




**GENERAL ENVIRONMENT AND SAFETY REGULATIONS
FOR CO-WORKERS OF THIRD PARTIES/CONTRACTORS**

VITO-404-WER-001-E



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PLEASE KEEP THESE CONDITIONS AND ABIDE BY THEM FOR THE DURATION OF YOUR WORK ACTIVITIES.	
Reporting obligation	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
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
	Eating and drinking in the workplace/lab. Only allowed in cafeteria and/or coffee rooms
Highway code	Follow the same code as on public highways.
	Max. speed 30 km/hour
Permits and authorisations	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  	
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

Material and equipment	Only use VITO material and clothing after authorisation.
	Only use CE marked and correctly approved equipment
Dangerous products	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
Environment and Safety Emergencies 014 33 88 88	
	Fire: continuous siren inside building
	Nuclear: long modulated siren outside buildings
Fire / explosion	Think about your own safety
	Inform threatened persons
	Call emergency number 8888 (internal telephone) or 014 33 8888
	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 8888 (internal telephone) or 014 33 88 88
Nuclear emergency	Abide by the instructions which will be passed on by VITO personnel (no evacuation)
Emergencies Accidents 014 33 88 88	
Work accidents	Provide first aid in the event of accidents
	Call the number 8888 (internal telephone) or 014 33 88 88
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 56 75 Environment Service 014 33 55 25