## General Environment and Safety Regulations for Co-workers of Third Parties/Contractors

### VITO-404-WER-001-E

**Versie:** 03  
**Datum:** 17/10/2012  
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You are receiving these conditions in relation to the implementation of an environment management system. **PLEASE KEEP THESE CONDITIONS AND ABIDE BY THEM FOR THE DURATION OF YOUR WORK ACTIVITIES.**

### Reporting obligation
- Announce yourself before entering the VITO site
- Wear your badge in a visible place
- Request the telephone number of your VITO contact person

### Access
- Only enter those zones where work activities are taking place

### Forbidden
- Smoking inside buildings and storage places
- The use of drugs and alcohol
- Possession of a weapon

### Highway code
- Follow the same code as on public highways.
- Max. speed 50 km/hour

### Permits and authorisations
- All keep the work permit and, if necessary, the fire permit to hand
- Request authorisation for:
  - Working at a height (scaffolding and/or height workers)
  - Work on electrical installations
  - Working in enclosed spaces (water trenches, sewers, ventilation shafts, crawling zones)
  - Digging and ground work
  - Working with forklift trucks
  - Dust-producing work inside buildings
  - Working in ‘cleared’ rooms (formerly radioactive rooms) (sign)
  - Dust Use of dangerous products
  - Entering and working in rooms with bio-safety sign

### Use of PPE
- Use the required PPE (personal protection equipment): safety boots, glasses, helmet, harness, clothing, gloves, breathing equipment

### Waste
- Unless otherwise stated, take waste, including packaging, with you.
- Only sort and deposit waste in the appropriate containers once authorisation has been given
- Keep the workplace clean and tidy

<table>
<thead>
<tr>
<th>Material and equipment</th>
<th>Only use VITO material and clothing after authorisation.</th>
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<tbody>
<tr>
<td></td>
<td>Only use CE marked and correctly approved equipment</td>
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<tr>
<td>Dangerous products</td>
<td>Possess authorisation, in the form of a permit for the use of dangerous products</td>
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<td>Only work with correctly labelled elements</td>
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<td>Avoid spills and leakage (leak trays, absorption means)</td>
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<td>Always keep safety conditions or MSDS files to hand</td>
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<td>Immediately clean up eventual leaks with suitable absorption products</td>
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### Environment and Safety Emergencies
- **Fire:** 014 33 22 22
  - Continuous siren inside building
  - Long modulated siren outside buildings

### Fire / explosion
- Think about your own safety
- Inform threatened persons
- Call emergency number 2222 (internal telephone) or 014 33 22 22
- If possible, make use of fire extinguishers

### Spills and leakage of dangerous products
- Think about your own safety
- If possible, clean up the dangerous product yourself, using the required PPE (personal protection equipment) and clean-up material
- Call emergency number 2222 (internal telephone) or 014 33 22 22

### Nuclear emergency
- Abide by the instructions which will be passed on by VITO personnel (no evacuation)

### Emergencies
- **Accidents:** 014 33 33 33
  - Provide first aid in the event of accidents
  - Call the number 3333 (internal telephone) or 014 33 33 33

### Questions
- For question concerning the execution of work activities: call the responsible manager at your company
- For questions relating to this file: contact VITO services: Prevention and Protection Service 014 33 55 45  
  Environment Service 014 33 55 39