	<h1>Referencedocument</h1>																																		
<table border="1"> <tr><td>Title</td><td colspan="3">Working site regulation SCK•CEN</td></tr> <tr><td>Reference</td><td colspan="3">REF.IDPBW.0603.E</td></tr> <tr><td>Version</td><td colspan="3">5.0</td></tr> <tr><td>Language</td><td colspan="3">English</td></tr> <tr><td>Masterversie</td><td colspan="3">Nederlands</td></tr> <tr><td>Date of the document</td><td colspan="3">2007-03-14 (Final)</td></tr> <tr><td>Owner</td><td colspan="3">Peter Van de Velde</td></tr> <tr><td>Application date</td><td colspan="3">2007-03-19</td></tr> </table>	Title	Working site regulation SCK•CEN			Reference	REF.IDPBW.0603.E			Version	5.0			Language	English			Masterversie	Nederlands			Date of the document	2007-03-14 (Final)			Owner	Peter Van de Velde			Application date	2007-03-19					
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Definition: Do not apply.

Major revision 5.0 :thedocument is now a QA document published on the de QA-website. This document replace the previous internal Memo VGV/95-191/E. The elements of the new access procedure PO.IDPBW.0603 are now integrated in this document.

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## 1. GENERAL PROVISIONS

These regulations aim to define the working conditions and safety and environmental measures to be taken by any contractor and his staff, for the execution of works on the site of the Belgian Nuclear Research Centre (SCK•CEN).

Since SCK•CEN and the Flemish institute for technological research (VITO) are located on the same site, the contractor must contact the Internal Service for Prevention and Protection at Work (ISPPW) of VITO if his activities may have any influence on the good operation and safety of VITO (☎ 014 33 55 45 VITO prevention service).

These measures release the contractor under no circumstances from his legal obligations and responsibilities, in particular with regard to the proper execution of the works. He remains fully responsible for the application of the legal provisions and of the ruling regulations concerning labour legislation, social security and environment.

Upon acceptance of the order, it is assumed that the contractor is acquainted with these regulations.

Safety and environment are of vital importance for SCK•CEN. We expect all external companies to strictly observe the regulations and agreements concerning safety and environmental protection. Therefore, all your workers are obliged to take the security course of SCK•CEN. We especially appreciate companies that draw up and implement their own safety and environmental protection plans. In order to work in the controlled areas of SCK•CEN, you will have to present a VCA (= Veiligheid Checklist Aannemers) or SCC certificate (= Safety Checklist Contractors).

### 1.1 Rules for application

These regulations always apply for the execution of works by order of SCK•CEN. For works to be executed in areas with a nuclear risk, complementary provisions will apply, as defined in the regulations "Access of external workers to the controlled areas of SCK•CEN Ref. PO.SB.373/N".

The contractor's staff must refrain from any activity that is contrary to discipline and good order. It is absolutely prohibited to:

- carry guns or bring them into the technical site;
- make fire (see point 4.2.3);
- smoke inside the buildings of SCK•CEN;
- bring alcoholic beverages or drugs into the site and/or use them;
- present oneself at work under the influence of drink;
- bring animals into the site;
- distribute or sell newspapers, brochures, leaflets and goods;
- organise staff meetings other than the working site meetings;
- give other persons access to the technical site.

SCK•CEN refuses any liability concerning theft of or damage to property of the contractor being used on the working site, as well as theft of or damage to property of the workers of the contractor.

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So as to comply with the Royal Decree of February 28, 1963, and with the Royal Decree of April 16, 1965, the workers must undergo the medical examinations and checks that may be requested by SCK•CEN.

The ISPPW of SCK•CEN and the working site co-ordinators have free access to all rooms and installations of the contractor on the working site.

The contractor undertakes to completely apply these regulations during the entire period of execution of the works. All costs resulting from the application of these regulations are at the expense of the contractor.

### 1.2 Access to the site of SCK•CEN

The contractor's staff will use the main entrance of SCK•CEN to reach the working site. They must present themselves each morning at the internal security service in order to go through all the administrative formalities. The identity badge delivered by the security staff must be worn visibly during the presence on the technical site. One cannot enter the technical site without carrying an identity badge. Improper use can be punished by refusing the worker in question access to the technical site of SCK•CEN. The internal security service must immediately be informed in case of loss of the identity badge.

SCK•CEN reserves the right to refuse access to the working site to any person whose presence is deemed undesirable, without having to give any justification thereto.

Upon request of an authorised person of SCK•CEN, anyone must be able to justify his presence and his activity on the working site or on the domain of SCK•CEN.

The contractor's staff cannot leave the working area, nor enter any building without permission of SCK•CEN.

Infringements of the internal regulations of SCK•CEN, in particular the safety regulations imposed by the responsible services with regard to the execution of the works, may result in refusing access to the working site, without any compensation and without extension of the execution period of the works.

The contractor's staff only has access to the controlled areas if the regulations concerning "Access of external workers to the controlled areas of SCK•CEN" are applied.

### 1.3 Traffic regulations

The provisions of the Belgian traffic regulations apply on the domain of SCK•CEN. Traffic from the right has priority. A speed limit of 40 km/h applies within the fences of SCK•CEN.

It is prohibited to park and/or station vehicles in front of entrances and exits, at places where they obstruct the normal traffic or may cause dangerous situations.

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Vehicles having metal caterpillar tracks are not allowed on the constructed roads, footpaths or bicycle tracks of the site without prior permission.

SCK•CEN can punish any infringement of these regulations by temporarily or permanently refusing the offender access to the domain.

#### 1.4 Working hours

The contractor will present the regulation of the working hours for approval to SCK•CEN.

Performances outside the normal working hours (7:30 a.m. – 6:00 p.m.) must be applied for via the working site manager, with approval of the ISPPW of SCK•CEN. For these works, the contractor's staff will always present themselves at the security service of SCK•CEN at the beginning and at the end of their daily work.

#### 1.5 Strike

In case of a strike, the contractor is obliged to enforce the safety measures on his own working site, to ensure the good keeping of the material that has been entrusted to him and to ensure the protection of the buildings and installations under construction. He will inform SCK•CEN on the measures he will apply in such a situation.

Under no circumstances, the staff on strike will be allowed to remain on the site itself.

#### 1.6 Security authorisation

Within the framework of the law on amendments of the law of December 11, 1998, on the classification and the security authorisations of May 3, 2005, and the Royal Decree for the amendment of the Royal Decree of March 24, 2000, in implementation of the law of December 11, 1998, on the classification and the security authorisations, external firms that regularly set their employees to work at SCK•CEN are obliged to contact the *Nationale Veiligheidsoverheid* (= national security authorities) to apply for a security authorisation for the employees in question.

Federale Overheidsdienst Buitenlandse Zaken (= *Federal Public Service Foreign Affairs*)

Nationale Veiligheidsoverheid c/o Directie Veiligheid (P&S6)

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## 1.7 SCK•CEN badges

The badge is **personal** and should under no circumstances be lent to someone else. You are **obliged to visibly wear** the badge inside the buildings of SCK•CEN. You receive the badge with a badge holder and necklet (white = not a member of SCK•CEN).

The badge has to be shown to the guard at the main entrance of SCK•CEN (no badge = no entrance!).

Loss or theft of the badge must **immediately** be reported to the guards (tel.: 014 33 20 50).

Improper use will be punished by an immediate prohibition to enter the site of SCK•CEN.

## 2. ORGANISATION OF THE WORKING SITE

### 2.1 Appointment of the working site manager by the principal

SCK•CEN appoints a working site manager for the management and supervision of the contract works.

### 2.2 Appointment of the working site co-ordinator by the contractor

The contractor appoints a **working site co-ordinator** and will give notice of the identity and the qualification of this person to SCK•CEN, as from the beginning of the works. The working site co-ordinator has the authority to receive and apply the necessary instructions during the execution of the works. Furthermore, this person is fully responsible for the application of the safety regulations on the working site.

Any change of the appointed working site co-ordinator must immediately be communicated to SCK•CEN.

The working site co-ordinator ensures all contacts with SCK•CEN and upon call, he will be present at meetings on the initiative of SCK•CEN.

It is agreed upon that the contractor is informed of any decision or modification that has been discussed between SCK•CEN and the working site co-ordinator.

### 2.3 Location on the site

The working site area reserved for the contractor is indicated by SCK•CEN.

All facilities such as office, canteen, site vehicles, storage space etc. must be located within the working site area.

All elements that may obstruct traffic must clearly be signalled day and night, according to the prevailing traffic regulations.

The contractor remains fully responsible for the preservation of the environment and the installations that were put at his disposal. During the execution of the works, the contractor will supervise the order and cleanliness on the working site. He commits

himself to comply with all SCK•CEN instructions concerning the maintenance of order and cleanliness. Upon completion of the works, the environment must be in its original state. If necessary, SCK•CEN has the right to restore everything to its original state, at the expense of the contractor.

#### 2.4 Reception and storage of goods

The transport, loading and unloading, storage and guarding of the materials and goods intended for the works to be executed are carried out on the responsibility and at the expense of the contractor. SCK•CEN is not responsible for goods that are stored in rooms of SCK•CEN (that may be put at the disposal of the contractor).

The contractor is responsible for the acceptance of all goods that, upon his request, are delivered directly at SCK•CEN. SCK•CEN does not accept any responsibility if it, exceptionally, has to take care of the acceptance itself.

#### 2.5 Working site meetings

During the execution of the works, working site meetings will be organised at SCK•CEN at regular and previously set times (weekly, unless defined otherwise in the order). These meetings must be attended by the contractor. The agreements made in the working site meetings are considered to be binding.

### 3. EXECUTION OF THE CONTRACT WORKS

#### 3.1 Works in existing installations

It is absolutely prohibited to start working on existing installations, whatever their nature, without the prior and written consent of SCK•CEN.

All demolition materials remain the property of SCK•CEN, unless specified otherwise in the order. They will be stored by the contractor at an indicated place.

The reuse of demolition materials or the use of materials and pieces of equipment that do not belong to the contractor is prohibited, unless explicit approval of SCK•CEN.

#### 3.2 Energy supplies

Unless stated otherwise and as a function of the required flow rate or power, the constructor can make free use of water, electricity and compressed air. The contractor will indicate in time and prior to the acceptance of the order, of which tension and which power he wants to dispose. If SCK•CEN cannot offer the desired energy supply, the contractor himself will take care of the installation of an appropriate energy generating unit, including the required fuel.

The contractor himself is responsible for the connection of his equipment to the mains of SCK•CEN. He will prove that the connected devices are fully in accordance with the relevant legislation.

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### 3.3 Excavation work - groundwork

Prior to the start of excavation works and/or groundworks (including borings), the contractor must ascertain himself of the correct location of the underground electric cables and wires (for instance water, gas, telephone, network, ...) on the basis of the site plans and the instructions given by the person in charge of the works at SCK•CEN. Unless stated otherwise in the order, it is not allowed to excavate by machine at a depth of more than 40 cm below the ground level. Any damage, even a minor one, will be immediately communicated to SCK•CEN. The contractor is fully responsible in case of accidents or damaging of cables and wires and will take care of all repair works or bear the repair costs. In addition, the safety regulations in 4.2.1 of this document are applicable.

## 4. SAFETY

### 4.1 General safety regulations

SCK•CEN attaches great importance to the safety measures taken by the contractor(s) on their working sites.

During the works, each contractor and his staff contribute, for all working site activities and situations, to the compliance with the safety regulations:

- according to the law of 1996-08-04 on the well-being of employees during the execution of their work,
- according to the Royal Decree of 2001-01-25 on temporary or mobile construction sites,
- according to the ARAB (general regulations on labour protection),
- according to the AREI (general regulations on electric installations),
  
- according to the currently prevailing laws and regulations on safety and hygiene,
- according to the so-called *Codex on well-being at work*,
- according to the extra-legal regulations mentioned hereinafter.

The contractor orders his subcontractor(s) and supplier(s) to adopt the same attitude.

If the regulations of the ARAB or the extra-legal regulations are less strict than or contradictory to those included in the other safety regulations mentioned above, the latter have priority.

The contractor commits himself to meet his obligations concerning the well-being of the workers during the execution of their work at SCK•CEN.

All employees whose job might have repercussions on the domain of safety and health will have to submit to a periodical industrial medical examination by an external prevention service. In this respect and in conformity with the ARAB, art. 126, 127, SCK•CEN sends in advance a completed *Fiche van Risicoposten* (= document mentioning posts with risks) to the external employer, so as to inform the occupational health officer of the external prevention service. Once the occupational

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medicine service of SCK•CEN has received the individual *Kaart van Medisch Onderzoek* (= card of medical examination) from the contractor, the external employee can be employed at SCK•CEN (ARAB Art. 146bis). On this card, the appropriateness of the employee for the job in question is attested.

The contractor must inform his workers of the industrial risks on the working site. SCK•CEN can verify whether the workers have indeed received this information. If this is not the case, SCK•CEN will provide them with the necessary information. The costs made for this can be charged to the contractor.

The contractor will put his staff at the disposal of the ISPPW of SCK•CEN if the circumstances require it.

The contractor must take all special safety measures that are imposed by the nature of the works, by these working site regulations and by the materials that are used.

In case the safety regulations are not observed, the working site manager or the ISPPW of SCK•CEN can immediately stop the works, without this having repercussions on the agreed completion deadline or on a compensation payment.

Infringements of these working site regulations can lead to immediate removal and a prohibition of executing future works or deliveries at SCK•CEN.

In case of repeated non-observance of the safety regulations, SCK•CEN can inform the competent labour inspectorate.

It is strictly prohibited to take pictures without permission of SCK•CEN (ISPPW or responsible management officer of the building).

The information received by the contractor and his workers will not be communicated to third parties.

## 4.2 Specific safety regulations

If the contractor, or one of his workers, wishes to use a forklift, roller bridge or stacker on the SCK•CEN site, the ISPPW has to receive a valid certificate of less than 5 years old before the beginning of the works.

If the contractor or a worker cannot present a (valid) certificate and as long as no valid certificate can be presented, the contractor cannot use such apparatus and he is obliged to contact an SCK•CEN employee who does have such certificate.

The list below is not limiting the legal regulations and serves as explicit reminder of the obligation of precaution and prevention. Furthermore, we refer to more specific legislation and royal decrees, such as the law on well-being of 1996-08-04 and the Royal Decree of 2001-01-25 on temporary or mobile construction sites.

### 4.2.1 Earthmoving works, excavations, building excavations

1. For any excavation, building excavation, underground work or tunnel, the appropriate precautions have to be taken:
  - a. by means of appropriate strutting or slope works;
  - b. to prevent the danger of flooding or the risk of persons, materials or objects from falling;

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- c. to provide sufficient ventilation in all work places, so that a healthy working environment is created that is not dangerous or harmful to the bronchial tubes;
  - d. so that the workers can bring themselves to safety in case of fire, flood or collapse.
2. Safe roads leading to and coming from the excavation have to be built.
  3. If the excavation works take longer than 1 week and go deeper than 1.2 m, the contractor has to make a written application to the technical labour inspection. The contractor sends a copy to the ISPPW of SCK•CEN.
  4. The excavated earth, the material and the vehicles in use have to be stored at a safe distance from the excavations; if necessary, appropriate fencing has to be put up.
  5. Precautions have to be taken against the risk of collapsing. As the works make progress, the walls of the excavated parts will be shored up under the supervision of a qualified worker of the contractor.  
For excavations of more than 1.5 m, enough ladders have to be provided so that a quick evacuation is possible.

#### 4.2.2 Management and transport of goods

1. As far as technically possible, the workers have to be protected as a group against falling objects by general means.  
It is compulsory to wear safety helmets when executing works above man's height.
2. Materials and equipments have to be placed or stacked so that they cannot collapse, shift, fall down or topple over.
3. If necessary, access to dangerous areas has to be made impossible or covered passages have to be provided on the construction site.
4. Falls from great heights have to be materially prevented by means of notably solid rails that are high enough and have at least a toe board, a handrail and an intermediate rail or another equivalent facility.
5. In principle, work at great heights can only be carried out by means of the proper equipments and general protection material such as rails, platforms and safety nets.  
If the use of such equipments is excluded because of the nature of the works, appropriate access means have to be provided and a suspended structure or other safety devices with anchoring have to be used.

#### 4.2.3 Fire protection

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1. Any outbreak of fire has to be immediately communicated to SCK•CEN (tel 2222).
2. The number of the fire brigade of SCK•CEN (2222) has to be visibly indicated or known by all employees.
3. In order to carry out welding works or works with fire or an open flame, a **fire permit** must always be obtained from the ISPPW of SCK•CEN. The contractor applies for this permit via the working site manager at SCK•CEN, at least 1 day **before** the beginning of the works.

The fire permit is only valid for the given works and the period and place mentioned on the permit.

4. The area or place where welding or cutting works are carried out has to be kept free from all inflammable materials (wood, paper, cardboard, inflammable liquids, ...). For some works it is advisable to appoint a supervisor in order to prevent any outbreak of fire.
5. Sufficient and appropriate fire-extinguishers have to be available in case of welding or cutting works or works with fire and suchlike. It is the responsibility of the contractor to acquire the necessary fire-extinguishers. Moreover, the contractor has to take measures, so that fire-extinguishers can be immediately refilled and made ready for use after they have served their purpose.
6. The contractor has to make sure that his workers are familiar with the operation of the fire-extinguishers.
7. All electrical appliances for offices, workplaces, working areas, changing rooms etc have to be in good condition and they have to be periodically inspected by the contractor. Electric heating elements have to be fixed and provided with a sound protection, i.e. they have to be shielded from wooden parts by fireproof materials. On top of the appliances, grids have to be provided to prevent that garments or other materials are laid on the heating elements. Open filaments are prohibited.
8. The use of underground and/or wall hydrants for other purposes than fire extinguishing is prohibited without permission of the ISPPW of SCK•CEN.
9. Solvents and inflammable materials can be introduced in limited amounts in safety cans. Bigger amounts (as from 25 l) have to be stored in the SCK•CEN depot.

#### 4.2.4 Help and care

1. Any incident requiring help and/or medical care has to be communicated to the medical service of SCK•CEN, to the person in charge of the building in question or to the contact at SCK•CEN.

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2. The number of the medical service of SCK•CEN (3333) has to be visibly indicated or known by all employees.
3. The contractor must see to it that qualified staff is present or available at any moment to provide first aid.  
Measures have to be taken so that workers who are involved in an accident or who suddenly become unwell can be transported for medical care.
4. If it is required because of the size of the working site or the nature of the works, a room has to be available for the provision of first aid.
5. The areas intended for the provision of first aid need to be provided with the equipments and materials that are absolutely necessary for this aid and they have to be easily accessible for stretchers.  
These areas also have to be marked in accordance with the Royal Decree of June 17, 1997, concerning safety and health signalling.
6. First aid material has to be present in all places where working conditions require so.  
This material must be appropriately marked and it needs to be easily accessible.

#### 4.2.5 Dangerous atmosphere

1. Neither the own workers, nor the SCK•CEN employees should be exposed to a harmful sound level or to harmful external influences (e.g. gases, fumes or dust).  
The necessary personal protection means (ear protectors, breathing protectors) are put at the disposal of the workers by the contractor.
2. If the workers have to enter an area where the atmosphere possibly contains a poisonous or harmful substance, or it contains not enough oxygen, or it can be inflammable, the atmosphere in this area needs to be controlled and appropriate measures have to be taken to prevent any danger.
3. Under no circumstances, a worker should be exposed to an atmosphere with an increased risk.  
Anyhow, the worker must be permanently observed from the outside and all appropriate precautions have to be taken so that immediate and effective aid can be given.
4. The necessary protection measures against the risk of explosion, intoxication and suffocation need to be taken.
5. The contractor can only introduce and use dangerous products within the premises of SCK•CEN after having presented the MSDS to, and having received prior permission from the ISPPW of SCK•CEN.

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#### 4.2.6 Dangerous openings

All openings that can be dangerous for the workers must always be either properly covered or fenced off with solid railings. The necessary signalling (lights + signs) must be provided.

#### 4.2.7 Lifting devices

1. The sturdiness, stability and resistance of the lifting devices and their accessories (chains, hooks, cables) have to be checked each day.  
The electrical installations have to be earthed.  
The necessary measures have to be taken to avoid any accidental contact with the electrical conductors (i.e. the movements of the arm, the sweeping of the cables, etc).  
Brakes, catches, safety nets or other safety means to avoid the sudden fall of loads need to be in good condition.
2. Cranes with variable radius: a device (needle with dial) that automatically indicates the maximally allowed load for each angle of inclination of the arm must be present.
3. If there is no actual supervision of the crane operator, no load may hang from the crane.
4. The necessary precautions must be taken against the striking of the material and the falling of the loads during the works.
5. The necessary measures must be taken to prevent loads or parts of loads from falling.  
When a lifting device has to be set up on a scaffolding:
  - a. the parts comprising the scaffolding need to be carefully checked and adequately strengthened if necessary;
  - b. the crossbeams need to be immobilised;
  - c. the standards need to be firmly fixed to a resistant part of the building, where the lifting device needs to be set up;
  - d. a vertical fence has to be put up over the entire height of the scaffolding to prevent the floor or the load from catching the scaffolding;
  - e. the scaffolding needs to be periodically checked.
6. The operator of the lifting device must always be able to supervise the load. If this is impossible, the movements can only be carried out by order of and according to the instructions of an appointee.
7. Any faulty or insecure part is removed so that it can no longer be used.
8. All cranes and lifting devices have to be provided with a valid "crane certificate" and periodical inspection certificate. During lifting activities, the area within which is being lifted must be clearly delimited, so that someone who has nothing to do with the lifting, cannot unsuspectingly enter this area.

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9. All cranes and lifting devices have to be provided with a reliable fire extinguisher.
10. For the various lifting devices, the latest inspection report coming from the recognised organisation needs to be present at the working site. Moreover, the inspection reports of all safety material, as described in art. 281 of the ARAB, must be present at the working site. On request, copies of these reports are sent to the ISPPW before the beginning of the works.
11. It is not allowed to use lifting devices of SCK•CEN without written permission. Anyhow, the people using the lifting devices have to dispose of the necessary trainings and instructions.

#### 4.2.8 Individual protection

1. Contractors must supply their workers with the necessary approved means of protection.
2. The helmets may not be altered in any way, such as ventilation openings, driving in screws, etc. So as to identify the contractors, the helmets must be labelled with the name and/or logo of the firm.
3. Eye protection is compulsory (at least a pair of approved safety glasses with side caps) when grinding, chopping, polishing, using mechanised cleaning devices and in all activities with a risk of eye injuries.
4. The contractor has to put masks at disposal and make sure his workers wear them when they are working with materials that upon inhalation can be harmful to their health.
5. The contractor has to put ear protectors at disposal and make sure his workers wear them during works with a sound exposure as from 85 dB(A).
6. Contractors and their workers are expected to wear safe and durable working clothes.
7. The personal means of protection must always be in good condition. If necessary, it has to be possible to replace them immediately.
8. The contractor has to point out the compulsory and rational use of the personal means of protection to his workers.

#### 4.2.9 Scaffoldings and ladders

1. Each scaffolding has to be properly designed, constructed and maintained, so that it cannot collapse or accidentally start shifting.
2. The platforms, passages and ladders of the scaffolding have to be constructed, dimensioned, protected and used in such a way that no one can fall or be hit by falling objects.

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3. The scaffoldings must be inspected by an authorised person:
  - a. before they come into use;
  - b. afterwards, at regular times;
  - c. after each modification, period of non-use, exposure to every kind of weather or earthquakes, or other circumstances possibly affecting the sturdiness or stability of the scaffoldings.The reports of these inspections must always be present on the working site.
4. The ladders may not show any defects that could endanger the safety. They have to be sturdy enough and properly maintained.  
The ladders must be used in the right way and in the appropriate places.
5. The mobile scaffoldings must be protected against unintentional movements. The wheels have to be locked.
6. When a suspended scaffolding is used, it is compulsory to wear a safety belt with a lifeline attached to a fixed point.
7. Pipe scaffoldings are not moved from a height.

#### 4.2.10 Minimum age of the workers

1. The contractor cannot employ workers younger than 18 on the site of SCK•CEN.

#### 4.2.11 Reporting of accidents

1. The working site co-ordinator of the contractor immediately reports each industrial accident on the working site, with or without inability to work, to the contact person at SCK•CEN and he reports it on paper to the ISPPW of SCK•CEN.
2. The working site co-ordinator of the contractor will make sure that the numbers of the local emergency services are indicated in the own site van or shed, as well as in the van or shed of the subcontractor:
  - a. fire brigade of SCK•CEN (2222);
  - b. ambulance service of SCK•CEN (3333);
  - c. local or federal police.
3. When a serious accident has happened (fatal or at least 1 week inability to work), the contractor must immediately present a written report to the ISPPW of SCK•CEN. This report contains:
  - a. place and time of the accident;
  - b. name, age and occupation of the victim;
  - c. name witnesses;
  - d. nature of the injury;
  - e. first intervention;
  - f. description of the accident and indication of witnesses if any;
  - g. preventive measures taken or provided to prevent recurrence;

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- h. signatures of working site co-ordinator and contractor.

#### 4.2.12 Order and cleanliness

1. Orderliness is a first requirement for all work that must always be preserved. Special attention must be paid to keeping passageways and roads clear, to removing obstacles that can make someone slip or stumble and to correctly stacking up materials. Contractors must do everything possible to keep roads free from mud, dirt or other slippery elements.  
If this cannot be prevented, the contractor must immediately and regularly clean the roads. Materials, tools and other equipments that are not in use, must be stored or stacked up in such a way that they do not hinder de activities of others.
2. At the end of the works, all material must be stored.  
The working site must be left in a clean condition.  
Demolition material must be removed, according to the stipulations in section 3.1 Works in existing installations.

#### 4.2.13 Sanitary facilities

1. Changing rooms and lockers

If the workers have to wear special working clothes and they cannot be asked to change in another room because of health or decency reasons, appropriated changing rooms must be put at their disposal.

The changing rooms must be easily accessible and large enough and they must be provided with seats.

The changing rooms must be organised in such a way that, if so desired, the workers can hang their working clothes, as well as their personal clothes and belongings, out to dry and put them away under lock and key.

If circumstances require so (dangerous substances, humidity and dirt), it must be possible to keep working clothes and personal clothes and belongings in separate places.

Separate changing rooms must be provided for men and women or these rooms must be used separately.

If there are no changing rooms necessary in the sense of point 4.2.13-1, each worker must be able to dispose of a space where he can keep his personal clothes and belongings under lock and key.

2. Showers and washbasins

If health care or the nature of the work requires so, enough appropriate showers must be put at the disposal of the workers.

The shower areas must be sufficiently large so that each worker can wash without any hindrance and under appropriate sanitary conditions.

Shower cubicles must be provided with hot and cold running water.

If there are no showers necessary, changing rooms with running (if necessary hot) water must be provided in the vicinity of the workplaces.

Separate washbasins must be installed for men and women or the washbasins must be used separately when decency requires so.

If the shower or wash places and the changing rooms are separated, these rooms must give access to one another.

### 3. Toilets and washing accommodation

In the vicinity of their workplace, the workers must dispose of rest rooms, changing rooms and shower or wash places and special rooms provided with enough toilets and washbasins.

Separate toilets must be installed for men and women or the toilets must be used separately.

### 4. Refectory

It is strictly prohibited to eat at the place of work.

If the contractor does not provide a refectory, the personnel can use the SCK•CEN/VITO restaurant (located at the main entrance).

### 5. Rest room

It is absolutely prohibited to rest on dangerous or unhealthy places such as roofs, scaffoldings, near pits, excavations, furnaces, gasholders, etc.

#### 4.2.14 Installations for energy distribution

1. Installations for energy distribution present on the building site, in particular those exposed to external influences, must be regularly checked and maintained.
2. Installations that were already present on the building site before the beginning of the work need to be identified, checked and clearly labelled.
3. When overhead power lines are present, they have to be, as much as possible, either diverted outside the building site, or made dead.  
If this is impossible, barriers or warnings must be put up to keep vehicles and installations at a distance.  
If vehicles must drive under power lines on the building site, appropriate warnings and a protection underneath these wires must be installed.

#### 4.2.15 Demolition and/or decommissioning of installations

It is necessary to wear specially adapted personal means of protection.

Power lines that have to be decommissioned need to be made dead before the beginning of the works and they are always removed up to the source, unless otherwise agreed to.

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Such activities cannot have any influence on the fire resistance of the rooms. If necessary, the requisite repairs have to be carried out.

#### 4.3 General access regulation of the controlled areas for the external employer

Art. 1 This access regulation is applicable:

*Art. 1.1* On the one hand, to each employer or client who carries out work at SCK•CEN during which members of personnel or appointees (hereinafter called external employees) of this employer can be exposed to ionising radiation during their presence in controlled and/or supervised areas.

*Art. 1.2* On the other hand, to the persons in question who want to gain access to the controlled and/or supervised areas.

Art. 2 When carrying out work during which they can be exposed to ionising radiation, the external employees fall under the supervision of the Health Physic and the occupational medicine service of SCK•CEN.

The general legislation on industrial medical control of employees as mentioned in the codex, specific royal decrees and implementing orders must always be complied with in advance.

Only applicable in case of work in the controlled or guarded areas of nuclear institutions:

The Royal Decree of 25.04.1997 obliges employers of external firms, whose staff carry out work in controlled areas of nuclear institutions of Class I (possible exposure to ionising radiation), to let these workers undergo a medical examination in advance at the occupational medicine service of this institution.

By law, the medical examination at SCK•CEN can only concern the occupational risk of ionising radiation and the permission of access to the nuclear sites for which the occupational medicine service of SCK•CEN is responsible (SCK•CEN, Belgoprocess, Belgonucleaire).

The medical approval, which is an essential element in the access procedure, is limited to a period of six months from the date of the latest blood analysis. For any possible prolongations, the employee must take the necessary steps in time. Your occupational medicine service must send the summary of a new examination to the occupational medicine service of SCK•CEN.

The medical supervision must be carried out as much as possible by mutual agreement with the own occupational medicine service of the external firm, so as to avoid double medical analyses and to have a smooth course of the formalities before entering the controlled areas.

The occupational medicine service of the external firm remains responsible – as before – for the co-ordination of all examinations and for the administration of the global medical record of the employees. The external employee must strictly observe this adapted access procedure concerning works during which there is a possible exposure to ionising radiation. If the stated conditions have not been fulfilled (a.o. sending in advance the undermentioned documents),

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**NO ACCESS** will be granted to the nuclear site. In that case, the costs resulting from this decision can in no way be recovered from the institution of SCK•CEN.

Art. 3 As mentioned in the Royal Decree of July 20, 2001, the external employee has to know about the specifications regarding the execution of works during which there is a risk of exposure to ionising radiation; in addition, he has to be acquainted with the safety regulations (signalling, evacuation roads to follow, individual means of protection to use, actions to take within the framework of the emergency plan). This training is given by means of safety films. These films can be seen either at the main entrance of SCK•CEN, where a room is installed to give the necessary trainings to external employees, or via the CD-ROM that is available at the SCK•CEN main entrance. A brochure giving an overview of the different safety films is also available at the main entrance of SCK•CEN. Extra copies of the CD-ROM and the brochure can be requested at the ISPPW.

For the safety of the external employees, SCK•CEN checks whether they have understood the information by putting them to a small test. This test, which has to be redone every year, can only be taken at the SCK•CEN main entrance. A minimum score of 70 % needs to be made in order to gain access to the technical site of SCK•CEN to carry out works.

With regard to access to the controlled areas, the external employee can turn to the person who asked for the works inside SCK•CEN and to the responsible radiation protection officer of the building.

Art. 4 For the execution of the work assigned to a third party by SCK•CEN, only personnel with the required technical formation and experience can be employed.

Art. 5 Responsibility during the execution of the work:

Art. 5.1 The external person who directs the execution of the works, hereinafter called the foreman, is responsible for both the technical execution of the works and the safety aspects.

Art. 5.2 If the work only concerns one person, then this person is responsible for it. The foreman has to be appointed during a preparatory working site meeting before the beginning of the works.

Art.5.3 As mentioned in the Royal Decree of July 20, 2001, the external employees have to observe the following observations:

Each employee and each external employee has to observe the above-mentioned instructions and the regulations of the Royal Decree of July 20, 2001. It is prohibited for the employee to unnecessarily expose himself to radiations, to damage the means of protection or to take them away. He immediately reports, at least to the service for Health Physic, each irregularity or defect of the protection means. Furthermore, he has to contribute himself, as far as possible, to his own radiological protection.

Art. 6 Access to the controlled areas will only be granted if the external employer has *EXACTLY* observed in advance the "Specific instructions for the benefit of the external employer", as enclosed in the order letter.

Art. 7.1 If required, the Health Physic service and the occupational medicine service will decide to have the internal contamination measured before and after the

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works at SCK•CEN. When the person in question refuses to undergo this measuring, access to the controlled areas will be denied and no observation later on can be passed on to SCK•CEN. The Health Physic and the occupational medicine service will inform the employer about the refusal on paper.

*Art. 7.2* The external employee is bound to undergo all other interim controls on internal contamination. Refusal or forgery of the executed controls leads to the immediate removal of the employee.

*Art. 7.3* The Health Physic service of SCK•CEN puts dosimeters at disposal. It is obligatory to wear them in the indicated way. TLD and EPD dosimeters are worn at chest height. Other special dosimeters are put at disposal by the local radiation protection officer.

*Art. 7.4* Within the framework of the ARBIS regulation, the Health Physic of SCK•CEN can impose stricter week doses than the ones fixed by legislation. This has to be seen within the framework of the ALARA principle (i.e. keep the doses as low as reasonably achievable).

SCK•CEN will make every effort so that the specific dose limits fixed by SCK•CEN are also applicable to the external employees (whole-body dose = 10 mSv per 12 consecutive months; this is 50 % of the legal dose limits).

Whether a medical examination is applicable or not, the external employees have to present a separate overview upon arrival for the benefit of the responsible radiation protection officer of the building. This overview of the doses of the last 52 weeks has to contain the most recent data and it has to be signed by the external employer. A correctly completed radiation pass is accepted as an alternative to the internal document of SCK•CEN.

A number of official doses on a monthly basis is sent in duplicate to the Health Physic of the external firm (the external employee must provide a copy to his occupational health officer). If the external employees regularly carry out work in controlled areas, they could even obtain interim semi-official dose data (measured on the basis of pen or electronic dosimeters). For these data, the external employees need to apply to the responsible radiation protection officer of the building, who will then present them a copy. Indeed, after each work interruption, up-to-date dose data have to be submitted, taking into account any recent doses absorbed in controlled areas of other institutions.

*Art. 8.1* SCK•CEN puts protection gear at disposal for the execution of works in controlled areas. Subject to the consent of the Health Physic, this protection gear cannot be removed from the working area in question. Under no circumstances, it can be taken home.

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- Art. 8.2 Tools, materials, apparatus or clothes that belong to the external employer or external employee and that have been radiologically contaminated, will be stored at an indicated place on the SCK•CEN site until a decision is taken in joint consultation on the measures that need to be taken.
- Art. 9 The non-observance of this access regulation can lead to the removal from SCK•CEN of the external employee in question. In such case, SCK•CEN can by no means be held responsible for any damage that could result from this for the employer or employee in question.
- Art. 10 With regard to the works that fall under the application of this access regulation, the PPW committee of SCK•CEN and its members have the possibility to check whether the rules of the general regulation for radiation protection (ARBIS), the ARAB and the codex for the well-being at work are correctly observed.
- Art. 11 SCK•CEN cannot be held responsible by the external employer or employee for any radiations absorbed at SCK•CEN, unless it was on purpose or it was a glaring mistake by SCK•CEN or its appointees.
- Art. 12 The external employer agrees to take out an appropriate insurance for the own employees or appointees that, next to own damage, also covers the responsibility towards a third party.
- This insurance will not be able to recover from SCK•CEN or its insurers. However, if SCK•CEN is addressed by the insurer or by a third party, the external employer will indemnify SCK•CEN. If required, the external employer will grant inspection of the insurance policy to SCK•CEN.

#### 4.4 Safety file

Prior to the execution of the works and upon request of SCK•CEN, the contractor has to compile a safety file and present it to the ISPPW; this file contains the following elements for the installation or parts of it:

- a. Description of the works, including risks and precautions;  
Location of the works;  
Duration and timing of the works;  
Names of the working site co-ordinator and the employees of the contractor;  
Name of the head of the ISPPW of the contractor (+ phone number).
- b. Approval reports per regulatory inspections according to the ARAB for lifting devices, tanks and pressure vessels, electrical installations. The inspections must be carried out by a legally recognised inspection organisation.
- c. Maintenance and operating instructions of all installations for a safe exploitation according to art. 54 quarter of the ARAB.

Before coming into service, the entire installation ready for use will be checked within the framework of the prevention policy. This checking is carried out on the initiative and at the expense of SCK•CEN, unless otherwise agreed to. The contractor is

invited to this checking and needs to be present. The head of the ISPPW of SCK•CEN or an appointee must also be present.

#### 4.5 Infringements

Infringements of the safety requirements according to this article will promptly be remedied by the contractor. They can lead to reinspections, the stopping of the works and/or the postponement of the delivery; the contractor can never ask any compensation and/or extension of the term for this.

All costs for SCK•CEN originating from the adverse consequences of the non-observance of the regulations in this article can directly be recovered from the contractor.

### 5. ENVIRONMENT

#### 5.1 General provisions

SCK•CEN aspires to continuously bear the environment in mind when carrying out its tasks and it counts on your co-operation as external employee. Therefore, we ask you to thoroughly read the following environment regulations so you can start working with close attention to the environment.

As mentioned before, the contractor is and remains fully responsible for the application of the legal provisions and of the ruling regulations.

#### 5.2 Work with chemical products

Make sure that you are always acquainted with the risks related to the products that you work with. These risks can be found on the MSDS (Material Safety Data Sheet) that you receive from the supplier. This sheet provides an overview of the possible risks and it describes a.o. how the product must be stored and dealt with.

Do not create unnecessary risks: only bring along the amounts that you need for the execution of your task or that you will use that day.

When using liquid products, always make use of an appropriate leakage collector and always have absorption material to hand.

Removal of chemical products has to be carried out by the contractor. If it concerns waste that was produced inside the controlled area, then this waste has to stay inside the controlled area.

Incidents must immediately be reported to the industrial safety co-ordinator of the building or to the ISPPW.

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### 5.3 Waste

Where people work, waste is produced; both inside and outside the controlled areas, everyone is responsible for its own waste. Therefore, one must always take **3 pillars** into account, namely **prevent**, **sort** and **remove**.

#### ⇒ **PREVENT**

Firstly try to avoid the production of waste.

Never bring along more material than what you need for a correct execution of your task. A good preparation of the tasks that need to be carried out and clear agreements with your client can prevent the unnecessary production of waste during the works.

#### ⇒ **SORT**

Waste originating from the controlled areas must stay inside the controlled areas. Under no circumstances, the waste can be taken along by the contractor or his personnel.

Waste that is produced outside the controlled areas must be sorted and removed according to the ruling instructions.

#### ⇒ **REMOVE**

It is strictly prohibited to leave waste products, of any kind, unattended at our technical site. Solid or liquid waste products can on no account be put in the containers that are present at our technical site. It is also prohibited to dump harmful liquid waste products such as oil, white spirit, cellulose thinner, ... in sinks, drains, toilets or the soil, even if it concerns waste in dilute form.

Removal of waste produced outside the controlled areas has to be carried out according to the ruling instructions. On request, the necessary certificates need to be presented for the removal of the waste.







Waste produced inside the controlled area can under no circumstances be brought outside.

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## Annex 1

## Sirens applicable inside SCK•CEN

The sirens are tested each first Thursday of the uneven months at 3:20 p.m.

What?	Alarm	You are:	Action
Fire	 3 seconds	Inside the building	<ul style="list-style-type: none"> <li>★ Do not use any lifts</li> <li>★ Close all windows and doors</li> <li>★ Leave the building, following the emergency exit signs to the assembly point</li> </ul>   <ul style="list-style-type: none"> <li>★ You are inside the controlled area? Leave the building immediately without measuring yourself, contact the radiation protection officer as soon as you arrive at the assembly point</li> </ul>
		Outside the building	<ul style="list-style-type: none"> <li>★ Continue working</li> <li>★ Wait for further instructions</li> </ul>
General Emergency	 15 seconds	Inside a building	<ul style="list-style-type: none"> <li>★ Close all windows and doors</li> <li>★ Do not smoke, eat, drink or use the telephone</li> <li>★ proceed to the <b>waiting room</b></li> <li>★ You are inside the controlled area? Leave the building immediately without measuring yourself, contact the radiation protection officer as soon as you arrive at the <b>waiting room</b></li> </ul>
		Outside a building	<ul style="list-style-type: none"> <li>★ Go immediately to the nearest building</li> </ul>  <ul style="list-style-type: none"> <li>★ Follow the green arrows</li> <li>★ Report to the <b>reception hall</b></li> </ul>
End of alarm	 Continuous signal		<ul style="list-style-type: none"> <li>★ You can return to your workplace</li> </ul>

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**INTERNAL EMERGENCY NUMBERS AT SCK•CEN**

<b>3333</b>	Medical service SCK•CEN
<b>2222</b>	Fire brigade SCK•CEN
<b>2807</b>	Secretariat ISPPW of SCK•CEN
<b>2050</b>	Internal guarding SCK•CEN
2300	Security
<b>11</b>	Telephone exchange SCK•CEN

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