

# **HSE Rules for external companies for UCB Braine** **L'Alleud and Anderlecht**

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## **SOP - ASSOCIATED INSTRUCTIONS**

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## **1. INSTRUCTIONS**

These instructions reference the document SOP-004240, “Management of external companies on the Braine site”

It is applicable to external companies on the UCB site in Braine and Anderlecht.

## **2. TERMS AND CONDITIONS**

### **2.1 AGREEMENT**

In the following, the UCB – Braine or Anderlecht customer is referred to as “UCB” and the party that accepts the agreement is referred to as “External company”

## 2.2 DEFINITIONS

See point 5.2

## 2.3 HSE POLICY

UCB and its employees have committed to a system for the management of Health, Safety, and the Environment (HSE). The HSE policy describes the important elements of this management system. The policy is displayed at the entrance of the UCB buildings in Braine.

## 2.4 SCOPE OF APPLICATION

These regulations are applicable to any external company that carries out work or provides a service on the Site that is potentially dangerous by its nature and that could compromise the safety of staff, the environment, the site, or the equipment;

## 2.5 LEGAL AND REGULATORY ASPECTS

The external companies undertake to comply with the provisions of the law dated 4 August 1996 pertaining to the well-being of workers during the execution of their work, as well as the associated obligations specific to the Site indicated in this document. These obligations may be modified by UCB at any time.

Before starting work, the external companies, and particularly the members of their staff called to work on the Site, are responsible for having read and understood all the information concerning health, safety, and the environment included in this document.

The external companies are particularly responsible for strictly complying with the following provisions and regulations:

- The law pertaining to the well-being of workers during the execution of their work, dated 04/08/1996, MB (*Moniteur Belge* [Belgian Official Journal]) dated 18/09/1996, as mentioned in 1.5.1., and in particular:
- Chapter II, art. 5, which specifies the obligations of employers and workers;
- Chapter III, art. 7, which specifies the necessity for cooperation between companies if they are called to perform their activities simultaneously on the same construction site;
- Chapter IV pertaining to the specific provisions concerning the work of external companies, art. 9, 10, and 11;
- Chapter V - Specific provisions concerning temporary or mobile construction sites, art. 14 to 22.
- All provisions and regulations pertaining to safety (amongst others, the RGPT (*Règlement Général pour la Protection du Travail* [General Regulation on the Protection of Work]) and the RGIE (*Règlement Général sur les Installations Électriques* [General Regulation on Electrical Installations])).

If the external company does not comply with the obligations under the previous paragraph, UCB could, without prior formal notice, take the necessary actions itself, at the expense of the external company concerned, or purely and simply stop the construction site without compensation for the external company.

UCB shall invoice the external company the expenses incurred. The expenses must be paid within eight days of receipt of the invoice.

The devices, machines, and equipment used or provided by the external company must comply with the laws and regulations in force in Belgium and in the European Community pertaining to occupational health, safety, and the environment.

The material to provide and/or the systems to build must comply with the legal and regulatory regulations in force concerning health, safety, and the environment, particularly the RGPT, the Law pertaining to the well-being of workers during the execution of their work, dated 4 August 1996, and the RGIE.

The devices and equipment provided must also meet the RD [royal decree] dated 11 June 1992 concerning CE marking, as this decree is based on European directives 89/392/EEC, 91/368/EEC and subsequent directives.

At the moment of delivery, instructions must be provided with the machines and equipment. These instructions concern the operating and usage principles, inspections, and maintenance. These instructions must be written in French or, failing this, in English, on the condition that UCB has given a favourable opinion thereupon.

## **2.6 RESPONSIBILITIES OF THE EXTERNAL COMPANY**

The external company is responsible for the safety, health, and respect of the environment as part of the assignments that are entrusted to it. It is responsible for taking any actions necessary for that purpose.

The instructions for health, safety, and environmental protection provided in this regulation must be imposed by the external company on its staff and its subcontractors.

The external company ensures that its workers are adequately trained for executing the tasks that are entrusted to them and that they have and use suitable work equipment, collective protective equipment (CPE), and personal protective equipment (PPE).

The external company is responsible for the damage caused at UCB by its staff and its subcontractors. The external company shall take out the required insurance policies in view of covering its liability.

The external company shall immediately report any external circumstance that would make it impossible for it to execute its work in compliance with the instructions in force. This information shall be confirmed in writing within 24 hours.

The possible monitoring by a UCB agent is limited in principle to the quantity and the quality of the work executed and does not include any transfer of authority or responsibility. However, to ensure the safety of its own workers, UCB always has the right to inspect the work, to prohibit the use of material and the use of unreliable equipment and/or work methods, and to stop the works until the cause of this stop is eliminated, if it deems that the works carried out or the manner in which they are carried out are not sufficiently safe or are harmful to health and the environment.

The external company shall be responsible for any material damage or bodily injury or any penalty as a result of non-compliance with the safety regulations for its staff or that of its subcontractors. The persons who do not comply with these regulations may be excluded from the construction sites.

The external company is responsible for replacing any member of staff whom UCB deems threatens the smooth conduct of the works either due to his/her incompetence, his/her unwillingness, or his/her bad behaviour.

The general regulation for safety, the right to proceed with inspections that are indicated there, the right to stop activities, as well as for the directives or advice that could be given by UCB to the external company as part of the execution of works do not alter the specific responsibility of the external company.

It is forbidden for young workers under the age of 18 years old to work on the Site, except with explicit authorisation given by UCB.

## **2.7 DESIGNATIONS OF EXTERNAL COMPANIES**

The external company is not authorised to completely or partially subcontract the works without having received prior consent from UCB, for both the subcontracted part and for the subcontractor's identity.

The external company must, when necessary, designate in its offer the name of the companies with which it is considering concluding subcontracting agreements, provided that it has knowledge about this at that moment.

The external company shall ensure that UCB will have the same rights of supervision on the works carried out by the subcontractors as those that it has on the works carried out by the external company based on the agreement that links it to UCB;

UCB's acceptance of a subcontractor and the exercise of the rights mentioned in paragraph 2.5. do not exempt in any case the external company from its own responsibilities to UCB as regards its services and obligations under the agreement between UCB and the external company.

The external company undertakes to provide a copy of this general regulation to each of its subcontractors and to send the acknowledgement of receipt (Appendix 3) by its subcontracts and by itself to the UCB HSE department (Appendix 2).

## **2.8 VERIFICATIONS – RECEIPTS – INSPECTIONS**

The rules and obligations included in the specifications are to be considered as minimum requirements concerning health, safety, and the environment. In any case, the external company must take the precautions and actions that establish its responsibilities.

The external company undertakes to execute the works according to the conditions determined by mutual agreement.

The external company in which trust has been placed, taking into account its specialisation and its competences, remains entirely responsible even if UCB has approved its work procedure.

If the works that are the subject of the agreement are subject to the RGPT, the RGIE, and the Occupational Well-Being law in force in Belgium, the compliance and application of the rules required by these regulations and laws (e.g.: approval of welders or of welding procedures, etc.) are the responsibility of the external company.

Concerning inspections and examinations, UCB can call upon a consultant or a SECT (*Service Externe pour le Contrôle Technique* [External Service for Technical Inspections]) of its choice.

The official receiving inspections make up one of the special specification and/or technical specification clauses that are applicable to any order or agreement mentioned above.

The purpose of the inspections of the construction sites is to allow for the evaluation of the proper application of the HSE instructions by the staff of the external companies. The

evaluation of the workers from the external company and their subcontractors can be done at any moment by any person authorised by the UCB Management.

The evaluations are sent to the external companies. These shall be attached to the external company's file kept by the UCB HSE Department.

## **2.9 STATISTICS ON WORKPLACE ACCIDENTS**

The external company that is linked by an agreement involving staff services at UCB is responsible for sending the following information to the attention of UCB:

- Without delay, any workplace accident occurring on the UCB site
- At each end of the month, the following information:
  - The number of working hours implemented on the Site by its staff and its subcontractors during the previous month.
  - This information is to be sent even when the month has not been fully implemented.
  - The number of workplace accidents occurring on the site with its staff or its subcontractors, having caused a work interruption of one day or more and not including the day of the accident.
  - The number of calendar days lost due to these accidents during the month, whether this is due to the accidents occurring during the month under consideration or during the previous month or months.

## **3. CONDITIONS PERTAINING TO THE EXECUTION OF THE WORKS**

### **3.1 SAFETY INSTRUCTIONS AND ORGANISATION OF WORKS TO CARRY OUT**

#### **3.1.1 Duty to provide information**

Before starting the works, the external company is generally responsible for being aware of special work conditions and the risks inherent to the works to execute, as well as the protective and preventive measures. In particular, they must be informed about the operating of the electrical systems, the specific dangers of these systems, about UCB specific material, and about the information, warning or prohibitive signs and panels used.

For this purpose and if the nature of the works or the workplace environment requires it, the external company shall come to the site beforehand to examine the area where the works must be carried out as well as to familiarise itself with the work conditions and to propose any necessary safety and environmental protective measures.

Furthermore, additional information can always be obtained from the manager designated by UCB.

The external company shall send this special information, as well as the safety regulations, to its staff and its subcontractors. In the case that the activities of the external company should entail specific risks, it is responsible for informing UCB about them so that UCB can take the necessary measures for protecting its staff. This also applies in the case of specific risks related to materials and substances used by the external company.

### 3.1.2 Coordination of activities

The external company and UCB must cooperate in implementing the provisions relating to safety, health, and the environment; they must thus coordinate their activities on this level.

For the construction sites managed by the external companies and entailing certain risks, a prevention plan called “Start of construction site – Job Risk Analysis” will be developed before the start of the works and which will be drawn up during a meeting prior to the start of the works, in which the following persons shall participate:

- A representative from the UCB HSE Department
- A UCB project manager
- A UCB area manager
- The construction site manager from the external company
- The supervisor from the external company
- The prevention advisor from the external company

The document includes at least the following elements:

- Step-by-step definition of the work to carry out with the identification of dangerous activities phases and the corresponding specific prevention methods;
- Adaptation of equipment, facilities and systems due to the nature of the operations to carry out as well as the operating and maintenance instructions;
- Instructions to give to employees of the external company;
- Organisation implemented to ensure first aid in the case of an emergency and the description of the systems implemented by UCB;
- Distribution between the different companies (if applicable) of the maintenance responsibilities for the locales and sanitary installations;
- The list of special medical monitoring posts (risks of occupational diseases).

This finalised document is sent to the HSE department by the UCB project manager.

If the construction site managed by the external companies is concerned by the legislation on temporary or mobile construction sites, the construction site coordination is additionally applied according to this legislation.

### 3.1.3 Organisation of the works

The external company is responsible for the organisation of its works in terms of safety, health, and the environment, as well as that of its employees and subcontractors. As a result, it shall provide smooth coordination and monitor all persons participating under its orders or on its behalf in the works. The latter shall have the necessary skills for the specific dangers that may be encountered.

Depending on needs, coordination meetings may be organised at the initiative of UCB or the external company in order to ensure smooth coordination for the implementation of safety and environmental protection measures.

The following people shall participate in this meeting:

- For UCB: a representative from the relevant department(s). He/she may, if needed, be assisted by the head of the SIPP (*Services Internes pour la Prévention et la Protection au travail* [Internal Services for Prevention and Protection in the workplace]) or one of his/her assistants.

- For the external company: a representative for the relevant construction site(s). He/she may, if needed, be assisted by a safety advisor from the external company or one of his/her assistants.
- It is also possible to call upon, where necessary, a representative from the design office of the project's author.

The minutes of these reports is written, signed by, and sent to all parties.

## **3.2 WORK EQUIPMENT**

The external company and its staff shall only use work equipment that complies with the regulation in force and meets the safety requirements for the work planned, considering the risks due to the work environment where they are used (for example: clothing for specific constraints such as short circuits, water, shocks, heat, cold, dust, explosive atmospheres etc). This equipment shall be adapted to the users, serviced and in good working condition.

The most recent inspection documents or certificates issued by the SECTs are presented upon request by the manager from the requesting department or by the head of the UCB department or his/her representative. The inspection documents or certificates must always accompany the material they concern. UCB reserves the right to verify these certificates at any time. In the case of non-compliance, the external company must eliminate the relevant equipment at its own expense and replace it immediately with compliant equipment, so as not to disrupt the works.

The inspection certificate is particularly required for the following machines, mechanised tools and devices (non-exhaustive list): cranes, hoists, lifting devices, electrical arc welding stations, autogenous welding installations, electrical generators, gas release devices, scaffolding, ladders with moving platforms.

All devices and tools belonging to the external company must be clearly marked with its name.

Any person working in a safety role (drivers of motor vehicles, cranes, lifting devices etc.) must have a proven medical examination record, issued by an occupational physician and stating that they have the adequate capacities as well as a certificate or licence confirming that they have undergone specific training for driving and using the machines for which they are responsible. The drivers of these machines who cannot provide a training certificate must prove (document or certificate from their employer) that they have at least 5 years of experience in driving this equipment. The equipment machinery (cranes) and vehicles can only be driven by these qualified persons.

They can be transported by persons in or on the lifting devices only to the extent that they comply with the provisions of the Code in this regard

### **3.2.1 UCB equipment used by external companies**

The external companies must bring all the equipment used for their own activity.

UCB equipment can be used only with prior consent from the managers of the various departments and after receiving the adequate instructions for use (oral or written). The user of the external company is responsible for ensuring beforehand the good condition and the proper functioning of the equipment.

The equipment is used at the risk of the external company and under its responsibility. During the entire period of use, its care is entrusted to it in accordance with article 1384, first paragraph, of the Civil Code. It must return it either after use or after the end of the works if it



was borrowed for the entire duration of the agreement, in the same condition as when it received it. Nevertheless, normal wear resulting from the use of this equipment will be taken into account under the normal conditions provided by the manufacturer.

Equipment that is not returned at the end of the works or that is damaged shall be replaced or repaired at the expense of the external company. UCB reserves the right to have the borrower sign a delivery receipt for any equipment borrowed.

### **3.3 WORKS AT A HEIGHT**

The external company must take into account the RD of 15 September 2005, pertaining to the use of work equipment for temporary works at a height.

An analysis of the risks must be carried out beforehand. This analysis must define the adequate prevention measures. This must lead the external company to choose the means of access that are the most ergonomic and the most adapted to the task to carry out.

The equipment must be chosen as a matter of priority among the equipment that complies with European directives or with equivalent technical regulations.

The weather conditions must also be taken into account during the risk analysis.

Ladders, step ladders, and footstools are, first and foremost, means of access. They can only be used as a work station in 2 specific cases: when the level of risk is low and their period of use is short or when the level of risk is low and the employer cannot change the characteristics of the site. If these conditions are not met, safer work equipment must be used.

### **3.4 COLLECTIVE PROTECTIVE EQUIPMENT (CPE)**

The external company must use the required CPE, such as guardrails, safety nets, the delimitation of trenches and openings made in the ground, guarantees for machine tools, life lines etc., each time that the safety of the persons present on the construction site require it.

If it is not possible to provide or set up the CPE, the external company ensures that it shall provide supplementary personal protective equipment (PPE) such as, for example, safety harnesses.

The external company must provide the required signs and barriers each time works are carried out that may entail a danger for other persons or that could represent an obstacle, such as, for example, evacuations, works carried out above passageways, the execution of welding works, the creation of obstacles.

The external company is responsible for notifying the UCB construction site manager of the presence of any dangerous obstacle on any construction site located on the UCB sites.

Equipment such as scaffolding, ladders, machines, etc. must be set up in a way so that the UCB material and equipment are accessible at any time, except when an exemption is given by UCB.

The cranes and scaffoldings set up by the external company must be designed in compliance with the regulatory requirements. They must be inspected by a competent person. The lifting devices must be installed and used in compliance with the law.

Independently of legal inspections, UCB can always order a verification of the material that seems to have present unreliable quality or insufficient safety levels or proceed with the investigation itself. After inspection, any refused material must be eliminated from the construction site.

Only the vehicles strictly required for executing the work or for bringing and/or eliminating the material or equipment are authorised to circulate on the UCB construction sites, only during the time that is strictly required for these activities.

The rules of the Belgian Highway Code are applicable, particularly concerning the certificate of compliance issued by the constructor or the technical inspection, the presence of a certificate issued by the Civil Liability insurance company and a number plate as well as the vehicle lighting and signals.

The passageways leading to the Site must always remain free, for both staff entering and exiting and visitors or emergency services (such as, for example, the fire department or ambulances).

### **3.5 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Unless otherwise stated, the external company must provide all required equipment to its staff. This includes safety equipment such as goggles and helmets, safety shoes, gloves, tools, construction site sanitary installations (namely locker rooms, refectories, rest rooms), and any other element that is essential for carrying out the work (tooling, measurement devices etc.).

UCB undertakes to provide the staff from the external company with the PPE specific to the risks present on the Site.

The staff from the outside company must be able to be identified at any time with a symbol or logo indicating the name of the external company; this may be a badge worn by the staff or a sticker on the helmet or work clothes, as well as any other easily recognisable sign.

Concerning protection against noise, the RD of 16 January 2006 must be complied with. Personal protection must be made available to workers as soon as the exposure threshold exceeds 80 dB(A). Wearing personal protection is mandatory starting from 85 dB(A). The threshold value of exposure for workers is set at 87 dB(A).

### **3.6 HAZARDOUS PREPARATIONS AND SUBSTANCES**

If the products or substances referred to by Belgian or European legislations pertaining to the labelling, transport, storage, handling, packaging, and the elimination of hazardous substances are used within the scope of the works, the external company takes all steps to comply with the legislations.

The external company shall notify the area manager of any leaks or spills of hazardous products if this occurs. Spill kits are made available. If the spill is substantial, the external company shall initiate the internal emergency plan by dialling the numbers indicated in Appendix 1. The UCB intervention department will intervene to limit the damage to the environment.

The external company must provide all data as regards these substances concerning the precautions to take for their storage, handling, packaging, and elimination (safety data sheet S.D.S. in the language of the UCB works manager).

UCB reserves the right to prohibit the use of certain substances on the basis of its risk evaluation.

If this document is likely to contain confidential information, it will be sent in a sealed envelope to the UCB occupational physician

All costs, damages, and penalties resulting from the non-compliance of these provisions will be at the expense of the external company.

In the case of non-compliance with these provisions, UCB reserves the right:

- to notify the external company in writing and to suspend the works until the external company has met all the requirements of this regulation;
- and to claim compensation for the costs and inconveniences incurred as a result of such a suspension.

If UCB imposes the external company to use certain chemical substances or products classified as hazardous or if the staff of the external company risks being in contact with these products, UCB will provide all the useful data including the precautions to take as regards these products.

### **3.7 STORAGE OF DIESEL OIL OR FUEL**

Any storage of diesel oil or another fuel on the Site requires prior consent from UCB. The external company is responsible for meeting the legal requirements concerning the storage of this type of products. The diesel oil or fuel tanks shall be double-walled or equipped with a confinement or airtight retention container and whose volume is equivalent to 100% of the maximum capacity of the tank.

The double-walled tanks not equipped with retention containers cannot be equipped with bottom valves and indicator tubes.

### **3.8 ELIMINATION OF WASTE**

Except when a specific agreement is signed between the external company and UCB, the external company undertakes to:

- Not abandon or use UCB infrastructures for eliminating waste generated by its activities or works, except with prior consent and procedures agreed upon between UCB and the external company;
- Eliminate the waste via an approved waste collector. The external company must provide the UCB works manager beforehand with the contact details of the collector and the method of elimination.

The eliminations must be done in accordance with the legislation on waste.

In the case where the external company is authorised by a signed agreement to eliminate the waste on the UCB site, it must meticulously follow the existing internal procedures. For this, it can obtain the necessary information from the UCB works manager or by contacting the UCB Environmental Department.

Liquid waste, regardless of its nature, may never be discharged into the site's sewer system.

In the case of an accidental dispersion or leak of products or substances, the external company is responsible for urgently notifying the UCB works manager or, failing this, the UCB Environmental Department

Any proven misconduct as regards these provisions exposes the external company to consequences that can go as far as stopping the works without any compensation and/or having to pay the expenses generated by the cleaning, decontamination, or destruction operations.

### **3.9 PROTECTION OF THE SUBSOIL AND GROUNDWATER**

The external company must take all the necessary precautions to prevent any pollution of the subsoil and of the groundwater. The external company is responsible for any pollution of the

subsoil and of the groundwater related to its activities and occurring on the Site. It must notify UCB immediately. (See point 3.6)

UCB reserves the right to verify at any time the quality of the groundwater by taking samples in the area of the works executed by the external company.

### **3.10 ELECTRICAL GENERATORS AND AIR COMPRESSORS**

Each generator or compressor operated via a heat engine must be equipped with a safety feature that causes the motor to automatically stop in the case of a breakdown or defect.

Generators must be systematically grounded.

It will be verified that the noise level does not exceed the environmental limits for the neighbours.

### **3.11 PERMITS**

#### **3.11.1 Work permits**

Permits (work, fire, excavation, entry into a confined space, lockout/tagout) are mandatory for all Braine and Anderlecht Sites, inside and outside of the buildings based on the nature of the works. It concerns works for repair, maintenance, system modification, or the construction of new systems, carried out by our staff or by third parties, including the works falling within the scope of application of the RD “Mobile and temporary construction sites” where permit application procedures are to be integrated into the PSS (*Plans de Sécurité et de Santé* [Safety and Health Plans]).

The following are excluded from the scope of application:

- works carried out in maintenance workshops,
- works covered by a procedure, an instruction or an operating procedure, as well as by the special or general Safety and Health Plans (PPSS (*Plan Particulier de Sécurité et de Santé* [Safety and Health Special Plan]) or PGSS (*Plan Général de Sécurité et de Santé* [Safety and Health General Plan])), integrating the safety rules and with prior formal consent from the manager of the relevant area and from the HSE department.

The fire permit remains nonetheless mandatory for all of these works.

The work permit must be approved by the works manager (WM) and by the area manager (AM).

The permit can be requested at any time.

The non-possession of this authorisation will mean the immediate stopping of the works. This also applies if the conditions to comply with and defined by this permit are not met.

By default, the permits have a maximum validity of one work day (1 break, 8 hours) and remain valid as long as all the data remain valid. As soon as a modification or an adjustment is necessary, the consideration of the safety preconditions must be relaunched and the permit must be re-issued.

The permits therefore have to be re-established on a daily basis for the works whose duration is greater than 8 days. However, for the works whose nature and environment are stable, the validity can be extended by several days (maximum 5 days) with prior consent from the HSE department.

In the case of an evacuation alarm, the validity of any current permit in or in close proximity of the relevant building is suspended.

#### **3.11.1.1 Fire permit**

Required before any outside or inside work that uses an open flame or that produces heat or sparks (this includes but is not limited to: brazing, cutting, grinding, welding, use of a blowtorch etc.).

This also applies before any drilling work, any opening of an electric panel or powered up cabinet, as well as for any use of electrical or non-electrical equipment that is incompatible with an ATEX area.

The fire permit does not apply to service or maintenance workshops identified as such in the UCB infrastructures as well as temporary subcontractor workshops.

#### **3.11.1.2 Permit to enter a confined space**

When the works must take place in a work space responding to the definition of a confined space, it is necessary to draft and have signed a special authorisation called a permit to enter a confined space.

#### **3.11.1.3 Excavation permit**

The works requiring the digging of trenches, of holes, or earthworks of a depth of more than 50 cm cannot be carried out unless an excavation permit was drafted and signed by the authorised persons. No permit to excavate can be delivered without a work permit.

#### **3.11.2 Authorisation for technical services outside of working hours**

The external companies that are called upon to carry out works on the Site outside of normal working hours or during the weekends must have an authorisation from the UCB construction site manager.

### **3.12 SANITARY INSTALLATIONS**

Sanitary installations mean: locker rooms, rest rooms, sinks, and showers.

The use of UCB installations is subject to prior authorisation from the UCB construction site manager.

Where necessary, temporary installations may be installed by external companies with consent from UCB.

### **3.13 SAFETY RULES**

In addition to the mandatory compliance with the Well-Being Code, the RGPT, and the RGIE, the UCB internal safety rules are applicable to all persons present on the Site.

The wearing of personal protective equipment (goggles, safety shoes, gloves, helmets etc.) will be defined according to the risk analysis.

In particular, safety shoes as well as safety helmets must be worn on the civil engineering construction sites, in the storage areas (storage height > 2 metres) and also when the risks of collisions or falling objects are present.

It is forbidden for the external company and its staff to bring alcoholic beverage, drugs, and other narcotics to the Site. Access to the Site shall be forbidden to any person showing symptoms indicating that he/she is under the influence of these substances.

Smoking on the Site is forbidden, except in areas that are specifically intended for this purpose.

The rules of the Highway Code are valid on the entire Site. The speed limit is 30 km/h;

UCB reserves the right to inspect the vehicles of external companies upon their entrance to or exit from the Site.

The opening of valves or the powering up of equipment can only be done by or in the presence of UCB staff.

It is mandatory not to waste gas, electricity, water, compressed air, steam, or any other fluid or product that is made available.

Soiling or damaging UCB locales, installations, or sites is prohibited.

Removing or taking emergency response equipment, such as hose pipes, fire hoses, extinguishers, covers etc., without prior consent is prohibited.

Blocking, preventing access to emergency response equipment, to emergency exits, to safety showers, and to hydrants or blocking fire-doors in an open position is prohibited.

Bringing outside persons to the Site is prohibited, except with express written authorisation from the management or one of its delegates.

The areas where the works are carried out must be kept in order and in a clean state:

- The walkways, stairways, access routes to the safety showers, hydrants, fire extinguishers, and emergency exits must remain free;
- Debris must be eliminated;
- The floor must be restored to its original state after the works.

During the works at a height (> 2 m), adequate protective equipment must be used:

- Scaffolding and ladders that comply with the accepted standards;
- Safety harnesses (if no scaffolding or ladder).

### **3.14 EMERGENCY MEASURES**

In the case of a fire, explosion, gas leak, spill of dangerous products, injury, work accident: contact the emergency numbers indicated in Appendix 1

The external company shall make this Appendix 1 available to its employees and its subcontractors so that these emergency numbers are readily available.

The emergency siren gives the order to all persons found in a specific area to evacuate this area by following the instructions of the evacuation managers.

### **3.15 CAMERAS AND VIDEO CAMERAS**

Filming or taking photos within the Site without prior authorisation from a UCB manager is strictly forbidden. These films and photos cannot be used for purposes other than for the works requested.

Depending on the areas where the shots are taken, a fire permit may be required. To do this, the UCB chaperone will find out from the supervisor of the relevant area.

### **3.16 PORTABLE DEVICES (MOBILE PHONES, PAGERS, LAPTOPS, SMARTPHONES, TABLETS)**

Bringing this type of equipment into the production and storage areas containing inflammable products is strictly prohibited. The areas are identified with an ATEX (Explosive Atmosphere) warning sign.

If a person wishes to use one of these devices, he/she must obtain prior consent from the area supervisor who will provide a fire permit.

## **4. PRACTICAL ORGANISATION OF THE WORKS**

### **4.1 ACCESS AND TRAINING OF EXTERNAL COMPANIES**

Access to the Site is subject to authorisation. This authorisation is required for any worker or management staff from the external companies and their subcontractors; the same applies for their vehicles that are required for executing the works.

A training for all external companies is organised on the Braine site.

Upon arrival on the site, the staff members from external companies are registered in the gatehouse database. If the persons have already received the training, they can access by following the access control procedure.

If they have not received the training, they will be directed towards the training centre at the gatehouse.

The persons who pass the knowledge test at the end of this training will receive a badge certifying that they have undergone the training and passed the knowledge test.

This badge is valid for 1 year from the date shown.

### **4.2 “OCCUPATIONAL HEALTH” INFORMATION**

The workers from the external company operating on the Site may potentially be exposed to occupational health risks. Therefore, the occupational physician from the external company must liaise with the UCB occupational physician in order to obtain the information that will enable him/her to ensure the adequate follow-up of the staff for which he/she is responsible.

It is the responsibility of management from the external company to ensure that its employees called upon to work on the Site have the required capacities for their duties.

### **4.3 LANGUAGE**

The construction site and team managers from the external company should speak French as well as the language of their staff.

For certain specific tasks such as safety positions, the person concerned must speak French. For temporary special tasks or assignments with limited scope, for example the adjusting or powering up of equipment, which are not carried out by staff members who speak French, the manager from the external company should communicate in a language that is suitable for UCB.

### **4.4 WORKING HOURS**

Except in the cases of authorisation written and signed by a UCB manager or during works with continuous hours, the services of the external company, including its own staff or its subcontractors, must take place during normal working hours established at UCB. The normal working hours are from 6:30 a.m. to 4:30 p.m., Monday to Friday.

No work can be performed outside of these hours, on Sundays and holidays, except with special authorisation.

All staff members from the external company and its subcontractors must be identified upon entering the Site. They will receive a badge that will allow them to have access to the Site.

This badge will be valid for the entire duration of the works. At the end of the works, the badge must be returned to UCB.

The external company is responsible for registering work done. This must allow for the daily identification of external company and their subcontractor staff members present on the Site.

#### **4.5 DELIVERIES ON THE SITE**

UCB will not, on any account, take product deliveries in place of the external company. Deliveries for the external company must be carried out during office hours, from 8:00 a.m. to 4:30 p.m.

If special deliveries must be carried out outside of these hours, the external company must notify UCB beforehand and obtain written consent from the UCB construction site manager.

#### **4.6 PROTECTION OF GOODS**

When possible, the external company shall fence the construction site with HERAS-type fencing (height of 2 metres). The entrance of the construction site shall be fenced and signposted. The external company shall place the necessary instructions and adequate pictograms in visible areas.

Barriers and illuminated signals must be put in place for roadworks.

The external company or the construction site coordinator is entirely responsible for the organisation of safety within the perimeter fenced construction sites (large construction sites). When this is not the case, the UCB construction site managers or the UCB HSE Department managers have the right to request additional safety measures from the external company, which will be at the expense of the latter.

UCB shall not be held responsible in the case of stolen equipment, gear, and materials belonging to the external company.

#### **4.7 PUMPING WATER**

In the case where water needs to be pumped out during earthwork activities, non-contaminated water must be discharged wherever possible into the Site's storm sewers. This discharge will only be authorised after verification of the water quality by UCB. Only the UCB construction site coordinator can authorise this discharge. The expenses for installing the tubes/pipelines to reach the storm sewer network will be at the expense of the external company. This point must be included in the clauses of the agreement.

### **5. ABBREVIATIONS AND DEFINITIONS**

#### **5.1 ABBREVIATIONS**

**RGIE:** General Regulation on Electrical Installations. This regulation is an integral part of the RGPT.

**SECT:** External Service for Technical Inspections.

**Site:** The Braine or Anderlecht Site of the customer (UCB).



**RD:** Abbreviation of the term “Royal Decree”

**HSE:** Health, Safety & Environment

**CPE:** Collective protective equipment.

**PPE:** Personal protective equipment

**WE:** Work equipment: machines, devices, tools, systems

**ATEX area: area with a potential explosive atmosphere**

## 5.2 DEFINITIONS

**External Companies:** Company, other than UCB, that carries out a service on the Braine or Anderlecht site on behalf of UCB, including its possible subcontractors.

**External company employee:** Any worker other than UCB staff working under the surveillance of external companies and its subcontractors.

**UCB:** The customer, in this case UCB Braine or Anderlecht

**Works Manager (WM):** Technical manager for the intervention, the person in charge of the workers. This can typically be a UCB engineering or maintenance manager or a subcontractor from the design office authorised by UCB.

**Area Manager (AM):** UCB staff member responsible for managing the department where the work is carried out.

**Construction site coordinator:** A technical representative designated by UCB to ensure the “administrative” inspection of the external company’s works; this includes planning and coordination of a construction on the investments project site as well as the monitoring of the external company’s work and of the compliance with the safety, health, and environmental rules.

**Construction works/maintenance agreement:** The following are considered a services agreement/construction work/fully-fledged maintenance agreement: the works that are a subject of a purchase order, the works falling within the scope of application of the legislation on temporary or mobile construction sites, or service agreements covering a period greater than or equal to 12 months.

**Temporary or mobile construction sites:** Any construction site where construction, building, or civil engineering work is carried out (refer to the law with the same name).

**RGPT:** General Regulation on the Protection of Work, as it is in force when the works are carried out.

## 6. REFERENCES

N/A

## 7. HISTORY

AI [Associated Instruction] NUMBER	VERSION	REASON FOR REVISION
NA		Creation

## APPENDICES

### Appendix 1

## UCB BRAINE EMERGENCY MEASURES

In the case of a fire, explosion, gas leak, spilling of hazardous products:

**Notify (02/386) 2233**

In the case of an injury, a work accident:

**Notify (02/386) 2222 or**

**Outside of normal hours: (02/386) 2233**

## UCB ANDERLECHT HQ EMERGENCY MEASURES

In the case of a fire, explosion, gas leak, spilling of dangerous products, injury, industrial accident:

**Notify (02/559) 9777**

**ACKNOWLEDGEMENT OF RECEIPT OF THE HSE GENERAL REGULATION**

To be sent to

[Braine.Hse@ucb.com](mailto:Braine.Hse@ucb.com) for UCB Braine

[Anderlecht.HSE@ucb.com](mailto:Anderlecht.HSE@ucb.com) for UCB HQ Anderlecht

I, the undersigned, (SURNAME AND FIRST NAME OF THE MANAGER):

.....

Representing the external company

.....

Declare that I have read and understood the HSE general regulation and sent the necessary information to my staff and to my subcontractors who are called upon to work on the UCB site.

Date:

Signature