

Safety regulations for contractors

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1. General

1.1. Purpose

As a contractor you will be coming to work at a chemicals installation that is fully or partially in operation. While carrying out your work you must therefore make allowance for situations that are particular to this company, such as high pressures, temperatures and dangerous products. The presence of production employees and other contractors are also factors that must be considered.

To ensure that all the work proceeds smoothly and with a maximum degree of safety for you and our employees, the safety regulations are defined and the necessary agreements specified in this document. Strict observance of these regulations is therefore also one of the conditions for being allowed to carry out the contracted work.

1.2. Definitions

Principal

INEOS Phenol Belgium NV, Haven 1930, B-9130 Beveren

Contractor

The company that carries out the work, the employer who employs third parties.

Site manager

A person appointed at the commission of INEOS Phenol Belgium NV, tasked with the management and coordination of the work to be carried out.

Foreman

Supervising person employed by the contractor. He personally supervises the work and is responsible for the work being carried out according to the regulations and legal provisions.

Sub-contractor

A company that carries out work for the contractor and in its turn employs third parties.

Safety coordinator

The designated person who monitors the cooperation in a safe manner at the same place as, or in the vicinity of, multiple contractors, sub-contractors and/or our employees. This person is not responsible for carrying out the work, but is tasked only with assisting the effects of the one on the other so that accidents can be avoided preventively.

1.3. Responsibilities / Obligations

Principal

The provision of appropriate and relevant information concerning internal safety provisions and specific risks to every contractor employed.

Offering the contractors the chance to visit the location of the work in advance in order to assess the health and safety aspects, as well as the details of the work to be carried out.

Convening an introductory meeting (see 2.1.1) after the award of the task before the work is started.

Contractor

Compliance and application of the specified safety regulations. The contractor also acknowledges having visited the location of the work and that he has been able to take account of the risks and details of the work.

When drawing up the tender he must make sufficient provision for the effect of the specified regulations and information obtained. In the absence of this information he cannot claim this against the principal.

Furthermore he is responsible for informing his personnel and that of subcontractors concerning the applicable regulations and for their strict compliance with them (see 2.1.1.).

The contractor will indemnify INEOS Phenol Belgium NV and its personnel against claims from third parties. He is also responsible for damage caused by his personnel and that of subcontractors and will subscribe to appropriate insurance for this.

If external circumstances make it impossible for the contractor to carry out the work in compliance with the regulations, he will communicate this immediately in writing to the principal. If the contractor or his subcontractor are themselves responsible for the unsafe situation, they are not entitled to any form of compensation.

The safety regulations of Ineos Phenol Belgium NV do not relieve the contractor of his specific responsibilities.

2. Health and safety regulations

The prevention of risks and unsafe situations is the objective for guaranteeing the safety of all employees. In the prevention policy to be pursued, a number of steps must be carried out in sequence, these are described below:

1. Determination of the risk
2. Application of the regulation
3. Elimination / Limitation of the risk

4. Identification of residual risk
5. Giving instructions
6. Collective protection
7. Personal protection
8. Remediation

The health and safety regulations are structured according to this schematic. In addition, environmental aspects are also discussed, and some practical matters.

2.1. Determination of the risks

2.1.1 Introduction meeting

In order to specify the risks and associated measures and regulations, an introduction meeting will be organized after the award of the contract. At this meeting the following will be present:

- principal's site manager,
- principal's health and safety officer,
- contractor's foreman,
- contractor's health and safety officer,
- any other persons.

The following points must be discussed:

- explanation of the work to be carried out,
- risks present,
- general safety regulations,
- specific safety regulations,
- make agreements concerning the reception, instruction and training of the contractor's staff,
- agreements concerning personal protective equipment,
- agreements concerning exposure to agents.

After completion, the safety regulations are handed over against his signature to the foreman and the latter agrees to communicate its contents to his staff before starting the work and to have the compliance with this checked and guaranteed by the supervisory staff.

As already stated in 1.3., a site visit must have taken place.

2.1.2. Dangerous work and conditions

Work where special attention is required, includes:

- working with open flames (includes all work where ignition sources can be present),
- working in enclosed spaces,
- working at height,
- working with dangerous products,
- working on installations in operation or partially taken out of service, but where product (residue) is still present,

- use of electrical energy and appliances,
- excavation work,
- radiation,
- assembly work.

2.2. Regulations

2.2.1. General

The contractor must comply with the following provisions while carrying out the work:

- The welfare legislation and the General Regulations for Labour Protection (A.R.A.B./Codex),
- the General Regulations for Electrical Installations (A.R.E.I.),
- all provisions or security instructions stated in this document or specifically required by Ineos Phenol Belgium NV,
- the rules of good workmanship and existing standards (N.B.N., E U directives, ...),
- the social legislation,
- the environmental regulations (Vlarem I, II).

The use of machines or installations requiring permits is only allowed after consultation with Ineos Phenol Belgium NV, the contractor himself will arrange the necessary permits for this.

The contractor is responsible for reporting the work to the government, within the context of the Royal Decree (RD) on temporary and mobile construction sites and the RD on work reports concerning health and safety.

2.2.2. Traffic rules

In principle, on company property the highway code applies, taking the following points into account:

- maximum speed = 15 km/h,
- riding a motor-driven bicycle, moped or motorbike is prohibited,
- Persons can only be transported with vehicles that have been equipped with seating or standing places for this purpose. If there is no second seat provided, no passengers may be carried in the vehicle.

The internal traffic rules are described in procedure 900 I 0010.7.

2.2.3. Task risk analysis

A task risk analysis is mandatory for ALL work

In the TRA the technical risks associated with the job are identified. The risks due to the product and/or production surroundings are examined when the permits are issued, as described in the following section.

The TRA is prepared by the contractor and also approved by the person responsible from the technical department.

2.2.4 Permits

Every piece of work carried out at Ineos Phenol Belgium NV can only be done with the required permits. These permits are requested before starting the work by the person responsible from the technical department.

Absolutely no work can be started without there being a valid permit on site.

The foreman collects the permits from the person responsible from the technical department.

He reports to the Production shift manager and signs the permit after the risks have been discussed.

He informs his staff of the contents and the restrictions of the permits. Furthermore he ensures that the permit is on site, and checks that the permits are observed during the work. At the end of the contract or at the end of the day, the permit will be returned to the Production department and, if necessary, an extension is requested.

With shift work, the foreman must hand over the instructions and the permit to his successor.

The following permits are in use at Ineos Phenol Belgium NV:

A Permit

The work permit is required for all activities carried out in the process installations.

V Permit

The fire permit is required for work with a fire risk outside the intended workplaces and is always linked to an A permit.

This concerns work where sparks can be created, also including: grinding work, drilling, measurements in installations with non-Ex equipment, driving in with a vehicle, including a forklift, in the Ex-zone, etc.

Work with ordinary tools (not spark-free) can also create sparks and can be dangerous in the Ex-zone.

B Permit

Enclosed areas such as tanks, skirt, equipment, shafts, wells, etc. can only be entered on the condition that a valid entrance permit is available. There are 2 types of B Permit:

1. For entering tanks, equipment and suchlike.
2. For entering shafts, wells and suchlike.

An enclosed area must not be entered without permanent supervision!

M Permit

An M Permit is completed for every change to, or decommissioning of safety equipment.

E Permit

The E Permit is applicable for the safety of electrically powered equipment. It ensures that the electrical circuit is decommissioned; so that the power is cut to the electrical consumer

R Permit

When working in the direct vicinity of the radioactive level measurements, or when entering the equipment on which they are installed, these sources must be de-activated by the EMR department. An R Permit is completed for this by the Production department.

S Permit

An S Permit must be issued for every scaffolding, including those constructed on the instructions of the contractors, before it can be used. The S Permit consists of two parts, namely a test certificate - produced by the tester - and a release form - which is completed by the user.

G Permit

This permit is required for all underground activities. This includes all earthwork (mechanical or manual) irrespective of the excavation depth, all ground drilling, pile driving, shafts and anchorings.

(NB: Driving posts into the ground beyond a depth of > 0.5 m is also included in this.)

2.3. Elimination / Limiting of risks

2.3.1. General smoking ban

Smoking is prohibited throughout the entire company property. This also means that no lighters, matches, etc. can be brought into the installations.

Permission to smoke has been hung up in certain buildings and rooms, smoking is only permitted there.

2.3.2. Alcohol / drugs

Bringing, having in your possession or using alcoholic spirits or drugs is forbidden within the company. Persons under the influence of alcohol and drugs may not enter the site.

2.3.3. Tools, machines, equipment

2.3.3.1. Contractor's materials

The contractor may only use tools, machines or vehicles that are in good condition and have a test certificate, if necessary. These certificates must always be kept with the inspected material.

The following require a legal test certificate, amongst others: all lifting equipment, slinging gear, electrical and oxy-fuel welding stations, site electrical distribution boxes, gas reducer valves, ladders, cages and baskets for persons, etc.

When carrying out lifting work allowance must be made for the design of the lifting gear according to the wind speed. The risks are described in the task risk analysis.

These tools, machines and equipment can only be operated by authorised persons. The persons who fulfil a safety function (crane, vehicles, lifting gear operators, etc.), must be in possession of a valid medical aptitude declaration and have suitable training.

Irrespective of the legal controls, Ineos Phenol Belgium NV can always order a check on the equipment and materials or carry out an inspection itself. Any rejected material must be removed from the site.

Furthermore, all equipment and tools must be marked with the contractor's company name.

At the end of the day, all the contractor's machines and equipment must be switched off and secured against misuse. Loose articles will be removed from the site or permanently secured. All measures are to be taken so that no unsafe situations arise due to poor atmospheric conditions.

2.3.3.2. Use of the principal's material

Tools, machines, equipment and material that is the property of Ineos Phenol Belgium NV can only be used with the permission of the person responsible from Ineos Phenol Belgium NV. The user must check for himself in advance concerning the good condition and functioning; these are used at his own risk and liability, and is only possible if the person has had suitable training.

During this time the guardianship is transferred to him. After use the material must be returned and stowed away. Equipment that is not returned or is returned damaged will be replaced or repaired at the contractor's expense.

2.3.4. Scaffolding, passageways, auxiliary materials, floors

The erection of auxiliary materials, such as ladders, must be done so that all passageways, escape routes, ladders and emergency equipment are always accessible.

Scaffolding will be erected in accordance with the codex and A.R.A.B. regulations and inspected (see the S Permit).

Every scaffolding will be inspected by the tester who documents this on the test form.

Every scaffolding must be released for use, this is done by the contractor's personnel authorised to issue a release. Release of a scaffolding means that an inspection has been made as to whether the scaffolding is suitable for the use (task), that none of the safety equipment is missing and it allows good access. The person authorised to issue a release has had the necessary training for this.

Changes to scaffoldings can only be done by the scaffolding erector.

Openings in floors must be closed immediately. If this is not possible, the contractor will place a stable barrier around these openings. These barriers must not be removed prematurely.

Pipelines and installation components must never be used as anchor points, for tightening cables, or for attaching lifting pulley blocks. Furthermore, it is forbidden to walk or stand on isolated pipes or equipment.

2.3.5. Assembly work

For work with an increased safety risk, the contractor must produce a written assembly guide that contains all the necessary technical safety data (risk analysis). This also includes the transport, temporary storage and assembly. After approval of the guide by the site foreman, the assembly can be started.

2.3.6. Dangerous products

If the activities require the use of dangerous products (radioactive products, products for surface treatment, solvents, special preparations, gases etc.), Ineos Phenol Belgium NV must be notified of this before the work is started. A health and safety card for the products must be handed over together with instructions for use.

Before starting the work, the contractor must instruct his personnel on the use and the risks of these products.

All containers that contain dangerous products must be labelled in accordance with the applicable legislation. The product name of harmless substances must also be stated on containers.

Gas bottles must always be stored vertically and protected against falling over.

All dangerous products reported come under the supervision of the contractor during their presence at the company.

2.3.7. Work in the installations

The contractor and his personnel may not enter the installations to carry out work without first reporting to the Production department in the control room and to the site manager. (see permits).

2.3.8. Coordination

If various contractors (incl. subcontractors) must carry out work at the same time in the same place or in each other's vicinity, they must coordinate their actions to prevent risks occurring and cooperate in the implementation of health and safety measures. They must exchange information with one another and inform their personnel.

In order to allow the work to be aligned with each other and to limit the reciprocal risks, Ineos Phenol Belgium NV can organize a coordination meeting. The following must be present at this:

- principal's site manager,
- safety coordinator
- principal's health and safety officer,
- contractor's foremen,
- possibly the contractor's health and safety officer,
- - any other persons (engineering department,...).

This meeting can be organized repeatedly according to the progress of the work or changes in the circumstances.

Agreements between different contractors that affect the progress of the work can only be made after approval by Ineos Phenol Belgium NV or the safety coordinator.

2.3.9. Electrical installations and connections

2.3.9.1. Construction site connections

The supply of electricity for the contractor is done by means of distribution boards, where the following voltages are available: 400/240 V.

The contractor must supply the connecting cables himself; they must satisfy heat insulation class II according to A.R.E.I., art. 95.04. 95.04. Distribution boards must be equipped with an automatic residual-current device.

All of these installations must be set up, modified and maintained in accordance with the provisions of the A.R.E.I. and in particular with art. 95 “External electrical installations and site installations”. Before commissioning and on modification, the electrical installations must be inspected by an authorised organisation. The test certificates are to be kept on site and be available for inspection.

The contractor must report to Ineos Phenol Belgium NV concerning its installation, stating:

- the required nominal power and voltage,
- the electrical specification of the appliances to be supplied,
- the location of the distribution board, switch equipment, etc.

Ineos Phenol Belgium NV reserves the right to place a meter on the connection and to charge the contractor for the power consumed if the quantities are larger than permitted or if this is agreed.

No connection or extension of the installation can be made without the agreement of Ineos Phenol Belgium NV. Connection to the main electricity distribution board will be done by INEOS Phenol. Defects in and after the contractor’s distribution board will not be repaired by INEOS Phenol. From the main distribution board, after the fuses, the contractor is responsible for the measures specified by the A.R.E.I., control of this and maintenance.

2.3.9.2. Existing sockets in the installations

It is forbidden to use existing connections in the installations of INEOS Phenol without the permission of INEOS Phenol.

It is also forbidden to carry out actions or work on an INEOS Phenol supply point. This also applies to fitting or exchanging fuses and re-arming the residual-current device.

The voltages and the associated types of plug are:

- 240 V single-phase + ground, 3-pin blue plug (16 A),
- 400 V + N + ground, 5-pin red plug (32 A),
- 690 V + ground, 4-pin black plug (32A).

In all Ex-zones (production units, tank parks, loading zones) these must be C.E.S. type plugs, in the other zones C.E.E. plugs can be used.

C.E.S. plugs fit in all appropriate sockets at the company.

2.3.9.3. Miscellaneous

INEOS Phenol has the right to check the condition of electrical installations, machines and appliances and their safe functioning, without assuming any liability or responsibility for this. Appliances and connecting cables showing signs of defect must either be removed in accordance with the regulations or repaired. INEOS Phenol reserves the right, if the contractor continues to be in default, to interrupt the power supply.

Machines and appliances must comply with the legal regulations and if necessary be explosion-proof.

During the construction and earth work, scaffolding construction, work with lifting equipment or the approach of any other equipment or auxiliary equipment, for the distances between parts under voltage, art. 192 of the A.R.E.I. "Precautionary measures to be taken when working in the vicinity of air hoses and underground cables" are applicable.

If necessary, INEOS Phenol can lend out the following material:

- Safety transformer NOT EX: - 230V AC/230 V AC - single phase
- 230V AC/24V AC - single phase
- Portable lamps NOT EX: 24V AC
- Flashlights NOT EX: 24V AC

2.3.9.4. BA4/BA5

Entering and working in electrical areas is only allowed for persons with a BA4/BA5 training.

2.3.10. Welding and cutting work

The legal regulations and standards F 41-001 to F 41-004 apply for welding and cutting work. This includes the presence of reduction equipment, flashback protection, colour and length of the hoses.

Carrying out this work in the installations requires the presence of a V Permit and compliance with the abovementioned measures.

With welding and cutting work at locations at a height, fireproof protective covers must be placed over gratings and open platforms under the work location so that the danger of falling sparks and welding beads is prevented.

With electrical welding, stricter attention must be paid that the ground cable is only connected to the object to be welded and never to any other installation components. The ground connection is made as close as possible to the activities.

2.3.11. Protection against radiation

X-rays or radioactive sources may in principal only be carried out in accordance with the directives for x-ray and radiation protection.

If the contractor wishes to carry out these tests, the inspection service of Ineos Phenol Belgium NV must receive the following written information in good time:

- time and scope of the work,
- name of the company tasked with the test work.

The tests may only be carried out outside normal working hours, i.e. before 08.00 am and after 4.30 pm. Deviations will be requested from Ineos Phenol.

Around the location where these checks are carried out, a shielding and indication must be introduced by the person performing the test.

The storage of radioactive material at the site is not permitted.

2.3.12. Pressure and sealing tests, non-destructive testing

These tests are always reported to the Ineos Phenol Belgium NV inspection service. They are started and completed during the hours of daylight under the supervision of the abovementioned service.

It is forbidden to leave equipments and pipelines under pressure during the night without any supervision.

2.3.13. Use of mobile phones/radio

An ex-mobile phone can be used in the installations, this can be used after permission from the ESHQ department.

The use of radio (frequency and power) is possible only after consultation with the EMR responsible.

2.4. Notification of residual risks

If during the execution of the work, risks or dangers arise for other persons, such as with high pressure cleaning, grit blasting, excavation, welding, welding checks, etc., then the work area is demarcated by the contractor by means of indicating ribbon or barriers.

When working above passageway openings or gratings the necessary measures will also be taken to remove the danger of falling objects or particles, by shielding the workfloor.

If specific means of protection are necessary within the demarcated area, the contractor must be notified of this.

The supervisor will be informed concerning the demarcation of a zone in production.

2.5. Giving instructions

2.5.1. Safety instructions

The contractor will receive the required information in advance concerning the risks and regulations applicable to Ineos Phenol Belgium NV at the introduction meeting. He is obliged to pass this information on to the personnel that will be present at the site during the execution of the work, the way in which this will be done will be decided at the introduction meeting.

Only employees can therefore be present at the site who have received instruction concerning the risks and regulations. Ineos Phenol Belgium NV can check at regular intervals whether the personnel have the required knowledge of the safety regulations.

The regulations must always be available to the personnel at the site, the instruction for this must be repeated periodically, at least annually.

Furthermore, the personnel must be given the necessary safety instruction on a regular basis to guarantee their professional skills. The contents, timing and an attendance list for this instruction will be handed to the Ineos Phenol Belgium NV health and safety officer.

On the first working day, all contractors must report in person to the technical manager of Ineos Phenol. The latter will make sure of the safety attitude, training, etc. This can be substantiated by the contents of the Safety Passport or other documents. The results of this conversation are kept by the technical manager.

A toolbox meeting will be held on a regular basis by the contractor.

2.5.2. Personnel training

Employees and managerial staff must be suitable for the tasks assigned to them and have the necessary experience and professional knowledge.

The contractor is obliged to instruct his personnel concerning the dangers, which are inherent to the task of his employees. He must ensure that his personnel know and obey all the necessary safety regulations in connection with this. He will confirm this requirement in writing to Ineos Phenol Belgium NV.

On the employment of foreign (not Dutch speaking) personnel, the contractor is obliged to send foremen to the site who are familiar with the Belgian laws and regulations and who accept, understand and carry out instructions written in Dutch. There must always be a foreman present at the site with oral and written knowledge of Dutch.

2.5.3. Dangerous products information

See 2.1.1., 2.3.6.

2.5.4. Personal protective equipment

see 2.7.

2.6. Collective protection

2.6.1. Use of collective protective equipment

The use of collective protective equipment such as handrails, demarcation of wells and floor openings, etc. is compulsory where it is necessary for the safety of the employees. If the provision of collective protective equipment is not technically possible, the contractor will provide alternative personal protective equipment (e.g. a safety harness).

Specific safety provisions for machines, equipment, installations and buildings may not be switched off at will, changed or moved and must be used correctly. Every detection of defects in the protection systems must be reported to the person responsible at Ineos Phenol Belgium NV.

Throughout the complete duration of the work the contractor must fit temporary protection where he must temporarily remove the definitive protection for carrying out his task (see 2.3.4.).

2.6.2. Access to the company

The company can only be entered and left via the official entrance, where there is a strict registration requirement with the gatekeeper. Personnel must therefore always have been given a valid pass or factory pass.

Admittance to the work is only granted to employees who have received instruction concerning risks and regulations (see 1.3., 2.5.1., 2.5.2).

Entering the company installations without reporting to the supervisor of the production department in the control room and to his contact person is strictly prohibited. You must also report when leaving the company premises.

Only vehicles that are strictly necessary for the work or for the supply or removal of material and equipment are allowed into the company and only for the period necessary for the work or loading and unloading. The reporting in the control room also applies to transportation in the installations (see 2.2.2.).

Outside working hours, no rolling stock used by the contractor may remain stationed in the installations or along the roadways in the company, except with the explicit permission of Ineos Phenol Belgium NV and subject to the required safety indications being applied.

2.6.3. Safety checks

2.6.3.1. Principal

Ineos Phenol Belgium NV can carry out regular controls during the course of work on the compliance of the regulations and knowledge of the employees about this. The site manager and ESHQ department are authorised to give instructions in the presence of the contractor, in so far as they concern the safe development and execution of the work.

2.6.3.2. Contractor

The contractor is responsible for issuing and the implementation of the labour protection measures, also for the personnel of the subcontractors engaged by him. The contractor's responsible personnel must inspect the work regularly and check compliance with the regulations, they also have authority over the subcontractors.

If it appears that the control of the work security by the contractor is inadequate, the site manager or the ESHQ department can impose additional measures. For that purpose, one also counts the use of additional experts in the field of safety at work at the expense of the contractor.

2.7. Personal protection

2.7.1. General

In all company installations the wearing of a safety helmet, safety shoes, safety glasses and clothing with long sleeves is compulsory.

When working at heights or outside the shop floors, fall protection with a double lifeline is required.

The local regulations, indicated by means of pictograms, (such as hearing protection, wearing a life jacket) also apply for the contractors and their personnel. In addition, the measures mentioned in the permit(s) must be observed.

The contractor will give his personnel the necessary work attire and means of protection suitable for carrying out the contract. This includes a helmet, shoes, gloves, glasses, welding and face masks. He is responsible for this equipment being worn.

2.7.2. Instructions

The contractor will ensure that his personnel are informed about the use of the personal protective equipment.

Independent breathing equipment may only be used by personnel that are medically fit and have received the necessary practical training. Ineos Phenol Belgium NV will be notified in writing of the names of these employees and training institutions. Any charges for this training are at the expense of the contractor.

2.7.3. Loans
Ineos Phenol Belgium NV will not loan out any safety equipment, unless agreed otherwise.

The statements of section 2.3.3.2 continue to be applicable to any loans.

2.7.4. Equipment selection
Personal protective equipment that is used specifically for the protection against specific dangerous products within Ineos Phenol are provided by Ineos Phenol.

2.8. Remediation

2.8.1. Violations / Action

If during the safety checks, violations of the regulations or unsafe situations are detected, the work can be stopped and the use of unsafe material, or working methods may be prohibited. The work cannot be resumed until the cause of the unsafe situation is removed and the site manager gives permission to resume work. Any costs cannot be recovered from Ineos Phenol Belgium NV.

Persons who do not comply with the regulations or show evidence of insufficient knowledge concerning the regulations and risks may be removed from the company. The contractor must immediately replace any staff member who INEOS Phenol testifies that the successful completion of the work is endangered by their unsuitability, bad intent or misbehaviour.

2.8.2. First Aid.

It is the task of every contractor to be able to demonstrate the presence of sufficient numbers of trained first aiders (min. 1 and 1 extra for every 20 persons) and to make sufficient First Aid resources available.

If necessary, the contractor's staff can call on the first aiders of Ineos Phenol Belgium NV if the severity of the injury justifies it (e.g. phenol burns, chemical burns,...). In the first instance the first aid care is provided by the contractor. Every treatment must be reported to Ineos Phenol.

The contractor is responsible for the transportation of his injured. At the request of the contractor, or in an emergency, the gatekeeper or an employee of Ineos Phenol Belgium NV can notify the emergency services.

2.8.3. Accident

Every first aid case, accident or incident (accident without absence from work) will be reported immediately to the HRM department of Ineos Phenol Belgium NV. An investigation will be conducted by the contractor and an accident report produced, a copy of which will be sent to the HRM department.

Official reports of accidents must be sent to the Technical Inspection, to be presented to the ESHQ department of Ineos Phenol Belgium NV.

2.8.4. Emergencies

When work is stopped because of exceptional circumstances (alarm, unsafe situation,...), the person who has given the order for this must identify himself to the foreman and site manager. The work will not be resumed as long as these exceptional circumstances are present.

The contractor must gather information about where the various emergency equipment (fire extinguishers, Lutrol equipment, telephones, emergency showers and fire alarms) is located and pass this information on to his personnel.

Fire, accident or other emergency situations must be reported immediately to the control room by means of the emergency number 111 or the fire alarms. The use of an emergency shower also activates an alarm in the control room.

2.8.5. Alarm

The alarm signals at INEOS Phenol are:

Warning alarm, including fire, emergency situation, ... : 3”3” 3”3” 3”3” 3”3” 3”3” etc.

Evacuation : 9 “3” 9 “3” 9 “3” 9 “3” etc.

End of alarm: :

The respective alarms are tested every Wednesday at 1.00 pm! (Test start with end alarm)

On an alarm all permits are immediately suspended and the contractors must stop all work, and extinguish fire and flames. All vehicles must stop along the side of the road, the occupants leave the alarm area on foot.

In the event of a **fire alarm** the contractors must report with their group to their foreman and assemble in the mechanical workshop

In the event of an **evacuation alarm** the contractors go to the evacuation point, where the foreman will count his personnel. The evacuation point is the main entrance or, if the wind is in this direction, the rear exit (in the direction of Schelde to the water purification).

The contractor’s representative reports the departure from the company site to the representative of Ineos Phenol. If personnel are missing at the count, this must also be reported to the Ineos Phenol representative for a possible search operation.

2.9. Environment

2.9.1. Order and cleanliness

Keeping the work area, surroundings, and roads clean and clearing up waste must be part of the work and must be done at least once per week and after completing the work by the contractor responsible.

The contractor undertakes not to leave flammable materials lying around, which can cause a fire when there is welding.

If the contractor does not fulfil his obligation to clean up, Ineos Phenol Belgium NV can have this work carried out at the expense of the contractor.

Cables, pipelines, pipes that are used every day, must be used lawfully, i.e. there no danger of accidents or obstruction of movement, passageways must be kept free.

2.9.2. Waste

All regulations concerning the environment must be strictly observed. The contractor will ensure the disposal of his own waste originating from materials and products that belong to him or were produced during the execution of the work (e.g. waste oils).

Other arrangements may be agreed with the environmental service.

2.9.3. Product storage

All environmental regulations concerning the storage of dangerous products and chemicals in general are applicable.

The storage of flammable dangerous products and chemicals must be done in accordance with the legislation. This storage must be reported to the site manager the ESHQ department of Ineos Phenol Belgium NV (see 2.3.6.).

Gas bottles must be stored lawfully (full-empty distinction, separate storage for flammable, oxidising gases) and be protected from damage. Furthermore, they must not be exposed for longer periods to heat sources (including sunshine, heating elements, ...).

Oils, greases, dangerous products and chemicals, that are a danger to water quality, must not be disposed of down the drain or via the ground. They must be kept and transported in unbreakable or crack-proof sealed containers. The disposal of these substances must also be done in the lawful manner.

2.9.4. Soil contamination

Particular attention is given during the use of dangerous products to soil contamination. All product use must be done with the necessary care so that leaking products are collected.

Spilt product must be cleaned up appropriately, possibly in consultation with the environmental service of Ineos Phenol Belgium NV.

Any soil contamination will be reported to the responsible site manager and the environmental service.

2.10. Miscellaneous

2.10.1. Setting up site trailers, huts and sheds

According to local circumstances and possibilities, Ineos Phenol Belgium NV makes places suitable for each contractor available for setting up or arranging accommodation, site offices, sanitary areas and workplaces. The assignment to the contractor is done after receiving information concerning the period, surface area, use and location.

The provision of water and electricity by Ineos Phenol Belgium NV to the contractor is done by agreement. The sanitary facilities must be connected to the septic tanks provided.

All installations must be in accordance with the legal regulations concerning temporary buildings.

Specific requirements:

- at the entrance of each temporary installation, an approved type of fire extinguisher must be present (annual testing),
- first aid material present (see 2.8.2.),
- the temporary installations cannot be used as night-time accommodation,
- the electrical installations must have been approved by an authorised institution, the test certificate must be available for inspection. (the testing is done at the expense of the contractor)