




<b>GENERAL ENVIRONMENT AND SAFETY REGULATIONS FOR CO-WORKERS OF THIRD PARTIES/CONTRACTORS</b>	 Versie: 06 Datum: 11/04/2019 Pagina 1 van 1
<b>VITO-404-WER-001-E</b>	

PLEASE KEEP THESE CONDITIONS AND ABIDE BY THEM FOR THE DURATION OF YOUR WORK ACTIVITIES.	
<b>Reporting obligation</b>	Announce yourself in Hal 196 before entering the VITO site
	Wear your badge in a visible place
	Request the telephone number of your VITO contact person
<b>Access</b>	Only enter those zones where work activities are taking place
<b>Forbidden</b>	Smoking inside buildings and storage places
	The use of drugs and alcohol
	Possession of a weapon
	Eating and drinking in the workplace/lab. Only allowed in cafeteria and/or coffee rooms
<b>Highway code</b>	Follow the same code as on public highways.
	Max. speed 30 km/hour
<b>Permits and authorisations</b>	All keep the work permit and, if necessary, the fire, roof permit, and permit for enclosed environments with you
	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 fork-lift 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 or nano hazard sign  	
<b>Use of PPE</b>	Use the required PPE (personal protection equipment): safety boots, glasses, helmet, harness, clothing, gloves, breathing equipment
<b>Waste</b>	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

<b>Material and equipment</b>	Only use VITO material and clothing after authorisation.
	Only use CE marked and correctly approved equipment
<b>Dangerous products</b>	Possess authorisation, in the form of a permit for the use of dangerous products
	Only work with correctly labelled elements
	Avoid spills and leakage (leak trays, absorption means)
	Always keep safety conditions or MSDS files to hand
	Immediately clean up eventual leaks with suitable absorption products
<b>Environment and Safety Emergencies 014 33 22 22</b>	
	Fire: continuous siren inside building
	Nuclear: long modulated siren outside buildings
<b>Fire / explosion</b>	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
<b>Spills and leakage of dangerous products</b>	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
<b>Nuclear emergency</b>	Abide by the instructions which will be passed on by VITO personnel (no evacuation)
<b>Emergencies Accidents 014 33 33 33</b>	
<b>Work accidents</b>	Provide first aid in the event of accidents
	Call the number 3333 (internal telephone) or 014 33 33 33
<b>Questions</b>	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 56 75 Environment Service 014 33 55 25