in that order)
- (2) If a legal entity, enter the name of the company and the address of the registered office
- (3) Preceded by the handwritten words “Read and approved”

**Document no. 1b**

Written declaration by the sub-contractor to be sent to the following e-mail address: safety-procurement@electrabel.com

I the undersigned, ..... (1),

representing ..... (2),

hereby declare that I have received and am familiar with the documents and instructions from Electrabel Generation contained in the “General health, safety and environment regulations for contractors carrying out work for Electrabel Generation” and its appendices.

I have passed on the information that they contain, together with the appropriate instructions concerning health, safety and environmental risks, to my employees who will carry out the work for Electrabel entrusted to the contractor:

..... (name of contractor)

and to my subcontractors, if any.

I confirm that I have the necessary equipment, in accordance with the applicable legislation and the provisions of the “General health, safety and environment regulations for contractors carrying out work for Electrabel Generation,” and that I have the necessary fit and physically competent personnel to carry out the work required by the contractor.

Furthermore, I agree that if I fail to comply with the requirements regarding the welfare of workers or protection of the environment, Electrabel shall be entitled, following written notice, to take all necessary measures at my expense. This may even entail the removal of myself and my workers from Electrabel's property. I undertake to replace any member of personnel immediately if the principal believes that he risks jeopardising the successful implementation of the contract as a result of his unsuitability, bad will or clear misconduct.

I confirm that my company is certified:  ISO 9000  ISO 14001  OSHAS 18001  VCA  
 Other (please state) ..... Certificates available upon request.

The contractor,

Date:

Signature (3):

- (1) Enter the surname and first name (in that order)
- (2) If a legal entity, enter the name of the company and the address of the registered office
- (3) Preceded by the handwritten words “Read and approved”



**Document no. 1c**

Written declaration by self-employed person to be sent to the following e-mail address:  
safety-procurement@electrabel.com

I the undersigned, ..... (1),

hereby declare that I have received and am familiar with the documents and instructions from Electrabel Generation contained in the “General health, safety and environment regulations for contractors carrying out work for Electrabel Generation” and its appendices.

I have passed on the information that they contain, together with the appropriate instructions concerning health, safety and environmental risks, to my subcontractors (if any) who will carry out the work for Electrabel Generation.

I confirm that I have the necessary equipment, in accordance with the applicable legislation and the provisions of the “General health, safety and environment regulations for contractors carrying out work for Electrabel Generation,” and that I am fit to carry out the work required.

Furthermore, I agree that if I fail to comply with the requirements regarding the welfare of workers or protection of the environment, Electrabel shall be entitled, following written notice, to take all necessary measures at my expense. This may even entail the removal of myself and my workers from Electrabel's property. I undertake to replace any member of personnel immediately if the principal believes that he risks jeopardising the successful implementation of the contract as a result of his unsuitability, bad will or clear misconduct.

I confirm that my company is certified:  ISO 9000    ISO 14001    OSHAS 18001    VCA  
 Other (please state) ..... Certificates available upon request.

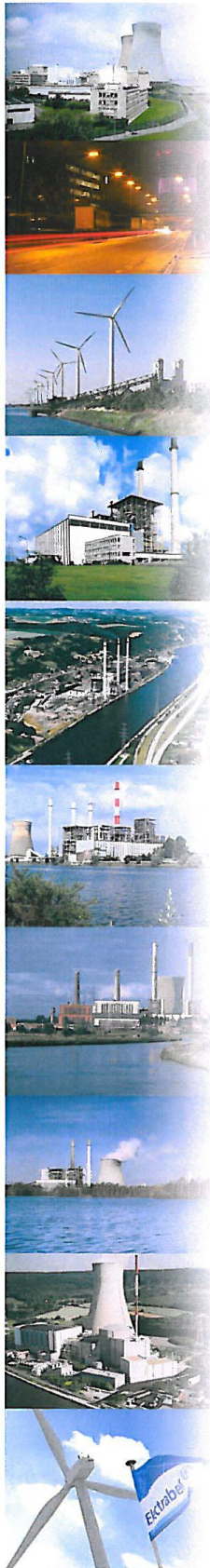
The contractor,

Date:

Signature (2):

- (1) Enter the surname and first name (in that order)
- (2) Preceded by the handwritten words “Read and approved”

11.2. Annex 2



# Policy statement Environment

BU Generation

**Responsibility and respect for the environment are part of Electrabel's core values. All our strategic options and operational decisions include the environmental factor. We endorse the rational use of energy and natural resources, striking a balance between Ecology, Energy and Economy, and we prevent and limit the environmental impact of our activities. This applies to our own business and to our relationships with customers and partners.**

**We make our commitment concrete through:**

**Implementing**

- We incorporate the concept of sustainable development into our projects and new investments.
- We respect environmental legislation and agreements; we strive to continually improve our environmental performance.
- We support customers in meeting their environmental objectives.

**Keeping under control**

- We list and monitor the environmental impacts of our operations.
- We investigate and prevent environmental risks and develop plans to control incidents.
- We pursue policy and implement action plans with a view to mastering the environmental impact of our operations.
- We investigate and promote energy efficient and environmentally friendly technologies and processes.
- We strive for prevention and valorisation of by-products and waste materials.

**Organizing**

- We set up an environmental network with clearly defined responsibilities and sufficient working means.
- We stimulate the commitment of management and employees to environmental protection and we provide adequate environmental training.

**Communicating**

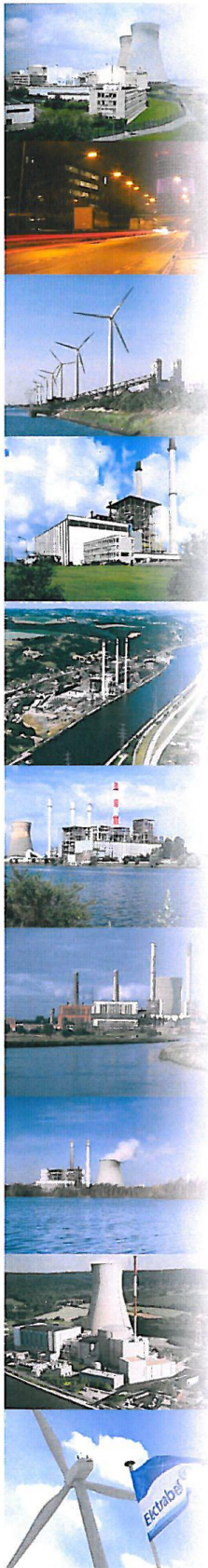
- We pay attention to the concerns and expectations of society and give suitable answers.
- We maintain a constructive dialogue with the authorities and environmental organizations.
- We communicate regularly about the environmental impact of our operations.

Philippe VAN TROEYE  
General Manager Generation and Purchasing

XS66-6UQG DW – November 2007



11.3. Annex 3



*Policy statement*  
**Health and safety**

**Our employees are our most valuable asset. Accordingly, we want to create a healthy and safe working environment with a view to promoting welfare, preventing work-related accidents, injuries and illnesses as far as possible, and avoiding material damage.**

**To that end, we shall:**

- apply the applicable health and safety legislation, standards and regulations;
- make safety a priority in the way we run our business;
- demand a visible commitment from the hierarchy;
- pursue a prevention-oriented policy;
- regularly assess our safety results and strive for continuous improvement;
- promote care for safety and welfare among our employees, partners and contractors.

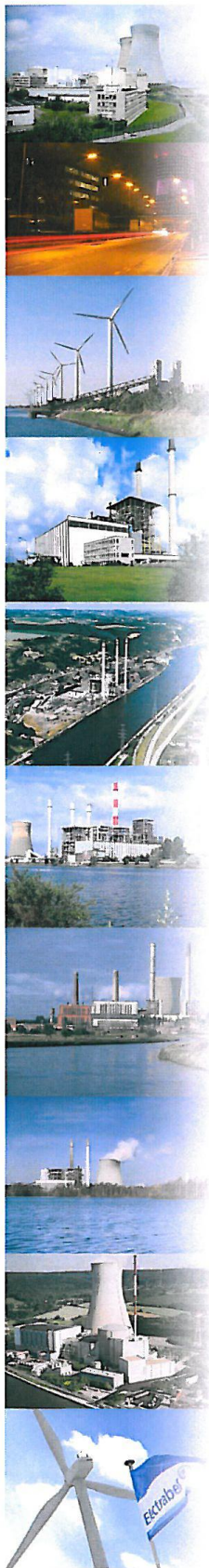
Jan TRANGEZ  
 Manager Doel  
 Nuclear Power Station

Philippe VAN TROEYE  
 General Manager  
 Generation and Purchasing

**BU Generation**



11.4. Annex 4



# Policy statement Nuclear Safety

**We attach the greatest importance to the protection of all workers involved in the operation of our nuclear power plants, of the public and of the environment. That is why we actively uphold a strong nuclear safety policy, which is applied at all stages of plant operation.**

**Together with our partners and contractors, we implement this safety policy which is based on the following principles:**

**Nuclear Safety = top priority**

- Nuclear safety takes precedence in all circumstances.
- Nuclear safety is factored into all operational processes.
- We strictly apply all laws and regulations governing nuclear safety.
- We foster and encourage a high level of safety culture.

**Nuclear Safety = continuous improvement process**

- We set objectives and action plans in order to improve nuclear safety on an ongoing basis.
- We continuously assess the level of safety associated with our activities and we benchmark it against that of the best international standards and practices.
- We involve all workers in this continuous improvement effort and make sure that they contribute actively.

**Strict monitoring process**

- We sustain a constructive dialogue with nuclear safety authorities and organizations, as well as with other stakeholders.
- We continuously measure the effectiveness of our nuclear safety policy.
- We regularly undergo external audits and conduct international benchmarking exercises.

Jan TRANGEZ  
Manager Doel  
Nuclear Power Station

Philippe VAN TROEYE  
General Manager Generation and Purchasing

**BU Generation**



11.5. Annex5

<input type="checkbox"/> <b>ELECTRABEL</b> <input type="checkbox"/> <b>CONTRACTOR</b> (company name) .....	<b>WORK ACCIDENT REPORT <sup>(1)</sup></b>	<b><u>Date and time</u></b> .../.../..... ..am/pm																				
<b>1. Personal details of victim</b> Surname: ..... First name: ..... Age: ..... Sex: <input type="checkbox"/> M <input type="checkbox"/> F Health insurance fund (+ address): ..... NISS (national register number): _ _ . _ _ . _ _ - _ _ . _ _ . _ _																						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>2. Accident</b>  <input type="checkbox"/> Work accident <input type="checkbox"/> Accident on way to work                      Traffic accident? <input type="checkbox"/> Yes <input type="checkbox"/> No                      Day: ..... Date : .../.../..... Time: ... ..am/pm                      Street - No. - Place (Precise location):                      .....                      .... Postcode: ..... Town: .....                 </div> <div style="width: 50%;"> <input type="checkbox"/> Zone:GDP - Doel - Tihange - North - South - M &amp; S -                      HQ, Laborelec  <input type="checkbox"/> Site:.....  <input type="checkbox"/> Department:.....                      Was the victim at his/her usual workstation?  <input type="checkbox"/> Yes <input type="checkbox"/> No                      Was the victim at an occasional workstation?  <input type="checkbox"/> Yes <input type="checkbox"/> No                      → If 'yes', why?                      .....                      Time at which work was broken off: .....a.m./p.m.                 </div> </div>																						
<b>3. Description of the accident</b> Describe where the victim was at the time of the accident (e.g. building site, machine room, office, warehouse, at a customer's house, etc.): ..... ..... Describe the activity or task that the victim was performing at the time of the accident (e.g.: construction, maintenance work, earthworks, demolition, moving about, etc.): ..... Describe in detail the circumstances that led up to the accident (e.g. whether the victim slipped, lost control of a vehicle, made a wrong move, was attacked, was handling a hazardous chemical, etc.) and ALL objects involved if they played a part in the accident (e.g. tools, equipment, objects, instruments, etc.) .....																						
<b>4. Third party responsible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Surname: .....Fist name: ..... Address: ..... Telephone No.: ..... Insurance and policy no.:..... Vehicle involved (number plate – make – type): ..... If official report, number: ..... Drafted by ..... on (date) .../.../...																						
<b>Witnesses:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:30%; text-align: center;"><input type="checkbox"/> EBL <input type="checkbox"/> Other</th> <th style="width:30%; text-align: center;"><input type="checkbox"/> EBL <input type="checkbox"/> Other</th> <th style="width:25%; text-align: center;"><input type="checkbox"/> EBL <input type="checkbox"/> Other</th> </tr> </thead> <tbody> <tr> <td>Surname</td> <td></td> <td></td> <td></td> </tr> <tr> <td>First name</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Address</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Language</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				<input type="checkbox"/> EBL <input type="checkbox"/> Other	<input type="checkbox"/> EBL <input type="checkbox"/> Other	<input type="checkbox"/> EBL <input type="checkbox"/> Other	Surname				First name				Address				Language			
	<input type="checkbox"/> EBL <input type="checkbox"/> Other	<input type="checkbox"/> EBL <input type="checkbox"/> Other	<input type="checkbox"/> EBL <input type="checkbox"/> Other																			
Surname																						
First name																						
Address																						
Language																						
<b>6. Medical care</b> Was medical care given? <input type="checkbox"/> Yes <input type="checkbox"/> No Time: .....am./p.m. <input type="checkbox"/> On the spot– by whom? ..... <input type="checkbox"/> Nurse <input type="checkbox"/> First aid officer <input type="checkbox"/> By a doctor (name, address + INAMI/RIZIV No.): .....																						

At hospital– which one? (name + address):  
 .....  
 .....

<b>Declarant</b> (full name and title): ..... <b>Date:</b> ...../...../..... <b>Time:</b> ... / ... <b>Telephone No.:</b> .....	<b>Signature :</b>  
--	----------------------------

NB: The declarant is the accident victim or his/her appointed representative, normally the employer (line management, at least supervisory level). The accident victim or his/her appointed representatives can seek assistance from line management at any time.

**7. Analysis of the accident by line management**

**Circumstances of the accident (select one)**

Non determined:  Unknown  Other causes

Fluid:  HV  LV  MP  LP  Fuel  Air  
 Steam  Water  Ionising radiatio  
 Hazardous chemicals

Fall:  On the ground  From height

Handling:  Manual  Mechanical

External factors:  Assault  
 Violence  
 Attacked by animal(s)

Equipment:  Failure  
 Misuse  
 Tools

Traffic:  Car (driver)  
 Car (passenger)  
 Motorbike (driver)  
 Bicycle  
 Pedestrian  
 Public transport

Other: .....

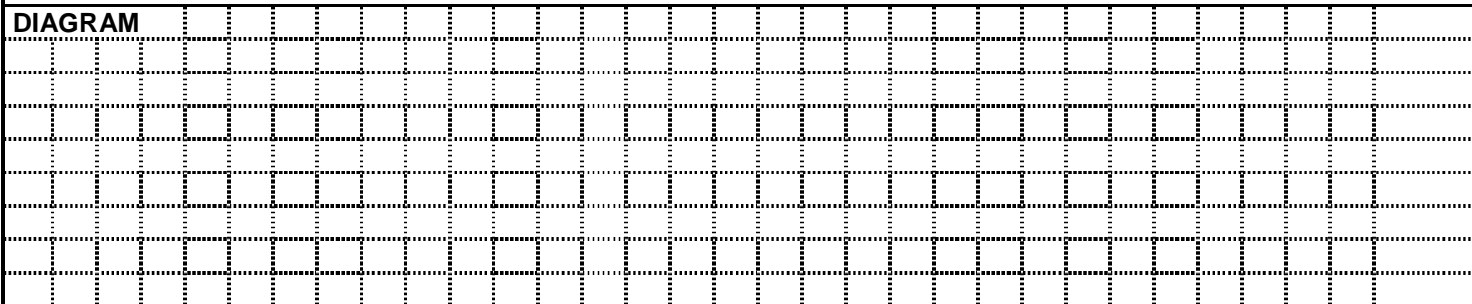
	<b>Non-existent</b>	<b>Not used</b>	<b>Misused</b>	<b>Unsuitable</b>
<b>➤ CPE (which?):</b> (Tick one option for each) 1. .... 2. .... 3. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>➤ PPE (which?):</b> (Tick one option for each) 1. .... 2. .... 3. ....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**➤ Was a procedure followed (which one?):**.....  
 Local  Harmonised  Unsuitable or incomplete  Nonexistent  Not applied

**➤ Training received:**  No  Yes. How long ago?  Less than 2 years  Less than 5 years  5 years or more

**➤ Working equipment/tools (which?):**  
 Unsuitable  In poor state of repair  Misused

**➤ Any other comments:** .....



**Any enclosed documents** (mark any enclosed documents with the place, date, time, victim and a page number):

<b>Analysis completed by</b> (full name and title): ..... ..... <b>Date:</b> ...../...../..... <b>Telephone No.:</b> .....	<b>Signature:</b>  
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