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CONFIDENTIALITY

 Public - ENGIE Classification

<u>Classification Code</u> PREV/41	<u>Type</u> ZST	<u>Document</u> 10000004881	<u>Part</u> 000	<u>Version</u> 13	<u>Date</u> 18.05.2022
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Brief title	SHE Regulations for contractors	<u>Number of pages</u> 20
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Long title	Safety, Health and Environmental (SHE) regulations for contractors performing jobs at the Doel Nuclear Power Plant
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Subject	SAF.450	<u>Publisher</u> BEKD KVEIL
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Applicable for	ALL ORGANIZATIONS AND SCALDIS	<u>Business process</u> Safety and Health
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<u>Origin</u> Internal

Keywords	Safety / contractor / worksite regulations	<u>Doc.type Code</u> Operational procedure
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<u>Review</u> Periodic	<u>Reviewer</u> Elewaut Bart
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<u>Period</u> 36 months	<u>Verifier</u> Gillis Jürgen
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<u>Valid till</u>	<u>Approver</u> Van Der Stricht Patrick
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Template: 10010013476/000/ADM.901 – Version 09

Before using this document: check in the electronic document management system whether this is the current version.

DECLARATION FOR AMENDMENT OF THIS DOCUMENT

Version	Description	Amended pages	Complete verification* OK/NOK**
08	Training nuclear safety culture Reference to asbest inventory		OK
09	Completion of paragraph 5.1.1 "General provisions"		
10	Management Expectations replaced by Site Fundamentals replace icons		OK
11	Reference to Site Fundamentals website Engie		OK
12	Confidentiality adjusted from internal to public to be published on the EBL website.		OK
13	Addition of reference to VMS index cards, clarifying NVC training	all	OK

* Carrying out of a complete verification as stipulated in "10000739058/000 – Verification of quality documents".

** If nothing is entered, this will be interpreted as "NOK" (except in case of version 00).

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1 PURPOSE

These regulations constitute a **supplement** to the “General Safety, Health and Environmental regulations for contractors performing jobs for Electrabel Production”. (10010044563 - HSE regulations for contractors) It describes the **specific** safety, health and environmental measures for the Doel zone. The Doel zone also includes the Scaldis buildings in Kallo.

This information must always be supplemented with specific information which will depend on the works to be performed.

The **Site Fundamentals** (10000004875) form an important source of practical information for this. They are given to each contractor who has taken the Nuclear safety culture training course (worksite school). They can also be consulted on the Electrabel website for contractors.

If reference is made to supplementary documents or procedures, the contractor can always request this through its KCD contract person or through KCD Contractor Management.

CONTRACTORMANAGEMENTKCD@BNL.ENGIE.COM

The valid and most recent version of the document will always be provided in this respect.

2 APPLICABLE LEGISLATION AND STANDARDISATION

2.1 HEALTH AND SAFETY ASPECTS

2.1.1 General provisions

Royal Decree of 20 July 2001: “General regulations on the protection of the population, employees and the environment against the danger of ionising radiations” (Belgian Official Gazette: 30/08/2001)

2.1.2 Smoking ban

An absolute smoking ban applies throughout the site. Smoking is only allowed in the smoking zones which are specifically provided and indicated for this purpose.

2.1.3 Temporary employees and students

Temporary employees may not be employed in the technical installations. Exceptions to this rule can only be authorised after thorough examination and with the consent of the head of department.

“Procedure tewerkstelling van jongeren op KCD op KCD” (10000005101) describes the policy and the practical methods concerning the employment of young people at KCD.

The department at which young persons are employed must mention the educational institution or the temporary employment agency on the workplace sheet, with the results of the risk analysis that relate to the activities to be performed by the young persons.

2.1.4 Working hours

All contractors who perform work on the site must register in the ECWA (External Company Workers Activity) system.

The aim of the ECWA system is to link the presence of external staff members with the assignments they are performing, and in that way to justify their presence.

Registration must be performed at the start and end of the task. The order number to be worked on can be selected on a registration device using the access badge.

If this registration is not used correctly, penalties may be applied.

The working hours may never exceed 11 hours per day and 50 hours per week.

2.1.5 Management system

KCD has an ISO45001 certificate. Contractor Firms prefer to have an equivalent certificate (VCA, Besac, etc.)

2.1.6 Harassment and Unwanted Intimacies

Given that every man or woman has the right to be treated with dignity, the employers and employees are obliged to refrain from any acts of violence, harassment or unwanted sexual behaviour at work. Any employee who should become the victim thereof can turn to the 'specialised Prevention advisor', or ombudspersons designated for this purpose within the company.

2.2 ENVIRONMENTAL ASPECTS

2.2.1 General provisions

No specific KCD requirements

2.2.2 Management system

KCD owns a ISO14001 and EMAS certificate.

3 RESPONSIBILITIES OF CONTRACTOR

3.1 EXCHANGING INFORMATION

Already at the time of the request for tenders, the candidate contractors are referred to information on the specific risks entailed in the job, the KCD safety regulations.

During the kick-off work meeting, specific agreements are reached about the risk analysis, the control measures and the qualifications of those who will be performing the work.

These agreements must be established in the "Safety, Environment and Quality Agreement for contractors performing jobs for the Doel Nuclear Power Plant - KCD".

3.2 NUCLEAR SAFETY CULTURE TRAINING

Nuclear safety culture training is compulsory prior to performing all technical works.

From 01 April 2022, five training modules are available, divided into three working zones:

- Nuclear Zone
- Technical Zone
- Site

Besides the existing known RCA or nuclear zone and the technical perimeter training, a one-day course is required for carrying out technical operations on the site outside the technical perimeter.

- Module 1: to be followed by all new external employees when they perform operations at the KCD site for the first time.
- Module 2: can be taken by employees who have a VCA certificate.
- Module 3: can be taken by external employees who have taken equivalent foreign training.
- Module 4: Refresher training for employees who have worked at one of the sites for more than 100 days on average per year.
- Module 5: Refresher training for employees who have worked at one of the sites for less than 100 days on average per year.

Refresher modules 4 or 5 will have to be repeated every three years, as from 2023.

These courses are provided by ECS. All information is available at ECS | home (nvc-csn.be)

3.3 QUALIFICATIONS AND SKILLS

A WERNA certificate is required to work on systems that impact nuclear safety. The information and the template for drawing up this certificate can be found on the Contractor's website. The expectation of which qualification is required is communicated through the KCD manager.

In the technical perimeter, a BA4 certificate of competence is required according to AREI art. 47. The requirements are included in "skill requirements BA4/5 for external partners" 10010383597/000/00.

4 ORGANISATION OF THE JOB

4.1 INFORMATION DUTY

A Safety, Environment and Quality Agreement must be drawn up for each assignment and order between the contractor and the KCD client.

This is in accordance with Art. 9(2) of the Welfare Act.

4.2 INSPECTION DUTY

A test of the knowledge of the specific risks and control measures is performed for access to the site. These specific risks and [preventive measures are described](#) in the presentation Safe2Start via website:

[Safe 2 start: Non-RCA / Technical perimeter \(AR / ES / TUR / RUS / PT\)](#)

[Safe 2 start: RCA \(AR / ES / TUR / RUS / PT\)](#)

[Safe 2 start: Visitors \(AR / ES / TUR / RUS / PT\)](#)

These tests can be taken in Dutch, French, German, Spanish, Portuguese, Turkish, Arabic and Russian.

4.3 IDENTIFICATION, ACCESS AND WORK PERMIT

4.3.1 Identification of contractor and employee

All information about access to the site may be consulted on the website:

<https://www.engie-electrabel.be/nl/leveranciers/voorwaarden/production>
[Specific delivery conditions and procedures – Aims – Access Formalities](#)

4.3.2 Access

Some important regulations:

- Traffic rules apply, including wearing a seatbelt throughout the entire site.
- Deliveries and bringing working equipment inside with a vehicle is only possible between 6.30 and 17.00.
- Working equipment (such as tools, electrical devices, laptops) must be registered on a equipment list.
- Only approved hazardous products (PMGE) are permitted on site. You can obtain information and a list of approved products from your KCD manager,

4.3.3 Photographing – Filming – Mobile phone...

- It is not permitted to bring communication devices (such as mobile phones, tablets, smartphones and PDAs) within the site.
- Neither is it permitted to bring photography and/or film cameras within the site.
- Taking photographs of the exterior of the nuclear power station is also not permitted.

4.3.4 Work permit

No works may be performed in KCD without an accompanying work permit. This permit is drawn up by the KCD work leader and discussed prior to the works commencing.

Carefully read the execution parameters, apply them and wear the prescribed personal protective equipment while working.

Before beginning the work, a last-minute risk analysis must be performed at the workplace. For this the checklist (LMRA) on the back of the work permit must be completed.

4.3.5 Fire permit

For operations involving flames or rises in temperature in excess of 400°C or above, a fire permit is required. In all cases, contact your head of works.

This method for obtaining a fire permit: 10001458428

4.4 EXCAVATION PERMIT

See document 10000716200

4.5 COORDINATION OF THE ACTIVITIES

4.5.1 General provisions

Before the start of the works and later in respect of progress, the workplace manager of the contractor and/or the KCD head of works will hold a **pre-job briefing** with his employees.

A workplace manager from the contractor is assigned by the KCD work leader for each task.

The workplace manager's role is described in 10010820941.

During outages and major works, contractor meetings are held regularly in which an overview of the planning is given, and the safety priorities are established for the coming works.

The A workplace manager of the contractor(s) is required to attend these meetings. The circulation of information to those performing the work on the work floor is a fundamental aspect of this.

At KCD, "In The Field of ITF" is a general expectation whereby managers regularly visit work stations. The aim of observations (ITF) is to coach people, in performing their tasks, at the workplace. Based on observations, it is examined whether the expectations regarding processes, methods and arrangements are known, whether these are being correctly followed, and whether the required conduct is observed.

We also expect the contractor's manager to regularly attend the location where his/her employees are operating. A brief report to the KCD client must be issued in this regard.

During and after execution, the work performed is inspected and evaluated by the KCD head of works. The results of these evaluations are discussed with the parties involved and the necessary lessons for improvement are drawn.

The contractors are evaluated at the end of major works and at the end of each calendar year.

4.5.2 Temporary or mobile construction sites

No specific KCD requirements

4.5.3 Language

The working language in the Doel Nuclear Power Station is Dutch. All documents and procedures are available in Dutch.

French, English and German are languages that are supported in the access formalities, and in certain work processes.

Other languages are permitted in accordance with the arrangements in “10010906828 Werken met anderstaligen”.

5 RULES CONCERNING WORK EQUIPMENT AND PRODUCTS WITH HAZARDOUS CHARACTERISTICS

5.1 CHOICE AND USE OF WORK EQUIPMENT

5.1.1 General provisions

Absolutely no worksite installation (worksite, office containers, etc.) is allowed in the operations zone without the authorisation of the KCD head of works and after consultation with the Security service. The requirements for this are included in "Plaatsen werf-bureelcontainers 10010969394".

Gas bottles for temporary use may only be present in the installations while the works are being performed. The gas bottles are delivered equipped with a tear-off label. The user must notify the Fire Safety service before the start of the work and fill in the above-mentioned label (see info on the details to be included in this label). After completion of the works, the gas bottles are removed.

A green release certificate at the entrance of the confined space indicates that it has been released for access. Upon entering an enclosed space, at least one of the workers will wear an oxygen meter. For this, see the sheet "Werken in besloten ruimten 10000716164". During the works, a supervisor must be present at the entrance of the confined space at all times. The requirements have been described in 10000716165.

Drivers of cranes, vehicles, lifting machines, etc. who are declared competent by their employer are identified by a sticker placed on their helmet.

The sticker can be obtained from the KCD works foreman, in accordance with the "Attribution of helmet certification stickers 10010376914" procedure.

5.1.2 Working in spaces with explosion risk

No specific KCD requirements unless the works involve a fire hazard a fire permit is required in all cases. Contact your head of works.

5.1.3 Working on river water circuits

No specific KCD requirements

5.1.4 Scaffolding

The installation of scaffolding near enclosures, perimeters or perimeter entries must also be done in consultation with the Security service.

5.2 USE BY CONTRACTORS OF WORK EQUIPMENT

In consultation with the KCD work manager, agreements are reached concerning the use of work equipment in the controlled zone.

5.3 COLLECTIVE PROTECTION EQUIPMENT

No specific KCD requirements

5.4 PERSONAL PROTECTIVE EQUIPMENT

In the 'controlled zones', the specific work and protective clothing and the 'personal protective equipment' against radioactive radiation and contamination are provided by the radiation protection service.

5.5 CHOICE AND USE OF HAZARDOUS PRODUCTS

- Only approved hazardous products (PMGE) are permitted on the site. You can obtain information and a list of approved products from you KCD manager.
- On request, extracts of the asbestos inventory can be requested through the responsible workplace manager. If work has to be carried out in the vicinity of materials containing asbestos, all employees must be trained in recognizing asbestos
- Working on asbestos is prohibited for all workers except the authorized asbestos remover.

6 HYGIENE

6.1 CAFETERIAS – MEALS – BREAK ROOMS

At KCD, meals may be consumed in the cafeterias only while wearing clean work clothing and exclusively during the opening hours. 'Break rooms' are located:

- CGA - 4th floor;
- CGB - 2nd floor;

7 ENVIRONMENTAL RULES

7.1 ENVIRONMENTAL RULES

No specific KCD requirements

7.2 WASTE AND EXCESS MATERIALS

The waste poster and scenario give you the necessary information concerning the proper sorting method, the storage possibilities, disposal on and from the site. Sorting and waste points are:

- Central container park for non-hazardous inert waste: industrial waste, construction waste, metal waste (iron, tin, aluminium, etc.), stainless steel waste, wood waste, sandblasting grit, activated carbon, green waste, etc.
- Environmental shed for hazardous waste and non-hazardous inert waste: solvents, oils, fluorescent lamps, batteries, aerosol cans, condensers, oil-absorbing cloths, chemical waste, acid-resistant waste, paper, cardboard.

7.3 ENVIRONMENTAL INCIDENTS

Report every accident immediately via the emergency number: **4444**.

7.4 PROTECTION OF SOIL AND WATER

No specific KCD requirements

8 PRACTICAL GUIDELINES IN THE EVENT OF INDUSTRIAL ACCIDENTS

8.1 ACCIDENTS

Report any accident immediately via the emergency number: **4444**.

8.2 NEAR-ACCIDENTS

Report any accident immediately via the emergency number: **4444**.

8.3 FIRST AID

Always have your injuries tended to by:

- the nurse during working hours, on the 2nd floor of the entrance building.
- the nearest industrial first aider outside of working hours, in the consignment rooms or entry to controlled zones.

9 EMERGENCY SITUATIONS

9.1 EMERGENCY NUMBER


For all accidents, sudden illness, fire and other emergencies.

Immediately call the **general emergency number 4444**


Direct contact with the emergency services is not permitted.

9.2 ALARMS


Warning

	<p>No action required</p> <ul style="list-style-type: none">• Is used to alert the services involved and mobilize e.g. the internal fire brigade or internal nuclear emergency plan.
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Evacuation

	<p>Evacuation of the building involved</p> <ul style="list-style-type: none">• Follow the green arrows• Go to the assembly point outside
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Assembly

	<p>Assembly of all personnel indoors</p> <ul style="list-style-type: none">• Close all windows and doors, go the nearest assembly room as soon as possible to• Follow the blue arrows "Assembly rooms – Emergency plan"
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End of Alarm

	<p>Resume work</p>
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9.3 FIRE PROTECTION

9.3.1 Fire doors

No specific KCD requirements

9.3.2 Prevention

The opening of **fire-resistant feed-throughs** must be discussed in advance with the head of works.

The management of **fire load** in KCD must satisfy the strict rules described in the "Site Fundamentals".

9.3.3 Fire permit

The fire permit is drawn up by the head of works and discussed with the workplace manager.

The sheet "werken met vuurvergunning 10001458428" includes requirements concerning the implementers' qualification depending on the risk.

The working zone must be continually monitored by one or at times two people who possess a first-intervention extinguisher certificate that is a maximum of one year old. The certificate has been obtained in the current or the previous calendar year.

9.3.4 Firefighting

No specific KCD requirements

9.3.5 Guidelines in the event of evacuation

General instructions are given via the PA system:

- Close the doors and windows of offices and rooms
- Do not run; take the normal exit routes, as indicated by the prescribed pictograms
- Do not use elevators
- Leave the exits of the building unblocked
- If the evacuation alarm sounds, go to the assembly points outside
- If the assembly alarm sounds, go to the assembly rooms inside
- Await further instructions

10 IONISING RADIATION

10.1 CONTROLLED ZONE

The controlled zone is the zone in the technical installation where radioactive contamination and/or radiation can occur and where special access and conduct rules apply. Everyone in the controlled zone wears his/her identification badge, and a dosimeter in his/her white zone overall.

10.2 PREGNANT WOMEN

Pregnant women or women who are breastfeeding are not permitted to work in, or even to visit, the controlled zone.

As soon as a woman knows for certain that she is pregnant, she is legally obliged to inform her employer in writing via a medical certificate.

10.3 WORKING WITH RADIOACTIVE SOURCES

Prior written agreement of the radiation protection service is required in order to bring in radioactive sources. Contact your work leader for the specific procedures.

10.4 A.L.A.R.A. PRINCIPLE

Keeping the individual and collective dose as low as reasonably possible is the objective of "As Low As Reasonably Achievable".

The basic rules are:

- Limit exposure time;
- Place protection around the source;
- Keep a distance from the source.

For all important tasks in the controlled zone the proposed individual and collective radiation doses are evaluated as well as the methods by which they can be reduced.

These agreements between the KCD work leader, the radiation protection service and those performing the works are necessary and are established in the 'ALARA file'.

Consult with the radiation protection agent present before starting the work.

10.5 DOSE LIMITS

The limit of the dose incurred in KCD amounts to 10 mSv per 12 sliding months.

10.6 BRINGING MATERIAL INTO THE CONTROLLED ZONE

Bring as little material as possible into the controlled zone.

Prohibited are:

- Unpainted wood
- Excess packaging material
- Porous, difficult to decontaminate materials

10.7 TAKING MATERIAL OUT OF THE CONTROLLED ZONE

Upon leaving the controlled zone, every object must be submitted to the radiation protection service for the measurement of contamination.

10.8 RADIOACTIVE WASTE IN THE CONTROLLED ZONE

The objective is to generate as little waste as possible.
Therefore, don't bring anything into the controlled zone that does not have to be there.
It is strictly prohibited to take waste out of the controlled zone.

11 REFERENCES

Has as associated document (Has Part):

10010044563/000 HSE regulations for contractors

Has as reference document (References):

10000004875/000/07 Site fundamentals
10000713129/000/23 Safety agreement contractors KCD
10001453653/000/03 Obtaining access certificates KCD
10010383597/000/02 Skill requirements BA4/5 for external partners"

Replaces document (Replaces):