

Handbook Procedures	 <b>SADACI</b>	VPRO_DE03E
Safety procedures		Versie 4 19/04/2018
<b>SAFETY AND ENVIRONMENTAL REGULATIONS FOR CONTRACTORS AND INSTALLERS AT SADACI NV</b>		

The carrying out of works at SADACI means the acceptance and strict observance of the **safety regulations**.

Obviously, the contractor has all **licenses** and **approvals** that are necessary to carry out the works. All laws, including those not listed here, must always be respected.

### **1. Registration and access control**

- Address: Langerbruggekaai 13 – 9000 Ghent (harbor number 8120).
- In principle, the works are carried out during daytime hours, i.e. between **7.30 am and 4.30 pm**. Any exception to this must be discussed with the contact person and the need for such will be assessed on an individual basis.
- SADACI has **access control** at the gates. For safety reasons, every person must be individually registered by showing a badge or signing in or out at the front desk. This system will also be used to monitor the presence of people on a random basis. People who are not registered will not be paid!
- All persons carrying out work must know the name of the contact person at Sadaci. Anyone who is unable to give the name of the contact person will not enter the plant.

### **2. Safety briefing**

- On the first day of work, all persons carrying out work must report at the front desk (at the weighbridge). Everyone will receive a copy of the “Sadaci Safety Regulations” sheet indicating the obligatory PPEs and the evacuation points (*VPRO\_DE02 document*).
- On their first working day, persons carrying out work will ask for their contact person at Sadaci. The latter will give a safety briefing.
- For any work, a “**Safe Work Permit**” (“Veilig Werk Vergunning”) will be prepared by the contact person. This will establish the practical arrangement regarding the protective equipment and the release of the installation.
- Sadaci has a strict smoking policy. Smoking is only permitted at the designated locations at times determined after consulting your contact person.
- The activation of valves and switches is strictly prohibited and may only be performed by Sadaci personnel.
- The applicable Lock Out - Tag Out procedure at Sadaci will be explained and must be strictly followed.
- When entering the area of the roasting furnace, it is obliged to sign up at the control room and to carry an escape mask. The type of mask depends on where one works and will be explained on site.
- Electrical installations may not be entered without the explicit approval of the Sadaci contact person. Persons who enter electrical installations must be authorized persons according to the AREI. The activation of switches in electrical cabinets is strictly prohibited without the prior approval of the Sadaci contact person.
- Use of Sadaci utilities (such as compressed air, water and electricity) is prohibited without the explicit approval of the Sadaci contact person.
- You are responsible for the training and competence of your personnel.
- You are responsible for ensuring that you have the necessary licenses and approvals.
- It is strictly prohibited:
  - to enter the installations with cameras or photographic equipment without the explicit permission of your Sadaci contact person;
  - to bring alcoholic drinks, weapons or stimulatory or narcotic substances. Access to the installations will not be granted to persons who are under the influence of intoxicating substances. Third parties may be subjected to checks.

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### **3. Vehicle access and parking**

- Vehicles must be parked in the large **parking area** on the side of the street. People will then go to the swing gate on foot. Those who have a badge can enter immediately; others will have to ring the bell and wait until they are allowed to enter.
- If contractors need their cars, delivery vans or lorries to carry out the work, they will be able to enter the grounds via barriers. All occupants of the vehicles will then report to the front desk. An **orange parking ticket** will be issued. With this ticket, material can be unloaded at the site and the vehicle must then immediately be parked in the car park behind the social building.
- If the vehicle is required on-site continuously, a **blue parking ticket** must be requested from the contact person. However, this will only be allowed when absolutely necessary.
- Under no circumstances will SADACI be liable for damage to vehicles which enter the grounds.
- SADACI will reserve the right to examine vehicles at random or to apply other exit controls in order to prevent theft.

### **4. Social facilities**

- The toilets in the social building may be used.
- The canteen in the social building may be used except between 11.15 am and 12.15 pm.
- The locker rooms and showers are available to a limited extent and only upon request.
- In the case of large sites, SADACI will make separate locker rooms and showers available; please reserve the number of people for these.
- Any site or office containers must be provided by the contractor.

### **5. Prevention of falls**

- Works at a height of more than 2 m must be carried out in accordance with the regulations of the ARAB and the code of good practice.
- Among other things, this means that work and walking platforms at a height of more than 2 m must be fitted with supports or similar collective protection. Floors, nets or similar collective elements for catching workers are required where no suitable supports can be installed.
- A harness or similar protection is required if no suitable collective protection can be installed or when working with a platform or scissor lift.

### **6. First aid**

- You will provide your own first aid materials (band aids, medicines, etc.). A first aid station is present at Sadaci.
- Any work accident, near misses and dangerous situations relating to safety or the environment must immediately be reported to the Sadaci contact person (using *document SDOC\_CP02*). The Health & Safety Department must be provided with a copy of the accident inspection and the accident report.

### **7. Work resources**

- All work resources used are subject to the necessary inspections. The most recent inspection certificate must be available.
- The use of unsafe material is prohibited.
- It is only possible to bring chemicals on to the site with the prior agreement of the contact person at Sadaci. You are responsible for their correct use. The (e)SDS for the product must be available.
- You will supply the necessary personal protection gear for the safe execution of the work (helmet, glasses, safety shoes, fall protection, hearing protection, dust mask, P3, goggles, etc.). You will coordinate this with the Sadaci contact person prior to the work.
- Safety helmet, goggles and shoes and long pants are obligatory at all times.

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### **8. Order, tidiness and waste disposal**

- Sites must be screened off as much as possible.
- At the end of the work, the entire site must be fully cleaned. Sadaci reserves the right to have the site cleaned up at your cost if you fail to do this.
- The workplace must be kept tidy and fenced off. At all times during the work traffic signs, stairs, emergency exits, emergency showers, eye baths, eye-wash bottles, first aid kits, firefighting equipment, compressed air equipment, emergency stops, electrical and operating cabinets and passageways must remain free and unrestricted.
- Spilled products must be cleaned up.
- You are responsible for the storage of the waste you produce (unless other contractual arrangements have been made). The waste will be stored in such a way that no one in the vicinity is hindered or injured by such. You must observe the legal storage requirements for hazardous products (transport, leakage trays, labeling, (e)SDS and fire safety).
- If it is agreed that the contractor also removes the waste, the contractor becomes owner and is responsible for the proper transport, processing and deposition in accordance with the waste regulations. The processing certificate is submitted to Sadaci.
- The spreading of dust must be avoided. The necessary measures must be taken for this.
- Drainage in the sewers is prohibited at all times.
- Special attention must be paid to the prevention of soil contamination. This particularly applies to mobile fuel tanks and the filling thereof.

### **9. Earthworks**

- No excavations may be commenced without the prior approval of the contact person.
- In case of earthworks, the excavated soil must be carefully sorted. After approval and release by the contact person, the pure asphalt and concrete components are transported by the contractor (included in the price). Other soil components are to be separated and transported to a specified area on the premises of SADACI. This transportation must be included in the price (maximum distance 500 m one-way).

### **10. Work with asbestos**

- These works have to be carried out in accordance with the legal regulations on this subject.
- Only employees with appropriate training may do works with asbestos exposure.
- The use of tools with high speed, pressure washers and dry blasting media is prohibited.
- For these works general prevention measures should be taken, this in consultation with Sadaci's prevention service (clothing, PBM, ...).
- Removal of asbestos-containing waste should be discussed with the environmental coordinator.
- The material is as intact as possible and, if necessary, moistened to avoid fiber spread.
- The material is immediately stored in suitable receptacles (closed bags, container with cover, ...). These receptacles have the necessary labels.

### **11. Stability buildings**

- Demolition works must be carried out without compromising the stability of the buildings. Consequently, when choosing the working methods and means, the potential safety hazards that may result from the demolition activity have to be taken into account.

### **12. Drivers**

- The drivers who load and unload in Sadaci must comply with all safety and environmental regulations that apply on the site conform the safety instructions that are given when entering Sadaci.
- They must carry out the cargo security and check the total gross weight conform the applicable legal regulations.