

VITO-404-WER-001-E GENERAL ENVIRONMENT AND SAFETY REGULATIONS FOR CO-WORKERS OF THIRD PARTIES/CONTRACTORS	
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VITO NV Sites in Mol	Site 1 (Headquarter) - Boeretang 200, 2400 MOL Remote Sensing / buiding TAP - Boeretang 282, 2400 MOL Site 2 (VITO Health) - Industriezone Vlasmeeer 5, 2400 MOL Site 3 (HAL196, EARTH, GEO) - Lichtstraat, 2400 MOL
Arrival Notification and access	<ul style="list-style-type: none"> - Sign in at HALL196 or unless otherwise arranged, at the main entrance. - Let your VITO contact person know you have arrived - Wear your badge in a visible place. - Follow the instructions of security or the VITO contact person.
Traffic regulation	<ul style="list-style-type: none"> - Respect the general traffic rules as on public roads. - The maximum speed is 30 km/hour.
Forbidden	<ul style="list-style-type: none"> - No smoking inside the buildings and storage areas. - Prohibition of alcohol, drugs and illegal items. - Prohibition of eating and drinking in workplaces and labs. This is only allowed in the refectories/coffee rooms/offices. - Prohibited from entering premises for which you are not authorised.
Work permit Risk analysis Permits	<ul style="list-style-type: none"> - It is compulsory to draw up a work permit and, if necessary, a fire permit, roof permit or permit for entering enclosed spaces, together with your VITO contact person. - Discuss the risks (risk analysis) and adequate preventive measures with your VITO contact person. - Always keep the work permit and, if necessary, the fire permit, roof permit or permit for entering confined spaces available. - Always request permission for (non-exhaustive): <ul style="list-style-type: none"> - working at height - Working on electrical installations - working in confined spaces - digging or earthworks - work with forklift trucks - Work that causes dust or noise pollution - use of hazardous substances - entering and working in premises with increased risk such as: biosecurity risk, nanomaterials and hazards, ...
Materials Equipment	<ul style="list-style-type: none"> - Use VITO materials and equipment only after authorisation. - Only use CE-marked and properly approved or inspected equipment.

Waste	<ul style="list-style-type: none"> - Take waste (including packaging) with you unless otherwise agreed. - Sort and dispose of waste in the appropriate containers or bins only after permission. - Keep workplace clean. Clean after completion of works.
Hazardous substances	<ul style="list-style-type: none"> - Only after authorisation through the work permit - Keep the safety data sheet or SDS available - Avoid leaks and spills. Store containers on a drip tray. - Ensure containers are clearly labelled and labelled. - Use hazardous substances in accordance with the instructions for use. - Ask about the VITO procedure 'handling spills'.
Personal Protective Equipment	<ul style="list-style-type: none"> - Always use the required PPE such as safety shoes, signalling clothing, safety glasses, gloves, helmet, fall or trap harness, respiratory protection, among others.
Emergency situations	<ul style="list-style-type: none"> - VITO emergency number: 014 33 88 88 - General emergency number: 112
Fire	<ul style="list-style-type: none"> - Siren comes from inside the building. - Bring your workstation to a safe condition. - Consider your own safety and notify other persons. - Evacuate immediately to the evacuation assembly point. - Follow the evacuation leader's instruction.
Nuclear alarm	<ul style="list-style-type: none"> - Siren comes from outside the building. - If inside: proceed to the assembly point inside the building. Follow further instructions. - If outside: go to the 'brown' area marked with the corresponding pictogram. Follow further instructions. - Contact your VITO contact person.
Spills	<ul style="list-style-type: none"> - In case of a small spill, clean up the spill using appropriate PPE and spill clean-up materials. - In case of a larger spill, call the VITO emergency number.
First aid Work accident	<ul style="list-style-type: none"> - Contact the VITO first aid helpers. - Get in touch with your VITO contact person. - Call the VITO emergency number if necessary.

Third-party employees or contractors are obliged to comply with the following environmental and safety regulations at VITO NV sites and workplaces.
If you have any questions, please contact your VITO contact person.

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VITO NV - Energyville	Thor Park 8310 en 8320, 3600 Genk Thoreaq buildings and work hall
Arrival Notification and access	<ul style="list-style-type: none"> - Sign in at the reception of Energyville 1 building. - Let your VITO contact person know you have arrived - Wear your visitor badge in a visible place or if otherwise as discussed with contact person. - Follow the instructions of the reception or the VITO contact person.
Traffic regulation	<ul style="list-style-type: none"> - Respect the general traffic rules as on public roads.
Forbidden	<ul style="list-style-type: none"> - No smoking inside the buildings and storage areas. - Prohibition of alcohol, drugs and illegal items. - Prohibition of eating and drinking in workplaces and labs. This is only allowed in the refectories/coffee rooms/offices. - Prohibited from entering premises for which you are not authorised.
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First aid Work accident	<ul style="list-style-type: none"> - Contact the VITO/Energyville first aid helpers. - Ensure that first aid materials are available near a work zone. - Get in touch with your VITO contact person and own employer.

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VITO NV – Water Climate Hub Ostend Bluebridge	Wetenschapspark 1, 8400 Oostende
Arrival Notification and access	<ul style="list-style-type: none"> - Let your VITO contact person know you have arrived - Sign in at the reception. - Wear your visitor badge in a visible place or if otherwise as discussed with contact person. - Follow the instructions of the reception or the VITO contact person.
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