

**GENERAL HEALTH, SAFETY AND ENVIRONMENT REGULATIONS FOR  
WORKING WITH THIRD PARTIES****TABLE OF CONTENTS**

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**GENERAL HEALTH, SAFETY AND ENVIRONMENT REGULATIONS FOR  
WORKING WITH THIRD PARTIES****1. SUBJECT**

These “general health, safety and environment regulations for working with third parties” apply to every service providing company (hereafter referred to as the “**CONTRACTOR**”) that carries out work during an agreed time frame on instruction of and for Air Liquide Benelux Industries (hereafter referred to as “**ALBI**”).

**2. SCOPE OF APPLICATION**

This procedure applies to all **ALBI** entities in the BENELUX countries, as well as to all installations and (restricted access) sites where work is carried out on **ALBI**'s instruction.

**3. DEFINITIONS**

<b>AL</b>	Air Liquide
<b>ALBI</b>	Air Liquide Benelux Industries
<b>ALBI-IM</b>	Air Liquide Benelux Industries – Industrial Merchant
<b>ALBI-LI</b>	Air Liquide Benelux Industries - Large Industry
<b>ASU</b>	“Air Separation Unit”: Air separation plant
<b>COGEN</b>	Co-generation: Production installation producing electricity and steam
<b>BHV</b>	In-house emergency service provider / first-aid assistant
<b>EHBO</b>	First-aid in case of accidents
<b>HyCO</b>	Production installation for producing hydrogen and carbon monoxide
<b>LMRA</b>	Last-Minute Risk Analysis
<b>LEL</b>	Lower explosive limit; Consult the safety data sheet (SDS) for the exact LEL values of the relevant gases
<b>LSR</b>	Life saving rules
<b>MASE</b>	Company Safety Improvement Manual (France)
<b>PPE</b>	Personal Protective Equipment
<b>Ppm</b>	parts per million (ml/m <sup>3</sup> )
<b>SDS</b>	Safety Data Sheet: safety data sheet for hazardous materials
<b>SCC</b>	Safety Certificate for Contractors (Germany, Austria and Switzerland)
<b>SHE</b>	Safety, Health and Environment
<b>SHEQ-RM</b>	Safety, Health, Environment and Quality – Risk Management
<b>TALK</b>	Safety conduct dialogue
<b>TRA</b>	Task risk analysis
<b>TSI</b>	Technical Safety Inspection = workplace inspections
<b>VCA</b>	Safety, health and environment Checklist for Contractors (Belgium and the Netherlands)

Where it states “**CONTRACTOR(S)**” and/or “**CONTRACTORS’ employees**” in this document, it includes every employer, (main) contractor, employee and independent contractor as well as subcontractors and/or these subcontractors’ employees who carry out work on instruction of these **CONTRACTORS**.

## GENERAL HEALTH, SAFETY AND ENVIRONMENT REGULATIONS FOR WORKING WITH THIRD PARTIES

The **AL works supervisor** is the AL member of staff who, on behalf of the customer, coordinates and monitors the work and is the contractor's contact person.

The **CONTRACTOR'S works supervisor** is the contractor's member of staff who heads up the team carrying out the work.

**SHE supervisor** (see 5.2.6) is a person specifically appointed by the contractor who on the contractor's instruction supervises the work with regard to safety, health and welfare as a whole.

A "**Restricted Access Site**" is a construction/intervention area of which:

- the perimeter is strictly cordoned off
- the access to the site is controlled and where all work and interventions that are carried out within the enclosed site are controlled and managed in line with the rules that were set out beforehand for the enclosed site (see 11.2.3).
- deliveries and storage of materials for the site do not result in co-activity with the activities of the production plant/pipeline department
- the activities of the production plant/pipeline department do not create additional risks for the activities on site
- the activities on site do not create additional risks for the activities of the production plant/pipeline department
- there are no active process connections between the site and production plant/pipelines, unless they have been clearly identified and flagged and are not physically accessible.

### **4. COMPETENCES AND RESPONSIBILITIES**

The **CONTRACTOR** must be up to date on the legal provisions applicable in the country and/or the region where he is active and must adhere to them. He is obliged to submit the necessary legal notices to the authorised bodies and must have the necessary permits required in terms of local regulations.

The **CONTRACTOR** is liable for damages to people, property, materials, etc. caused during the course of executing his activities and those carried out by his subcontractors.

The **CONTRACTOR** is responsible for communicating the rules contained in this document to his personnel and to any subcontractors' personnel. He remains responsible for adherence to the rules set out in this document by the personnel deployed by the **CONTRACTOR** within the scope of this agreement, as well as by the personnel of any subcontractors, even if the ALBI client gave permission for the subcontracting or outsourcing.

The **CONTRACTOR** undertakes to take the necessary measures at his own cost to carry out the deliverables correctly and safely that he was tasked with in line with the policy, applicable legal regulations and the objectives and rules regarding safety, health, environment and welfare in general.

### **5. PROCEDURE**

#### **5.1. General safety, health, environment and quality (SHEQ) policy**

It is ALBI's priority to:

- respect the physical integrity of personnel and everyone present at an ALBI site
- operate installations in a safe and reliable manner and to consider the welfare of everyone who works at the sites or is affected by ALBI's activities.
- respect the environment and minimize any impact ALBI's activities have on health and the environment by reducing waste, emissions and discharges and by making efficient use of energy.
- constantly improve the quality of the working conditions for all personnel deployed at ALBI sites

ALBI is convinced that "zero accidents" is an achievable goal and aims to achieve this goal for both its own personnel and for all contractors' employees who work at its sites.

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The **CONTRACTOR** shall strictly adhere to these rules and must cooperate pro-actively and constructively with all concerned and adhere to the agreements. This applies notwithstanding the legal obligations that apply to everyone.

**5.2. The CONTRACTOR'S organisation****5.2.1. Autonomy**

It is explicitly agreed that the **CONTRACTOR** exclusively acts as an independent service provider in the context of the order and of the general rules regarding contracts. The **CONTRACTOR** is responsible in this regard for delivering and installing the necessary resources to bring the deliverables he has been tasked with to a proper conclusion.

In line with ALBI's policy, the **CONTRACTOR** must organise his activities taking into account the ALBI objectives relating to safety, health, environment and hygiene. ALBI's evaluation of the **CONTRACTOR'S** performance will take into account the measured results, the aims, as well as the quality of performance and adherence to the implementation deadline.

**5.2.2. Certification**

Any company performing works on an ALBI site must have a valid VCA certificate (or equivalent: MASE (France), SCC (Germany, Austria & Switzerland)). An exception to this rule can only be approved by the **ALBI site manager** after prior approval by the ALBI-SHE/prevention service.

Works performed by third parties and which are released from the obligatory VCA certification are listed in annex 4.

**5.2.3. Personnel**

The **CONTRACTOR** is obliged to ensure that its employees are adequately informed of the nature of the work, the associated risks and the preventive and protective measures to be taken to limit the risks, which includes the prescribed personal protective equipment (see § 5.4.7).

The **CONTRACTOR'S** employees and the subcontractors' employees must hold a Basic VCA diploma (B-VCA or VVA1; or equivalent under MASE (France) or SCC (Germany, Austria & Switzerland)). The managers and SHE supervisors (see 5.2.7) must furthermore be in possession of the Safety for Managers diploma (Veiligheid voor Leidinggevendenden) or Safety for Operational Managers diploma (Veiligheid voor Operationeel Leidinggevendenden) (VOL-VCA or VVA2; or equivalent under MASE (France) or SCC (Germany, Austria & Switzerland)).

The **CONTRACTOR** is obliged to have the work carried out by suitable and skilled personnel. Factors such as experience, age, gender, physical and mental (health) status must be taken into account.

The **CONTRACTOR'S** personnel must be declared fit to carry out the work by their employer and must be in possession of the necessary valid (legal) official documents and certificates<sup>[1]</sup> for the work to be completed. It refers (not an exhaustive list) in particular to:

- driving and operating riggers for hoisting and lifting equipment
- working with a cherry picker, scissor lift, telescopic handler
- building and signing off scaffolding
- working on electrical installations
- working with self-contained breathing apparatus
- fire watchmen and safety watchmen (manhole watchmen) for confined spaces
- asbestos removal
- etc.

The validity of these official documents and certificates may not exceed the maximum term or a validity of maximum 5 years.

The **CONTRACTOR** must, when requested to do so by the **ALBI client**, submit the information on training, qualifications and certification.

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All provisions applicable to the **CONTRACTOR** in this document apply equally to each subcontractor who carries out work on instruction of the **CONTRACTOR**. It is prohibited to outsource the contract in full to a subcontractor. The **CONTRACTOR** may outsource specialised deliverables (N-1) on condition that he informs the **ALBI client** beforehand of his choice of subcontractors and that the **ALBI client** gave permission to do so.

Further subcontracting of work by a subcontractor (N-2) is in principle prohibited.

An exception to this rule may only be granted by the **ALBI client** after prior advice by the ALBI-SHE/prevention service.

Agreement from the ALBI client does not in any way whatsoever absolve the **CONTRACTOR** of his obligations with regard to these rules or of the (contractual) terms of the order, and in particular as far as it concerns the quality of the supplies, the materials, the performances and adherence to the deadlines and guarantees.

It is the **CONTRACTOR'S** responsibility to communicate all rules and regulations that are applicable within the framework of the contract to his subcontractor(s). The **CONTRACTOR** will be responsible to inform the subcontractor(s) on behalf of ALBI and to ensure that the subcontractor(s) adhere correctly to the rules and regulations and the codes of practice that are applicable within the framework of the contract.

The **CONTRACTOR** is responsible to ensure that all information requested by ALBI (documents, certificates, lists, etc.) from its subcontractor(s) is available to the **ALBI client** correctly and on time.

All delays, suspensions or postponements of the work because of incomplete, late or non submission of the documents requested by ALBI are for the **CONTRACTOR'S** account.

**5.2.5. Illegal labour**

The **CONTRACTOR** declares that he will not employ illegal labourers.

The **CONTRACTOR** is obliged to submit a list in advance of the names and national identification numbers of all personnel who will be carrying out work on site within the framework of this contract. This list must be updated daily.

A foreign **CONTRACTOR** must submit the identification document issued by the social security department of his country beforehand, together with a copy of necessary documents for his personnel so that he can deploy employees in the country or region where the work is taking place, as set out in the local/European legislation (A1 form, LIMOSA declaration (for Belgium), etc.).

**5.2.6. Coordination and safety supervision**

The **CONTRACTOR** must appoint a "work supervisor" who supervises the works on site to ensure that they are carried out according to the internal regulations of the customer and the applicable legal provisions.

**This work supervisor must be in the permanent employ of the CONTRACTOR and must be proficient enough in the language used in the country or region to ensure good communication with the person at ALBI who is responsible for the works.**

The work supervisor is the holder of the work permit (see § 5.4.6) and must communicate the content thereof clearly and fully to those executing the work (contractors' and any subcontractors' employees) as well as all regulations (legal or otherwise) pertaining to safety, health, environment and welfare in general. He supervises the quality of the work to be carried out as well as adherence to the regulations (legal or otherwise) pertaining to safety, health, environment and welfare in general.

Every **CONTRACTOR** who carries out work in a manner that contravenes the applicable laws, regulations or rules, bears full responsibility for it. Claims for damages and other costs that may arise from non-adherence to these rules are for the **CONTRACTOR'S** account. Contractually this also means that contraventions of the rules could result in termination of the agreement and claims for damages.

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If there are more than 10 employees (including subcontractor employees) working or if the **CONTRACTOR** has outsourced work to more than 2 subcontractors, the **CONTRACTOR** must appoint a qualified SHE supervisor who is present on site as per the diagram below.

Number of employees	Number of subcontractors	Presence of SHE supervisor <sup>[#]</sup>
> 10		Minimum 1 day per week
> 20	> 2	Minimum 2 days per week
> 30	> 3	Minimum 3 days per week
> 40	> 4	Permanent

<sup>[#]</sup> A day is the equivalent of 8 hours. These hours can be spread over the week.

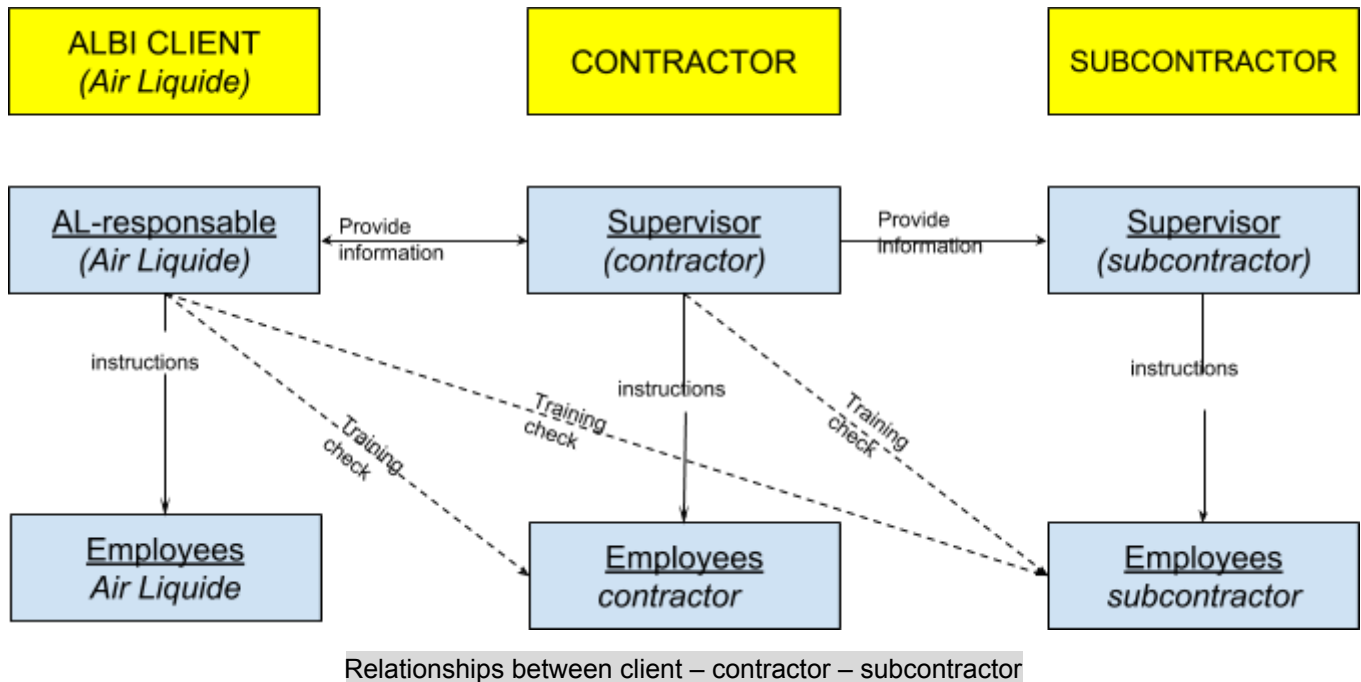
The **CONTRACTOR** is obligated to work in harmony with the other companies active on the ALBI site.

When required by the contract, the **CONTRACTOR** will delegate a SHE agent (safety specialist) for the work who is permanently present during the works. This person must keep a safety diary with:

- presence and hour log (divided into hours for CONTRACTOR and sub-contractors)
- Registration of absenteeism
- Cooperation in and evaluation of the task risk analysis (TRA)
- Workplace inspections (minimum twice a day) and the actions stemming from this
- Organization and registration of toolbox meetings (for more than 30 employees at least 2 toolbox meetings per week)
- Prompted and unprompted AL advisement regarding improvements for safety, health and the environment.
- SHE (Health, Safety, Welfare and Environment)
- Specific reporting and analysis of incidents



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### 5.3. Access to the site

#### 5.3.1. Identification and registration

To gain access to the ALBI site, one must have:

- a valid passport or identity card (not a driver's license)
- required documentation to enable personnel to be deployed in the country or region where the work is carried out, as set out in the local/European legislation (A1 form, LIMOSA declaration (for Belgium), etc.) and any work permit(s) that may be required for foreign employees
- basic safety diploma (VCA) and/or Safety for (Operational) Managers (VCA) (or equivalent under MASE (France) or SCC (Germany, Austria & Switzerland)).

The ALBI sites in Antwerp, Bergen op Zoom, Pernis and Rozenburg are located on an industrial platform (host site). The access procedure applicable at the platform must be adhered to to gain access to the industrial platform (see Annex 1).

This also applies to access to installations on the client's site and for projects (pipeline service (ALBI-LI), projects of ALBI-IM), etc.) that are performed on the client's site.

#### 5.3.2. Identification and registration

The **CONTRACTOR'S** and subcontractor's employees must report to the ALBI work supervisor and must register every day. The ALBI SHE instruction course must be followed before any work can be done at the ALBI site, and the associated test must be successfully passed.

ALBI has a module for this that can be followed online via the internet in advance (see annex 5 for the ALBI SHE instruction manual):

<https://airliquide.docebosaa.com/lms/>

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Access to employees of **CONTRACTORS** and subcontractors is restricted to the areas where they have to work and the normal access routes to these areas. It is prohibited to enter areas that employees do not have authorisation to enter.

### **5.3.3. Working hours**

Work is carried out during normal working hours (in line with the normal working hours of the site) and on normal working days: from Monday to Friday, except for public holidays. A normal working day is the equivalent of 8 hours. The **CONTRACTOR** must take this into account when drawing up the planning and must ensure that the deliverables can be carried out within the time frame that is stated on the order form(s). Any deviation from the normal working hours must be approved by the **ALBI client** beforehand. The maximum working hours stated in national or regional legislation must never be exceeded.

Deliverables related to ALBI requirements with regard to safety, health, and welfare of the employee is an integral part of the specification and can therefore not give rise to additional fees.

### **5.3.4. Vehicles**

Vehicles are only permitted on site if permission was specifically granted for it. The national/regional highway code applies on the industrial site. Only the proper roads meant for that purpose may be used and the maximum speed limit must be observed. It is compulsory to wear a seatbelt. It is prohibited to use a telephone in the vehicle.

Vehicle parking is only permitted in the areas provided for that purpose. Vehicles must be backed into the parking bay so that there is maximum visibility when the parking bay is exited.

When parking a vehicle it is prohibited to:

- block a road or access route (in particular the escape routes) or to obstruct visibility
- prevent or hamper the use of emergency equipment (such as fire extinguishing equipment, hydrants, etc.)

If a vehicle will be temporarily, and with prior approval by the AL works manager, parked on a non-regulated parking space (such as for loading/unloading of material), the keys are to be left in the vehicle. In the case of an incident (Article 5.5.1), the emergency services must be able to move the vehicle if necessary.

Transported loads, and specifically transported machines and vehicles, must be secured and tied down in a professional manner so that all safety requirements are met.

A work permit is always required to enter the installation area with a vehicle (see § 5.4.6), with the exception of qualified drivers who come to load or offload products manufactured by ALBI on ALBI's instruction.

### **5.3.5. Lock-out**

The **ALBI client** reserves the right to refuse access to the site to all the **CONTRACTOR'S** personnel or those of his subcontractors who:

- do not meet the requirements
- have inadequate (technical) knowledge or experience to carry out the work
- are guilty of offences, theft, etc.
- transgress ALBI rules (in particular, but not only, the "Life Saving Rules" (see §5.4.4))
- prevent or endanger good cooperation with the personnel of the ALBI client and other companies that work or are present on site

Such exclusion cannot give rise to any compensation from the ALBI client or result in an extension of the contractual periods. It is the **CONTRACTOR'S** responsibility to arrange for replacements.

**GENERAL HEALTH, SAFETY AND ENVIRONMENT REGULATIONS FOR  
WORKING WITH THIRD PARTIES****5.4. Working for ALBI****5.4.1 Subject of the intervention**

The **ALBI client** will issue the **CONTRACTOR** with the schedule (the programmes) for the interventions to the relevant installations and equipment and is responsible for making available the necessary information and documents required for carrying out the deliverables.

Before each intervention the **CONTRACTOR** must be sure that:

- all employees concerned have attended the ALBI SHE instruction course
- the relevant installations or equipment were/was made available by ALBI and was made safe
- a valid work permit signed by an authorised ALBI employee (see § 5.4.6) was issued and that the content thereof was communicated clearly

**5.4.2. H&S plan: plan regarding safety, health and environment**

The **CONTRACTOR** must respect the legislation regarding safety, health and the environment on the site in general and uphold it, especially regarding the specific risks associated with their own activities and interventions.

This SHE plan must be provided by the **CONTRACTOR** in a timely manner (see Article 6 Declaration of consent – “General provisions for safety, health and the environment for works by third parties) to the **ALBI client** and must at a minimum contain the following elements:

- (summarized) descriptions of the work to be performed and the planning
- the organizational structure of the **CONTRACTOR** and the tasks and responsibilities of the key functions involved
- overview of any sub-contractors and independent contractors including a short description of their activities and scheduling
- communication and consultation structure
- the inventory and evaluation/analysis of the risks (TRA) regarding HSE and the preventative and protective measures to be taken to prevent and/or limit possible damage to persons and/or installations

When defining and setting priorities for the measures taken, there must always be consideration of the prevention principles:

- Preventing risks
- Preventing damage
- Limiting damage

Priority is always given to:

- Passive above active measures and
- Collective above individual protective resources
- rules and regulations regarding the use and management of personal protection equipment
- procedures regarding:
  - management of hazardous materials and waste
  - reporting and investigating accidents/incidents and near-accidents

The SHE plan of the **CONTRACTOR** may be integrated into a project quality plan, but may never conflict with these general terms and conditions.

For simple works/projects, in consultation with the **ALBI client**, the SHE plan may be limited to the inventory and evaluation/analysis of the risks (such as TRA – Task Risk Analysis)

The works may not start without approval of the SHE plan by the **ALBI client**, after prior approval of the ALBI-SHE/prevention service.

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If the **CONTRACTOR** does not meet the legal obligations of the measures set forth by ALBI regarding safety, health and the environment and welfare, ALBI reserves the right to take the necessary measures at the costs of the **CONTRACTOR** or sub-contractor(s) involved.

### **5.4.3. LSR Life Saving Rules**

The following 12 life saving rules (LSR) apply at all ALBI sites and for all contracts implemented for ALBI:

- I do not work when under the influence of drugs or alcohol
- I do not smoke anywhere outside areas designated for that purpose
- I wear personal protective equipment that is required for the job I am doing (see § 5.4.7)
- I never enter a confined space without permission (see Annex 11.3.9)
- I carry a mobile detector with me in the areas where it is prescribed (see § 5.4.7)
- I work with a valid work permit (see §5.4.6)
- I perform the isolation procedures on all systems that could be live before I start working on them
- I do not deactivate an EIS without prior authorisation (see §5.4.9)
- I wear a safety harness where required (see Annex 11.3.2)
- I do not pass beneath a hanging load (see Annex 11.3.3)
- I secure the loads on vehicles
- I always wear a seatbelt when I am in a moving vehicle

ALBI has a zero tolerance policy with regard to these 12 LSR. Any transgression of any one of these rules could result in lock-out of the employee concerned and/or the company.

**“If you choose to break these rules, you decide not to work for Air Liquide”**

### **5.4.4. Personnel instructions (orders and prohibition rules)**

#### **Alcohol and drugs**

The possession and use of alcoholic drinks and drugs is prohibited at all times at all ALBI sites. It is also prohibited to perform tasks under the influence of alcohol and/or drugs.

When using medications that may affect reaction times or other relevant physical or psychological abilities, you must follow the instructions on the label and report this to the AL manager before starting works.

#### **Smoking**

Smoking is prohibited on all ALBI locations unless in the specifically designated areas.

#### **Photography and filming**

Photographing and/or filming parts of installations is prohibited without the explicit permission of the ALBI client. You may request this permission via the AL works manager.

#### **Foot traffic**

Moving to and from the workplace must always occur via the shortest and most logical path and via the normal walking paths. Third parties are not permitted on sites in the installation outside of the designated workplaces listed on the work permit.

#### **Operation of terminators and other valves**

Operation by third parties of terminators or valves in an AL installation is prohibited. This is the task of the production staff.

#### **Use of social spaces**

Third parties have no access to the social spaces (refectory, sanitation facilities, etc.) reserved for the AL staff unless with the specific permission of the ALBI client. You may request this permission via the AL manager for the works.

**GENERAL HEALTH, SAFETY AND ENVIRONMENT REGULATIONS FOR  
WORKING WITH THIRD PARTIES****5.4.5. Setting up the intervention area**

The **CONTRACTOR** must, as far as it within his powers, organise the work activities and set up the intervention area (workplace) in such a way that performing the work does not have a negative impact on the safety and health of the employees and people who are at and/or near the intervention area. The intervention area is determined beforehand with the ALBI works supervisor. If necessary and possible, and if the **ALBI client** requests it, the intervention area is cordoned off to prevent unauthorised persons from entering the intervention area. Effective measures must be taken to minimize risks for employees and the environment. Combating at source must be given preference here. Eliminating the risk at the source is preferred..

Effective measures must be taken when setting up the intervention area to ensure that if the **CONTRACTOR'S** personnel and/or people in or near the workplace come face to face with any danger, that they can rush to safety very quickly to protect their safety or health. ALBI will play an advisory/instructive role in this if the place where the work must be carried out necessitates it. The **CONTRACTOR** must ensure that no escape routes are blocked and that the standard ALBI site intervention equipment (fire extinguishers, hydrants, emergency showers, etc.) remain accessible.

**5.4.6 Utilities and other facilities**

If the **CONTRACTOR** wishes to make use of the **ALBI client's** power or utility provisions (electricity, compressed air, etc.), the **CONTRACTOR** must request this beforehand from the ALBI works supervisor.

Temporary lighting must be installed in good time before the work commences, in consultation with the ALBI works supervisor. When the lighting is not in use it must be disconnected from the power. The **CONTRACTOR** must ensure that as far as possible the cabling is suspended with special S-hooks or is attached to the fixed structures (parapet, guardrail, etc.) to prevent tripping hazards.

The **CONTRACTOR** must ensure that wiring is hung as far as possible with special S-hooks or attached to fixed structures (breastwork railings, etc.) and secured to prevent tripping.

If necessary – depending on the intervention and/or environmental factors, the **CONTRACTOR** must provide the necessary intervention resources (fire extinguishers, eye showers, (portable) emergency showers, etc.) at the worksite. The **CONTRACTOR** must be certified and trained to provide staff for the use of these intervention resources. The use of hydrants other than for extinguishing fires is not permitted.

**5.4.7. Work permit/LMRA**

A work permit is required for every intervention at an ALBI site. The **CONTRACTOR** must familiarise himself with the local procedure for obtaining the work permit and attend the training provided in this regard where necessary in good time. The works supervisor of the **CONTRACTOR** must be sure that he is in possession of a valid work permit before the work commences. He must sign the work permit on behalf of the **CONTRACTOR** and thereby states his agreement with the work permit and that he has understood the content of the work permit. This means that the risks and preventive and/or protective measures were clearly and comprehensively communicated and that the measures are adequate to commence work in complete safety.

The works supervisor at the **CONTRACTOR** must communicate all this information and explain it to all persons (**CONTRACTOR'S** employees and subcontractors' employees) who carry out work under his supervision. The works supervisor at the **CONTRACTOR** must check that all measures stated in the work permit and/or that were communicated are present and are implemented correctly before work commences. An LMRA ("Last Minute Risk Analysis") must be done before the order commences by the works supervisor at the **CONTRACTOR** and with all the people (**CONTRACTOR'S** employees and any subcontractors' employees) who work under his supervision. Attention must specifically be paid to the following (not an exhaustive list):

- Emergency procedure (see § 5.5.1): local emergency number, meeting point, escape routes, etc.
- Location of the intervention equipment (if applicable) in the event of an incident: emergency showers, eye baths, fire extinguishers, etc.
- Verification of the place/equipment of the works

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- Verification that the equipment on which work must be performed has been correctly made safe
- Setting up the workplace, the environment and any obstacles/obstructions that could complicate/prevent the work
- Any adjacent works/activities (co-activity)
- Presence of all the necessary preventive and protective measures (that are stated on the work permit).
- etc.

The works supervisor of the **CONTRACTOR** also regularly checks on site that the situation and/or environment does not change during the course of the works, which may create new or additional risks.

Only the work stated on the work permit may be carried out by the **CONTRACTOR** and only at the place stated on the work permit. Valves and shut-off valves may never be operated by the **CONTRACTOR** himself; this is the task of the ALBI production staff.

### “STEP BACK POLICY”

*ALBI firmly believes that all works and activities can be conducted in a safe manner in consultation with the CONTRACTOR. Safety is everyone's responsibility and ALBI expects everyone who carries out works on ALBI's instruction to constructively cooperate to achieve this. Proper and thorough preparation is an essential part of this.*

Should unforeseen circumstances arise while the work is carried out or if the environment in which the works or activities take place changes and could have an impact on the safe execution of the works, it is the right and obligation of the works supervisor of the **CONTRACTOR** to interrupt the works and to re-evaluate the circumstances with the works supervisor at ALBI and to take additional and/or adapted preventive and/or protective measures.

### “IMPROVISATION is DANGEROUS”

#### **5.4.8. Personal protective equipment (PPE)**

It is the responsibility of the **CONTRACTOR** to clearly determine the necessary and required personal protection equipment (PPE) and to place it according to the relevant risk for the activities/works of the **CONTRACTOR** (see 5.4.3). For the ALBI company-related risks, (additional) PPE is required by ALBI depending on the zone/installation (see annex 2).

All required personal protection equipment (PPE) and safety resources will be provided by the **CONTRACTOR** to their personnel at no cost, unless otherwise agreed in the contract and this explicitly stated on the purchase order. The PPE and safety resources must be in good condition and fulfil the specific standards required by law. They must have a valid certification sticker (if applicable) and valid CE symbol marking. Instructions for use must be available for all PPE and safety equipment (in the language of the user). The **CONTRACTOR** is responsible for the training of their employees in the use of the PPEs and the periodic maintenance of the PPEs.

Individual gas detectors (see annex 2) must be equipped with an acoustic alarm and periodic self test (visible, audible and possible tangible). The detectors must be suitable for the gasses that may form a danger on the Air Liquide site where the works are taking place. They must be calibrated according to the instructions for use and the date of the calibration may not exceed the period listed in the instructions for use. In the use of personal detectors, one must take into consideration with humidity and temperature fluctuations which may influence the readings.

If this is included in the contract, and if the works require, Air Liquide will provide the required personal detection equipment of the employees of the contractor. This will only be loaned out by the AL employee providing the permit and must be returned daily immediately after the work has finished. The user is responsible for the detection equipment. Any damage will be charged to the contractor.

#### **5.4.9. Work equipment and materials**

The **CONTRACTOR** must have all equipment, tools, personal and collective protective equipment required by ALBI and/or the risk analysis and H&S plan of the **CONTRACTOR**, as well as the supplies and consumables that are required for executing the works or services. If applicable, the work equipment must have a valid CE certificate, be in good order

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and meet all legal requirements and the codes of good practice. Upon simple request the **CONTRACTOR** shall submit the inspection certificates to the **ALBI client** that have been issued by an approved body or authorised person for work equipment for which special rules apply, which is used by him or by his subcontractors (lifting and hoisting tools, temporary site huts, electrical cabinets, portable tools, scaffolding, etc.). A user guide must be available for each piece of equipment or tool that is used in line with legal requirements in the user's language.

Defective equipment must be repaired immediately or returned and replaced. "Improvising" self-repairs is not permitted. After use, the equipment must be properly stored. Cables and cords must be pulled out, rolled up and removed after use.

Machines, tools and equipment belonging to the **CONTRACTOR** must be marked in a clear and unmistakable manner.

If the **CONTRACTOR** does not meet the legal obligations of the measures set forth by ALBI regarding safety, health and the environment and welfare, ALBI reserves the right to take the necessary measures at the costs of the **CONTRACTOR** or sub-contractor(s) involved.

The noise level of machines and tools on the site may not exceed 80 dB(A). Only with the express permission of the AL manager responsible for the works may there be an exception to this.

If the noise level during work is higher than 80 dB(A), the staff must wear ear protection.

All motor vehicles driven (including forklifts, construction site vehicles, excavators, etc.) must be equipped with safety belts. When using forklifts, cranes, excavators, cherry pickers etc., one must make sure that safety belts/harnesses are secured from the time one mounts the vehicle.

### **5.4.10. Specific requirements and measures**

(Additional) specific control measures apply for a certain number of specific activities/works, which are set out in Annex 3. This Annex contains the minimum conduct and safety rules. The **CONTRACTOR** remains responsible for the safety of his personnel and for the safe execution of the activities/works.

### **5.4.11. EIS (Safety Critical Element) equipment**

The **CONTRACTOR** is prohibited from performing an intervention on an EIS (Safety Critical Element) without special supervision by an authorised ALBI member of staff. When the intervention has been completed, and the EIS has been tested, the works carried out can only be handed over to the authorised ALBI member of staff. The EIS equipment is specifically identified on site.

### **5.4.12. Hazardous materials**

ALBI's policy is to avoid the use of hazardous materials as far as possible and to replace such products with harmless or less harmful materials. It is therefore also expected of the **CONTRACTOR** to avoid bringing any hazardous materials on site as far as possible.

Should it nevertheless be necessary for execution of the works to use hazardous materials, the **CONTRACTOR** must obtain permission for this beforehand from the **ALBI client**. The **CONTRACTOR** must submit the safety data sheets (SDS - safety data sheet for hazardous materials) as well as the quantity that will be brought on site in good time (see A.08.SP-PRO-012 (1) Statement of approval - General regulations safety health and environment for working with third parties) to the **ALBI client**.

All hazardous material must have its original labelling and must be in suitable containers. It must be kept and stored as instructed on the safety data sheets and in line with legal requirements applicable in the country or region. The maximum quantity of hazardous materials brought on site will not exceed a day's worth of stock unless explicit permission was given by the **ALBI client**.

All packaging must be suitable for the relevant products and must be equipped with the legally proscribed labels.

During the work, the **CONTRACTOR** must have a current inventory of all products that they bring onto the site. The inventory includes quantities and types of products and will be submitted to the AL works manager if requested.

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The **CONTRACTOR** is responsible for providing the required safety equipment for stocking and the use of hazardous materials and is responsible for removing excess and waste of hazardous materials pursuant to the local regulations.

### Fuels

The necessary permit must be submitted to the AL works manager before installing a fuel tank. A certificate from the installer with date, maximum permitted pressure and duration of the hydraulic pressure test must be present. If this is not available, a hydraulic pressure test must be performed before commissioning.

### Gas cylinders and frames

The **CONTRACTOR** must inform the AL works manager in a timely manner of gas cylinders, frames and pressurized recipients that are required for the works. They must be set up and used in the correct and safe manner.

Gas cylinders, frames and pressurized recipients must be set up in consultation with the AL works manager. After work time (end of the working day) the **CONTRACTOR** must place the gas cylinders, frames and pressurized recipients outside of the production zone so they are stored in an agreed upon secure location.

Flexible hoses for gas cylinders, frames and pressurized recipients must have a valid certification and must be equipped with a hose-break safety.

### 5.4.13. Environment

The ALBI sites are ISO 14001 certified and **CONTRACTORS** are expected to eliminate or at least minimise environmental impact (use of raw materials, waste, leakages, noise, etc.) as much as possible.

All waste materials (solid and liquid) produced by the **CONTRACTOR'S** activities and/or generated by the **CONTRACTOR** must be cleaned up and removed by the **CONTRACTOR** in line with local regulations. If local regulations require it, the **CONTRACTOR** must be able to produce the necessary certificates for waste removal. Waste must be separated for collection and removal.

Incidents involving leaks, spillages or **contamination** must immediately be reported by the **CONTRACTOR** to the works supervisor at ALBI. The **CONTRACTOR** bears the costs for cleaning up, soil decontamination and any fines that may arise during execution of their work or services due to non adherence to ALBI and/or legal instructions.

### 5.4.14. Housekeeping

The **CONTRACTOR** must always maintain his workplace in a clean and tidy state. Access roads and thoroughfares must be kept unobstructed at all times. No materials may be stored outside the places made available by the **ALBI client**. If storage of materials, products, etc. is unavoidable, the **CONTRACTOR** must clearly demarcate these areas during the night and during the day by clearly visible means. The **CONTRACTOR** is fully responsible for maintaining the workplace, materials and the installation in a good state for the duration of the works.

Loose pieces must be secured or removed. In every case one must ensure that no dangerous circumstances can arise during a storm or the like.

Repairs and/or replacements because of damages or losses are for the **CONTRACTOR'S** account regardless of the cause. Should damages be noticed at a site where numerous **CONTRACTORS** are working at the same time, and it is impossible to identify who caused the damage, the costs will be split between the relevant **CONTRACTORS** pro rata to each **CONTRACTOR'S** share in the value of the works as a whole.

### 5.4.15. Interruption of the works

ALBI reserves the right to interrupt the works for an indefinite period for reasons related to its production.

### 5.4.16 Extreme weather conditions

It is the responsibility of each **CONTRACTOR** to stop activities in extreme weather conditions (thunderstorm, storms, etc.) in consultation with the AL works manager if the safety of the staff or the sub-contractor staff is endangered.



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The following tasks are always prohibited at wind forces of 6 Beaufort (= 10.8 - 13.8 m/s) or more:

- working on mobile scaffolding
- working in a cherry picker, scissor lift, etc.
- lifting and hoisting activities on open ground. It is the responsibility of the crane operator to stop lifting work when they feel that they cannot guarantee safety (due to extreme weather conditions)

It is always forbidden to perform work on pipelines during storms (lightning)

### **5.4.17. Supervision and control**

The **CONTRACTOR** is responsible for proper and correct execution of the deliverables he is tasked with. The works supervisor at the **CONTRACTOR** must regularly check on the progress of the intervention.

The **CONTRACTOR** is responsible for correct and safe execution of the works or services and for ensuring that all regulations (legal or otherwise) with regard to safety, health, environment and welfare in general are adhered to.

He supervises the quality of the work to be carried out as well as adherence to the regulations (legal or otherwise) pertaining to safety, health, environment and welfare in general.

#### **Toolbox meetings**

The **CONTRACTOR** is obliged to inform his personnel (and any subcontractors) regularly (depending on the duration of the works and at least once a week) and make them aware of general or specific risks and control measures associated with the work, in the form of toolbox meetings.

ALBI can make the necessary information available for the toolbox meetings for ALBI company-specific risks, and preventive and protective measures. These meetings must be organised by and presented to the **CONTRACTOR'S** employees (and any subcontractors) before work commences.

A copy of the attendance register of the toolbox meetings must be submitted to the works supervisor at ALBI.

#### **Technical Safety Inspections (TSI)**

The **CONTRACTOR** is obliged to carry out workplace inspections (TSI) regularly to check that the preventive and protective measures that were established are being correctly adhered to, that they are (still) adequate for managing the risks and for carrying out/proceeding with the work safely, with the aim of establishing if additional measures need to be taken because of unforeseen or additional circumstances or risks.

#### **TALK**

ALBI regularly conducts safety conduct dialogues (TALK). The aim with TALK is to promote a safety culture and improve it. Positive conduct is highlighted in dialogue with workers and (potentially) dangerous situations and (potentially) dangerous conduct is opened up for discussion to encourage the workers involved to self-correct and improve the situation. A TALK is not an audit and requires voluntary participation by workers.

The **CONTRACTOR** must inform his personnel (and any subcontractors) of this and encourage them to participate constructively.

#### **Reporting Undesirable Situations (RUS)**

Each ALBI site/department has a system for "Reporting Undesirable Situations" (RUS). ALBI wants to encourage every **CONTRACTOR** to report undesirable or dangerous situations to the works supervisor at ALBI and to help formulate suggestions to (immediately) resolve or improve these situations. Your cooperation in implementing improvements for your and our safety is always greatly appreciated.

### **5.4.18. Checking of performance and handover**

The **CONTRACTOR** is responsible for proper and correct execution of the deliverables he is tasked with. The works supervisor at the **CONTRACTOR** will regularly update the **ALBI client** on the progress, and in particular:

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- the completed phases and planning for the next steps
- adhering to the policy on safety, health, hygiene and environment
- any problems that have arisen

The **CONTRACTOR** will inform the **ALBI client** in good time about completion of the intervention and of the anticipated handover date.

Once the work is finished the **CONTRACTOR** must remove all his materials, equipment and installations from the intervention area, as well as any temporary structures that do not form part of ALBI installations. He must leave the intervention area clean and tidy and remove all waste. The soil must be cleaned if it was contaminated by the works that were carried out by the **CONTRACTOR**. If the **CONTRACTOR** does not do that, the **ALBI client** reserves the right to have the intervention area cleaned and tidied up at the **CONTRACTOR'S** cost.

On conclusion of the works the **ALBI client** will draw up an official report of receipt which includes a list (punch list) of any outstanding matters and corrective measures that still have to be attended to by the **CONTRACTOR**. The target date for the corrective measures contained in the punch list will be determined in consultation with the **CONTRACTOR**. The **CONTRACTOR** will not levy any additional costs for carrying out the corrective measures contained in the punch list. The **ALBI client** reserves the right to have the corrective measures listed in the punch list resolved itself if they are not resolved within a reasonable time after the target date has expired and to bill the **CONTRACTOR** for the associated costs.

The official report of receipt is signed for agreement by an authorised person of both the **CONTRACTOR** and of the **ALBI client**.

This official report of receipt for everyday work, work of a standard nature or work of minor importance can be replaced with a signature on the work permit that serves as handover document of the deliverable, provided the **ALBI client** agrees to that.

## **5.5. Emergency situations and accidents**

### **5.5.1. Emergency plan for the ALBI site**

Everyone present on an ALBI site must be up to date with the emergency and evacuation procedure, the meeting point(s) and the (local) emergency number(s).

If the alarm is sounded:

- immediately stop all work
- disconnect all devices and equipment (electrical and other possible sources of ignition)
- stop running engines
- close gas bottles
- move calmly to the meeting point at right angles to the wind
- adhere to instructions given by ALBI personnel

In the event of an alarm all work permits are revoked. Once the alarm has been cancelled all work permits must be reissued by an authorised ALBI member of staff.

It is the **CONTRACTOR'S** responsibility to ensure that all employees and any subcontractors' employees have received instruction on the emergency and evacuation procedure, and have understood it. The **CONTRACTOR** must ensure that the instructions are followed in full and correctly.

ALBI will conduct fire drills on a regular basis without prior announcement. It is compulsory for all employees to participate in these drills. Lost time caused by these drills cannot be billed for.

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### **5.5.2. Exceptional situations and incidents**

In the event of unpredicted, special situations of incidents (line breaks, cable breaks, escaping gas, leaks etc.), the activities must be immediately stopped and one must limit the scope of the damage to the greatest extent possible if at all possible without putting one's self in danger. The situation or incident must be reported to the ALBI works manager/control room orally and must be confirmed in writing within 24 hours (by e-mail).

Work may only be resumed after the ALBI works manager has given their permission.

Incidents are:

- All accidents with (possible) damage to persons, installations or equipment
- All events that may lead to environmental damage
- All near-incidents and accidents

In addition to the obligation to report the incident, the **CONTRACTOR** is obligated to take the following actions and report them to the **ALBI client**:

- To investigate the causes of the incident or accident
- To take targeted corrective and preventative measures
- To adhere to the obligations set forth in the local legislation and regulations

To provide an official report and analysis of every incident or near-incident Oral reporting must occur immediately to the control room or the AL manager of the works on the sites with permanent crew. In every case, there must be a first (preliminary) reports sent from the involved **CONTRACTOR** via e-mail to the AL works manager, and this within 24 hours after the facts. The **CONTRACTOR** is obligated to provide free assistance in the analysis of this and provide the necessary resources for this.

### **5.5.3. Accidents and first-aid (EHBO)**

Prevention of accidents at work, their analysis and reporting thereof fall under the **CONTRACTOR'S** responsibility.

Any accident at work or need for first-aid must immediately be reported to the works supervisor/control room at ALBI. This report is done verbally in the first instance and must always be followed by a written incident report. The written report must be submitted as quickly as possible, but no later than within 24 hours. ALBI has a standard form for the written report.

The **CONTRACTOR** must inform the official bodies (and in Belgium the industrial accident insurance) of any accidents as per local regulations in good time and accurately.

Anyone who suffers an injury, no matter how small, must undergo treatment by a trained in-house emergency service provider (BHV)/first-aid assistant in the first-aid room. Any need for first-aid must immediately and formally be reported to the works supervisor/control room at ALBI.

In the event of an injury that prevents continuation of normal activities, the **CONTRACTOR** will in consultation with and after approval by the victim offer the victim adapted work (if this is possible).

The **CONTRACTOR** will regularly keep the **ALBI client** up to date on the evolution of the file. The **ALBI client** reserves the right to intervene at any time in the investigation if they deem this necessary.

## **5.6. Interventions at sites that do not belong to ALBI**

Certain ALBI installations are located on sites that do not belong to ALBI (sites belong to ALBI customers). The **CONTRACTOR** must make sure that he has permission to access these sites. The **CONTRACTOR** must familiarise himself with any additional, specific requirements, instructions and conditions that could be imposed by the relevant site, and adhere to them and follow them in addition to the conditions contained in this document.

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A.08.SP-PRO-012: Statement of approval - General safety and environment regulations for working with third parties

**7. DATA TO BE STORED**

- Contractor's safety and health plan, including the risk analysis
- Certification of the contractors/personnel: VCA (or equivalent: MASE (France), SCC (Germany, Austria & Switzerland))
- LIMOSA declaration (Belgium) or the E101 form (Netherlands & Luxembourg) and an employment permit for foreign employees where necessary
- Qualification certificates of contractors' employees
- Conformity and (legal) inspection certificates for vehicles, equipment, tools, etc. used
- Safety Data Sheets (SDS) for hazardous materials that are brought/used on site (if applicable)
- Waste removal certificates for (hazardous) waste materials (if applicable).

**8. APPLICATION CHECKLIST N/A**

Requirements	Answers			Comments
	Yes	No	N/A	
1.				
2.				
3.				
4.				

**9. INDICATORS N/A****10. REFERENCES AND RELATED DOCUMENTS****MS ALBI Reference**

- SP-SHE-006: Management of safety, health and environment on the worksite

**Legal references**

- **Belgium**
  - <http://www.werk.belgie.be/>
  - Law governing the welfare of the employees in the execution of their work (4/08/1996)
  - Code governing the welfare on site and General Regulation for Workplace Protection (ARAB)
  - General Regulation for Electrical Installation (AREI)

**The Netherlands**

- <http://www.arboportaal.nl/>
- Working Conditions Act (Arbowet) (18/03/1999)
- Working Conditions Resolution (Arbobesluit) (15/01/1997)
- Working Conditions Regulation


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The specific procedures for access to the ALBI sites and the specific emergency procedures are available upon request by the **CONTRACTOR**.

Or from the ALBI Prevention Service:


**11.2. Standard PPE for ALBI sites****11.2.1. ALBI-LI sites****ASU production area and installations (nitrogen, oxygen or argon) of the pipelines department**

The following PPE is always compulsory in the ASU production area in Antwerp (B), Bergen (B), Charleroi (B), Seraing (B) and Terneuzen (NL) as well as at the pipelines service's installations (nitrogen, oxygen or argon):

- safety helmet
- safety glasses or visor
- fire retardant (EN-ISO 11612 or EN 531) and antistatic (EN 1149) safety clothing (NOMEX or equivalent): overall or long pants and vest/jacket with long sleeves
- safety shoes (S3)
- gloves specifically designed for the type of work to be done
- oxygen sensor with alarm limits:
  - ○ 19.5% O<sub>2</sub> (oxygen) for detection of lack of oxygen and
  - ○ 23.5% O<sub>2</sub> (oxygen) for detection of excess oxygen
- hearing protection is compulsory everywhere where the noise level exceeds 85 dBA (indicated with a pictogram). It is strongly recommended to wear hearing protection everywhere in the installation area. 
- in ATEX zones a gas sensor for explosion (LEL sensor) is compulsory, with an alarm limit of:
  - ○ 10% LEL (maximum value)

**HyCO production area and installations (nitrogen or carbon monoxide) of the pipelines department**

The following PPE is always compulsory in the HyCO production area in Antwerp (B), Bergen-op-Zoom (NL) and Rozenburg (NL) and at installations (nitrogen or carbon monoxide) of the pipelines department:

- safety helmet
  - safety glasses or visor
  - fire retardant (EN-ISO 11612 or EN 531) and antistatic (EN 1149) safety clothing (NOMEX or equivalent): overall or long pants and vest/jacket with long sleeves
  - safety shoes (S3)
  - gloves specifically designed for the type of work to be done
  - gas sensor for explosion (LEL sensor) with an alarm limit of:
    - ○ 10% LEL
  - combined with oxygen sensor alarm limits:
    - ○ 19.5% O<sub>2</sub> (oxygen) for detection of lack of oxygen and
    - ○ 23.5% O<sub>2</sub> (oxygen) for detection of excess oxygen
  - and carbon monoxide (CO) sensor with alarm limit:
    - ○ 25 ppm CO
- 

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- hearing protection is compulsory everywhere where the noise level exceeds 85 dBA (indicated with a pictogram). It is strongly recommended to wear hearing protection everywhere in the installation area.



There is an installation at the HyCO site in Rozenburg (NL) for the production of liquid carbon dioxide (LCO<sub>2</sub>). The use of a CO<sub>2</sub> gas sensor is compulsory additionally in this area with an alarm limit of:

- 5 000 ppm CO<sub>2</sub>

**ALBI-LI sites COGEN production area**


The same rules as for the HyCO installation apply at the COGEN production area in Rozenburg (NL).

The following PPE is always compulsory at the COGEN production area in Pernis (NL):

- safety helmet
- safety glasses or visor
- fire retardant (EN-ISO 11612 or EN 531) and antistatic (EN 1149) safety clothing (NOMEX or equivalent): overall or long pants and vest/jacket with long sleeves
- safety shoes (S3)
- gloves specifically designed for the type of work to be done
- hearing protection is compulsory everywhere where the noise level exceeds 85 dBA (indicated with a pictogram). It is strongly recommended to wear hearing protection everywhere in the installation area. 
- In ATEX zones a gas sensor for explosion (LEL sensor) combined with an oxygen sensor is compulsory additionally, with an alarm limit of: 
  - ○ 10% LEL
  - ○ 19.5% O<sub>2</sub> (oxygen) for detection of lack of oxygen and
  - ○ 23.5% O<sub>2</sub> (oxygen) for detection of excess oxygen

**11.2.2. ALBI-IM sites****Green Zone**

The following PPE is always compulsory in the **Green Zone** in Aalter (B), Breda (NL), Eindhoven (NL), Geleen (NL), Herenthout (B), Lillo (B) and Milmort (B):



- safety glasses or visor
- work clothing (EN 540): overall or long pants and vest/jacket with long sleeves
- safety shoes (S3)
- gloves specifically designed for the type of work to be done
- hearing protection is compulsory everywhere where the noise level exceeds 85 dBA (indicated with a pictogram). It is strongly recommended to wear hearing protection everywhere in the installation area. 

**Blue Zone**

The following PPE is always compulsory in the **Blue Zone** in Aalter (B), Breda (NL), Eindhoven (NL), Geleen (NL), Herenthout (B), Lillo (B) and Milmort (B):

- safety helmet or bump cap
- safety glasses or visor

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- fire retardant (EN-ISO 11612 or EN 531) and antistatic (EN 1149) safety clothing (NOMEX or equivalent): overall or long pants and vest/jacket with long sleeves
- safety shoes (S3)
- oxygen sensor with alarm limits:
  - ○ 19.5% O<sub>2</sub> (oxygen) for detection of lack of oxygen and
  - ○ 23.5% O<sub>2</sub> (oxygen) for detection of excess oxygen
- gloves specifically designed for the type of work to be done
- hearing protection is compulsory everywhere where the noise level exceeds 85 dBA (indicated with a pictogram). It is strongly recommended to wear hearing protection everywhere in the installation area. 
- In ATEX zones a gas sensor for explosion (LEL sensor) is compulsory additionally, with an alarm limit of: 
  - ○ 10% LEL (maximum value)
- Where indicated an additional carbon dioxide (CO<sub>2</sub>) gas sensor is also compulsory, with an alarm limit of:
  - ○ 5 000 ppm CO<sub>2</sub>

### **11.2.3. Construction areas – Restricted access sites**

Compulsory PPE in a construction area (restricted access site) is defined by means of a risk analysis and is set out beforehand in a specific safety and health plan for the construction area. It must be incorporated in the site instructions and must be clearly indicated at the entrance to the site. Deviations from standard PPE for an installation area must be submitted for recommendation in advance to the ALBI-SHE/prevention service and must be approved by the ALBI client (site manager/department manager).

### **11.3. Activities with specific risks**

#### **11.3.1. Markings**

Fencing that demarcates areas or the barrier/warning tape that marks such areas may not be removed without the explicit permission of the **CONTRACTOR** who installed it, or the works supervisor at AL. Once the work ends the barrier tape must be removed and disposed of.

Everyone must adhere to these demarcations:

- Red and white barrier/warning tape: prohibited situation; i.e. access prohibited.
- Black and yellow barrier/warning tape: warning of a dangerous situation; i.e. only enter after obtaining explicit permission from the people working within the barrier

#### **11.3.2. Working at heights**

##### **Safety harness**

It is compulsory to wear a safety harness for all work at height (> 2 metres) where there is no or insufficient collective protective equipment available (as per EN 361). The safety harness must be in good condition and must be inspected in a timely manner. It must have a double lifeline or a safety strap on a self-retracting lifeline. The user must be trained and must have been instructed by the employer on the use of the safety harness and the risks of working at heights. It is compulsory to provide supervision for working at heights when use is made of a safety harness: working alone where a safety harness is required is prohibited.

##### **Ladders**

A ladder is not a workstation. Making use of ladders to carry out work must be limited as far as possible. Only if the use of other (collective) protective equipment is not possible due to technical, financial and/or operational reasons may a ladder (in good condition and inspected) be used as a workstation, and where necessary in combination with PPE. A specific risk analysis is always compulsory if a ladder has to be used for carrying out work.

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The stability of the ladder must always be guaranteed. The feet of the ladder must be prevented from slippage by securing the top of the latter beam to a (fixed) structure. This must occur before work is started. The ladder extends above the access level unless other provisions have been made to ensure a secure hold.

Only one person may work at the ladder at any given time. Portage of loads is limited to light loads and may in no way hinder a safe hold.

### **Scaffolding**

Scaffolding must only be erected, changed and dismantled by skilled employees of a specialised company. Scaffolding may only be climbed if it has been approved by a competent and specially trained person. Scaffolding must be inspected regularly (and at least every 2 weeks) and after any change, by a competent person. After approval a scaffold tag showing the date of the inspection and signature of the competent person must be affixed to the scaffolding.

After a storm or bad weather conditions, the scaffolding must be re-certified by the authorized inspector.

The user of a scaffold must receive instruction from his employer about the dangers and risks of working at heights. Before climbing the scaffolding, the user must check that the scaffold has a valid scaffold tag and that the scaffolding does not display any defects. Any irregularity must immediately be reported to the works supervisor at AL.

Working on a scaffold that has not been approved is considered a serious offence.

The scaffold builder must have a calculation note for each scaffold that can be submitted should the **ALBI client** or the works supervisor at AL request it. For standard scaffolds the scaffolding building company could for instance rely on the known standards and norms, and on the manufacturer's operating instructions (for the fixed designs and heights).

A specific static calculation must be done for the structures below, which must be made available to the **ALBI client** or the works supervisor at AL before the scaffold is released to service:

- scaffold exceeding 24 metres (height from the shop floor)
- scaffold with a floor load > 3.0 kN/m<sup>2</sup>
- suspended and extendible scaffolds with a floor load > 1.5 kN/m<sup>2</sup>.
- covered scaffold higher than 8 metres or with a wind catching surface > 200 m<sup>2</sup> (with the exception of anchored façade scaffolding)
- support scaffolding
- bridges longer than 6 metres
- hoisting or rigging scaffold
- mobile scaffolding
- scaffolding that construction, goods or people lifts are attached to
- scaffolds that deviate significantly from the usual patterns and therefore have to be assessed in advance to check structural feasibility.

The person who validates a strength and stability calculation must be trained and competent for validating these types of calculations. A drawing could be an additional element to a calculation.

In the following cases the scaffold must be fitted with an earth (Code of Practice scaffolding; NPR 5310: edition of 03/11/2013):

- if the scaffold is within 50 m (measured horizontally) from exposed high-voltage power lines
- if the scaffold is mounted above high-voltage power lines
- scaffolds on which machines and/or their power supplies are used (> 24 V alternating current or > 110 V direct current) that are not protected with differential protection of ≤ 300 mA
- scaffolds on which power lines are present (> 24 V alternating current or > 110V direct current) that are not protected with differential protection of ≤ 300 mA
- in places where static electricity or flashover could cause a risk of explosion (ATEX zones)
- if the ALBI client prescribes it

The scaffold builder must ensure that the scaffolding is earthed. This earthing must be proper and efficient and must be installed so that it does not pose any tripping hazard. The effectiveness of the earthing used must be demonstrated



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through measurements. The outcome hereof is preferably to be stated on the scaffold tag, but can in any case be requested from the scaffold builder.

### Temporary work floors

The same rules apply to temporary work floors as to scaffolding and must be certified by an authorized person.

### 11.3.3. Lifting and hoisting works

It is compulsory to be in possession of a competency certificate for safe moving of loads for hoisting work. The area in which the hoisting is done must be cordoned off (with red and white tape or fencing). If it is not possible to cordon off the whole area an additional person (rigger) must be deployed to make the area safe. This person will use a whistle to signal the hoisting of the load.

It is strictly prohibited for anyone to stand below the load that is lifted.

A lifting plan is compulsory for hoisting critical loads:

- loads of which the centre of gravity is unknown
- loads that are large in shape or size and do not have a specifically defined anchor point
- loads that have to be positioned extremely accurately and therefore have to be precisely slung
- or if one of the following conditions has been met:
  - load of > 5 ton
  - if the product (load x operating radius) > 100 ton.m
  - load that has to be lifted with a number of hoisting devices simultaneously
  - loads that have to be transferred or where there is interaction between the crane and the building or between a crane and a crane

or

- if it involves a construction crane (lattice boom) with a capacity of > 200 ton
- lifting is done with a mobile crane with a luffing jib

or

- at the request of the **ALBI client** or the works supervisor at AL if, for example, the hoisting work has to be done above critical equipment (whether in service or not).

A competent and trained rigger must be present during the hoisting activities for all these hoisting works. The rigger must be identifiable and must wear a fluorescent vest (yellow or orange).

Ignoring instructions given by the rigger is considered a serious offence.

For cranes and lifting equipment, the necessary inspection certificates must be available on the site. The operators must also be able to show that they may/can perform these safety functions.

### 11.3.4. Grinding work

It is compulsory to wear grinding goggles or wrap-around safety glasses for all grinding work (normal safety glasses are not acceptable). A full-face shield, attached to the helmet, is recommended. The disk cutter/angle grinder must always have a deadman's switch in the handle, so that the angle grinder can be held with both hands.

Where applicable, the **CONTRACTOR** is obliged to provide a proper workbench to attach work pieces to so that both hands are free to operate the angle grinder.

The **CONTRACTOR** must provide the necessary breathing protection for grinding materials that could release dust.

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### 11.3.5. Welding work

A specific work permit and a fire watchman with a fire extinguisher are compulsory for welding work.

Acetylene and/or oxygen cylinders must be placed on the welding trolley with partitions, or be placed and secured in the cylinder rack. The pressure reducing valves must be removed after working hours. An approved fire extinguisher must be mounted on the welding trolley.

When placing diesel engine welders and power units it must be taken into consideration that the surrounds must not be polluted by exhaust gases and noise. The diesel engines must be fitted with good noise insulation. When the diesel engine welder is refuelled, a drip-tray must be used.

The **CONTRACTOR** is obliged to provide all the necessary PPE. It is compulsory to use a welding screen (ordinary welding glasses are not acceptable). The **CONTRACTOR** must check that the welding screen is attached to a helmet in areas where welding has to be done and where it is compulsory to wear a safety helmet (see Annex 2).

### 11.3.6. ATEX zones and zones that have a risk of fire

Additional safety measures are taken for activities in areas where there is a risk of an explosive atmosphere (ATEX zones). The ATEX zone boundaries are indicated on site.



Where possible, explosion-proof (EX-proof) work equipment must always be used in the ATEX zone.



A fire permit/hot work permit is always required for hot work (welding, grinding, etc.) in an ATEX zone. The permit granter is authorised to impose additional requirements for carrying out the activities in these areas. A fire permit/hot work permit is also required for bringing in non EX-proof materials required in the ATEX zone.

For works that pose a fire hazard, the **CONTRACTOR** must provide suitable fire fighting equipment and a trained and qualified fire watchman. The fire watchman must permanently supervise the work and is not allowed to do any other work. He must have the necessary fire fighting equipment and rescue equipment available. It is prohibited to commence any work without permission from the fire watchman. Control measurements (gas analysis) must be taken before work commences. After the work has been done the workplace and surrounds must always be inspected thoroughly for smouldering fires.



### 11.3.7. Works on an oxygen installation

Oxygen (O<sub>2</sub>) is an oxidizing substance and nearly all substances (even normal carbon steel) burn very strongly in pure oxygen, sometimes in an explosive manner. At a concentration of > 25%, there is a significantly higher risk of fire. Air Liquide has very specific guidelines, procedures and instructions for works that must be performed near oxygen installations. The **CONTRACTOR** is obligated to ask for these from the AL manager of the works, to communicate them clearly to the people performing the work and to ensure that they are strictly followed. Only material explicitly approved by Air Liquid may be used on oxygen installations (including oils, grease, leak detection spray, etc.).

- Always wear clean (grease and oil free) clothing and ventilate clothing that are enriched with oxygen.
- Do not work in an oxygen-rich atmosphere and always avoid sparks and hot spots (near flammable materials).
- Always work cleanly: material residues (such as metal filings) may cause ignition.

### 11.3.8. High pressure:

High pressures are often created in the AL installations. There is very real risk of leaks and explosions. Even a pressure of 1 bar is a significant danger: parts of the installation may be ejected like a bullet.

- Immediately report any type of defect of a line, installation or safety.
- Use the proper materials (packaging etc.)
- BEFORE starting works, check the securities (LoTo procedure) with the AL management for the works.

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A specific work permit (access permit) is always required for accessing or working inside a confined space. Specific (legal) requirements and provisions apply for accessing or working in confined spaces; a specific risk analysis is therefore also always compulsory. The **CONTRACTOR** is obliged to inform himself of the specific legal and ALBI requirements for accessing or working in a confined space.



All confined spaces that can be accessed (e.g. a manhole that was opened) must be clearly marked and cordoned off. Accessing a confined space is only permitted when a certified Confined Space Guard (manhole watchman) stands at the entrance. This safety watchman is specifically trained and is up to date on the tasks and responsibilities of a manhole watchman, and the rescue and communication procedure of the site. The safety watchman must have all the necessary tools to perform his task properly and correctly. He is responsible for supervising people entering and first-line intervention and does not do any other work. He is responsible to ensure that no unauthorised personnel or personnel who do not have a work permit enter the confined space. Upon leaving the area he ensures that there isn't anybody still in the confined space, that all equipment and tools have been removed from the enclosed space or are safely switched off/disconnected and that the entrance is either closed off or is clearly marked and cordoned off.

Opening, accessing or working in a confined space without a valid work permit or without the presence of a Confined Space Guard, not adhering to all preventive and protective measures or not following instructions given by the safety watchman is seen as a serious offence.

**11.3.10. Excavation work and work in the vicinity of underground pipes/pipelines and electrical cables**

A specific (excavation) permit is required for any intervention in the soil below ground level, even if hand tools are used. The works supervisor at ALBI will check beforehand if there are any underground pipes/pipelines or electrical cables at the workplace in question and if applicable will come and identify them and mark them on site.

The following activities are prohibited:

- Within 15 m from the pipelines or electrical cables
  - drilling, pressing, directional drilling
  - vibration, pile driving or pile drawing or dam walls
  - draining work
  - changing the ground level (embankments, excavation, digging or expanding canals, etc.)
  - planting or uprooting trees
- Within 5 m from the pipelines or electrical cables
  - using mechanical diggers (only excavator bucket without teeth)
  - using pneumatic hammers above the pipeline or electrical cable
  - mechanical creation of a "dam" within 30 cm above the pipeline or electrical cable
  - using heavy rolling equipment above the pipelines or electrical cable, unless an adapted mechanical protection approved by Air Liquide was applied locally

Most important safety measures to be adhered to during excavation work:

- The location of pipelines and cables, the type of subsoil and the safety rules for the works are discussed during a toolbox meeting with all the concerned workers.
- Within 50 cm of the suspected location of a pipeline or electrical cable digging must take place by hand with a shovel.

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- All excavated soil must be clearly cordoned off. From a depth of 1.2 m, or if the soil type necessitates it, it is obligatory to support the trench or pit according to the regulations or to dig at an incline (“With slope”).

### **11.3.11. Non Destructive Testing (NDT)**

Radiographic inspection (X-rays) for checking welds must be taken after hours, if possible, in consultation with the works supervisor at ALBI. This activity also requires a permit and the permit must be requested at least 3 days in advance. No other activities are allowed to be in progress in the immediate environment during the radiographic work. The size of the work area is determined and cordoned off by the personnel of the party carrying out the work.

### **11.3.12. Refractory Ceramic Fibres (RCF)**

Parts of some ALBI installations (HyCO and COGEN installations in Antwerp, Bergen op Zoom, Pernis, and Rozenburg) have fireproof materials (bricks, blankets, wool, etc.) that contain Refractory Ceramic Fibers (RCF). ALBI has special measures for works where exposure to RCF is a possibility. The **CONTRACTOR** is obliged to request the specific ALBI procedure (ST-SHE-021 A and ST-SHE-021 F) if applicable.

### **11.3.13. Asbestos**

Certain older parts of some installations have or could have asbestos in them. Each site has an asbestos inventory. Should a **CONTRACTOR** accidentally come across asbestos-containing material where he is working or if there is any doubt, the **CONTRACTOR** must immediately stop work and contact the works supervisor at ALBI.

Works involving demolition or removal of asbestos may only be carried out by companies that have been approved for it by the appropriate authorities. The **CONTRACTOR** is obliged to adhere to the regulations in force with regard to reporting asbestos removing work to the appropriate authorities. Proof of acknowledgement by and the report to the appropriate authorities must be submitted to the works supervisor at ALBI in a timely manner. After removal of the asbestos the **CONTRACTOR** must submit the certificates for the processing of the asbestos waste to the works supervisor at ALBI.



## **11.4 Annex 4: Activities for third parties exempt from the VCA obligation**

The **CONTRACTOR** is exempt from the obligatory VCA certification (Article 5.2.2) for the following works and activities:

- Administrative tasks
- Cleaning (administrative buildings, control room, warehouse, workplace, etc.)
- Maintenance and repairs in office buildings
- Interior finishes of office buildings (such as painting)
- Warehouse management
- Companies responsible for the security of the site
- Intervention services (internal or external)
- Maintenance and repair of tools (shop) and vehicles
- IT: telecommunications, hardware & software (installation, maintenance and inspection)
- Maintenance and security systems
- Laying and maintenance of green spaces (“landscaping”)
- Simple masonry
- Installation of works sheds
- Transport of persons, goods, waste etc.
- Cleaning of streets and paths and winter service (salt spreading, snow removal, etc.)
- Pest control
- Engineering services
- Lab and control services, ground testing, noise measurements, etc.
- Consultancy

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