INEOS Phenol	**Afdeling : Veiligheid**	**INEOS Phenol Belgium NV** **Procedure nr. 900I620**

Safety regulations for contractors

The “”Safety regulations for contractors” procedure is now available under procedure number 900 I 620. This is the revised version of the procedure previously published under the number 900I0013.

Heeft de nieuwe procedure of revisie een impact op:			Paraaf SHE/Q
	Veiligheid	Ja / Nee	
	Milieu	Ja / Nee	
	Kwaliteit	Ja / Nee	

	Opsteller	Controle	Goedkeuring
Naam	E. Cockaerts		H. Piot
Functie	SHE Manager		Site Manager
Datum			
Handtekening			

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1. General

1.1 Aim

As a contractor you will be coming to work in a chemical plant that is either fully or partly operative. At all times when carrying out your work you must therefore take situations that are specific to this industry, such as high pressures, high temperatures and hazardous products, into account. The presence of production employees and other contractors are additional factors that must be taken into account.

The safety instructions applying on the INEOS Phenol site are to be complied with by INEOS Phenol staff, as well as by contractors and subcontractors.

The safety regulations that apply and the necessary agreements already made are set out in this document with the main aim of allowing the work to proceed smoothly and with a maximum degree of safety for yourself and your employees. Strict compliance with these regulations therefore constitute one of the conditions that attach to permission to carry out the contracted work.

1.2 Definitions

Client
INEOS Phenol Belgium NV/SA, Haven 1930, Geslecht 1, B-9130 Beveren

Contractor
The firm that carries out the work, the employee that employs third parties.

Work area **manager**
A person appointed on the instructions of INEOS Phenol Belgium NV/SA to be in charge of the management and coordination of the works to be carried out.

Contractor supervisor
The contractor's supervisory member of staff. He manages the works personally and ensures the works are carried out in accordance with the regulations and legal stipulations.

Subcontractor
The firm that carries out work on the instructions of the contractor and in turn employs third parties.

Safety coordinator
The designated person responsible for ensuring the safe collaboration of two or more contractors in the same location or working in the vicinity of additional contractors, subcontractors and/or our employees. This person is not responsible for the execution of the works but is only entrusted with assisting in forecasting the possible impact different works might have on each other, so that any accidents that could otherwise arise can be prevented or avoided.

1.3 Responsibilities/Obligations

Client
Provision of appropriate and relevant information in connection with internal safety regulations and the specific risks to all contractors used.

Providing contractors with an opportunity to visit the location of the work in advance in order to estimate the health and safety aspects and specific features of the work to be carried out.

Organising an introductory meeting (see 2.1.1) following award of the contract and prior to commencement of the works.

Contractor
Compliance with and implementation of the set safety regulations. The contractor also acknowledges that he has visited the location of the work and that he has been able to take the risks and special characteristics of the work fully into account.

In drawing up his offer, the contractor must adequately take the impact of the set regulations and the information he has received into account. The absence of this information does not give the contractor any right to make a claim against the client on that account.

The contractor is also responsible for notifying his personnel and subcontractors of the regulations that apply and for their strict compliance with the regulations (see 2.1.1).

The contractor shall indemnify INEOS Phenol Belgium NV/SA and its personnel against all claims by third parties. The contractor is also liable for damage caused by his personnel and subcontractors and must hold appropriate insurance policies to cover that liability.

In the event that external circumstances should make it impossible for the contractor to execute the works in accordance with the regulations, he shall immediately notify that fact to the client in writing. If the contractor or his subcontractors are themselves responsible for the unsafe situation neither of these parties shall be entitled to any compensation.

The INEOS Phenol Belgium NV/SA safety regulations do not discharge the contractor from his specific responsibilities.

2. Health and safety regulations

The avoidance of risks and unsafe situations is the goal to guarantee the health and safety of all employees. A number of steps should be carried out consecutively in the implementation of this prevention policy. These steps are described below:

1. Determining the risk
2. Application of the regulations
3. Eliminating / Limiting risks
4. Identifying risk
5. Giving instructions
6. Collective protection
7. Personal protection
8. Remedial action

The health and safety regulations are constructed in accordance with this plan.

2.1 Determining the risks

2.1.1 Introductory meeting

Following the award of the contract an introductory meeting will be organised to identify the risks and associated measures and rules. The following will be present at this meeting:

- the client's work area manager;
- the client's Client's Occupational Health & Safety Department;
- the contractor's contractor supervisor;
- the contractor's Occupational Health & Safety Department,
- other persons as needed.

The following points must be discussed at this introductory meeting:

- information on the works to be carried out;
- the risks attaching to the work;
- general safety regulations;
- specific safety regulations;
- records of agreements on reception, instruction and training of contractor's personnel;
- arrangements in connection with personal protection equipment;
- agreements in connection with exposure to hazardous agents;
- INEOS 20 Safety, Health and Environment (SHE) principles.

Following the end of this meeting the safety regulations will be handed to the contractor supervisor, who will sign the regulations in confirmation and will notify the contents of the regulations to the contractor's personnel prior to commencement of the work and will arrange compliance with the regulations to be monitored and guaranteed by the foremen and supervisors.

As already indicated under 1.3, a work area visit must also have taken place by this time.

2.1.2 Hazardous works and situations

Works that require special attention include:

- work involving naked flames (this category comprises all works at which sources of ignition might be present),
- work in closed spaces,
- working at a height,
- working with hazardous products,
- work on installations currently operational or partially out of service, but in which product (residue) is still present,
- use of electrical energy and electrical equipment,
- excavation work,
- radiation,
- assembly work.

2.2. Regulations

2.2.1 General

The contractor has the obligation to comply with the following codes during the execution of the works:

- the Workplace Wellbeing Act (*Wet betreffende het welzijn van de werknemers bij de uitvoering van hun werk/Loi relative au bien-être des travailleurs lors de l'exécution de leur travail*) and the General Regulations on Occupational Health and Safety (*Algemeen Reglement op de Arbeidsbescherming - ARAB/Règlement général pour la protection du travail – RGPT*) and the Code on Well-being in the Workplace (*Codex over de Welzijn op het Werk/Code sur le bien-etre au travail*);
- the General Regulations on Electrical Installations (*Algemeen Reglement op de Elektrische Installaties – AREI/Règlement général sur les installations électriques – RGIE*);
- all specifications and safety instructions set out in this document or specifically imposed by INEOS Phenol Belgium NV/SA;
- the rules of good craftsmanship and existing standards ((Bureau of Normalization/*Bureau voor Normalisatie/Bureau de normalisation- NBN*, EC Directives, etc.);
- social legislation;
- environmental regulations.

The use of machines or equipment that require permits is only allowed following consultation with INEOS Phenol Belgium NV/SA. The contractor is responsible for reporting works to the authorities pursuant to the Royal Decree on temporary or mobile construction sites (*Koninklijk Besluit betreffende de tijdelijke of mobiele bouwplaatsen/Arrêté royal concernant les chantiers temporaires ou mobiles*).

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2.2.2 Traffic rules

In principle, the highway code applies throughout the company site taking the following points into account:

- maximum speed = 15 km/h;
- riding of motorised cycles, scooters and motorcycles is prohibited.

Persons must only be transported using vehicles that are equipped for this purpose with seats or standing room. No passenger may be carried on a vehicle if there is no second seat.

The internal traffic rules are set out in procedure 900 I 0010.7.

2.2.3 Task risk analysis

A task risk analysis is required for ALL works. A task risk analysis involves assessing the risk inherent in a job.

Risks linked to products or a production environment are recognised in the permits, as set out in the next paragraph.

Task risk analyses are drawn up by the contractor and approved in conjunction with the Manager of the Technical Department.

Permits

No work at INEOS Phenol Belgium NV/SA can be executed without the necessary permits. These permits must be applied for prior to the commencement of the work by the Manager of the Technical Department.

No work whatever may be commenced without a properly valid permit being available at the location.

The contractor supervisor collects the permits from the Manager of the Technical Department. He notifies his personnel regarding the content and restrictions of the permits. He also ensures the permit is at the location and he monitors whether the permit is being complied with during the work. After the work has been completed, the permit is returned to the Production department and an extension can then be applied for in appropriate cases.

In the case of shift work, the contractor supervisor must pass on instructions and the permit to the person who relieves him.

The following permits are in use at INEOS Phenol Belgium NV/SA:

A permit
The Works Permit is required for all works in the processing plants…

V permit
The fire permit is required for fire hazardous work outside of designated workplaces; this permit is linked to an A permit in all cases.

It covers works that can cause sparks: drilling, measuring in the installations with equipment not intended for "Ex" zones, etc.

B permit
Closed spaces such as tanks, appliances, shafts, wells etc., can only be entered on condition that a valid entry permit has been issued and is available. There are two types of B permit:

1. For entering tanks, appliances and similar.
2. For entering shafts, wells and similar.

An enclosed space must not be entered without permanent supervision!

M permit
An M permit is completed for every change to or removal from service of an item of safety equipment.

E permit
The E permit is required for the safety of equipment powered by electricity. It ensures that the electric circuit is cut so that persons using the electricity do not get electric shocks.

R permit
For works in the direct vicinity of the radioactivity level measurement equipment or when entering appliances in which these are installed, these sources must be switched off by the EMR Department. An R permit is issued by the Production Department for this purpose.

S permit
All scaffolding, including scaffolding erected on the instructions of contractors, must be given an S permit before it can be climbed. Approval must be made by the department of INEOS Phenol Belgium NV/SA for which the contractor works.

2.3 Elimination/Limitation of risks

2.3.1 Smoking ban

Smoking is forbidden throughout the whole of the company site. This also means that no lighters, matches. etc., may be taken into the company.

Smoking permitted signs are erected in certain buildings or locations. Smoking is only permitted at these locations…

2.3.2 Alcohol/drugs

It is forbidden to bring beverages containing alcohol or drugs into the company premises, to possess such items on site or to use them. Persons under the influence of drink or drugs are not permitted to enter the company premises.

2.3.3 Implements, machines, equipment

2.3.3.1 Equipment belonging to the contractor

The contractor may only use tools, machines and equipment that is in good condition and for which an inspection certificate has been issued in appropriate cases. These inspection certificates must be kept with the approved equipment at all times.

The following are included in the categories of equipment that require a legal inspection certificate: all lifting devices or machines, stop equipment, posts for electrical and autogenous welding, work area electrical boxes, gas expanders, ladders, containers and baskets intended for hoisting persons, etc.

In executing lifting works, account must be taken of the design of the lifting equipment in conjunction with the wind speed. The risks are set out in the task risk analysis.

These tools, machines and equipment must only be operated by authorised persons. Persons who exercise a safety function (operators of cranes, vehicles, lifting equipment etc.) must be in possession of a valid medical fitness statement and the requisite training.

Regardless of the legal inspections, INEOS Phenol Belgium NV/SA is entitled to order an inspection of the equipment and materials used, or can carry out an inspection itself at any time. Any equipment that is rejected must be removed from the work area.

In addition, all equipment and tools must be marked with the company name of the contractor.

At the end of the working day, all machines and equipment belonging to contractors must be disconnected and secured against misuse. Loose items must be removed from the work area or locked down. The full range of measures to be taken in order to prevent the creation of unsafe situations in adverse atmospheric conditions.

2.3.3.2 Use of equipment belonging to the client

Tool, machines, equipment and materials belonging to INEOS Phenol Belgium NV/SA must only be used with the permission of the person responsible at INEOS Phenol Belgium NV/SA. The user is responsible for obtaining information himself in advance regarding the proper state and operation of such equipment; use of such items takes place at the contractor's own risk and responsibility.

He is responsible for security during this period. After use, the equipment must be put back and stored appropriately. Equipment that is not returned or is returned in a damaged condition will be replaced or repaired at the expense of the contractor.

2.3.4 Work at height

With all work above ground level there will always be a higher risk and a (standard) risk analysis must be conducted prior to any such work. Procedure 900 I 460, “Work at height”, gives the considerations to be taken into account by default. By applying this procedure the risk can be kept to a minimum. Specific situations must be discussed separately and a specific risk analysis is recommended.

Scaffolding must be erected in accordance with the provisions of the Code on Wellbeing in the Workplace and the General Regulations on Occupational Health and Safety. All scaffolding, including scaffolding erected on the instructions of contractors, must have a “scaffolding label” before it can be climbed. This label consists of two parts, namely an inspection form and a checklist. The inspection form must be filled in by the inspector and indicate, among other things, the permissible load and the period of use. The checklist states that the user is responsible for the following:

- preventing people and objects from falling;
- ensuring safety measures are put in place if the weather changes;
- ensuring that the permissible load is complied with;
- changes to scaffolding by users are prohibited. Changes to scaffolding may only be made by the scaffolder.
- preventing access to parts of the scaffolding that are not ready for use.

All users must be given training so that they can assess these points.

Setting up of auxiliary equipment such as ladders must take place in such a way that all thoroughfares, escape routes, staircases, ladders and emergency provisions are fully accessible at all times.

Openings made in floors must be closed again immediately. If that is impossible, the contractor must construct a stable barrier around the opening. The barrier set up in this way must not be removed prematurely.

Pipelines and installation sections must never be used as anchor points, neither for stretching cables nor for fastening tackle blocks. It is also prohibited to walk or stand on insulated pipes or equipment.

2.3.5. Assembly work

In the case of assembly work with an increased safety risk, the contractor must draw up a written assembly manual that contains all the necessary safety data (risk analysis). This will also cover transport, intermediate storage and assembly. Assembly work can commence following approval of the manual by the work area manager.

2.3.6. Hazardous products

If the work requires the use of hazardous products (products with a hazard label, radioactive products, products for surface treatment, solvents, special preparations, gases, etc), this fact must be reported to INEOS Phenol Belgium NV/SA prior to the commencement of the work. A health and safety card for all these products, together with full instructions for use, must also be provided at that time.

The use of these hazardous products is evaluated; We check whether the risks associated with the use of the product are acceptable, or whether the necessary measures have been taken to limit the risks. We also check whether the use of the product has an adverse effect on the environment (see also: avoiding leaks, storage of products). If the safe operation with the product cannot be guaranteed or the use of the product has too great an impact on the environment, the use of the product might be prohibited.

The contractor must instruct his personnel regarding the use of the products and the risks attached to their use prior to the commencement of the works.

All containers of hazardous products must be labelled in accordance with the applicable legislation. The names of products must also be indicated on containers of products of a non-hazardous nature.

Gas cylinders must always be stored vertically and must be secured against falling over.

All the hazardous products referred to are subject to supervision by the contractor while present on the company premises.

2.3.7. Working in the installations

Neither the contractor nor his personnel are permitted to enter the installations in order to carry out work without first reporting to the Production Department in the control room and to the work area manager (see permits).

2.3.8. Coordination

If a number of contractors (including subcontractors) are working in the same place or in each other's vicinity at the same time, they must coordinate their actions with each other in order to avoid risks and they must collaborate in the execution of health and safety measures. They must exchange information with each other and notify their own personnel of all changes.

In order to allow the works to proceed on a combined footing without danger and to limit the mutual risks, INEOS Phenol Belgium NV/SA is entitled to organise a coordination meeting. The following people must be present at this meeting:

- the client's work area manager;
- the safety coordinator;
- the client's Occupational Health & Safety Department;
- the contractor's contractor supervisor;
- the contractor's Occupational Health & Safety Department where appropriate;
- other personnel as required (survey office, etc.).

A series of these meetings can be organised depending on the progress of the works or changes in the circumstances.

Agreements between different contractors that influence the course of the work may only be made on approval from INEOS Phenol Belgium NV/SA or the safety coordinator.

2.3.9 Electrical installations and connections

2.3.9.1 Building site connections

Electricity for use by the contractor must be supplied through distribution boards on which the following voltages are available: 400/240V.

The contractor must supply his own connection cables, which must comply with insulation class II, in accordance with the General Regulations on Electrical Installations, Art. 95.04.

The distribution boards must be equipped with a residual current switch.

All these installations must be equipped, changed and maintained in accordance with the statutory regulations; they must comply with the provisions of the General Regulations on Electrical Installations, and in particular Art. 95 – "Electrical installations outdoors and on construction sites". Before being switched on and in the event of any changes, electrical

installations must be inspected by an approved body. The inspection certificate must be held on site and be available for consultation.

The contractor must provide a report giving details of the installation to INEOS Phenol Belgium NV/SA, including:
- the nominal power and voltage required;
- the electric specifications for the apparatus to be powered;
- the location of the distribution board, the switching gear, etc.

INEOS Phenol Belgium NV/SA reserves the right to install a meter on the connection and to charge the contractor for the energy used if the quantity used exceeds a permitted figure or if installation of the meter has been agreed.

No connection or expansion of the installation may take place without the approval of INEOS Phenol Belgium NV/SA.

Connection of the main electricity distribution board will be carried out by INEOS Phenol.

INEOS Phenol shall not be responsible for repairing any defects in and subsequent to the contractor's distribution boards.

Downstream of the fuses from the main distribution board onwards, the contractor shall be responsible for the measures, checks and maintenance required pursuant to the General Regulations on Electrical Installations.

Connection to an INEOS Phenol power supply connection point is likewise prohibited.

The same is true as regards the addition or changing of fuses or the resetting of a residual-current device.

The voltages and the corresponding types of plugs are:
- 240 V single phase + earth, 3-pin blue plug (16 A);
- 400 V + N + earth, 5-pin red plug (32 A);
- 690 V + earth, 4-pin black plug (32A).

In all Ex zones (production units, tanker parks, loading zones) these plugs must be of the CES type; CES plugs may be used in other areas.

CES plugs fit all the company’s sockets.

INEOS Phenol reserves the right to check that electrical installations, machines and equipment are in good condition and can be operated safely, without thereby incurring any obligation to do so or any liability in this regard.

Equipment and connection cables must either be removed or repaired in accordance with the rules.

Machines and equipment must comply with the statutory provisions and, if appropriate, be explosion-proof.

The minimum distances to be maintained between powered parts that are laid down in Art. 192 of the General Regulations on Electrical Installation, "Precautions to be taken when working in the vicinity of air-pipes and underground cables", are applicable to construction and groundworks, scaffolding construction, work with lifting machinery and to the use of all other devices or auxiliary devices.

- Safety transformer NOT-EX.: 230V AC/230 V AC – single phase
- Inspection lamps NOT-EX.: 24 V AC
- Flashlights NOT-EX.:24 V AC

2.3.10 Welding and cutting works

The legal regulations and norms F 41-001 to F41-004are applicable to welding and cutting works. Amongst others this includes the presence of reducing valves, flame dampening safety provisions, colour and length of the hoses.

The execution of these works in the installations requires the presence of a V permit and compliance with the measures it contains.

It is important that manhole covers are in place.

In the case of welding and cutting work in at workplaces at height above lattices or on open platforms, fireproof screening must be installed on and under the workplace so that danger from falling sparks or drops of welding metal is excluded.

When using electrical welding, strict attention must be given to ensuring that the mass cable is only connected to the object to be welded and never to random installation components. The earthing must be as close to the works as possible.

2.3.11 Protection against radiation

X Ray exposures or the use of radioactive sources may only be made in principle in accordance with the guidelines applicable to X Ray and radiation protection measures.
If the contractor wishes to carry out such tests he must provide the Inspection Department of INEOS Phenol Belgium NV/SA with the following written information in good time:

- the time and the extent of the work;
- the name of the company responsible for the testing work.

The tests may only be conducted outside normal working hours, i.e. before 08.00 a.m. or after 4.30 p.m. INEOS Phenol's consent is required for any departures from this.

The company carrying out these tests must erect screening and signs to surround the location where the tests are conducted.

Storage of radioactive material on the work area is not permitted.

2.3.12 Pressure and density tests, non-destructive testing

These tests must always be reported to the Inspection Department of INEOS Phenol Belgium NV/SA. They must be started and completed during daily working hours under the supervision of the aforementioned department.

Leaving equipment and pipes under pressure during the night without monitoring is prohibited.

2.3.13 Use of mobile phones/radio

A mobile phone safe in ex-areas may be used in the installations subject to permission of the Environmental, Safety, Health and Quality (ESHQ) Department.

Radio (frequencies and radiated power) may only be used following consultation with the Manager of the EMR Department.

2.3.14 Safety considerations in winter conditions

In winter conditions, snow and frost create added risks. Procedure 900 I 481 sets out a number of points to be considered to prevent accidents and incidents occurring in such conditions.

2.4. Identifying risks

If risks or dangers to other persons should arise in association with the execution of works, as in the case of high-pressure cleaning, shot blasting, excavations, welding work, welding tests, etc., the working zone must be clearly delineated by the contractor using warning ribbons or barriers. If there is a risk of falls from heights, rigid barriers must be used.

In the case of work carried out above door openings or lattices, necessary measures will also be taken to eradicate the danger of falling objects or particles by means of screening off the work floor.

If specific protection resources are necessary inside the delineated zone, this requirement must be identified by the contractor.
The supervisor must be informed regarding the delineation of any zone in the production department.

2.5. Giving instructions

2.5.1. Safety instructions

The contractor will receive the necessary information relating to the risks and to the regulations in force at INEOS Phenol Belgium NV/SA in advance at the introductory meeting. He is under the obligation to pass this information on to all the personnel who will be on site during execution of the work on the work area. The method by which this is to take place will be decided at the introductory meeting.

Consequently only employees who have received instruction relating to the risks and regulations may be present on site. INEOS Phenol Belgium NV/SA is entitled to check at regular times to ensure that personnel working on the work area possess the necessary knowledge of the safety regulations.

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

It is also compulsory for personnel to be given the necessary safety instructions on a regular basis in order to guarantee their occupational skills. A statement of content and timing and an attendance list for these instruction meetings must be handed in to the INEOS Phenol Belgium NV/SA Occupational Health & Safety Department.

On the first working day, all contractors must report personally to INEOS Phenol's Technical Manager, who will check their attitude towards safety, training, etc. This can be ascertained from the contents of the safety passport or other documents. The outcome of this discussion must be retained by the Technical Manager.

A toolbox meeting shall be given by the contractor on a regular basis.

2.5.2. Personnel training

Employees and supervisory personnel must be suitable for the tasks allocated to them and must be in possession of the necessary experience and professional knowledge.

The contractor is obliged to instruct his personnel regarding the dangers that are inherent in the tasks given to them. He must ensure that his staff have knowledge of all the necessary safety regulations associated with these tasks and that they comply with these regulations. He shall confirm this requirement in writing to INEOS Phenol Belgium NV/SA.

When employing foreign (non-Dutch language) staff, the contractor has an obligation to send contractor supervisors to the work area who are familiar with Belgian Law and regulations and who are able to adopt regulations written in Dutch, to understand these regulations and to carry them out. A contractor supervisor who has verbal and written knowledge of the Dutch language must be present on the work area at all times.

2.5.3. Information on hazardous products

See 2.1.1., 2.3.6.

2.5.4. Personal protection equipment

See 2.7.

2.6. Collective protection

2.6.1. Use of collective protection resources

The use of collective protection resources such as barriers, fences for wells and floor openings is compulsory, screening off machinery items, etc., wherever they are needed for the safety of employees. In cases of technical impossibility of providing collective protection resources, the contractor is responsible for ensuring the availability of replacement personal protection equipment (e.g. safety harnesses).

Specific safety provisions for machines, appliances, installations and buildings must not be randomly discontinued, changed or removed and all these provisions must be used in the correct manner. All discoveries of shortcomings in protection systems must be reported to the responsible official of INEOS Phenol Belgium NV/SA.

For the full duration of the works, the contractor must install temporary protection measures at locations from which he needs to remove permanent protective measures temporarily in order to execute his work (see 2.3.4).

2.6.2. Access to company premises

The company premises may only be entered and left using the official entrance under arrangements that include a strict reporting requirement to the porter. Personnel must therefore always be in possession of a valid means of access or a factory pass.

Access to the works will only be given to employees who have received instructions relating to the risks and the safety regulations (see 1.3, 2.5.1, 2.5.2).

It is prohibited to enter company installations without reporting to the supervisor of the production department in the control room and to his contact person. Personnel must sign themselves out in all cases when leaving the company premises.

Only vehicles that are strictly necessary for the execution of the work or for the delivery and disposal of materials and equipment will be given access to the company site. This access will only be granted during the period necessary for the work or for loading and unloading. The requirement to report to the control room also applies in these cases (see 2.2.2).

Outside working hours, no rolling stock used by the contractor must remain stationed inside the installations or alongside the roadways on the company premises unless with the specific permission of INEOS Phenol Belgium NV/SA and on condition that the necessary safety signs are erected.

2.6.3. Safety inspections

2.6.3.1. Client

INEOS Phenol Belgium NV/SA is entitled to carry out regular checks and operational audits on compliance with the regulations and the employees' knowledge of the regulations held during the course of the works. The work area manager and the ESHQ Department are authorised to issue instructions to the contractor insofar as these instructions relate to matters of safety in the execution of the works.

2.6.3.2. Contractor

The contractor is responsible for carrying out and executing the work protection measures for his own staff and also for the staff of the subcontractors he has appointed. The contractor's representatives must inspect the works regularly and check compliance with the regulations. They also have authority over the subcontractors.

If it should appear that inspection of work safety by the contractor is insufficient, the work area manager or the ESHQ Department are entitled to impose additional measures. These measures might also include deployment of additional experts in the work safety field at the expense of the contractor.

Met opmerkingen [AH1]: Site?

2.7. Personal protection

2.7.1. General

Use of the following personal protective equipment is mandatory at all industrial facilities:

- safety helmet
- antistatic high safety shoes
- safety goggles
- closed clothing
- Antistatic as per standard EN 1149-5
- Fire retardant: protection against heat and flames as per standard EN ISO 11612
- Splash protection for product
- Part of the suit should preferably have a conspicuous colour.
- INEOS Phenol Antwerpen has provided its own personnel with a suit in modacrylic cotton with a product repellent teflon treatment that is re-applied after each wash.

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, goggles, welding and face masks. He is responsible for this equipment being worn.

2.7.2. Instructions

The contractor must ensure that his personnel possess up-to-date knowledge with regard to the use of personal protection equipment.

Independent breathing protection equipment may only be used by personnel who are medically fit to use it and have received the necessary practical training in its use. The names of these employees and the training organisation in question must be notified in writing to INEOS Phenol Belgium NV/SA. Any costs incurred for this training are to be borne by the contractor.

2.7.3. Loans

INEOS Phenol Belgium NV/SA shall not loan out any items of safety equipment, unless otherwise agreed. In any loans of such equipment that might subsequently be made, the notifications referred to in point 2.3.3.2 shall remain applicable.

2.7.4. Material choice.

Personal protective equipment which is specifically used to protect against hazardous products within INEOS Phenol is provided by the latter…

2.8. Remedial measures

2.8.1 Infringements/Remedial action

In the event that infringements of the regulations or unsafe situations come to light during the safety inspections, the work can be halted and the unsafe equipment and working methods can be eliminated. The work must not be recommenced until the cause of the unsafe situation has been removed and the work area manager has received permission for the work to restart. Any costs incurred as a result of these procedures cannot be claimed against INEOS Phenol Belgium NV/SA.

Persons who fail to comply with the regulations or demonstrate inadequate knowledge regarding the regulations and risks can be removed from the premises. The contractor is then held responsible for immediate replacement of all personnel members with regard to whom INEOS Phenol states that such personnel constitute a threat to the proper execution of the works because of unsuitability, bad faith or poor conduct.

2.8.2. First aid

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It is the task of each contractor to demonstrate that he has sufficient trained first aiders (a minimum of one and one extra per 20 persons) and that he has sufficient first-aid equipment and supplies available.

Where necessary, the contractor's personnel can call on the INEOS Phenol Belgium NV/SA First aiders, should the seriousness of injuries justify it (e.g. phenol esterising, chemical burn injuries, etc....). First-aid assistance will be given by the contractor in the first instance. All medical care must be reported to INEOS Phenol.

The contractor is responsible for the transportation of his injured personnel. At the request of the contractor or in urgent necessity, the porter or an employee of INEOS Phenol Belgium NV/SA can notify the emergency services.

2.8.3. Accident

Each adverse incident must be reported to the competent person within the contractor's company and the company's practices investigated. The report on the investigation must be sent to INEOS Phenol. In addition, every first-aid case, accident, incident or near miss must be reported to the work area manager, who will make a report in accordance with the procedure for the "Investigation and reporting of accidents and incidents". The employees concerned and their manager will be invited to contribute to the investigation of the incident conducted by INEOS Phenol. The information arising from the internal investigation by the contractor shall be consulted during the investigation of the incident conducted by INEOS Phenol.

Official notifications of accidents must be submitted to the Government and Inspection Departments, before they are sent on to the ESHQ Department of INEOS Phenol NV/SA. INEOS Phenol's objective is to draw up an overall report.

2.8.4. Emergency situations

Where work is stopped due to exceptional circumstances (alarm, unsafe situation, etc.), the person who has given orders for stopping the works must identify himself to the contractor supervisor and the work area manager. The work must not be recommenced for as long as these exceptional circumstances continue.

The contractor must acquaint himself with the locations at which the various emergency provisions (fire extinguishers, lutrol supplies, telephones, emergency showers and fire alarms) are situated and must pass on this information to his personnel.

Fire, accidents or other emergency situations must be reported immediately to the control room using the emergency number 111 or the fire alarms. The use of an emergency shower also sets off an alarm report in the control room.

2.8.5. Alarm

The alarm signals at INEOS Phenol are as follows:

Warning alarm used for fire, emergency situations, etc.: 1.5"$_{1.5"}$ 1.5"$_{1.5"}$ 1.5"$_{1.5"}$ 1.5"$_{1.5,}$ etc.

Evacuation : 9 "$_{3"}$ 9 "$_{3"}$ 9 "$_{3"}$ 9 "$_{3"}$ etc.

All clear : _____

The alarms will be tested at 1300 hrs every Wednesday! (Test starts with the all clear)

On the alarm signal being given, all permits are immediately suspended and contractors must cease all work and extinguish all fires and naked flames. All vehicles must stop at the side of the road and their occupants must leave the alarm zone on foot.
In the case of a **fire alarm,** contractors must assemble themselves with their own group, together with their work area manager.

If the evacuation alarm sounds, contractors must report with their group to their work area manager and assemble in the mechanical workshop. The person in charge will count the persons present and report any employees who are missing from the assembly point.

If the evacuation alarm sounds, contractors must move to the evacuation point where the contractor supervisor will carry out a count of his personnel. The evacuation point is the main entrance, or if the wind is in that direction, the rear entrance (in the direction of the Scheldt from the water purification plant).
The responsible official for the contractor must report the leaving of the company premises to the competent person within INEOS Phenol. If any person should be missing from the count, this will also be reported to the competent person within INEOS Phenol with a view to a possible search operation.

2.9. INEOS Life Savings Rules

The INEOS Life Saving Rules are safety rules that can save lives. They deal with activities that have the potential of causing severe injuries or even death. The purpose is to prevent such severe injuries by complying with these safety rules.

For the sake of safety, a breach of any provision of this group of Life Saving Rules may result in access to the INEOS industrial site being banned immediately pending the outcome of the investigation.
Failure to comply with these provisions will, depending on the circumstances, lead to appropriate sanctions being taken.

The Life Saving Rules are:

- The use of alcohol and drugs, and being under the influence of alcohol and drugs, is prohibited at the industrial site.
- Smoking is prohibited except in designated areas.
- Work on systems and machinery that contain products or energy is prohibited without prior permission.
- Safety critical devices/circuits/alarms may not be bypassed or taken out of service without prior permission.
- When working at heights, fall protection is required at all times.
- When entering a confined space, all instructions of the B-permit must be followed.
- When lifting or hoisting a load, it is forbidden to stand or walk in the danger zone (under the load).

2.10. Environment

2.10.1. Order and neatness

Keeping the work zone, the surroundings and the roads clean and tidy and collection and disposal of waste must constitute part of the work and must be carried out at least once a week and following completion of the works by the contractors responsible.

The contractor undertakes not to leave any flammable materials lying around that might cause fires in the presence of e.g. welding work etc.

If the contractor fails to carry out his clear-up responsibilities, INEOS Phenol Belgium NV/SA is entitled to have the work done at the expense of the contractor.

Cables, leads and pipes that are used on a daily basis must be used in accordance with the regulations, i.e. they must pose no danger of accidents or hindrance to traffic. All thoroughfares must be kept clear at all times.

2.10.2. Waste

All environmental regulations must be strictly complied with. The contractor is responsible for the disposal of all his waste originating from materials and products that belong to him or are produced during the execution of the works (e.g. oil wastes).
All other arrangements must be discussed in advance with the environment department.

Waste from the installations of INEOS Phenol is taken from the installations and placed in the correct waste container. Sorting waste into the right container is important.

2.10.3. Product storage

All environmental regulations regarding storage of hazardous products and chemicals in general are applicable.

The storage of hazardous flammable products and chemicals must take place in accordance with the legislation. The storage of items in this category must be reported to the work area manager and the ESHQ Department of INEOS Phenol Belgium NV/SA (see 2.3.6.).

Gas canisters must be stored in accordance with the regulations (separation between full-empty, separate storage for flammable, oxidising gases) and protected against damage. Additionally, these items must not be exposed to heat sources for long periods of time (including sunlight, heating elements, etc).

Oils, greases and hazardous products and chemicals that adversely affect water quality must not be disposed of in the sewerage system or via the ground. They must be kept in break-proof and rupture-proof closed containers and transported away from the side for disposal. The removal of these materials must take place in accordance with the regulations.

2.10.4. Soil contamination

Special attention must be paid to the danger of soil contamination in the use of hazardous products. All use of such products must be carried out with the necessary care so that any leakage of the product is contained. Any product that is spilled must be cleared up in the appropriate manner, where necessary in consultation with the environmental department of INEOS Phenol Belgium NV/SA.
Any instances of soil contamination must be reported to the competent work area manager and to the environmental department.

2.10.5 Emissions to the air
If installations are brought in that emit emissions to the air, INEOS Phenol is informed of this and gives permission. If necessary, measures are determined to monitor the emissions.

2.10.6 Emissions to water
If installations are brought in that brings emissions to water (read drainage to the sewers), INEOS Phenol is informed of this and gives permission. If necessary, measures are determined to monitor the quality of the water flows

2.10.7 Sound

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If installations are brought in that provide more than 80dB sound, INEOS Phenol is notified and gives permission. If necessary, measures are taken to limit the noise to the environment.

2.11. Miscellaneous

2.11.1. Setting up work area vehicles, sheds and work containers

Depending on the local circumstances and options, INEOS Phenol Belgium NV/SA will provide suitable locations for each contractor for setting up or equipping day spaces, work area offices, toilet provisions and workplaces. The allocation of space to the contractor will be made after receipt of information relating to the contract period, surface required, intended use of the space and location.

The supply of water and electricity by INEOS Phenol Belgium NV/SA to the contractor takes place following consultation. The toilet facilities must be connected to the septic tanks provided.

All temporary building layouts must be in accordance with the legally applicable regulations that relate to temporary buildings.

Specific requirements:

- an approved type of fire extinguisher must be present in the entrance to each temporary structure (annual inspection),
- availability of First Aid equipment (see 2.8.2),
- temporary structures must not be used as night accommodation,
- electrical installations must be certified by a recognised body; the certification document must be available for inspection.

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