**ANNEXE 2**



**10 safety rules that your employees need to know**

* All of your employees who carry out work for Belfius need to know these 10 safety rules and abide by them.
* It is your responsibility as a supplier to ensure that all of your employees who work at a Belfius location endorse these 10 safety rules.
* These documents are retained by the supplier itself and can be retrieved by Belfius on simple request.
* 14 days before starting the works, you will receive an e-mail from Belfius asking you, within 5 working days, to provide the details of those employees who will be coming to our premises to carry out the works. By providing us with these details, you are also guaranteeing that these employees have understood and endorsed the “10 safety rules that your employees need to know”.
* Only these individuals will be permitted to carry out works at a Belfius location.
* Breaching any of these 10 safety rules may result in the contract being terminated.

1*.* **Information and instructions** – I am aware of and accept the risks that I will encounter while carrying out my work for Belfius. I have received all of the information, tools and instructions that I need from my boss and I understand and accept them. If I have any questions, I will contact my immediate supervisor. I know what I have to do in emergency situations, such as if there is a fire or a medical emergency. I will try to avoid all possible risks. However, if any risks do occur, I will report them immediately to my boss and everyone in the immediate vicinity. In specific situations, such as working where there is an increased fire hazard or working in areas with automatic fire-extinguishing functions, etc. I am aware that additional guidelines apply. I will consult with my boss before starting the works.

2. **Evacuation** – I will leave the Belfius location immediately when I hear an emergency siren (including if the siren is only partly audible) or if I am asked to do so. I will take safety measures to safeguard working equipment. I will follow the evacuation routes and report to an assembly point.

3. **Work equipment and agents** – I will only use work equipment (scaffolding, machinery, etc.) and materials assigned to me by my supervisor. This equipment is suited to my work and I can use it safely and without harm to my health, because it is properly secured and has been inspected by an authorised inspection body within the periods set by law.

4. **Protection** – I will not remove and I will certainly not modify the protective devices fitted to the work equipment (protective hood, railings, etc.). However, should this be necessary for me to carry out my work, I will ask my boss for a suitable and safe alternative.

5. **Protective equipment** – I will use the necessary protective equipment (fall protection, helmet, goggles, etc.) where required by law and in accordance with the instructions given by my boss.

6. **Working at heights** – I will not use a ladder, except to a limited height and on condition that using a ladder is expressly permitted. When working at heights, I will always use inspected and approved scaffolding or an inspected and approved elevated work platform (cherrypicker). I will also always keep myself safe by using fall protection equipment; if this fall protection equipment is not available, I will ask my boss to provide it.

7. **Electricity** – I will not expose myself or others to electrical risks. If I do not have the statutory qualifications (i.e. if I do not have a “BA4” or “BA5” certificate), I will not access electrical cabinets or high-voltage zones (high-voltage rooms or installations). I am familiar with the “seven vital steps” and will adhere to them.

8. **Asbestos** – if I know or suspect that there are any materials containing asbestos where I am working, I will stop work immediately and tell my supervisor.

9. **Smoking, alcohol and drugs** – there is a blanket ban at Belfius on smoking and the use of alcohol and drugs; I will adhere to this ban.

10. **Unwanted behaviour** – I will refrain from any form of violence, bullying and sexual harassment, or committing crimes against property or persons.

Last name and first name employer date signature

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