	
Documentnummer: C.13.06	Opsteller/Preventieadviseur: Mark Maesen	Datum: 4/08/2020	Bladzijde 1/ 5
Module:	Outside employers and suppliers		
Werkdocument:	REGULATIONS AND GUIDELINES FOR OUTSIDE FIRMS AND SUPPLIERS		

Each employee of an outside firm or supplier must be informed of these regulations and guidelines before entering the company. A signed example must be sent to the Environmental Health and Safety department before starting the work or delivery in order to get access badges at the reception or access to the site. This procedure will be repeated annually in the case of long-running or frequent assignments. The internal project leader must insure that the information below is discussed, and signed off by each employee of the outside firm in a toolboxmeeting before starting the work. The representative of the main contractor is in charge of organising this toolboxmeeting and signing this document for his own employees and own subcontractors.

1. General

1.1. Entrance registration

- Members of outside firms will be considered as temporary visitors to our company. They must always be registered whenever they leave or enter Decomecc site. A personal badge can be issued for people undertaking long-term or on-going tasks with the agreement of the Decomecc employee in charge of the project.

1.2. Labour regulations & social security

- Employment must conform with current legislation on labour rights and social security. The outside firm undertakes to strictly comply with these provisions and to treat their employees in accordance with them. In case of non-Belgium contractors prior registration on national authority website www.limosabe.be is according to Belgium legislation required and the registration needs to be confirmed to the Decomecc project leader.
- Decomecc does not accept child labour. All legal limitations on the employment of persons below the age of 18 years must be followed. We acknowledge that according to the UN Convention on the Rights of the Child, a person is a child until the age of 18. We recognise the rights of every child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

1.3. Access to where?

- It is forbidden to be anywhere other than the agreed upon place of work. Management staff have the right to ask you to explain your presence at any given place on site at all times.

1.4. Vehicles

- All rules, regulations and laws laid down in the Highway Code for public roads are in effect on site. Company vehicles should be parked in the parking spaces provided, except when loading and unloading. This divergence should be kept to a minimum. It is forbidden to enter company buildings and other areas with your vehicle unless permission is expressly given by a project leader of Decomecc.

1.5. Mandatory use of facilities

- Sanitary facilities must be used under the canopy. It is only allowed to have lunch in the provided break rooms. Smoking is only allowed during the planned lunch breaks in the designated area.




1.6. Installations and accompanying equipment belonging to Decomecc

- The usage of, may only be used with the permission of the department that commissioned the assignment or the employee in charge of the project. The user must be one with the facilities that are made available. Before using any of the facilities, the employee has to check for condition and proper functioning.
- Unless agreed otherwise, outside firms bring their own tools. All used work equipment (machines, devices, tool, vehicles, ...) must comply with relevant legislation (ARAB, AREI, Codex, Machine guidelines, ...) and must be in a good state of maintenance. There should always be a recent inspection certificate available for material with an inspection duty.
- Machines with combustion engines are not allowed in the buildings. If no alternative, this can be allowed provided that there will be taking necessary measures (diesel particulate filter, exhaust intestine, CO-certificate,...) and provided permission from the HSE-department.

1.7. Activities which cause dust

- Because dust in the production hall has a very adverse impact on the quality of our products, precautions have to be taken to reduce dust by using a dust shield. The precautions need to be discussed with the internal project leader and facility responsible before using them.

1.8. It is forbidden to bring cameras or film cameras, alcoholic beverages, illicit drugs or performance-enhancing drugs to the work place.

		 	
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- Any person under the influence of drugs or alcohol will be removed from the grounds immediately. Photographic and filming materials may be confiscated.

1.9. It is forbidden to take away any materials, raw materials or products – even waste – belonging to Decomecc

- Management staff can carry out inspections for this at any given moment. In case of these findings, legal consequences can be possible.

1.10. Behaviour and clothing regulations in effect within the company

- Behaviour and clothing regulations must be respected by everyone. Employees of outside firms need to wear custom workwear and other personal protective equipment.

1.11. Internal risks

- The main environmental and safety risks within Decomecc (except for electrical risks and machine risks):
 - forklift traffic, both in- and outside. Keep your distance and make eye contact with the driver. Stay in the machine free zone.
 - noise: excessive noise in most production areas. Hearing protection required!
 - eye injuries: possible by sparks, welding and grinding work
 - contact with chemical products
 - fire danger .: including storage oil, plastic, paper and cardboard
 - explosion danger: (EX zones): battery charging areas, storage area of flammable materials.

1.12. Risks specific to activities by third parties

- Activities that can be dangerous for the environment, safety or health of Decomecc employees, other attendees or local residents need to be discussed prior to with de HSE-department. The internal project leader will ensure compliance with the established prevention measures, otherwise the activities need to stop without any recovery of costs.

1.13. Every (imminent) environmental or security incident (incl. near misses)

- U need to report all incidents to the HSE-department. The conditions may not be changed, unless in case of emergency, and the activities may only be resumed after approval of the HSE-department. In case of an accident, the EHBO-department can be called and the project leader must be notified.

1.14. Useful telephone numbers:




- Reception : 089 611 546
- Project/facility responsible : 0476 231 910
- Emergency : 0476 231 910 / 0477 788 620
- First Aid : 0470 561 339 / 0470 561 368
- HSE-department : 089 321 175

2. Safety regulations

2.1. Compliance with legislation and regulations

- Safety regulations to prevent accidents must be observed unconditionally at all times. They include current legislation: ARAB (General Regulations for Protection at Work), A.R.E.I. (General Regulations for Electric Installations), CODEX, ATEX and the Welfare at Work Act, as well as accompanying instructions or directions from management staff and the Environmental Health and Safety department. It is aimed to protect both you and our employees. Special attention should be paid to the requisite personal protection equipment, like protective shoes, safety goggles and fall protection equipment (mandatory whenever there is a risk of a free fall of more than 2 metres). A helmet needs to be worn whenever there is a usage in height.

2.2. Cordoning off the working environment, de-energizing and measures against unintentional restarts

		 	
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- When carrying out tasks that could endanger the immediate surroundings (staff and equipment), it is necessary to take appropriate measures, such as placing warning signs and cordoning off the working area. Requisite measures concerning cutting off power to equipment and unintentional restarts must also be taken ref. internal Decomecc standard LOTOTO (Lock out Tag out Test out). It is forbidden for third parties to enable energy sources (electricity, heat, compressed air, hydraulics) without permission. Cordoning off the working space and warning signs are necessary and mandatory while carrying out tasks like, in the gangway, at an altitude, while opening manholes, sewage covers, during major machine interventions.....

2.3. Temporary connections, modifications, repairs to or rerouting

- Of electrical installations or central facilities, like pressurised air, cooling-water, the telephone system, etc, may only be carried out (according AREI) and with the express permission of the facility responsible.

2.4. Safety functions

- Only employees with a valid driving license or a written certificate showing they have passed a medical examination and are competent to drive powered vehicles and hoisting apparatus, such as forklift trucks, roller bridge conveyors and stackers may operate in safety functions as driver. A copy of this drivers' license needs to be provided to the HSE-department.

2.5. Material Safety Data Sheets (MSDS)

- Products of all kinds provided by you (= outside firm), that could have an impact on the environment, security and/or health of the staff, should be reported to the project manager in advance who assess whether these products may or may not be used. In case of doubt or questions, please apply to the HSE-department. The maximum amount of flammable or hazardous products that may be present in the workplace must be limited to the daily stock. Receptacles shall comply with the legal provisions (incl. labelling, packaging, any inspection, etc. ...). Products and sprays that contain Teflon are forbidden, as well as carcinogenic and (very) toxic products.

2.6. Fire regulations

- **Smoking prohibited:** on site no smoking allowed except in dedicated areas.
- **In case of fire** immediately report the fire. When hearing the alarm signal (punctuated siren) immediate evacuate the building together with the departmental employees. In case your activities caused the fire (no matter how small the fire was) no changes may be made to the working circumstances except for distinguishing the fire. Activities can only be resumed after inspection/approval by the HSE-department.

2.7. Special activities which requires a work and/or fire permit.

2.7.1. Working with open flame




- In case of activities with an open flame or where heat and sparks are produced (e.g. welding, grinding, cutting, soldering, thawing, using a burner, roofing, etc.) a fire permit has to be requested prior to at the HSE-department before starting the activities. Prevention measures must be strictly followed. When grinding special attention should be given to grinding sparks and shielding off the environment to prevent damage to and pollution of environment, parts and products.

2.7.2. Roof activities

- A work permit is required for all roof activities. For roof activities with an open flame additionally a fire permit is required and there has to be fire-fighting equipment stand-by. Working with an open flame is allowed until 1 hour before the end of the activity.

2.7.3. Working at height

- Is forbidden in areas with employees unless additional measures are taken such as safety net, helmet, etc.
- Only and mandatory use of approved tools such as work platforms, scaffolds, ladders, safety belts... Use of a safety belt is obligatory from 2 meter height and also needs to be used in scissor lift, aerial platform and cage. Use of ladders is permitted only for occasional jobs (less than 4 hours) where little force is needed and with a work scope less than an arm's length.
- Users and builders of scaffolds, drivers of work platforms or other appliances, need to have the necessary skills and training. In case of scaffold also prior a permit and inspection is needed.
- Decomecc has a height worker available. This equipment can only be used after a prior request to the facility responsible.
- When using a scissor lift and/or height worker within reach of a overhead crane the overhead crane needs to be put out of service.

		 	
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2.7.4. Work at load-bearing and to fire-resistance constructions and facilities

- Before welding, crushing or other work activities performed to walls, beams, ceilings, fire-resistance constructions and facilities permissions needs to be requested at the HSE-department. Holes in fire-resistant partitions should be repaired with suitable products so that the wall retains its original fire resistant quality.

2.7.5. Electrical Work.

- All electrical work must be carried out in accordance with the AREI.
- Electric cables should be removed from the ground and should be carefully hung up.
- Workers who perform work on electrical installations should have the necessary qualification and knowledge (BA4/BA5)
- Always turn the power off while on electricity and take the necessary measures against uncontrolled restarting (LOTO). If to perform certain work some of the machines should be put under tension, this should only be done by competent persons under the supervision of a competent person BA4 BA5.
- Note: for electrical work, a work permit is only required for work on HS, in EX-zones and to bus ducts.

2.7.6. Work in EX-zones

- Maintenance work within such zones or modifications of these installations may only be carried out by authorized personnel with a work permit

2.7.7. Access to closed spaces, such as cellars, tanks, sewers and manholes, pits, etc.

- It's only permitted with prior permission from the Environmental Health and Safety department.

2.7.8. Activities at areas or neighbourhood of earth gas supply and/or stored gasses.

- Before the start of any work, make sure that these pipes and cables pass through, in the ground or at the workplace. Planning and more explanation can be obtained from the technical department.

2.7.9. Digging

- Digging work and ground drilling may only be carried out with prior permission from the Environmental Health and Safety department due to underground utilities. This permission does not take away the responsibility of the contractor to handle carefully. In case of digging the contractor is responsible for providing compliant supports to avoid collapsing and for making from a depth of 1.2m the mandatory notifications to the authorities.

3. Environmental regulations




3.1. Waste

- due to activities by contractors need to be cleaned up and collected by the contractor unless agreed by internal project leader. Waste must be sorted according to the rules and regulations in line with Decomecc specifications. Sorting and processing must be done in accordance with the legal requirements. Information on this can be obtained from the inhouse employees.

3.2. Tidying up

- All packaging materials, waste, left- over materials etc, must be tidied up by the people carrying out the task on the same day as the waste is made. During the activity, it must also be ensured that the environment is not contaminated so in case of an emergency the immediate measures should be taken and no new unsafe situations emerge

4. Secrecy

		 	
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- During discussions and/or activities it may be necessary or desirable that Decomecc provides the contractor access to technical or business information or other proprietary information of Decomecc. The contractor: (a) will make every reasonable effort needed (and certainly no less than the effort he yields to protect its own business information) to keep confidential knowledge that can be revealed a secret, and (b) may, except with express written permission of Decomecc, (i) such proprietary information and/or knowledge not pass to a third party or any employee, servant, agent or consultant of the contractor, unless such employee, agent or consultant reasonably need access to that information and a confidentiality commitment regarding the trade secrets of others who entrusted him or her are, or (ii) property information and/or knowledge from using it for any other purpose than for internal evaluation and/or to promote the business relationship with Decomecc.

5. Very important: reflect before you start!

- **Last Minute Risk Analysis (LMRA)** : just before starting your activity you have to go on the spot and evaluate if you can do the activities safe for yourself and for its environment based on a last minute risk analysis (lmra). If necessary, take additional precautions to eliminate the risks or at worst to make it acceptable prior to start. In case of doubt please contact your project manager. If necessary contact the HSE-department.
- **IN GENERAL: IF YOU HAVE ANY DOUBTS OR ARE UNSURE ABOUT THESE REGULATIONS, PLEASE CONTACT THE INTERNAL PROJECT LEADER OR THE HSE-DEPARTMENT AT DECOMECC IMMEDIATELY.**

Distributed in two copies by prior to any activity: <i>(name responsible Decomecc)</i>	Read and agreed to by : <i>(name of outside firm employee)</i>
Date:/..../....	Company's name:
Signature:	Signature:
Phone number. :	<i>1 copy aimed for Reception Decomecc. 1 copy aimed for contractor/supplier.</i>

Suppliers of goods and services are liable at all times for damage to property and physical injury to staff of Decomecc or any third parties, caused by them or their employees. If the abovementioned rules and guidelines are not followed, entrance to the company can be denied.