ANNEXE 1



##### HEALTH & SAFETY REGULATIONS

##### FOR THIRD PARTIES

***Internal Department for Health & Safety in the Workplace (IDPBW)***

*11 Rogierplein*

*1210 BRUSSELS*

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# Purpose

The purpose of these “Health & Safety Regulations for Third Parties” is to familiarise you with the health and safety arrangements that apply at Belfius Bank & Insurance.

In the near future you will be coming to carry out work at Belfius Bank & Insurance, or you have been requested to submit a price quote for carrying out such works.

As a consequence, the aim of this document is to tell you all about the safety rules that you will be required to take into account in your work.

By submitting its price quote and accepting the required instructions, the contractor is demonstrating that it is able to apply in practical terms the relevant regulations and safety measures imposed by the client. In other words, the contractor tacitly acknowledges that it will be able to carry out the works in compliance with all of the obligations and requirements imposed with regard to safety.

The contractor also acknowledges that in issuing its price quote, it has taken the health and safety regulations into account. Even if the information received turns out to be inadequate, the contractor may not take action against the client or claim compensation.

Breaches of the safety regulations may result in the unilateral termination of the contract by the client and to the contractor being required to pay compensation.

**We refer again explicitly to the information site at** [**https://www.belfius.be/HSE-EN**](https://www.belfius.be/HSE-EN)**.**

**After Belfius has awarded you the work by e-mail, the AGREEMENT (appendix 1) must be validly signed within 2 working days and returned to your contact person at Belfius. Only once this signed AGREEMENT has been received will the purchase order be raised and sent to the contractor.**

**14 days before commencement of the works, you will receive an e-mail in which you will be asked, within 5 working days, to provide the contact details of the workers who will come to carry out the works at our location. By providing us with these details, you are also guaranteeing that these workers have understood and signed the “10 safety rules that your employees must know” (appendix 2).**

While the works are being carried out, Belfius Bank & Insurance may check to see whether the contractor’s employees are aware of the “Health & Safety Regulations for Third Parties”. If this is not the case, then Belfius Bank & Insurance reserves the right to refuse these employees access to the site or buildings.

# Legal provisions

The contractor undertakes to strictly respect and apply the regulations regarding health and safety, in particular the ARAB regulations, the Welfare Code, the AREI regulations, social legislation in general and the European directives in the matter, plus the legislation on employee welfare when carrying out their work and, more specifically, the Royal Decree of 25/1/2001 relative to temporary or mobile construction sites.

The contractor will notify Belfius Bank & Insurance of any risks associated with the activities of the contractor’s company. To this end, the contractor will submit a risk analysis to Belfius Bank & Insurance detailing the hazards and risks associated with the activities to be carried out, also showing the preventative measures to be taken for each risk that will be applied during the works to be carried out.

The workers (of whatever status, e.g. temporary staff, subcontractors, etc.) employed on the commissioned works will be informed by the contractor about any work-related risks. The contractor will provide the workers with information and also issue the necessary instructions so that they can carry out their work under the best possible conditions of health and safety.

The workers must be informed of these health and safety regulations.

Workers must conduct themselves impeccably and comply with all rules of good conduct. The workers must be able to speak Dutch or French, or at least work under the direction of a person who speaks Dutch or French, depending on the location where the works are being carried out. For works carried out in the Brussels region, both languages must be used.

The contractor is responsible for ensuring that all legal obligations regarding the Limosa reporting legislation are complied with.

The contractor must inform the client of any additional risks for Belfius Bank & Insurance or its employees resulting from the works commissioned, as well as about the precautionary measures taken by the contractor in this regard.

The contractor must inspect the location(s) where the works are to be carried out, sending its own health and safety adviser, or that person’s substitute. Where applicable, this can be done after a previously planned work meeting.

The client has the right to check whether the workers carrying out the works are fully aware of any specific instructions and information. Workers who do not meet the required conditions must be removed immediately by the contractor from the location where the works are being carried out.

The client has the right to take the necessary safety measures itself should the contractor fail to do so. The cost of these safety measures taken will be borne by the contractor.

# Subcontractors

The third party remains liable if it entrusts the performance of its obligations to subcontractors, in whole or in part. The client does not consider itself bound by any contractual relationship with that subcontractor.

If details of the subcontractors are not notified to the client at the time the price quote is submitted, no subcontractor may appear at the site unless the third party appoints a works coordinator at the temporary or mobile construction site, in accordance with the Royal Decree of 25 January 2001.

# Insurance

The third party declares that it complies fully with the statutory insurance and other insurance requirements in the event of damage or injury caused to third parties and civil liability.

# Access

The procedure for accessing Belfius Bank & Insurance must be complied with. Access to Belfius Bank & Insurance locations will only be granted to persons and vehicles in the context of the task assigned to them.

If work at bank branches is to be carried out in specific secure locations, the presence of staff from the Belfius Bank & Insurance will be required at all times for security reasons.

Works in a “secure zone”:

All areas for which access is controlled:

* Access to these areas must be requested by the contact person. Access doors to these areas must never be left open permanently. The doors should be left open as little as possible and access much never be left unattended.
* The use of wooden wedges and other materials for keeping doors open is forbidden.
* Cables, pipes, etc. running through access doors to a secure zone are not permitted if the door has to remain open.
* Carrying materials to and from the work site must take place as much as possible during opening hours and via the shortest possible route.
* In instances where there is a direct connection between a secure zone and the outside, banking business must be suspended. These activities must be approved in consultation with the parties concerned.

Works in other areas:

* Not only must the works take account of the normal running of business and traffic between staff and customers, but they must also be carried out in consultation with staff.
* For works outside normal office hours, Belfius Bank & Insurance must give permission in advance.

# Parking

If you wish to park inside the buildings or amenities of Belfius Bank & Insurance, you must obtain permission from our security department or from the local manager. A request must be made in advance for any parking space (stating the parking time).

Accessways must be kept unencumbered for the emergency services and the pedestrian zone must be kept free of obstacles; for this reason, vehicles and trucks may not be parked for longer than necessary at the buildings or amenities of Belfius Bank & Insurance.

All hazardous work zones, storage areas and site vehicles must be clearly delineated and have clearly visible signage. Arrangements for signage and demarcation of the site, storage of goods, placing forklift vehicles or other work equipment, loading and unloading on the footpath, cycle path or public roads must take place with the local authorities and the client.

# Smoking, drugs and alcohol prohibited

Smoking is forbidden in all Belfius Bank & Insurance building.

Smoking is permitted outside the buildings. Please use the receptacles for cigarette ends that are specially provided for this purpose.

Being under the influence and/or in possession of drugs and alcohol is strictly forbidden inside the buildings and premises of Belfius Bank & Insurance.

# Photography and filming

Taking photographs or filming inside the buildings and premises of Belfius Bank & Insurance is forbidden. However, if this is necessary in the context of the works to be carried out, prior permission to do so is required.

# Theft

The contractor and its staff or appointees must take the necessary precautions to protect their equipment and personal property. Belfius Bank & Insurance cannot be held liable for the theft, misuse or damage caused to the property of third parties.

# Order and cleanliness, hygiene and accessways

The premises, amenities and equipment made available must be used in a responsible manner. Please note the following points:

* Never leave wires or cables lying around
* Never leave objects lying on the ground
* Always replace any item to where it belongs after use
* Leave the work environment clean and tidy in the evening or after the day shift
* Keep the sanitary amenities clean

Roadways, corridors, passageways, stairs, etc. must be kept free of obstacles at all times. If this is not possible, a safe alternative route must be outlined and indicated. If it relates to an emergency exit, contact must be made in advance with the client’s health & safety adviser.

The work zones must be sufficiently secure in order to prevent any situations that may be hazardous for the staff and customers of Belfius Bank & Insurance. Tools and equipment must remain out of the reach of customers and staff at all times.

When carrying out works that generate some form of nuisance (dust, noise, smoke, odour, etc.), the necessary measures must be taken to restrict any impact and stress on employees to a minimum.

For example, while the works are being carried out, the necessary steps must be taken to ensure that the noise level in areas occupied by employees of Belfius Bank & Insurance, remains within the guide value of 60 dBA and to avoid the reverberation of disruptive vibrations within the buildings.

The contractor will see to it that the noise generated by the works the contractor is carrying out does not exceed the permitted noise levels so that residents close to the site are not inconvenienced.

Safety equipment (fire extinguishers, fire alarm buttons, emergency exits, etc.) must never be obstructed.

Make sure there is a good standard of hygiene in the workplace. Do not eat at the site.

# Waste

The contractor undertakes to pay particular attention to the issue of the environment and related legislation.

The contractor must itself clear up and remove any waste generated by its works and activities, in accordance with regional legal requirements. Using waste containers belong to Belfius Bank & Insurance is not permitted without permission.

Any packaging waste generated by the contractor must also be removed at the contractor’s expense.

No chemical products (e.g. paints, degreasers, thinners, oil, etc.) may be poured down the waste pipes of the toilets, basins, etc.

# Sanitary amenities

Changing rooms:

* Your contact person at Belfius Bank & Insurance will tell you whether you are allowed to use the changing rooms in the buildings.
* If this is not possible and the nature of the work requires it, then the contractor will provide a mobile changing room for its staff. This changing room will be placed at the location indicated by the contact person at Belfius Bank & Insurance.
* The contractor will ensure that the changing rooms are locked.
* The contractor will request an electrical connection for the mobile changing room from the contact person at Belfius Bank & Insurance.
* In all cases, connection will only be provided if the electrical system of the mobile changing room complies with AREI regulations.
* In instances where a room/area is made available, the contractor will ensure that this room/area is kept clean and tidy at all times.

Toilet facilities:

* The contractor’s staff are permitted to use the toilets of Belfius Bank & Insurance.
* Such usage will take place with respect for individuals and amenities.
* If this is not the case, permission to use the toilet facilities may be withdrawn.
* In certain cases, Belfius Bank & Insurance may request mobile toilet facilities to be installed. The cost of placing, hiring and maintaining these will be borne by the contractor.

Canteen:

* The necessary arrangements must be made to enable the contractor’s staff to take their meals.

# Tools and equipment

The tools and equipment used by the contractor will always comply with the applicable legal requirements (CE standards, CODEX, Royal Decree on work tools, etc.).

Tools and equipment will always be in good condition and put away immediately after use. They will always be fitted with their safety devices and screens/shields and under no circumstances will their safety features be rendered non-operational.

Tools and equipment that are subject by law to periodic inspection by an external technical inspection service will always comply with the statutory inspection periods. If requested to do so, the contractor will always present the most recent periodic inspection report to Belfius Bank & Insurance.

The contractor will ensure that users have always been given proper training in order to be able to use these devices in a safe and qualified manner.

The contractor will also ensure that equipment is only used for the applications for which it was designed.

Under no circumstances may the contractor use machines, equipment, materials, etc. that are the property of Belfius Bank & Insurance. However, should this occur, the contractor must obtain permission in advance from the contact person.

For installing, connecting, disconnecting and in any other way handling the utilities (electricity, compressed air, water, gas, etc.), permission must be obtained in advance from the contact person at Belfius Bank & Insurance.

Electrical equipment must comply with AREI regulations, more specifically article 95. Temporary power cables must have a diameter capable of accommodating the power load of the switches to which they are connected. Electrical installations will be protected against the effects of weather and humidity.

Damaged cables must be taken out of service immediately. Damaged plugs and sockets are not permitted.

# Personal protective equipment

Based on a risk analysis, the contractor will determine in advance what forms of personal protective equipment are required to be worn during the works.

When determining the need to wear personal protective equipment, the contractor will apply the hierarchy of the principles of prevention.

Eyes and eyesight protection

A face screen must be worn when carrying out welding or grinding work.

Where there is a risk of flying particles (dust, liquid, rubble, metal particles) safety glasses/goggles suited to the hazard (dust = tight-fitting goggles, metal particles = sufficient protection at the side, etc.) must be worn (ordinary glasses are not sufficient).

Hearing protection

If the works involve noise of a level greater than 80 dB(A), the contractor must make hearing protection available.

If the noise level is higher than 85 dB(A), the wearing of hearing protection is mandatory.

Safety helmet

Wearing a safety helmet is always obligatory in locations where there is a hazard formed by falling objects (such as on building sites), in places where a person might knock their head (small spaces, low ceilings, technical spaces) and in locations where work is being carried out at various levels above each other.

Safety shoes/boots

Specific safety footwear may be required in the following cases:

* Welding activities: hot metal particles
* Working in places where there is a danger of the sole of the shoe/boot being perforated/pierced
* Working with heavy components/parts
* Working in places where there is a danger posed by falling objects
* Risk of slipping (non-slip sole)
* etc.

Gloves

Specific gloves may be required in the following cases:

* Using hazardous products (see safety information sheet)
* Risk of abrasions, cuts, stab wounds
* Risk of electric shocks
* Welding works
* etc.

Breathing protection

Wearing breathing protection is required in the event of exposure to dust (P3 dust mask), exposure to vapours when using hazardous products (see safety information sheet), welding fumes, etc.

Fall protection

For working at heights (> 2 metres) where collective protection is not possible, workers must wear personal anti-fall protection. This consists of a fall harness with fall arrest protection or a lifeline; there must always be a valid periodic inspection certificate in place.

# Work permits for carrying out the work

For the works below involving a heightened risk of some kind, a work permit (**Appendix 3**) must be drawn up:

* Works where there is a danger of fire = welding, grinding, roofing works or other works in which sparks, naked flames or high temperatures are released and for works in ‘EX zones’ (explosive environment);
* Works where there is an electrocution hazard;
* Working at heights = all works carried out at a height of over 2 metres;
* Excavation and groundworks = all mechanical or manual groundworks, from 30 cm deep, all hoisting and all ground drilling;
* Interruption to safety provisions = the term ‘safety provisions’ is understood to mean: fire protection systems, safety provisions for work equipment, etc.;
* Works where there is the danger of contact with chemical and biological agents;
* Entering enclosed spaces = a space where at least one of the following risks may be present:
  + - Dangerous atmosphere (shortage or excess of oxygen, flammable or explosive gases, vapours, hazardous substances);
    - Spill hazard;
    - Risk of becoming trapped or suffocation;
    - Health or safety risk, including physical, electrical, mechanical, chemical, biological or structural risks.
* Opening pipes = pipes or ventilation shafts that may contain hazardous products;

# Working on electrical installations

Working on electrical installations is only permitted by specially trained and qualified personnel who must always work in accordance with the “seven vital steps”.

The tools, equipment and working methods used must comply with ARAB and AREI regulations. The power must always be switched off when working on electrical installations. Only BA4 or BA5-qualified personnel are permitted to carry out work when the power is switched on **if this work cannot be done otherwise and in line with the application of the provisions of article 266 of the AREI regulations.**

* Never replace fuses yourself. This is a job for a qualified electrician who can also trace and repair the cause of the outage.
* Never use extension or other cables that are in poor condition.
* Wherever possible switch off the power before you begin carrying out any work.
* Always use properly insulated and insulating equipment.
* When using temporary distribution boards, these must comply with the regulations in the matter.
* However, if you have to work while the power is still switched on, the strictest safety measures must be adhered to.
* Electrical cabinets/rooms must always be locked if not being supervised by a qualified person.

At the request of Belfius Bank & Insurance, the contractor will present the necessary qualification certificates.

# Working with fire/naked flames

When working with a naked flame, open fire or hot objects (welding, cutting, grinding, etc.) a work permit for working with a naked flame must always be requested at least two working days before commencement of the works (**part of Appendix 3**).

This permit is issued by the Internal Department for Health and Safety in the Workplace at Belfius Bank and Insurance.

Permits for working with fire are never valid for more than 1 working day (unless agreed otherwise).

# Hazardous products

The quantity of hazardous products present at the worksite must be limited to the quantity required for one day’s work.

When storing hazardous products, the applicable precautionary measures must be taken (filling, labelling, only accessible for trained users, etc.).

At the request of Belfius Bank & Insurance and without delay, the contractor will present the safety information sheets (which must be no more than 3 years old) for the hazardous products being used.

The following general precautionary measures must be complied with at all times:

* All users must be aware of the risks associated with the products being used.
* There must always be sufficient ventilation at the place where the products are being used.
* When working with hazardous products, a strict smoking ban in is place, including outside.
* The receptacles and packaging used will always be sealed carefully.
* Hazardous products should always be stored in their original packaging. If this is not the case, the receptacle must display appropriate hazard symbols.
* Leaked and spilled fluids must always be cleaned immediately.
* Gas bottles must always be stored upright and be protected against falls at all times.
* When moving gas bottles around, please use a trolley as much as possible.
* Always seal the gas bottles with the protective cap.
* Always remove any grease and oil from the connector on the gas bottle.

# Working at heights

When working at a height of more than 2 metres, collective protective equipment must be used (railings, safety net, etc.).

If this is not possible, workers must wear personal anti-fall equipment (fall harness, fall arrest equipment, lifeline).

This personal fall protection equipment must be inspected and approved.

Personal fall protection must always be worn when working on an elevated work platform and workers must always be clicked in place.

The use of ladders is only permitted to access a workplace on a higher level or for carrying out minor works (limited in time, little effort required, limited height).

Ladders in poor condition must be removed from the worksite.

The contractor will ensure that ladders are examined periodically by a qualified person.

Scaffolding must comply with the applicable guidelines.

Scaffolding may only be erected and used by qualified staff. It must also be released for use by a qualified, fully trained person. Only officially inspected and approved equipment may be used.

# Dangerous situations

It is everyone’s job to prevent “dangerous situations and actions” or to eliminate them as quickly as possible. If you are unable to remedy the dangerous situation yourself, you must report the situation to your contact person at Belfius Bank & Insurance.

For every work accident, a copy of the occupation accident index card must be submitted to the client’s Internal Department for Health and Safety in the Workplace.

In the event of a serious accident at work, the client’s Internal Department for Health and Safety in the Workplace must be involved as soon as possible in the accident investigation.

# Asbestos

Before work of any kind is performed on materials containing asbestos or suspected of doing so, permission must be requested in advance from the Internal Department for Health and Safety in the Workplace.

On discovering materials containing asbestos, the contractor must immediately cease work and notify the client’s site manager.

# Fire

Preventative measures:

* Respect the ban on smoking
* Never block the access to fire extinguishers, fire hose reels, fire alarm buttons
* Always keep corridors, exits and emergency exits free
* Fire doors must be kept closed at all times (do not block them open)
* Sound the alarm immediately if you see smoke or fire (telephone numbers are posted at various locations in the building)
* In the event of fire: follow the evacuation instructions displayed in the buildings
* After work, always switch off your own electrical equipment

Fire alarm or bomb alert

* In this instance, the building must be evacuated immediately.
* If there are members of staff in the sector where you are located, follow the evacuation route used by them.
* If there are no members of staff in the sector where you are located, you must follow the pictograms for the "normal exit" or "emergency exit".
* Before leaving the area, all equipment must be switched off, except if your safety is threatened.
* In the event of a fire, the windows and door must be closed to restrict the flow of air.
* During evacuation:
* using the lifts is forbidden
* do not retrace your steps
* if you are in a zone that is filled with smoke, apply a wet handkerchief to your nose and mouth and bend over as you walk (visibility may be better closer to the ground and there is more oxygen available).
* Some doors are locked. To open them, break the glass on the small red box next to the door and use the key located in the box.

NB: breaking the glass is strictly forbidden under any other circumstances.

# FIRST AID

Make sure you find out the location of:

* The First Aid box
* The First Aider/Responder
* The First Aid room

The third party or its staff will report any damage (direct or indirect), either material or physical, immediately to the client and confirm it in writing, stating the extent of the damage and any witnesses. This report will be signed by the third party or its staff, as well as by the client. Whenever anyone sustains an injury, no matter how minor, it must be reported immediately and treated.

In the event of work accidents, the health and safety adviser has the right to request the necessary information about what happened from the employee. This is so that any preventative measures can be proposed.

# Appendices

Appendix 1: **AGREEMENT “Health and Safety Regulations”**

Appendix 2: **10 safety rules your employees must know**

Appendix 3: **Belfius work permits**

Appendix 4: Possible pictograms

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# Appendix 1: AGREEMENT “Health and Safety Regulations for third parties”

**Between the parties:**

|  |  |  |
| --- | --- | --- |
| Hereinafter the “Contractor”:  ……………………………………………………………  ……………………………………………………………  ……………………………………………………………  ……………………………………………………………  Represented by: ………………………………  Health & Safety Adviser:……………………………………..  Workplace Safety Officer:  ……………………………………………………………  Person responsible for drawing up a detailed report in the event of a serious work accident:………………………………………….  VCA Certificate: YES - NO | and | Hereinafter “Belfius”:  Belfius Bank & Insurance  Rogierplein 11  1210 BRUSSELS |

**The following is agreed:**

Belfius is required to apply the provisions stated in article 9 of the Welfare Act, Part 4, Section 1.

The Contractor hereby declares on its honour that it will comply with all applicable European, Belgian and regional statutory and regulatory provisions to ensure compliance with the Act of 4 August 1996 relative to the welfare of employees in carrying out their work, the Codex, the ARAB regulations, the AREI regulations and also to ensure that any subcontractors also comply with said provisions (Act of 4 August 1996 relative to the welfare of employees in carrying out their work, article 10 §2).

The Contractor is required to keep all relevant information available for inspection at the request of Belfius (annual action plan, overall health and safety plan, Internal Department for Health and Safety in the Workplace annual report, other Internal Department for Health and Safety in the Workplace reports, etc.).

The Contractor declares that it has received the “Health and Safety Regulations for third parties” that apply at every Belfius site and in every Belfius building.

The Contractor will ensure that all of its workers and subcontractors are aware of these health and safety regulations and that they comply with them strictly.

The Contractor will only use workers or subcontractors who have been given appropriate training and who employ appropriately trained staff.

If the Contractor does not comply with its obligations, Belfius will point this out to the Contractor and, if necessary, take all necessary measures itself to apply and respect the applicable safety legislation. Any costs arising therefrom will be charged in full to the Contractor.

Belfius has the right to stop the works and exclude any contractors and subcontractors who do not comply with the statutory and regulatory welfare and safety provisions, without contractors and subcontractors having any entitlement to compensation.

The Contractor will always conduct a risk assessment of the works to be carried out and will take the necessary preventative measures in order to limit risks.

The Contractor undertakes

* to include the clauses above in contracts with any of its subcontractors. To this end, the Contractor will sign an agreement with every subcontractor.
* that if the subcontractor fail to do so, the Contractor will take all necessary measures itself, at the expense of the subcontractor
* to exclude any subcontractor whom the Contractor knows or is able to ascertain that the subcontractor is not complying with the obligations imposed by the law and its implementation decrees aimed at protecting employees.
* To cooperate in coordinating and collaborating with Belfius and other contractors or subcontractors

The “Health and Safety Regulations for third parties” must be complied with at all times.

Drawn up in Brussels on …./…./……….

For Belfius For the Contractor

Signature Signature

# Appendix 2: “10 safety rules that your employees must know”

**10 safety rules that your employees must know**

* All of your workers carrying out these works inside or at a Belfius location must know these 10 safety rules and adhere to them.
* It is your responsibility as a supplier to ensure that all of your workers carrying out works inside or at a Belfius location sign these 10 safety rules.
* Before work begins, you will provide us, via an ordinary e-mail sent to your contact person, the names of those workers who have signed this document.
* These will be the only workers permitted to carry out works inside or at a Belfius location.
* Breaching any one of these 10 safety rules may result in the contract being terminated.

1*.* **Information and instructions** – I am aware of and endorse the risks that I will have to deal with in carrying out my work for Belfius. I have received all of the necessary information, tools and instructions from my boss, which I understand and accept. If I have any questions, I will contact my boss immediately. I know what I have to do in emergency situations, such as a fire or a medical emergency. I will try to avoid all possible risks. However, should they arise, I will report them immediately to by boss and to all of the workers involved in the immediate vicinity. In specific situations, such as works where there is a heightened risk of fire or works in areas where there are automatic fire extinguishing systems in place, etc., I know that additional guidelines apply. Before I begin any works, I will consult my boss about them.

2. **Evacuation** – I will leave the Belfius location if I hear an emergency siren (including if the siren is not very audible) or if I am asked to do so. I will take safety measures to make any operating equipment safe. I will follow the evacuation routes and report to the assembly point.

3. **Tools and agents** – I will only use tools (scaffolding, machinery, etc.) and agents allocated to me by my boss. These will be appropriate for my work and I may use them safely and healthily because they are sufficiently well protected/screened off and have been inspected by an accredited body within the applicable legal inspection periods.

4. **Protection** – I will not remove any protective devices fitted to the work tools (visor, railings, etc.) and I will certainly not make modifications to them. However, should this be necessary for the works to be carried out, I will ask my boss for a suitable and safe alternative.

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

6. **Working at heights** – I will not use a ladder, except to a limited height and on condition that this is specifically 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 make myself safe by using (anti-)fall protection; should the (anti-)fall protection not be available, I will ask my boss to provide it.

7. **Electricity** – I will not expose myself or others to risks from electricity. If I am not legally qualified (in possession of a “BA4” or “BA5” certificate), I will not access electricity cabinets or high-voltage zones (high-voltage rooms or installations). I know the “Seven vital steps” and will adhere to them.

8. **Asbestos** – If I know or suspect that materials containing asbestos are on site, I will stop working immediately and notify my boss.

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

10. **Unwanted behaviour** – I will refrain from any form of violence, bullying, unwanted intimacy or crimes against property or individuals.

Last name and first name employer date signature

………………………………………………………………………………………………………………………………………………………………………………………………

# 

# Appendix 3: Belfius work permits

 **Belfius Work Permit**

**Before starting work**

**Work permits are required for works where there are increased risks and must be issued before the works begin.**

**The client will deal with work permits, in conjunction with the people doing the work and the work manager. The client will keep a copy of the work permit in the health and safety register.**

**Communication in the event of EMERGENCY, FIRE or SERIOUS ACCIDENT: Tel: ...................................................**

**In the event of doubt in relation to work involving risks, contact the work observer: Tel: …………………………..**

**You can also ask the health and safety department for advice: Tel: ....................................................................................**

**Client (Belfius): ……………………………………. Tel: ………………….. Signature …………………**

**Work manager: …………………………. Tel: ………………….. Signature …………………**

**Worker 1: ………………………………………… Tel: …………………... Signature …………………**

**Worker 2: ………………………………………… Tel: …………………... Signature …………………**

**Worker 3: ………………………………………… Tel: …………………... Signature …………………**

**Location of the works: ………………………………………………………………………………………………………………….**

**Description of the works: …………………………………………………………………………………………………………**

**0 Fire hazard (see fire permit below) 0 Electrocution hazard**

**0 Working at heights 0 Excavation and groundworks**

**0 Interruption of safety provisions 0 Enclosed space**

**0 Contact with chemical and biological agents 0 Opening pipes**

**Start of works: Date: ……………… Time: ………………………………**

**Possible risks and nuisance:**

**0 Falling objects 0 Heat / Cold**

**0 Fall from a higher level 0 Humidity**

**0 Electrical risks 0 Noise**

**0 Burns 0 Vibrations**

**0 Isolated work 0 Splashes**

**0 Gas, vapours 0 Flying shards**

**0 Chemical nuisance 0 Crushing**

**0 Asbestos 0 Cuts**

**0 Dust 0 Other: ……………………………………**

**To be provided: Emergency provisions: Workplace measures:**

**0 PPE 0 Emergency shower 0 Marking off installations**

**- trousers 0 First Aid 0 Provide escape routes**

**- jacket 0 Telephone 0 Remove fuses**

**- safety shoes/boots 0 Emergency masks 0 Activate emergency stop**

**- gloves 0 Extinguishers 0 Clear surroundings**

**- helmet 0 Fall protection 0 Seal opening in floor**

**- safety glasses/goggles 0 Lifeline 0 Warning signs**

**- breathing protection 0 Absorption material 0 Remove waste**

**- ……………………… 0 ……………………… 0 ……………………………………**

**0 Ladder**

**0 Scaffolding / elevated work platform**

**0 Earthing wire**

**0 Radio contact (walkie-talkie / mobile phone)**

**0 Emergency lighting**

**0 ………………………………………………………………………………………………………………………………**

**Fire permit:**

**A FIRE PERMIT is used to PREVENT FIRE or EXPLOSION HAZARDS that occur when working with open fire, naked flames or heat point (welding, cutting, soldering, paint stripping, burning off paint or varnish, thawing, etc.).**

**This permit is issued by the COMPANY HEAD or by an authorised representative for any such work carried out in the company, either by company staff or by external workers.**

**THE VALIDITY OF THE PERMIT IS LIMITED TO 1 DAY.**

**It is not intended for permanent workplaces where all required precautions have been taken.**

**Special precautions specific to the work to be carried out or to the facility:**

**0 Switch off fire, gas and smoke detection 0 Control air and ventilation supply 0 Mark off workspace**

**0 Remove flammable materials 0 Earthing and locking procedure 0 Power type fire extinguisher**

**0 Personal Protective Equipment: Earplugs - Gloves – Welding blankets – Welding masks – Welding goggles**

**After the works have ended**

**the work manager will confirm that the works have been carried out and have been left in safe condition; the permit needs to be signed again for this.**

**The client will check this and also sign the work permit for acceptance at the end of the works.**

**Date and time works ended: ……………………………………………………………………………………………….**

**Client (Belfius): ……………………………………………………………………………………………………………………..**

**Work manager: ………………………………………………………………………………………………………………………**

**Appendix 4: Possible pictograms**

**Prohibition pictograms (round white sign with red edge and cross stripe – black symbol)**

|  |  |  |  |
| --- | --- | --- | --- |
| D:\P&B\pictogrammen\P_fire.bmp | No naked flames | D:\P&B\pictogrammen\P_smoke.bmp | No smoking |
| D:\P&B\pictogrammen\P_phone.bmp | Switch off mobile phones |  | No entry |
|  | Do not touch |  |  |

**Instruction pictograms (round blue sign with white symbol)**

|  |  |  |  |
| --- | --- | --- | --- |
| D:\P&B\pictogrammen\R_shoes.bmp | Safety shoes/boots compulsory | D:\P&B\pictogrammen\R_earpro.bmp | Hearing protection compulsory |
| D:\P&B\pictogrammen\R_suit.bmp | Protective clothing compulsory | D:\P&B\pictogrammen\R_gloves.bmp | Gloves compulsory (type = depending on the task) |
| D:\P&B\pictogrammen\R_shield.bmp | Face mask compulsory | D:\P&B\pictogrammen\R_goggle.bmp | Safety glasses/goggles compulsory |
| D:\P&B\pictogrammen\R_mask.bmp | Breathing protection compulsory (half face mask) | D:\P&B\pictogrammen\R_helmet.bmp | Safety helmet compulsory |
| X2NDVCA6EB8CECA6V2OPFCACC92ZYCA4O63FCCA7U939OCA1XJLO6CAYXFHDMCAVE01QPCA80BBZXCAHMCXRCCAXFVNYSCAOW2IAWCA9J1DFWCABSQK13CADFC0KPCAY9876OCAIDZAN6CAPS5FX7CAPIMICM.jpg | Breathing protection compulsory (dust mask) | pictogram_signaalkleding.gif | High-visibility clothing compulsory |
| bord-c9.gif | Fall harness + lifeline compulsory | SW1H8CAOZ7OI6CAEVN7ALCA7YU7XECABM0V2ZCAQJJ2A7CAOQDEP5CAHSJL1PCAU9NT3UCA3HFLQ3CA8H4UHFCAPS832JCASDJN1XCA4TIABKCAAQIVTMCAF6AFDGCAIPW5JKCARBA2JFCAFMB5PMCA6ZFGUY.jpg | Welding helmet compulsory |
|  | Attach/anchor gas bottles |  |  |

**Hazard pictograms (yellow triangular sign with black edge and black symbol)**

|  |  |  |  |
| --- | --- | --- | --- |
| D:\P&B\pictogrammen\W_cautio.bmp | Danger |  | Suspended load |
| D:\P&B\pictogrammen\W_corros.bmp | Caustic/corrosive products |  | Forklift traffic |
| D:\P&B\pictogrammen\W_exair.bmp | Danger of explosion |  | Danger of falling |
| D:\P&B\pictogrammen\W_radioa.bmp | Radioactive source / ionising radiation (X-rays) |  | Inflammable products |
|  | Danger of electrocution |  | Poisonous products |
|  | Harmful/irritant products |  |  |

**Rescue pictograms (green sign with white symbol)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assembly point after evacuation |  | First Aid post |
|  | Emergency shower |  | Eye bath/shower |
|  | | Direction to an exit (which meets the requirements of an emergency exit) | |
|  | | Direction to an exit | |
|  | Emergency exit |  | Direction to an emergency exit |
|  | Direction to an emergency exit |  | Direction to an emergency exit |

**Fire-fighting pictograms (red sign with white symbol)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fire extinguisher |  | Fire hose / wall-mounted reel |
|  | Fire alarm button |  | Fire ladder |
|  | Direction (combined with another sign) |  |  |



**Presence of asbestos**

There is a likelihood at certain locations in the company of materials containing asbestos (parts of the building, roof, insulation). These parts are indicated by the following sticker.

Handling, trading or carrying out work on such materials in forbidden and may only be performed by qualified and specially trained personnel.

**Hazardous substances**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| D:\P&B\pictogrammen\GS_C.bmpD:\P&B\pictogrammen\GS_X.bmp | acid_red.gifexclam.gif | Corrosive / irritant / serious eye injury (warning)  Corrosive / irritant / serious eye injury (hazard) | D:\P&B\pictogrammen\GS_T.bmp | exclam.gif  skull.gif | Poison (warning)  Poison (hazard) |
| D:\P&B\pictogrammen\GS_E.bmp | explos.gif | Explosive | D:\P&B\pictogrammen\GS_O.bmp | rondflam.gif | Oxidising |
| D:\P&B\pictogrammen\GS_F.bmp | flamme.gif | (Highly) Flammable | D:\P&B\pictogrammen\GS_N.bmp | Aquatic-pollut-red.gif | Environmental hazard |
|  |  |  |  | silhouete.gif | Carcinogenic/  reproductive toxicant/inhalation allergen/  mutagen |