

# CO-AANK-DOC-01.04. Algemene veiligheids- en milieuvoorschriften voor derden

Stephanie Geerts – 16/09/2016



## General safety and environmental regulations for third parties Campine nv & Campine Recycling nv

Part 1: GENERAL REGULATIONS .....	2
Part 2: SAFETY AND ENVIRONMENTAL REGULATIONS OF CAMPINE .....	3
A. General .....	3
B. Sanitation facilities and canteens .....	4
C. Electricity .....	4
D. Traffic safety within the premises .....	4
E. Tools, machines and equipment.....	4
F. Personal protection equipment.....	5
G. Working place and surrounding area .....	6
H. Permits.....	7
I. Measures in case of a fire, accident, damage or emergencies.....	7
J. Measures in case of alarm .....	7
K. Environmental regulations .....	8
L. Useful telephone numbers.....	8
Annex 1: Regulations concerning the use of electricity.....	9
Annex 2: Site map .....	10
Annex 3: working regulations for dusty environments.....	11
Annex 4: Agreement between Campine / Campine Recycling NV and the contractor regarding the Welfare Law.....	12
Annex 5: Form to register personnel (prior to the start of the works).....	14

The contractor declares having read this document completely and confirms that he will comply with the regulations mentioned.

at ..... on .....

Name:

Function:

---

**Part 1: GENERAL REGULATIONS**

- A. The contractor is responsible for the safety of the works entrusted to him. He must take all necessary measures to execute the work safely, by following strictly amongst others:
- all legal regulations, CODEX, concerning safety
  - all Campine safety and environmental regulations
  - the specific safety and environmental regulations imposed for the execution of certain works.

Compliance with these regulations is one of the essential components of the contract agreement. The contractor recognizes that he is acquainted with these regulations and fully agrees with their contents.

- B. The contractor commits himself to impose all obligations referred to under Point A on his operative agents, personnel, subcontractors and everybody concerned with the execution of the works, etc., and take all necessary measures to ensure that they will respect the said obligations, and in turn impose them on their operative agents.
- C. Both the contractual and extra-contractual liability of the contractor is determined in accordance with the rules of common law and the contractual regulations. In addition he will be liable for any loss caused by the operative agents.
- D. The contractor will subscribe an insurance policy, adapted to the works and the risks, in order to cover sufficiently the above mentioned liability. He will enclose with his offer recent certificates from his insurers stating the insured guarantees and capital and confirming the period of the insurance starting from the start of the works and for their full duration. The insurance will include at least the following:
- working accidents of his personnel
  - physical injuries caused to Campine personnel
  - material damage to Campine equipment
- E. The personnel of the contractor will respect all regulations and guidelines in force. Campine has the right to check at all times the working activities, to forbid the use of unsafe equipment, tools and/or working methods, and to cease the work, if in its opinion the work itself or the way it is carried out, is unsafe. In case of violation of the safety and environmental regulations, the violator can be removed from the premises or denied access to the premises, after notification of the contractor or his coordinator. However this right will not affect the personal liability of the contractor or subcontractor.
- F. Any damage to the site's patrimony has to be reported to the Campine responsible of the works.
- G. The contractor coordinator must be present and in possession of the daily attendance list of his personnel carrying out work on Campine's premises.
- H. Photo and film equipment may only be brought on Campine's premises and used after a written permission of Campine's management.
- I. For every work executed by a third party, a Campine coordinator will be appointed who will also act as the intermediary with other Campine departments.

- K. Prior to the start of every work, the contractor will submit a risk analysis to Campine's safety department for approval. This risk analysis has to be adjusted to the specific circumstances of the work place.  
For certain major or high risk Works this risk analysis can be drawn up in mutual agreement with both parties. The items agreed upon are confirmed in writing in a WERKPOSTFICHE.

## **Part 2: SAFETY AND ENVIRONMENTAL REGULATIONS OF CAMPINE**

### **A. General**

1. Access: it is prohibited to enter the premises without an access pass. During working hours visitors will register at the reception (08.00 – 16:30).  
The contractor must have pre-registered at the Campine responsible of the works. They can enter the premises at the weighing bridge during working hours (07:30 – 15:30). In exchange for their passport, driver's license or any other personal identification mean, a badge is handed over by our personnel. This badge **MUST** be **RETURNED** after every workday at our personnel at the weighing bridge. If a badge is not returned 50 € will be charged by Campine.

Professional vehicles can – if essential - enter the premises via the weighing bridge. The vehicle as well as the person will be registered. Outside working hours, one can only enter the premises after written approval of the Campine coordinator of the work.

It is prohibited to bring external persons within Campine's premises without the explicit authorization of the Campine management or its representative.

It is prohibited to enter other work places than those necessary for the execution of the work.

2. People under 18 may not be employed, nor may they enter the company without the approval of Campine's management.
3. The moment the work is contracted, the contractor will contact the Campine coordinator. During this meeting the extent of the work and the related safety and environmental regulations will be discussed in full (eg the individual protective equipment to be used). The names of the coordinator of the works, other contact persons of Campine and the name of the contractor will be made available.
4. The contractor will appoint a coordinator with the necessary know-how and authority who is able to represent him and his operative agents towards Campine for safety matters. This person will be presented to Campine's health & safety department and the Campine responsible of the works.
5. Prior to the start of the works, every operator will be informed by the contractor or his coordinator, regarding the safety and environmental regulations. The contractor will submit a registration of this information session – based on annex 4 - to the coordinator of Campine. The information session will be repeated periodically if necessary.  
To facilitate the information, the contractor or his coordinator can use Campine's safety and environmental regulations (including enclosures) and other means which are made available by Campine's health and safety department.
6. Any incident occurring with the contractor or an operator of the sub-contractor has to be immediately reported orally to the brigadier present, the Campine responsible and furthermore within 24 hours in writing to Campine's health & safety department.

7. Subcontractors can only be used after written approval of the Campine responsible of the works. The contractor will inform the subcontractor(s) regarding the safety and environmental regulations. The contractor will inform the subcontractor about the safety measures agreed upon and will submit a registration of this information session - based on annex 4 – to the Campine responsible of the works.

#### **B. Sanitation facilities and canteens**

1. Sanitation facilities, canteens and clothes lockers can be made available after agreement with the Campine responsible of the works. The internal instructions about the use of these facilities must also be observed by the contractor.
2. The usage hours have to be agreed upon in advance with the Campine responsible of the works.
3. It is prohibited to eat or drink on the premises, unless in the canteen on the 1st floor of the social building. The canteen can only be entered in civil clothing; both working shoes and working clothes are prohibited here.  
Drinking breaks are held at the ground floor of the social building at the beverage machines. For drinking breaks you can keep your working clothes on.  
It is obligatory to wash hands and face before eating or drinking.
4. The social building consists of a CLEAN and DIRTY zone, to make a clear difference between civil clothes zones and working clothes zones.
5. It is obligated to shower at the end of the workday.

#### **C. Electricity**

These regulations are compiled in annex 1.

#### **D. Traffic safety within the premises**

1. The traffic rules defined in the "General Road Traffic Regulations" apply within the Campine premises. Any deviation is clearly indicated by road signs. The maximum speed is "15 km/hour" for all vehicles.
2. The gate at the weighing bridge is the only entry and exit for professional vehicles and in compliance with item part 2 - par A1
3. In case of repeated registration, an access pass can be obtained depending on the destination zone.
4. All personal vehicles have to be parked at the companies' parking area.
5. Vehicles containing equipment can be parked at the work place (access via the weighing bridge). They have to be parked in such a way that they do not form any obstacle, nor cause any hazard, to the production activities. Special parking spaces are foreseen throughout the premises (see site map).

#### **E. Tools, machines and equipment**

1. The contractor can only use equipment, machinery or vehicles that are in good condition and comply with the regulations of the general health and safety regulations and Codex.

2. If there is a legal obligation, inspection certificates will be submitted to the Campine responsible of the works prior to the installation of the equipment, machinery or vehicles. Violation of the legal regulations regarding inspections can result in the immediate removal of these machinery, equipment or vehicle from the Campine premises and/or the refusal of entry. The expenses for substitution equipment, machinery or vehicles and/or non-productive hours can on no condition be recovered from Campine.
3. The machinery, equipment and vehicles may only be used by authorized persons. They must be medically fit and qualified to use the machinery, equipment and vehicle. The qualified persons – with expiry date of their training - have to be identified in annex 5.
4. Equipment, machines, tools and appliances owned by Campine can only be used in compliance with Campine's general conditions.
5. All equipment and tools such as scaffolding, racks, ladders, etc. must be placed in such a way that all passages, stairs and lifts remain free and all Campine equipment remains available at all times.
6. Scaffolding erected by the contractor must be constructed in accordance with the valid regulations (oa RD temporary working at height). Unless otherwise agreed, the "authorized person" controlling the use – as foreseen in the relevant legal regulations – is foreseen by the contractor or the scaffold constructor. If Campine personnel has to use this scaffolding, it must be inspected by Campine services in advance. Any modification work will be at the expense of the contractor.
7. When for the completion of the contract machinery or equipment are necessary, which fall under Belgian "license obligation" requirement, the contractor himself will provide the necessary permits.
8. In case works have to be notified to the government, the contractor himself is responsible for the notification.

#### **F. Personal protection equipment**

1. The following rules always apply:
  - wear safety boots (S3 = steel toe cap and steel sole)
  - wear working clothes and safety gloves
  - wear a P3 dust mask and safety goggles in all production buildings
  - wear a safety helmet
  - wear long sleeves and legs, if necessary fire retardant clothes
2. Deviations (alternatives and/or additional means) of these standard PPE-tools for contractors are mentioned in the work permit.
3. The contractor will provide his personnel with the necessary working clothes and personal protection which are necessary to carry out the contract.
4. If the contractor does not provide the necessary personal protection equipment, the contractor can contact the central warehouse of Campine. The distribution of the PPE will take place via the central warehouse or the PPE distributor machines. The used PPE will be charged per work order at determined prices. The available PPE – as well as its price – will always be consultable in the warehouse.  
Campine has the right to always adjust all PPE prices after price adjustments of our suppliers. The price settlement method is agreed upon in advance with the responsible of the works.

---

## **G. Working place and surrounding area**

1. In case of potential hazardous or troubling works for other such as, amongst others, works above passages, works on roll bridge surfaces, welding, and excavations, the contractor will have to place the necessary signs and barriers.
2. Openings in floors and walls must be closed immediately. If this is not possible, the contractor will place a stable barrier around any such opening. The premature removal of these barriers is prohibited.
3. Pipes, armatures, weak purlins, etc. may not be used to anchor haulage cables, hoists, etc.
4. Tidiness of the working place and cleaning up rubbish are a part of the job and must take place at least at the end of each working day.
5. At the end of each working day, the entire contractor's machinery and equipment must be switched off and protected against misuse. Loose parts will be removed from the working place, or fixed. In any case all necessary precautions will be taken so that no dangerous conditions may arise in the event of storm, strong wind, vibrations, etc.
6. Before starting with excavations and ground works the Campine coordinator must be contacted.
7. Given the specific risks in certain departments, the contractor's personnel may not enter areas other than those indicated to them.
8. Before starting any work, the contractor's personnel must be informed by the Campine coordinator about the following (see also site map annex 2):
  - the location of the medical service and its working hours
  - the location of the nearest emergency shower and eye rinse basin
  - the alarm signal and escape routes
  - the assembly points in case of fire or other emergency
  - the location of the first aid post
  - the functioning of the emergency telephones
  - the names of the Campine responsible of the works, the prevention advisor and possibly other contact persons
9. Campine is a complete NON-SMOKING area. This means that smoking is prohibited everywhere – even in open air - (except in the specially provided “smoke shelter” in front of the social building).
10. All kinds of waste, including packaging, household and industrial waste, that arise as a result of the works, will be removed by the contractor unless agreed otherwise in the contract. Waste that may remain at Campine has to be stocked in accordance with the internal regulations under the supervision of the Campine coordinator of the works.

## **H. Permits**

1. No work can start without an approved work order and relevant work permit.
2. The following permit types are used:
  - General work permit
  - Fire permit
  - Confined spaces
  - Works at heights
  - Dust producing activities
3. All permit types are gathered in one document. The valid parts will be indicated. The contractor needs to keep his copy of the permit always with him and has to be able to show it at all times.
4. Once the contractor is informed by the Campine responsible of the works regarding the content of the work permit, the contractor will inform his own personnel. A registration is made on the backside of the permit.
5. In case of emergency every permit is annulled.

## **I. Measures in case of a fire, accident, damage or emergencies**

1. EMERGENCY PHONES and information regarding emergency situations are available in all production buildings.
2. In the event of fire, incident or imminent danger, the brigadier (internal phone no. 540) and the Campine responsible of the works must be informed immediately.
3. In case of an accident the Campine responsible of the works must be informed via the brigadier in the following way:  
Internal phone no. 540; telephone nr 014 60 15 40 or by pushing 2x on the red button on the EMERGENCY PHONES.
3. Contractor's employees can have injuries treated at the first aid post. The regulations regarding accident reporting of the contractor's company will still apply.
4. Any damage caused to Campine's existing facilities must be reported immediately to the Campine responsible of the works.

## **J. Measures in case of alarm**

1. The alarm notice will be given following the instructions which are published at the working place.
2. In the event of alarm, all operators are obliged to immediately stop working, extinguish fires and flames, close water supply and go to the indicated assembly point.
3. Vehicles must stop at the side of the road and drivers must immediately go to the assembly point.
4. A site map can be found in Enclosure 2.

### K. Environmental regulations

1. Campine operates under the environmental management standard ISO 14001, and expects from its subcontractors that they work environmental conscious, respect the environmental policy of Campine and contribute to the realization of the environmental objectives.
2. Important environmental aspects are: prevention of dust emission and flying dust, prevention of soil pollution and waste water, prevention and sorting of waste products, as well as restricted use, limited quantity and storage regulations for dangerous goods.
3. Whenever third parties bring in dangerous goods at the Campine premises, they have to report this in advance. The current safety data sheet (sds) must be delivered to the prevention advisor at least 2 weeks before the commencement of the works. Together with the environmental coordinator and in some cases the occupational physician, the prevention advisor will determine whether or not the product is allowed to be brought in and used.
4. All unused dangerous goods, as well as the empty packaging van used dangerous goods, must be taken back by the third party.

### L. Useful telephone numbers

	<b>Internal tel no</b>	<b>Mobile</b>
Brigadier	540	014/60 15 40
Mechanical maintenance	557	0476/34 76 51
Electrical maintenance	610	0474/91 14 81
Technical support shifts	513	0478/28 77 06
Internal prevention department	563 or 567	0473/73 09 45
Environmental department	531 and 563	014/61 29 00
First aid	590	
Local community emergency services	Always through brigadier	

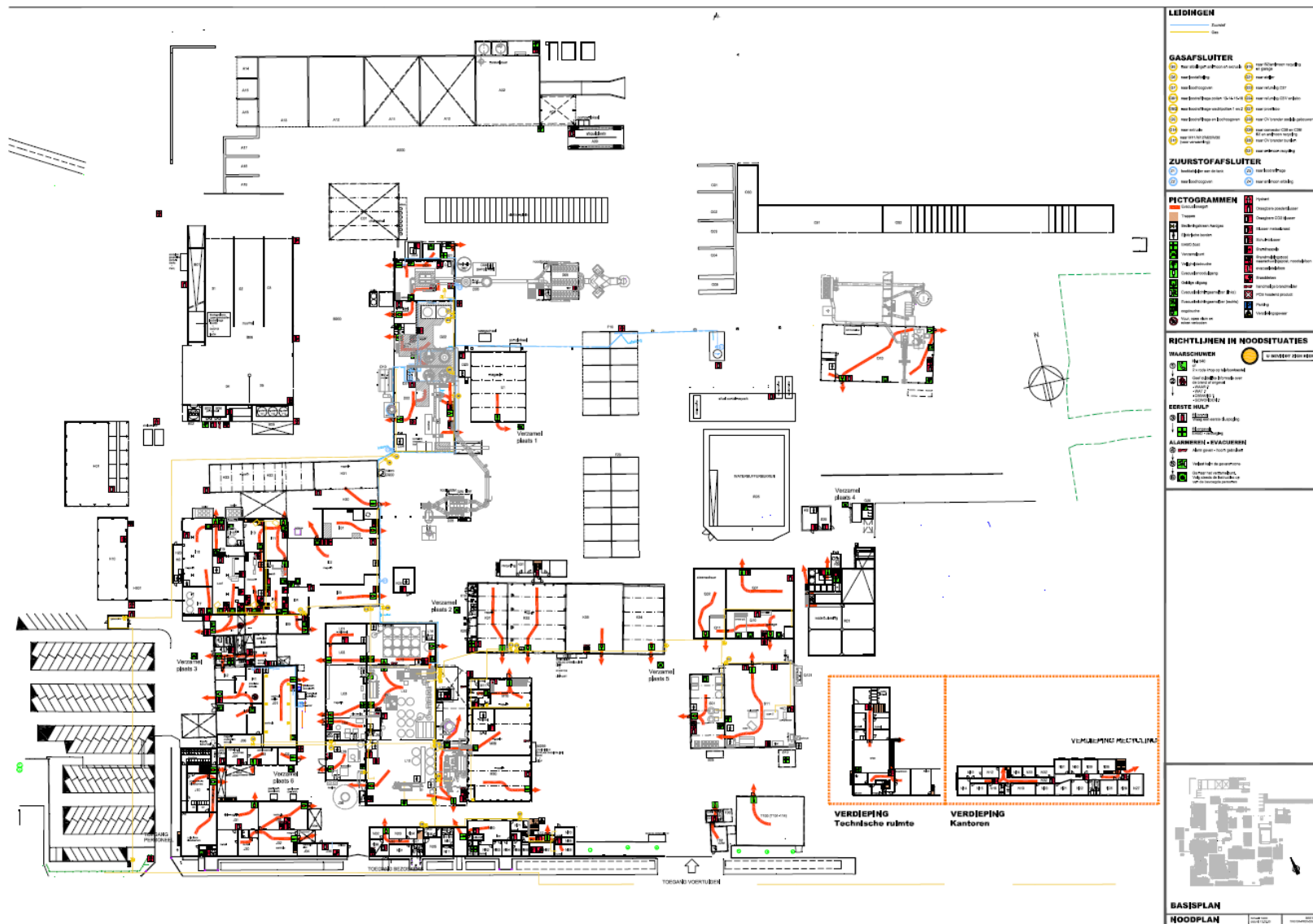
**IN CASE OF EMERGENCY THE BRIGADIER (= leader intervention team) CAN ALWAYS BE REACHED BY PUSHING 2X ON THE RED BUTTON OF THE EMERGENCY PHONES.**



## **Annex 1: Regulations concerning the use of electricity**

1. The electricity made available by Campine is distributed via a 380 volt three phase alternating current (AC) network, in accordance with the A.R.E.I.
2. The supply of electricity to the contractor on site will take place via a connection possibility made available by Campine in the form of a supply point or three phase 380 volt (3P + neutral) AC plug socket, or a monophase 200 volt AC plug socket. Two poles + earth.
3. The contractor must indicate in time the electrical power he will require. Electricity uses exceeding 25 KWatt must be mentioned separately in the application form.
4. The electricity supply points will be set up by Campine near the work site taking into account the local circumstances. However, supply points can have a distance of maximum 50 meters horizontally from the work site. This means that connection cables with a length of over 50 m might be necessary.
5. Only prefabricated building current distributors, equipped with a high sensitivity automatic 30 mA differential switch, and a connection cable of sufficient length (see point 4), may be connected to the supply network. The connection cable must comply with A.R.E.I. standards.
6. The electrical machines and equipment used by the contractor must comply with the statutory regulations and if necessary be equipped with explosion protection.
7. As of the moment the supply network has been made available, the contractor is responsible for the safety measures stipulated by the A.R.E.I., continuous check-ups, and the appropriate maintenance of his electrical equipment.
8. The contractor may not carry out any works or interventions on the supply point made available by Campine. This also applies to the application or exchange of safety fuses or the resetting of a cut-out switch.
9. The contractor must report possible objections regarding Campine's supply network prior to taking it into use. Disruptions during the works must be immediately reported to phone number 014/60 15 40.
10. Campine has the right to check the contractor's electrical equipment, machinery and devices to ensure their good condition and safe working, without taking any obligation or responsibility. Defect equipment and connection cables must be either removed or repaired in accordance with the rules of good workmanship. In case of non-removal or reparation Campine has the right to interrupt the electricity supply.

# Annex 2: Site map



### **Annex 3: working regulations for dusty environments**

1. Dust (always contains a bit of antimony or lead) can gradually cause serious damage to health. Therefore it is necessary to protect oneself against dust by using the appropriate respiratory protection when working in dusty environments.
2. Places where dust can occur:
  - the lead furnace
  - dust filter equipment
  - when sampling
  - the antimony department
  - the extrusion department
3. The dust masks used must bear a CE quality mark and offer at least P3 protection.
4. Third parties must be provided with sufficient working clothes. It must be possible to change working clothes on a daily basis. The use of certain over garment (type TYVEC) is recommended and even obligated for certain works.
5. One can not enter the social buildings with dirty overgarments.
6. In case of works for a longer period third parties will be followed up medically. There is always a possibility of intoxication with lead or antimony.

## **Annex 4: Agreement between Campine / Campine Recycling nv and the contractor regarding the Welfare Law**

Between

CAMPINE RECYCLING NV (BE0474.955.451 / CAMPINE NV (BE0403.807.337)  
with registered office at Nijverheidsstraat 2, 2340 Beerse  
here legally represented by .....  
hereinafter referred to as "Campine"

and

the company ..... ,  
with registered office at ..... ,  
registered with the cross road of enterprises under nr .....  
here legally represented by .....  
hereinafter referred to as "the Contractor"

Is stipulated that

- On ..../.../20 , parties have concluded a Contractor agreement regarding....., hereinafter referred to as "the agreement".
- In compliance with the Law of 4 August 1996 on the Welfare of the Personnel during the Execution of their work, in particular article 9, parties conclude an agreement regarding the welfare of the personnel of the Contractor.

And the following is agreed upon:

### **Article 1**

The Contractor declares that he has informed Campine regarding the manner in which the works will be executed and that he has pointed out the risks the execution implies.

The Contractor declares to have received sufficient information regarding the circumstances the work has to be executed en de potential dangers involved, as well as the relevant precaution measures which have to comply with.

The Contractor declares that he has given personnel in charge of the execution of the agreement sufficient relevant instructions and guidelines to enable them to work in complete safety.

Campine declares to have taken the necessary organisational measures to have informed sufficiently all persons who could enter the site regarding the ongoing works and risks involved. Campine declares to have taken the necessary measures to avoid that the Contractor will be disturbed during his work.

### **Article 2**

The Contractor engages himself to respect the requirements regarding the welfare of personnel during the execution of their work which are typical for the working conditions under which his personnel is executing the work, as determined in the Law of 4 August 1996 on the Welfare of the Personnel during the Execution of their work.

The Contractor will indemnify Campine against any relevant claim of his personnel (of the Contractor) or the authorities.

**Article 3**

In the following cases:

- a) Use of PPE's by the Contractor provided by the central warehouse of Campine.....
- b) .....
- c) .....

Campine – location where the work is executed – can at the expense, charge and risk of the Contractor take the necessary measures if the Contractor does not or only partially complies with the obligations mentioned in Article 2.

**Article 4**

After serving notice upon the Contractor, Campine can take – at the expense and charge of the Contractor - the necessary measures regarding the welfare of personnel during the execution of their work which are typical for the working conditions if the Contractor does not or only partially complies with the obligations.

After serving notice upon Campine, the Contractor can take – at the expense and charge of Campine - the necessary measures regarding the welfare of personnel during the execution of their work which are typical for the working conditions if Campine does not or only partially complies with the obligations.

**Article 5**

Every serious working accident on the work place at the premises of Campine will be communicated by the Contractor's authorised prevention department to Campine's prevention department.

The authorised prevention department of the Contractor and Campine will immediately investigate the working accident in which their own personnel is a victim.

The investigation and possible costs of the by the authorised inspection service appointed specialist are at the expense of the Contractor in case it concerns his personnel or persons employed by him; the investigation and possible costs of the by the authorised inspection service appointed specialist are at the expense of Campine in case it concerns its personnel or persons employed by it.

The concerned prevention departments will make sure - in mutual agreement – that within ten days following the accident an elaborate report is distributed to all concerned employers, all other persons concerned en all authorised authorities.

**Article 6**

This agreement is an integral part of the contract. This agreement is also subjected to our general conditions.

Signed in two original copies at Beerse, on / /20....

Both parties acknowledge the receipt of an original signed by the other party.

(Read and approved)  
For Campine nv / Campine Recycling nv

(read and approved)  
For the Contractor

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

## Annex 5: Form to register personnel (prior to the start of the works)

To be filled in by CONTRACTOR							
Company	Name + first name	Date of birth	Dimona nr / Limosa	Training certificates + expiry date		Language employed	Name translator
				<input type="checkbox"/> Forklift truck	until: .....		
				<input type="checkbox"/> High worker	until: .....		
				<input type="checkbox"/> Roller bridge	until: .....		
				<input type="checkbox"/> Scoop	until: .....		
				<input type="checkbox"/> Forklift truck	until: .....		
				<input type="checkbox"/> High worker	until: .....		
				<input type="checkbox"/> Roller bridge	until: .....		
				<input type="checkbox"/> Scoop	until: .....		
				<input type="checkbox"/> Forklift truck	until: .....		
				<input type="checkbox"/> High worker	until: .....		
				<input type="checkbox"/> Roller bridge	until: .....		
				<input type="checkbox"/> Scoop	until: .....		
				<input type="checkbox"/> Forklift truck	until: .....		
				<input type="checkbox"/> High worker	until: .....		
				<input type="checkbox"/> Roller bridge	until: .....		
				<input type="checkbox"/> Scoop	until: .....		