

VITO-DOC-007-01	
ENVIRONMENT AND SAFETY REGULATIONS FOR THIRD PARTIES/CONTRACTORS	

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CHAPTER I - GENERAL DETERMINATIONS

Art. 1: General – Definitions

The aim of these regulations is to determine the work conditions and environment and safety measures that must be adhered to by third parties/contractors who carry out work and/or repairs on VITO premises.

The various research units and teams of VITO work at several sites. If provisions only apply to a particular site, this will also be stated as such. For the site in Mol, reference is made to domain 1, 2 and 3. The sites are:

- VITO NV – Head offices (~ Site 1)
Boeretang 200, 2400 MOL
 - Goods reception / HALL196 / Geothermal plant (Lichtstraat, 2400 MOL)
 - Remote Sensing / building TAP (Boeretang 282, 2400 MOL)
- VITO Health (~ Site 2)
Industriezone Vlasmee 5, 2400 MOL
- VITO/EnergyVille and Open Thor Build, Thor Park 8310, 8320 en 8410, 3600 Genk
- VITO WaterClimateHub (offices 2002, 2003, 2004, 2005, 2006 & 2008)
Wetenschapspark 1, 8400 OSTEND

The following terms are used:

- ARAB: General Employment Protection Regulations
- AREI: General Regulations for Electrical Installations
- Codex: Codex on Welfare at Work
- Third parties/contractors: collective name for head contractor, sub-contractor, contractor, independent person...
- VITO contact person: the member of VITO personnel nominatively assigned to internal VITO communication and mutual cooperation between VITO and third parties/contractors. This person provides his/her telephone number to the responsible manager at third parties/contractors.
- Responsible manager of third parties/contractors: the member of personnel at the (head) contractor assigned to internal communication at the contractor and the mutual cooperation between the (head) contractor and VITO. This person provides his/her telephone number to the VITO contact person.
- Site zone: the “broad” zone within which works are being carried out, supplemented by storage places for materials, parking places, places for work huts...as indicated on a ground plan.
- NESC surveillance service: the Service at the Nuclear Energy Study Centre which is responsible for checking access to the main entrance of Domain 1, which can be contacted telephonically in the event of emergency.
- Fire permit: the VITO procedure permitting the use of an open fire or heat source.
- Roof permit : the VITO procedure permitting to execute work on roofs
- VITO delegates: members of VITO personnel who are directly involved with the works, and preferably assigned nominatively.
- Welfare Act: The Act of 4 August 1996 on the welfare of employees when carrying out their work.

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- Work permit: The VITO procedure for permitting third parties/contractors to carry out work on VITO's sites.

Art. 2: Legal obligations

Under no circumstance do these measures absolve third parties/contractors of legal obligations and responsibilities, particularly where the good execution of work activities is concerned. They remain fully responsible for the implementation of legal requirements and the application of regulations derived from labour laws, environment laws, social security and European guidelines.

The third party/contractor will, prior to commencing work activities, inform VITO of all risks which may accompany his work activities as well as the preventive measures which will be taken to prevent risks, and to prevent or limit damage (law of 04.08.1996 concerning the well-being of employees while performing their work and the Codex on Welfare at Work).

Prior to commencing work activities, each contractor/third party must be able to present civil liability insurance.

Art. 3: Knowledge of regulations

Upon acceptance of assignment, it is assumed that third parties/contractors have made themselves aware of these regulations. They commit themselves to, prior to the start of work activities, inform and train their personnel and/or sub-contractors, who must perform work activities on VITO premises, with regards to the attached work instructions VITO-404-WER-001-E *General Environment and Safety Regulations for co-workers of third parties/contractors*, in order to ensure correct adherence to these regulations. Third parties commit themselves to have work activities carried out by employees who possess the correct and required qualifications.

VITO retains the right to check knowledge and application of these work instructions by way of tests carried out on co-workers of third parties/contractors who are performing work activities on VITO sites. Should it appear from the tests that co-workers of third parties/contractors are lacking this knowledge, the subsequent costs for training by VITO will be accounted.

Further, should it appear from eventual incidents that co-workers of third parties/contractors are not aware of these work instructions, the cost of training and eventual damage resulting from the incident will be charged by VITO.

The “responsible manager of third parties/contractors” must be aware of the contents of this document (Environment and safety regulations for third parties/contractors) so that, prior to the start of work activities, the required authorisations and permits are requested during the start meeting.

Before commencing work activities, third parties/contractors must supply a list of names of employees of third parties/contractors who have followed training and will be performing work activities. This list of names can be supplied or handed to VITO electronically during the start meeting. Personnel changes during the course of work activities must be notified before these employees are able to carry out work activities at VITO sites.

The employees will be tested on the basis of this list.

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Third parties/contractors commit themselves to implement these regulations for the entire duration of works.

Art. 5: Charges

All charges derived from the non-implementation of these regulations are for the account of third parties/contractors.

Art. 5: Free access

The indicated VITO delegates will have free access to all rooms and installations at the site/workplace which are used by third parties/contractors.

Art. 6: Theft and damage

VITO absolves itself of all liability for theft of, and damage caused to, the installations and property of third parties/contractors as well as that of their personnel and assigning party.

Art. 7: Reporting

At domain 1 and domein 3 (Boeretang 200 + Lichtstraat, 2400 MOL)

The personnel of third parties/contractors will report at Hall196. before to go to the site/workplace. They will report each day to Hall196, unless agreed differently. By accessing Domain1, they will report at the security desk of SCK. The identity badge, supplied by the SCK surveillance service, must be openly displayed during their presence at the domain.

At Domain 2 (Industriezone Vlasmeer 5, 2400 Mol) and Domain TAP (Boeretang 282, 2400 Mol)

The personnel of third parties/contractors will report each day to the VITO contact person or the secretary/reception, unless another arrangement has been agreed.

At VITO/EnergyVille en Open Thor Build (Thor Park 8310, 8320 en 8410, 3600 Genk) and WaterClimateHub Ostend (Wetenschapspark 1, 8400 Ostend)

The personnel of third parties/contractors will report each day to the VITO contact person or the secretary/reception, unless another arrangement has been agreed.

Art. 8: Justification of presence

Upon request from the VITO contact person, each individual must be able to justify their presence and business at the site/workplace or the VITO domain.

Art. 9: Access to buildings

The personnel of third parties/contractors may not leave the site zone; they may not enter a neighbouring building or any other building without consent from VITO.

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Art. 10: Refused access

The VITO contact person retains the right to refuse access to the site/workplace to any person whose presence is regarded as undesirable, without needing to provide justification.

Art. 11: Discipline and good order

The personnel of third parties/contractors must refrain from any act which contravenes discipline and good order. Amongst other things, the following is forbidden:

- possession of a weapon;
- smoking inside buildings and storage places
- eating and drinking in workplaces and labs, only allowed in cafeteria/coffee rooms
- lighting a fire in the woods
- bringing drinks containing alcohol on to the domain without consent
- bringing animals on to the domain;
- the sale, distribution or posting of newspapers, brochures and posters;
- holding personnel gatherings other than site meetings;
- causing damage to or uprooting plants;
- causing damage to buildings, e.g. by applying company signs
- closing or opening taps, operating switches, changing computer configurations upon own initiative
- leaving work clothes/clothes behind on installations or in workplaces and labs of VITO

Art. 12: Breaches

Breach of these VITO environment and safety regulations, and the prescriptions as stated in the General Regulations for Labour Protection (GRLP: ARAB, de welzijnswet en de Codex over het welzijn op het werk), the the General Regulations for Electrical Installations (AREI) VLAREM I and II and similar, may result in refused access to the site, without payment of compensation and without extending the completion period for work activities.

CHAPTER II – HIGHWAY CODE

Art. 13: Traffic speed

The determinations in the Belgian Highway Code are applicable at VITO premises in Mol. Right of way, for vehicles approaching from the right, is applicable. The maximum speed for vehicles is restricted to 30 km/hour.

VITO's sites in Genk and Ostend are also subject to the general requirements of the Belgian Traffic Regulations.

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Art. 14: Parking

Vehicles may never park in front of entrances and exits or in forbidden areas, unless for loading and unloading.

Drivers will not unnecessarily leave the engine of their vehicles running during loading and unloading.

CHAPTER III – STRIKE ACTION

Art. 15: Strike action

In the event of strike action, third parties/contractors are obliged to respect safety regulations on the site/workplace and to ensure good protection of material that has been entrusted to them, along with that of buildings that are under construction. They must present guidelines to VITO which they intend to implement in this matter. Under no circumstances will striking personnel be allowed to remain on the domain itself.

CHAPTER IV – TIME REGULATIONS

Art. 16: Time regulation

Work activities and repairs will be carried out during normal work days and work hours, from 7:00hours to 19:00 hours. Performances outside these normal working hours must be announced to VITO in writing at least one day in advance; the VITO contact person will provide the required authorisation. The VITO contact person also informs the NESC surveillance service, for all domains in Mol. Under no circumstances may a person unknown to VITO be present on the domain without a VITO contact person being present.

Work activities and repairs at the Genk and Ostend sites are carried out during normal working days and hours. The VITO contact person is responsible for making the necessary arrangements in advance in case of deviating performances.

CHAPTER V – WORKING ON EXISTING INSTALLATIONS

Art. 18: Existing installations

It is strictly forbidden to undertake activities, irrespective of their nature, on existing installations (demolition, alteration, connection...) without prior written consent from VITO.

Art. 19: Demolition material

All demolished material, or defect parts of it, remain the property of VITO, unless otherwise has been stated after agreement. Eventual demolition material will be stored by third parties/contractors at a designated location.

Art. 20: Re-use of material

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It is forbidden to re-use demolition material, as well as material and facilities that do not belong to the third party/contractor, unless with written consent from VITO.

CHAPTER VI – INSTALLATION AND SUPERVISION OF THE SITE/WORKPLACE

Art. 21: The responsible manager of third parties/contractors

1. From the start of work activities, third parties/contractors will submit the name, address and qualifications of the responsible manager of third parties/contractors, who will be able to receive and implement required instructions. This person will also be responsible for safety at the site/workplace, as agreed in the license to work.
2. The responsible manager of third parties/contractors ensures all contact with VITO and, if eventually called, will be present at meetings planned by VITO.
3. It is assumed that the third party/contractor is informed about all decisions or changes that are discussed between VITO and the responsible manager for third parties/contractors.
4. Any change to the RESPONSIBLE MANAGER of the third party/contractor must be announced to VITO.

Art. 22: Setting out on the premises

1. The site zone/workplace reserved for third parties/contractors will be indicated by VITO;
2. All installations (office, canteen, parking, sanitary facilities...) must be located within this site zone;
3. All elements that may hinder traffic, must be clearly marked during day and night, and in accordance with the applicable legal requirements.
4. Third parties/contractors remain responsible for maintaining the environment and installation that has been made available to them; upon departure, they must be returned to the original condition;
5. VITO has the right, if necessary, to have everything returned to the original condition – the costs for this will be for the account of the third party/contractor.

Art. 23: Site meetings

During execution of activities, all meetings that are deemed necessary will, in principle, take place at the site.

These meetings must be attended by third parties/contractors or a party they have authorised. Site meetings take place on previously determined days. A report is made for each meeting, which is approved by both parties. The report is a part of the assignment.

Art. 24: Energy provision

Unless otherwise determined, third parties/contractors can make free use of electricity and water. However, the third party/contractor remains responsible for connection. Connection costs are for his account and the used material must comply with GREI - the General Regulations for Electrical Installations.

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Art. 25: Damage to underground cables or pipes

In the event of ground works, and prior to the start of work activities, third parties/contractors must be certain about the exact location of underground electricity cables and pipes. The required information can be requested via the VITO contact person. The third party/contractor is entirely responsible in the event of accident or damage to cables or pipes and will be responsible for repair activities.

Unforeseen hindrances will be discussed in a meeting with VITO.

CHAPTER VII – SAFETY

Art. 26: Safety – Hygiene – First aid

1. Each third party/contractor is responsible for safety at his site/workplace, and ensures that all regulatory determinations regarding safety, including those prescribed in the General Regulations for Labour Protection (GRLP: ARAB and Codex)) and the General Regulations for Electrical Installations (AREI), are strictly adhered to, including the implementation of general protection and prevention measures, the use of the required personal protection equipment, the suitability of persons, the design of machines....as agreed in the license to work.
2. First aid station
Every company must be in line with the applicable laws and provide the necessary facilities to administer first aid. If necessary and if agreed in advance, VITO domains in Mol can call on the SCK's Occupational Health Service via the internal emergency number (014 33) 8888. All costs incurred are borne by the third parties/contractors. For works at the Genk and Ostend sites, this does not apply and must be taken up with the VITO contact person. If the nature of the work requires it, third parties/contractors must have compliant first aid facilities.
3. Any work-related accident at the VITO site which, in-line with regulations, must be announced to the Work inspection service, must also be announced to the VITO contact person for information purposes, by way of the regulatory accident report.
4. Special arrangements:
 - If VITO personnel need to pass through the site, then the third party/contractor will cater for the required access in a safe manner, taking into consideration – amongst other things, falling objects, lighting, signs, etc. Access to stairs, emergency exits and fire extinguishers must not be hindered at any time during work activities;
 - Upon request from VITO, the third party/contractor must supply proof that the used equipment or installations have been assigned certificates by an applicable authorised body, as prescribed by law, and that suitable action has been taken to resolve any comments that were made.
 - Depending on the nature of the site/workplace, it may be necessary to place sign-posting for traffic; that is carried out by the third party/contractor, with costs being for his account.

Art. 27: Fire

1. Third parties/contractors forfeit all claims against VITO in the event of their property being damaged by fire or explosion. Regulations and signs relating to fire prevention have been clearly

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placed in rooms and at the site of the third party/contractor. In any case, the third party/contractor is responsible for damage to third parties. The responsibility of the third party/contractor continuously ensures the implementation of fire safety regulations, as described in the GRLP;

2. Sufficient fire extinguishers must be placed by third parties/contractors in rooms and at sites where the third parties/contractors are working;
3. In the event of a fire on the domains in Mol, the third parties/contractors shall immediately alert the SCK security service via the internal emergency number (014 33) 8888 in accordance with the provisions included in the chapter 'Emergencies'. This warning does not release him from his other obligations in the event of a fire. The general emergency number 112 applies to the sites in Genk and Ostend.

Art. 28: Electricity

1. All electrical installations must comply with, and be implemented in accordance with, the General Regulations for Electrical Installations (AREI);
2. However, third parties/contractors remain responsible for accidents or incidents that take place at their site/workplace while working with electrical installations belonging to VITO;
3. At the end of work activities, third parties/contractors must ensure that all used electrical equipment is powered off.
4. It is strictly forbidden to ENTER high voltage cabins.

Art. 29: 'Cleared' or released rooms (applicable only to domains in Mol).

In the past, radioactive substances have been used in some rooms; today these rooms are 'denuclearised', but it is possible for there to be hidden residues from contaminated materials. These rooms are marked with a 'radioactivity' pictogram. In this case, the 'Procedure for carrying out work in clean rooms' will be followed. This results in prior examination taking place to determine whether radical changes need to be made to walls; if yes, then the requesting party must contact Technical Services as well as Prevention and Protection Services. Further to this, if one discovers unknown pipes, work activities must be halted immediately, and the VITO contact person should be informed, who will once again inform Technical Services as well as Prevention and Protection Services.

Art. 30: Bio-hazard/Nano-hazard (applicable only to domains in Mol).

In some rooms there is a risk of biological contamination (bacteria, micro organisms...) and/of exposure to nanoparticles.

These rooms are marked with a 'Bio-hazard' and/of Nano-hazard pictogram (black with a yellow background). Third parties/contractors must first contact the VITO contact person prior to entering these rooms. They must strictly adhere to the guidelines that are provided by the VITO contact person or local VITO laboratory manager.

Art. 31: Dust hindrance in rooms

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Computers and printers are used in many rooms. For other high-tech precision instruments or ultra-sensitive analyses, use is sometimes made of 'clean rooms'. Practically all rooms are fitted with fire detectors. Under these circumstances, the presence of dust is not acceptable. Therefore, third parties/contractors must, prior to beginning dust-producing activities (drilling, polishing stone, concrete...) contact the VITO contact person and eventually seal off dust sources or dust-producing activities from the rest of the room(s). They will also have the concerned fire detection equipment taken out of service by the VITO (building) manager and/or sufficiently protect them.

CHAPTER VIII – ENVIRONMENT

Art. 32: Tidiness and order at the site/workplace

1. Third parties/contractors must keep all rooms, spaces and accesses that are part of the site/workplace, in good order. They will implement all instructions, written or verbal, that will be formulated in this matter by the VITO contact person, as well as those stated in the General Environment and Safety Regulations work instructions for co-workers of third parties/contractors. Bearing in mind the environmental aspect of work activities, VITO retains the right to implement additional environment regulations on the basis of legal environment requirements and results from eventual environment factor analyses.
2. Waste must be disposed of by third parties/contractors at their own cost.

Art. 33: Receipt, storage and use of (dangerous) goods

1. Unless otherwise stated in the contractor pre-conditions, the transport, loading and unloading, storage and security of material and goods will take place at the cost of third parties/contractors, in conformity with environment and safety legislation. The environment and safety rules contained in the work instructions 'General Environment and Safety Regulations for co-workers of third parties/contractors', must be adhered to at all times via, for example, the use of leakage trays, safe and suitable transport, labelling, fire safety, etc.
2. Third parties must receive the goods themselves when they arrive at the domain. VITO assumes no responsibility if, under exceptional circumstances, it must stand in to receive deliveries.
3. VITO is not responsible for the goods of third parties/contractors if it eventually makes warehouses or enclosed areas available for storage.
4. For the receipt, storage and use of dangerous goods (goods with dangerous properties), one must inform VITO via the VITO-404-FOR-001-N *Work permit* - stating the name, quantity, dangerous properties, SDS file, etc. - prior to these goods arriving at the site. In addition, one must possess the SDS files for concerned goods during work activities at the site. The storage and use of hazardous substances and goods must comply with applicable environmental and safety legislation. Third parties/contractors must be aware of the VITO procedure 'handling spills'.

Art. 34: Emissions and pollutants

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1. Unless agreed otherwise, the contractor is responsible for the disposal of waste in accordance with applicable legislation. Upon failure to comply, VITO will have this carried out, with subsequent costs being charged;
2. For any unplanned environmental hindrance or pollution (leaks, spillages, accidental discharges into soil, air or water), one must immediately arrange for clean-up with appropriate absorption material and inform the VITO contact person immediately. Beforehand, ask your VITO contact person about the 'handling spills' procedure.
3. If work activities cause abnormal hindrance (dust, noise, water annoyance...), one must first request consent from the VITO contact person.

CHAPTER IX – TASKS WITH SPECIFIC AUTHORISATION

Art. 35: Receiving authorisation

In order to carry out tasks which require specific written authorisation, one must request the required authorisation prior to starting work activities. Further, one must be able to present this authorisation during work activities, and employees of third parties/contractors must be aware of any accompanying work conditions. This authorisation is received via the VITO contact person. Any damage caused will be charged to the account of third parties/contractors.

Art. 36: Overview of tasks with specific authorisation

1. A 'fire permit' must be obtained for all works which could cause an open flame, a heat source or extreme temperatures - as in the case of polishing machines, chain saws, polishing, melting, welding, scouring, thawing, acetylene burners, blow lamps and similar. The fire permit is only valid for 1 day;
2. All works which involve making connections to existing facilities, such as the electricity network, compressed air, water, gas and other pipes.
3. For works on electrical installations belonging to VITO;
4. Works in the immediate environment of machines or installations;
5. Hoisting above operational facilities, pipes and machines;
6. Digging and creating shafts in the ground;
7. Work on discharge chutes and connectors;
8. Use or removal of any material such as fork-lift trucks, ladders, tools, etc;
9. Use of vehicles with metal tracks on tarmac roads or footpaths at the VITO domain;
10. Substantial changes to walls and digging activity in 'cleared or released rooms' (Only on VITO domains in Mol);
11. Requesting authorisation to enter rooms marked with 'Bio-hazard' and of 'Nano-hazard' (Only on VITO domains in Mol);
12. Dust-producing activities (drilling and polishing stone, cement...) in 'clean rooms';
13. Work activities that cause abnormal noise hindrance;
14. Taking photographs and filming.

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CHAPTER 10 – EMERGENCIES

Art. 37: General guidelines

In the event of emergencies, the personnel of third parties/contractors will conduct themselves like VITO personnel and will follow instructions from the latter. Possible emergencies include: accident, evacuation, fire, nuclear emergency plan ((Only on VITO domains in Mol).

1. Accident

In case of an accident or any other irregularity on the VITO sites in Mol, always immediately inform the VITO personnel on site and/or the internal emergency number (014 33) 8888 (Security department SCK), as well as the VITO contact person.

The general emergency number 112 applies for the sites in Genk and Ostend. Always inform the VITO contact person and VITO personnel (and other people present) on site.

2. Evacuation

In certain circumstances it may be necessary to leave the room or building as quickly as possible. The sign for this is a continuous siren inside the building.

3. Fire

The fire alarm is sounded if the detection installation discovers the beginnings of a fire: siren inside the building. Follow instructions from present VITO personnel.

If you discover/cause a fire, carry out the following measures with hesitation:

1. Think of your own safety
2. Immediately notify those at risk (fire alarm button) and proceed to the evacuation assembly point.
3. Call the emergency number:
 - For VITO domains in Mol → notify Surveillance Service via the internal emergency number (014 33) 8888
 - For Energyville and Open Thor Build infrastructure (Genk) and WaterClimateHub (Ostend) → 112
4. If possible, start extinguishing works but evacuation is a priority.

4.Environmental incident

Environmental incident: spill leakage and accidental drainage of hazardous products, GMO's or pathogens, accidental gas leakage and accidental air emissions. VITO has a procedure on handling spills.

1. Think of your own safety
2. Then inform any threatened persons
3. Call:
 - For VITO domains in Mol: notify Surveillance Service via the internal emergency number (014 33) 8888 and the VITO contact person.
 - For sites in Genk and Ostend: Contact VITO contact person and if needed, the general emergency services.
4. If possible, take measures to limit the damage (absorbent materials for spills).

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5. Nuclear emergency plan (only on VITO domains in Mol)

In the alarm phase of the internal nuclear emergency plan a distinction is made between a limited state of emergency (site emergency) and a general state of emergency (general emergency). Only in the event of a general emergency are all parties involved and required to gather at the allocated waiting halls in the building or in reception halls.

The GENERAL EMERGENCY alarm is sounded outside the building by a series of LONG modulated siren signals lasting approximately 15 seconds. The measures that must be taken are determined by whether one finds oneself inside or outside a building, and on Domain 1, Domain 2 or TAP:

YOU ARE INSIDE A BUILDING - DOMAIN 1, DOMAIN 2 and TAP

Close doors and windows. Turn off ventilation system. Do not smoke, eat or drink. Do not use the telephone.

Turn off all machines/equipment which cannot function further without being a source of danger. Thereafter, do not hesitate in making your way to the **WAITING HALL**; this hall is highlighted in green on the EMERGENCY PLAN panel, which can be found at the main entrance to each building.

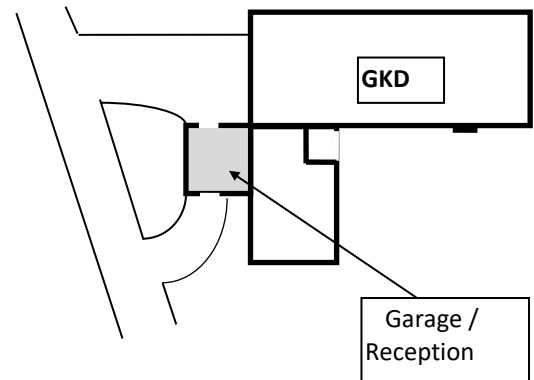
Strictly follow the recommendations of the Emergency Plan Building Manager and/or his assistants.

YOU ARE OUTSIDE A BUILDING at DOMAIN 1

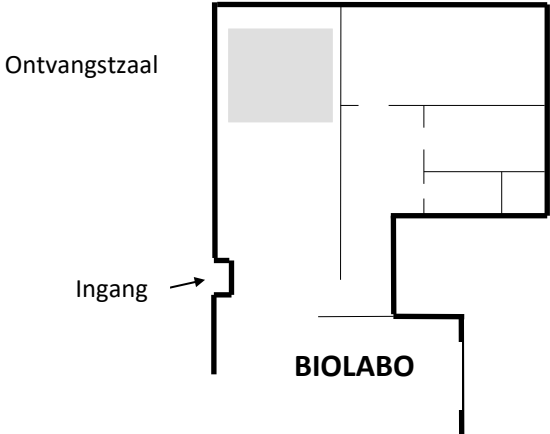
Without hesitation make your way to the central RECEPTION HALL in the NESC building for MEDICINE; this hall is located at the side (East side) of the building, with entrance through the garage doors for ambulances.

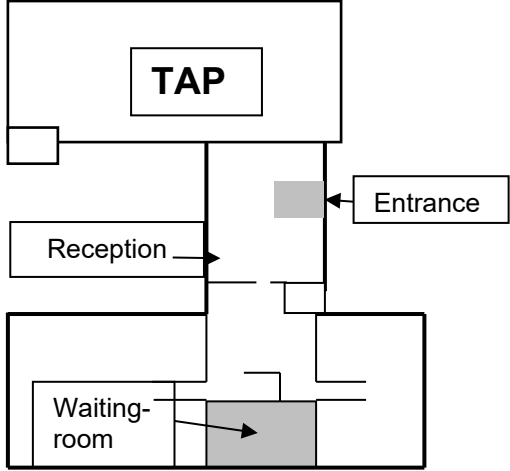
Wait here for the NESC radiation check, which is able to determine the extent of eventual contamination, and you will be further referred to the waiting hall in the GKD building or to the decontamination wing ('Garage/Reception hall').

While waiting for this measurement, do not smoke, eat, drink or use the telephone.



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DOMAIN 2 Without hesitation make your way to the reception hall (library) in the BIOLABO building; only use normal entrances and do not enter into any other rooms. Wait here for the NESC radiation check, which is able to determine the extent of eventual contamination, and you will be further referred to the waiting hall in the BIOLABO building or to the decontamination wing (Entrance/Reception hall') While waiting for this measurement, do not smoke, eat, drink or use the telephone.	
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DOMAIN TAP Without hesitation make your way to the office at the east side of the TAP building, with entrance through the double glass doors that open on to the car park. Wait here for the NESC radiation check, which is able to determine the extent of eventual contamination, and you will be further referred to the waiting hall in the building or to the decontamination wing While waiting for this measurement, do not smoke, eat, drink or use the telephone.	
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