

Safety prescriptions working with third parties

The law of 04/08/1996 about the well being of the employees regarding to the execution of their work – B.B.A. 18/09/1996, Chapter IV determines the measures to be taken by the ordering parties and the contractors in order to gear each others activities so they can be executed in a safe way.

The employees of contractors that work on the site of a SCB-company (Douterloigne/Ergon/Prefaco/Schelfhout/Oeterbeton/Echo), need to receive adequate instructions, as mentioned below, concerning the risks related to safety and health in the plant, to which they can be exposed during the activities.

On the other hand, the contractor needs to inform the ordering party (SCB - Douterloigne/Ergon/Prefaco/Schelfhout/Oeterbeton/Echo) about possible risks linked to his activities.

When several contractors are working on the same work spot, the employers need to work together for the execution of the safety measures and they need to inform each other about the risks linked to their activities.

With these regulations SCB - Douterloigne/Ergon/Prefaco/Schelfhout/Oeterbeton/Echo/Marmorith wants to limit the risks for its own employees and for the employees of the contractors.

Document ‘Safety prescriptions working with third parties’ is part of every activity done by a third party (contractor, transporter, appointed supplier) and has to be communicated towards the third party before entering a SCB-site.

For activities which contain a high risk, a safety coordination plan needs to be made with joint measures to prevent the most common risks described in it. The safety coordination plan needs to be signed by both parties involved before the activities are started!

For activities which contain a low risk, a work permit with LMRA needs to be made before starting the activities, signed by both parties.

General regulations

The contractor (third party) will:

- Observe the stipulations of the law of 10/06/1952 regarding the health and safety and its implementing orders (ARAB) and the law of 04/08/1996 regarding the well-being at work and its implementing orders (CODEX) during his activities on the site of the ordering party.
- Be in compliance with the 16 LSR during activities on the site of their client.
- Explain these stipulations to his employees and supervise that they are observed.
- Provide all information to the ordering party about possible risks that may arise by executing his activities.
- Tune his activities with these of the ordering party regarding the protection of the well-being of all the employees present.
- Inform possible subcontractors about the safety prescriptions “working with third parties” of the ordering party. He needs to receive the necessary information of the subcontractors about the risks linked to their activities, to make the necessary agreements, to take measures to limit the risks and to coordinate the activities of these subcontractors.

If a contractor does not meet these instructions, the ordering party has the right to take the necessary measures to guarantee the well-being of all employees and this on the expense of this contractor.

When the workers of the Third party/Contractor execute works under control in order and under supervision of CRH, they do not need to sign up every day in the visitor log and the supervision and explanation of the risks and tasks are the responsibility of the ordering party.

Safety prescriptions working with third parties

Supervision and control

- The management of the contractor will supervise that the prescriptions in these determinations will be strictly observed. The management of the contractor will, by mutual arrangement with the ordering party, guarantee the application and supervision of this.
- The designated contractor must be in compliance with it's social security on the subject of declaration and payment to the social security system. Also they must be in compliance by the law on registration of contractors. The fact if a contractor accepts an order, they give notice that they agree with this regulations and it discharges the client of any responsibility on this subject.
- The supplier or contractor has an assurance which covers civil liability and can give a copy of this contract if he is asked for it.
- The indicated contractors or subcontractors need to be in rule with the social legislation concerning the declaration and payment within the NSSO system. They also need to comply with the law regarding registered contractors. The fact that they accept orders from the ordering party means that they agree with this. This discharges the ordering party of all responsibilities in this sphere.
- The supplier or contractor takes out an insurance policy Civil Liability and presents a copy when required.
- The contractors inform their own employees about the above and remind them that they can contact the ordering party for any additional information.
- The contractor makes sure that his personnel is completely aware of the tasks and orders to execute.
- The normal working hours are between 8 a.m. and 5 p.m., Saturday and Sunday excluded. The contractors are asked to keep to these hours. If for any reason, it is necessary to deviate from these hours, or if it is necessary to work on Saturday or Sunday, the contractor needs to have an agreement with the ordering party and has to give the names or at least the number of employees that will be working. In this case, it is the responsibility of the ordering party to inform the concerned parties in the company.
- The employees of the contractors will register themselves in an attendance register. When leaving the site after ending their working day, they will also deregister themselves in the attendance register. This register is available at the reception desk (main building) or at the maintenance leader.
- If employees of the contractor leave the site before the end of the working day for personal reasons, they need to get permission similar to the permission of the ordering party. In this case, also they need to deregister.
- The employees of the contractor need to wear recognizable work clothes labeled with the contractor's logo.
- Persons as well as vehicles can be controlled at all time for burglary. In case of irregularities, the ordering party has the right to take legal steps.
- The employees of the contractor that are working within the company of the ordering party, have the same advantages as the employees of the ordering party concerning the use of the refectory and the sanitary. This means that meals are taken in the appropriate rooms and not in the workplace. The ordering party will inform the employees of the contractor concerning the use of the sanitary (showers, locker rooms ...).

General safety prescriptions to comply with by the employees of the contractor

- It is forbidden to smoke on the site and in the plant, except in the provided smoking areas.
- It is forbidden to bring alcoholic beverages into the plant and / or to consume them.
- The employees of the contractor can only go there where they need to be to execute their activities. It is forbidden to enter other areas. There is a pedestrian regulation applicable in the company. It is only allowed to move in the pedestrian area.
- Never put yourself, your colleagues or employees of the ordering party or other contractors in danger.
- All dangerous situations (excessive noise, dust, soil ...) that can occur need to be reported to the ordering party. He will decide which measures need to be taken in this case (normally in consultation with the prevention advisor).
- Additional instructions given by the ordering party or his prevention advisor need to be observed.
- Entrance to the roof, electrical cabinets and technical spaces is only allowed with the permission of the head technical services and after taking the necessary safety measures.

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- Safety devices on machines and/or installations may not be moved/removed without the permission of the production management and adapted safety measures. They need to be put back completely and in good condition after the work is done.
- The company vehicle of the contractor can only be left on the visitors parking or on an indicated parking place. It is forbidden to drive into the buildings. An exception to this is only possible if the presence of the vehicle is really necessary on the work place and after permission of the ordering party. It is forbidden to park in front of passages or exits.
- The maximum speed limit on the sites is 15 km/h.
- The working area needs to be sufficiently traced out before the start of the activities and the necessary signalization needs to be available.
- Passengers (children and/or partners) & animals are not admitted on the production site. When they still arrive at our premises, due to exceptional circumstances, they have during the loading/unloading of the truck
 - either to wait at the reception
 - or to remain at an indicated safe place
 - or to remain in the cabin of the truck when this does not cause additional risks for the loading/unloading of the truck.

Tools

- It is not allowed to use tools or materials that belong to the ordering party without its permission and without instructions related to the risks when using them.
- The tools and material used by the contractor need to be in excellent state and need to comply with the demands required by the general regulation on safety and health at work (ARAB) and the Codex. The ordering party has the right to supervise and if necessary to intervene if the material does not comply with these demands.
- The safety prescriptions put on the used tools and machines need to be observed and may not be used for other purposes than the ones they are intended for.
- All tools belonging to the contractor need to be identified so the owner can always be traced.

Handling of goods

- Only trained forklift drivers of the ordering party are allowed to displace goods by forklift. This forklift with driver needs to be requested in advance at the head of the technical department or the head of internal transportation.

Hoisting weights

- Hoisting and lifting equipment and accompanying rigging equipment always need to be in excellent state and provided of the necessary identification labels. Reports of the compulsory quarterly inspections need to be available on demand.
- Only trained personnel can use the hoisting and lifting equipment. It is forbidden to use equipment from the ordering party without prior written permission.
- It is forbidden to move under the charges.

Working on heights

- Activities on heights may only be executed with appropriate equipment. The employees need to be trained well. Ladders are only used to reach a certain height. Activities from a ladder may only be executed under strict conditions.
- Scaffoldings need to be equipped with a well-connected floor, guardrails and toe boards. They can only be constructed by qualified personnel and need to be secured to overturn. Mobile scaffoldings need to be equipped with a brake.
- Cherry pickers and others always need to comply with the legal inspections and can only be used by trained personnel.

Safety prescriptions working with third parties

- Ladders need to be fixed on the upper side.
- Activities on heights need to be signaled on the ground floor by defining the work area. It is forbidden to work above the heads of other persons.
- A permit “activities on heights” needs to be requested at the prevention service.

Excavations

- Excavations (piling of poles, fences... included) will only be executed after prior agreement of the supervisor of the activities and after drawing up a detailed risks analysis taking the pipe map into account.
- Grooves, openings, channels ... always need to be sufficiently indicated and traced out.

Working in confined spaces

- The internal supervisor and the prevention advisor need to be informed prior to the start of activities in confined spaces. Specific written agreements need to be made. A risk analysis is obliged in advance of the activities.
- The necessary equipment (individual protection equipment, rescue equipment ...) needs to be present and used correctly.
- A watch / guard is always present in case a rescue is necessary.

Safely disabling machinery and systems

- When work is to be carried out on machinery and systems, these must be safely disabled beforehand. This must be done by following the Lock-out/Tag-out/Try-out procedure.
- The LTT procedure must be followed for all energy sources mentioned below:
 - Electrical energy
 - Hydraulic Energy
 - Pneumatic energy
 - Mechanical/gravitational energy
 - Thermal Energy
 - Residual energy
 - Materials/products
- It is always obligatory to use multi-lockouts.
- For each employee present in the danger zone, a personal lockout must be used.

Working on electrical installations

- Only authorized electricians (AREI: BA4/BA5) are allowed to work on electrical installations of the ordering party and this after permission from the head of the technical department. The procedure of the vital 5 always needs to be applied.
- The electrical installations used by the contractor always need to comply with the demands of the AREI.
- Working on high voltage installations may only be executed by electricians who are typically trained for this.

Activities with fire risk

- A fire permit is compulsory in case of welding, grinding and cutting activities outside the working area indicated for these activities, at which sparks can cause fire. All measures mentioned on the fire permit need to be observed strictly. This fire permit is drawn up prior to the start of the activities and this in mutual consultation with the head of the technical department.
- Welding, grinding and cutting activities are preferably executed in the premises of the technical department.
- The needed equipment needs to be in good state.

Safety prescriptions working with third parties

- There may never be smoked in the neighborhood of inflammable products. The presence of open flame, sparkles or sources of heat is not allowed there as well. These products need to be kept in closed and labeled (original) packing.
- The use of combustible fluids and materials always need to be reported. The necessary safety measures concerning the use, storage and removal need to be taken.

Measures in case of fire

- Before starting the activities, let you inform about the valid emergency and evacuation procedure at the concerning site.

Measures in case of an accident

- An accident occurred with an employee of the contractor always needs to be reported to the ordering party. He makes sure that they can make an appeal to the care of the internal first aid service. Similar to the approach for the personnel of the ordering party, they decide if further care by specialized institutions and /or redirection to a hospital is necessary. The costs relied to this, as well as the administration afterwards, are at the expense of the employer of the concerned employee.
- The internal determinations of the contractor concerning the reporting of the accidents stay valid.

Safe use of mobile phones

What you absolutely NOT may do:

- NEVER answer a call, when operating installations and/or machines
- NEVER answer a call in your car when your car does not dispose of a Bluetooth system
- NEVER answer a call when you are communicating with other persons, e.g. crane operator, by radio or by any other communication system
- DO NOT use mobile phones while climbing on a ladder or similar construction
- DO NOT use mobile phones or other electrical equipment in the neighbourhood of fuel storage or combustible materials
- DO NOT use mobile phones at places, where it is forbidden by the house rules
- DO NOT use mobile phones when crossing the street or where there is a lot of traffic
- DO NOT use mobile phones in the neighbourhood of works with explosives
- The use of mobile phones is NOT allowed close to excavation works in the neighbourhood of gas pipes

What you HAVE to do:

- Take along a mobile phone when you have to work alone in a distant area.
- Take along a mobile phone when you are worried about your safety on the road to or from work
- Make sure you have quick and effective means of communication in emergency situations
- Make sure you are at a safe place before answering the phone
- Be aware that mobile phones can kindle combustible materials and vapours.

Compulsory individual protection equipment

- Besides the prevention measures following from the risk analysis concerning IPE, the following IPE need always to worn:

-hard hat	safety glasses
-safety shoes	well perceptible clothes
- Work gear trousers that cover the entire length of the legs need to be worn.
- A safety harness always needs to be worn in case of activities with a cherry picker.

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Order and hygiene

- The working area always needs to be cleaned before leaving it. If the activities take more than a day, the working area needs to be cleaned every evening.
- The employees of the contractor are compelled to observe all valid guidelines as mentioned on the entrances in the factory.
- The employees of the contractor are compelled to wear and / or to use all individual protection equipment that is obligatory in the factory. Essentially this equipment (e.g. safety shoes, hearing protection ...) needs to be provided by their employer. This is the contractor or the subcontractor. They need to wear and use them in the same correct way as the employees of the ordering party.
- If an employee causes damage to materials or the infrastructure of SCB (Douterloigne/Ergon/Prefaco/Schelfhout/Oeterbeton/Echo/Marmorith), this damage needs to be reimbursed. The contractor is obliged to take out the necessary insurance policies against damage caused to persons and installations of the ordering party.
- Chemical products need to be used according to the valid safety prescriptions. The use of strange products needs to be reported to the internal safety advisor prior to the start of the activities. They need to be accompanied of the safety data sheet (SDS).

Environment

- The contractor will strictly observe the environmental prescriptions and will make sure that the environment will not be harmed.
- All waste needs to be removed adequately. The necessary agreements will be made if the ordering party needs to provide the removal himself. The contractor will take care of the separation of the waste at the correct spots.
- Chemical products may never be discharged into the sewer or the soil.
- Before the start of the activities it is necessary to be informed about the valid guidelines of the concerning site regarding to the reporting and handling of environmental incidents (spills, pollution, waste ...).

Sanctions

- In case of severe infringements concerning health and safety, SCB (Douterloigne/Ergon/Prefaco/Schelfhout/Oeterbeton/Echo/Marmorith) has the right to arrange fines in consultation with the contractor.
- If the employees do not behave according the prescribed laws, regulations and agreements with SCB (Douterloigne/Ergon/Prefaco/Schelfhout/Oeterbeton/Echo/ Marmorith), SCB has the right to refuse their entrance to the company and to remove the contractor from the list of preferred contractors.