

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	- 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	- Respect the general traffic rules as on public roads. - The maximum speed is 30 km/hour.
Forbidden	- 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	- 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): - 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	- Use VITO materials and equipment only after authorisation. - Only use CE-marked and properly approved or inspected equipment.

Waste	- 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	- 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	- 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	- VITO emergency number: 014 33 88 88 - General emergency number: 112
Fire	- 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	- 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	- 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	- 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.
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VITO NV - Energyville		Thor Park 8310 en 8320, 3600 Genk Open Thor Build infrastructure, Thor Park 8410, 3600 Genk
Arrival Notification and access	- 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	- Respect the general traffic rules as on public roads.	
Forbidden	- 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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Spills	- 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	- 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	- 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.	
Traffic regulation	- Respect the general traffic rules as on public roads.	
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