

<b>Guidelines for contractors</b>				
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## Guidelines for contractors carrying out works at Aurubis Belgium NV

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## **0. INTRODUCTION**

### **0.1. Definitions**

Contractor: any natural and/or legal person who carries out work and/or performs services for Aurubis Belgium NV.

Subcontractor: any natural and/or legal person engaged by the Contractor to carry out work and/or perform services for Aurubis Belgium NV.

Employees: employees of the Contractor and/or a Subcontractor engaged by the Contractor and/or the employees of the latter.

### **Introduction**

Aurubis cares for health, safety and the environment.

Based on legislation and many years of experience, many rules have been drawn up that apply to any person wishing to enter the Aurubis site in Olen.

Here you will find a summary of the most important guidelines. These guidelines, together with the statutory provisions, regulations and directives, form the minimum requirements for the performance of all work by Contractors and they therefore also form part of the contractual arrangements in the event of a possible order.

The Contractor bears the full responsibility and liability for the health and safety of its Employees and for compliance with these guidelines. The Contractor will be liable for all damage which is caused to Aurubis or to third parties by actions or negligence of the Contractor or its Employees. The Contractor will indemnify Aurubis against any claim from third parties.

Before any work is started, the Contractor must complete, sign and return the acknowledgement form, attached as the last page of the Guidelines, to the Purchasing department of Aurubis to indicate agreement.

The Contractor must demonstrate the proper functioning of his safety management system. He does this by submitting a VCA / BeSaCC certificate. Foreign firms must submit a safety certification certificate that is equivalent to VCA / BeSaCC.

If a company does not have a VCA / BeSaCC certificate (or for foreign companies the equivalent certificate), specific and written exemption must be obtained for work at Aurubis. This exemption must be obtained through the orderer of Aurubis, who follows internally applicable requirements and procedures. The exemption specifies how the space can be completed as a result of the lack of the certificate.

In addition to the VCA / BeSaCC requirement for the company, when people are admitted to the site to carry out work, it is required that the person can submit his personal VCA / BeSaCC training certificate (see further on this in chapter 4: Company security). No exception will be made to this, persons who do not (yet) have the VCA / BeSaCC training certificate because they have been employed by the Contractor for <3 months, will be refused entry. "

We hope that this writing can help you to deal appropriately with safety, health and the environment on our Aurubis site.

## **1. RECEPTION AND REGISTRATION**

### **1.1 Registration procedure before the start of any work**

1.1.1 At least 48 hours before the start of any work, the following information must be provided to the responsible site manager of Aurubis Belgium (coordinates such as email address and telephone number are to be provided at the introductory meeting, 14 days before the start of the work):

- Company Data: company name, address, telephone number, fax number, email address, registration number and RSZ (social security) number

- Personnel Data: name, first name, date and place of birth, address. When the Limosa declaration is applicable, a Limosa L1 form must be submitted before the start of any work. This form must be submitted at least 48h prior to the start of the work.
- The Contractor must demonstrate that he is in possession of a valid VCA/BeSaCC certificate. In the absence of such a certificate, he must complete the questionnaire for non-VCA/BeSaCC certified contractors.

1.1.2 The responsible site manager will communicate this information to the security services (at the gate) by way of the form FOR-WKD-001-N.

Contact details of the security services at entrance A:

Tel. number intern: 014/24.32.02

Tel. number extern: 014/24.31.11

Mail to: [Waakdienstcopper.olen@aurubis.com](mailto:Waakdienstcopper.olen@aurubis.com)

1.1.3 The contractor must have the necessary documents. Limosa1 for employees of foreign companies and A1 if the company is established in an EU Member State. More information about this can be found on the sites [www.rsvz-inasti.fgov.be](http://www.rsvz-inasti.fgov.be) and [www.limosa.be](http://www.limosa.be).

## **1.2 Reception on the first working day**

1.2.1 On the first day of work Employees must report to entrance A during normal working hours (6am - 4pm). The necessary formalities regarding registration will be completed and a video on general safety will be shown ("health-safety-environment"). Only when a test has been passed will the Employee receive a personal badge (upon signing a proof of receipt).

Each Contractor must have at least the following PPE: trousers, long sleeves, fluorescent vest and safety shoes.

1.2.2 With this badge, Employees can enter the factory via the turnstile at entrance A.

In exceptional cases, access can also be given to enter the factory via entrance B.

The access badge is valid for one month and can be extended if required. The badge is strictly limited to personal use. Misuse will lead to an access ban by Aurubis. The employee must have his/her personal badge on their person and show it on request.

The badge must be returned to the security officer at the entrance at the end of the works.

For any unreturned badge, EUR 20 will be charged.

Employees who have not been registered are not allowed access to the site. They must first complete the necessary registration procedure and view the safety video.

1.2.3 Each Contractor ensures and declares that his Employees have the necessary training/professional experience and physical fitness to carry out the tasks assigned to them, and to use and operate the work equipment in a completely safe manner.

1.2.4 Each Contractor will provide all training required for any particular task on site for all his Employees, discussing specific and site-dependent safety matters, and this at least before the start of any work and then at least monthly.

### **1.3 Access to the factory**

#### 1.3.1 For vehicles:

Vehicles can only enter the factory site at entrance A. Access will be granted only to vehicles which are used as a 'mobile work shed' or to carry materials that cannot be carried in by hand. Parking of these vehicles is always done in conjunction with the site manager of Aurubis. 'Wild parking' is not allowed for safety reasons.

#### 1.3.2 Passengers of a vehicle:

Passengers must enter the site at the turnstile at entrance A and cannot enter the site with the driver of the vehicle. Persons under the age of 18 are not allowed on site.

#### 1.3.3 Tools and materials:

At the start of the works an inventory of the tools and equipment must be made. All work equipment must be clearly identified so that its ownership is undeniably established. The inventory list can be requested at any time by a manager of Aurubis or a security officer in charge of this inspection. Goods which do not appear on this list at the time of exit are deemed to be owned by Aurubis, unless proof of exit can be presented, completed and signed by the responsible Aurubis project manager. Any outbound transport is always accompanied by a responsible person employed by the Contractor. Closed transports will remain on site until a responsible person employed by the Contractor opens the transport for inspection.

#### 1.3.4 Delivery of materials:

All cars and trucks with materials must enter the site through entrance A. All material is delivered under the supervision and responsibility of the Contractor. Aurubis can under no circumstances be held liable for deliveries. The Contractor must inform the security officer at entrance A and the Aurubis site manager in due time of the arrival of any material. Upon arrival a receipt will be completed and signed by the Contractor. Without a contact person who can be reached by telephone (Aurubis contact person - site - contractor) no materials can be delivered for third parties. If required, the security officer will ask the contact person for further information. The location at which materials are to be unloaded and stored must always be agreed upon with the Aurubis project manager. This person will inform the security officer of the assigned location.

## **2. STARTING A WORK SITE**

### **2.1 Introductory meeting with the Contractor on safety at the site**

2.1.1 Before the start of any work the Contractor will draw up a written risk analysis of the work to be carried out (as required by law). This analysis can always be requested by Aurubis. In this document the Contractor determines which preventive measures must be provided to carry out the work in a safe manner.

2.1.2 Approximately 14 days before the start of the work the Contractor will be invited to an introductory meeting. Depending on the size of the project or the work to be carried out, the Internal Service for Prevention and Protection (health and safety), the Environmental Management department, the project engineers, the site managers of Aurubis and the corresponding departments of the Contractor will be invited. At this meeting, the practical arrangements regarding health, safety and the environment are discussed, recorded and signed using the form 'Introduction before the start of work'. The Contractor ensures that all his Subcontractors are aware of the arrangements discussed during the introductory meeting. During the introductory meeting the Contractor will request information about any specific Aurubis hazards at the site and any measures relating to first aid, fire-fighting and evacuation and any additional medical checks. It is the responsibility of the Contractor to make his Employees aware of the arrangements, the specific Aurubis risks and the associated safety measures.

2.1.3 When the Contractor wishes to engage Subcontractors, temporary employees or working students, he is obliged to submit this for approval to the Aurubis site manager. The site manager will decide, if appropriate on the advice of the Internal Service for Prevention and Protection (health and safety), and in function of the risks of the work to be carried out, whether or not to allow these persons on site.

### **2.2 Reception when starting work on site**

2.2.1 On their first working day at Aurubis in Olen, the appointees receive a general safety reception by means of the reception module "safety-health-environment". They must also answer 80% of the questions correctly. The arrangements made during the introductory meeting and the specific risks of the work site with their respective safety measures will also be discussed. Subsequently, all Employees must sign the form, thereby declaring they have understood all the general and specific arrangements regarding health, safety, hygiene and the environment and to strictly adhere to these when carrying out the work. Only Contractors and their Employees who have attended the reception meeting can start work at the Aurubis site. Time spent at the introductory meeting and/or the reception meeting cannot be charged. The reception meeting is arranged specifically for each site or work place where the Employees will be working.

Employees cannot work at another site without the approval of Aurubis staff and without attending a new reception meeting.

2.2.2 In order to avoid any misunderstandings, it is important that the communication of the security arrangements is done in a language understood by everyone. This means that the supervisor, the site manager, the foreman and the Employees of the Contractor must preferably speak the Dutch language, or at least understand English, French or German. When the Employees speak a language other than the common language, the Contractor will take all the necessary measures to ensure a smooth communication with these Employees.

### **2.3 Site facilities and fencing**

2.3.1 The Contractor will provide the legally required facilities for his Employees and those of his Subcontractors. These are, for example, a canteen, sanitary facilities and changing rooms. The location and size of the site facilities will be determined in consultation with the site management. All site facilities must be tested in accordance with the legal requirements. The way in which the electricity, water, sanitary facilities and telephone are connected and the division of the costs will be discussed in advance with the Acquisition department and the site manager. The electrical connections will only be made by Aurubis upon submission of a statutory inspection document.

With regard to the electric cabinet, the Contractor will take into account the fact that the general network type on the Olen site is an IT network without a divided neutral conductor.

The installation, connection and subsequent removal of septic tanks is done in consultation with the site manager of Aurubis.

2.3.2 Each site will be provided with a solid lockable fence, unless otherwise agreed with the site manager of Aurubis.

2.3.3 The fire brigade requires that each site facility has a central electrical switch, which can be operated from the outside.

2.3.4 Gas cylinders will be stored in a well-ventilated and specifically selected location on the site, at a sufficient distance from the installations and the places where possible hot work is carried out. This storage takes place at locations where there is no direct impact of sunlight, and the cylinders must be stocked in a vertical position and properly secured.

Due to the fire risk the statutory pictograms must be in place. If the oxygen and acetylene cylinders are not isolated by a non-combustible wall, they must be separated from each other by a distance of at least 5 meters.

2.3.5 Hazardous substances must be stored at a location on the site clearly defined by an Employee of Aurubis.

2.3.6 The Contractor is not allowed to make connections to the electricity grid, steam network, water supply or any other system or facility at Aurubis himself.

2.3.7 When power generators with a capacity of more than 100 kVA are used, an environmental permit must be requested in advance.

### **3. CONDUCT ON SITE**

#### **3.1 Follow-up of the work by Aurubis**

3.1.1 The contractor must take into account all the preventive and corrective instructions of the Aurubis employees responsible for the work. This may not lead to any increase of costs for Aurubis. If several firms work simultaneously in the same location, an Aurubis employee will be designated as a coordinator beforehand.

The workplace of the employees and the work to be performed are stated in the work orders. Employees are only allowed to stay in the assigned work environment. Aurubis establishments may only be used with permission and in accordance with the Code of Good Practice.

#### **3.2 Food and Drink**

3.2.1 Consuming food and drink is prohibited at the work location. Eating, drinking and changing is only allowed in the designated areas. Regulations for the use of these areas must be observed. Alcoholic drinks and drugs are forbidden on the entire Aurubis site. It is forbidden to enter any Aurubis site under the influence of alcohol or drugs.

3.2.2 The access badge can be used as a means of payment in the canteen. The badge can be charged at the payment terminal of the canteen. Please see the instructions on the terminal. With this badge (electronic payment card) it is then possible to purchase drinks, food and sweets from the vending machines. The use of an Aurubis badge by the contractor or its employees will result in the immediate dismissal of the person(s) involved.

Contractors will have access to the canteen (building 430) during the following hours:

- from 9am - till 10am
- and from 12.30pm - till 1.30pm
- and from 5pm - till 6pm

3.2.3 Contractors must adhere to the common rules of good conduct and hygiene. Coats must be hanged on pegs. Soiled clothing must be removed. If this is not possible, an overcoat must be worn over the soiled clothing. Overcoats are available in the canteen. Hands, wrists and face must be washed before consuming any food. After the meal the overcoat must be deposited in the laundry basket provided for this purpose.



### 3.3 Smoking

3.3.1 On the Aurubis Olen site smoking is only permitted within the designated smoking zones. Smoking is prohibited in all other places, both inside buildings and in the open air.

### 3.4 Evacuation Alarm

3.4.1 The evacuation signal has an alternating tone.



1. Local alarm (in a building, manufacturing space). Leave the building immediately if the signal sounds in the building and head to the indicated assembly point, where you must report to the evacuation leader.

2. General alarm.

When B-Alert should give a Seveso-alarm you must follow the instructions given by the evacuation leader. Please report to an Aurubis employee for instructions as soon as possible. If you are in a vehicle you must park the vehicle on the side of the road, switch off the engine, close the windows and turn off the ventilation. You must then wait for the arrival of the intervention team.

3.4.2 The alarm is tested on the first Thursday of every month at 12.30pm. There is no need to respond on these occasions. If this alarm is sounded twice, it is an actual alarm.

3.4.3 When you detect a local fire you must immediately sound the alarm to an Aurubis employee in your direct vicinity or call the internal emergency number on 5222 or the mobile number +32 (0) 14 24 52 22.

3.4.4 There are fire extinguishers located at various places on the site. Please use these in case of emergency, but only if you have the necessary knowledge on their use, and report this afterwards to an Aurubis employee.

3.4.5 The emergency exits are indicated at various locations. When entering a building always check the regulations and the location of the emergency resources.

### 3.5 Local traffic and traffic signs

3.5.1

- Belgian traffic rules apply on site;
- There is a general speed limit of 30 km/h;
- Codes on traffic signs must be respected;

- Corridors, exits, eye and emergency showers, electrical switchboards, railways and fire equipment must be kept accessible. The fire brigade, ambulances and other emergency services must always have free passage;
- Upon hearing an alarm, all vehicles must immediately be parked on the right-hand side of the road. Subsequently the engine must be switched off. You must then walk to the nearest assembly point. The parked vehicles must not be locked and the ignition key must remain in the ignition switch. In emergencies Aurubis is authorised to move vehicles;
- You must not deviate from the allocated route; our security staff carry out regular speed checks. Anyone not complying with the speed limits may be denied access to the factory.

### **3.6 Operational zones**

3.6.1 Operational zones are areas in which logistic activities are carried out by the staff of the department and its associated transport, i.e. only work traffic. Only people and vehicles which are required for the operational activities in the operational zone are allowed to enter this area. The area of an operational zone is marked with white and yellow lines.

3.6.2 For work within an operational zone an exception can be made by the Aurubis site manager provided a clear demarcation of the work zone is applied within the operational zone. The security services must be notified of this type of work.

### **3.7 Use of Aurubis material**

3.7.1 All contractors provide their own materials, tools and protective equipment, unless otherwise agreed in the contract.

In exceptional cases and for a limited period (the first day) material can be rented at predetermined Aurubis rates.

If a contractor is required to rent tools or materials from Aurubis due to negligence, this will result in a negative comment in the evaluation of the work.

3.7.2 Fork-lift trucks and hydraulic platforms (property of Aurubis) are only available with a driver.

### **3.8 Use of Aurubis facilities**

3.8.1 Contractors and Employees may not make use of Aurubis facilities unless otherwise agreed in the contract.

This means that no use can be made of:

- showers, towels;
- lockers;

- Aurubis work clothing.

As an exception and depending on the nature of the work, the Contractor and/or Employees will be granted access to the showers (and possibly lockers). This will be agreed during the 'Introduction before starting work'. The security department must be informed of this.

Contractors may not make use of the restrooms but will have access to the canteen during the hours mentioned in item 3.2.

All arrangements deviating from the general rules will be reported by the Aurubis site manager to:

- the security services, since they carry out regular checks to ensure compliance;
- the HR department for practical reasons;

The security services and HR department will report this to the Safety/Purchasing department which will take the necessary measures.

### **3.9 Working hours**

3.9.1 We would like to emphasise that Contractors must adhere to all legislation with regard to the maximum number of working hours per day.

Aurubis Belgium is in principle accessible from Monday to Friday from 6am till 10pm. Working outside these hours must be reported to the Aurubis site manager. The security department must be informed of this.

## **4. SITE SHUTDOWN**

### **4.1 Clearing the site**

4.1.1 After the works is completed the Contractor must return the site to good order as soon as possible and take the necessary steps to remove any tools, residual materials and facilities. In the event of failure to do this by the Contractor, Aurubis will organise this at the expense of the contractor. The site container will be sealed in cooperation with the security services.

### **4.2 Repairing damages to roads and grounds**

4.2.1 Before any digging is started on roads or grounds to carry out the agreed work, the Contractor will contact the site manager well in advance to discuss who will and may carry out which work where and when.

When closing the site, all roads and grounds must be restored to good order.

### **4.3 Evaluation of the work carried out**

4.3.1 Upon completion of the work an assessment will be made of the way in which the Contractor dealt with the health, safety and environmental aspects. In addition, the result and the

way in which the result was achieved is assessed, in particular the follow-up of the work and of the Subcontractors, the quality, flexibility, cooperation and the handling of additional and less work.

## **5. SAFETY RULES**

### **5.1 Reporting of accidents and incidents**

5.1.1 Accidents, first aid and near-accidents on site must be reported immediately to the site manager and subsequently to the Internal Service for Prevention and Protection at Work of Aurubis. An investigation will be carried out and the prevention measures taken must be reported to Aurubis. In the event of an incident with environmental impact the Aurubis employee responsible for this must immediately be notified.

5.1.2 Any accident resulting in absence from work that takes place during the work on behalf of Aurubis will be reported in writing by the Contractor and, if required, the most suitable preventive measures will be drawn up in consultation with Aurubis. Serious accidents are always investigated in cooperation with Aurubis.

### **5.2 Use of materials by the Contractor**

5.2.1 If products are used which fall within the application of the regional, community, Belgian, European and international legislation and regulations on labelling, transport, storage, treatment and packaging of dangerous, toxic and harmful substances, the Contractor commits to strictly adhere to the applicable rules.

5.2.2 For all products brought on site (dangerous products and preparations) the Contractor must provide a recent European SDS (Safety Data Sheet). Upon request he will provide this to the Aurubis employee responsible or to the Internal Security Department.

5.2.3 Before substances with H 350 are brought onto and used on an Aurubis site, the Contractor must obtain written approval of the company physician of Aurubis.

### **5.3 Use of approved work equipment**

5.3.1 For any electrical distribution boards the Contractor must provide a recent test report (no more than 1 year old) of an approved inspection body to the site manager before connecting this to the mains supply of Aurubis.

5.3.2 Work equipment must comply with all legal and regulatory provisions. It must be used under safe conditions. When bringing in work equipment which must be periodically inspected by

a recognized body, it must be accompanied by a recent test report without infringements. This applies for instance to lifting equipment and accessories, ladders, fall protection equipment, hydraulic platforms, etc.

#### **5.4 Use of Personal Protective Equipment**

5.4.1 Wearing the required personal protective equipment (helmet, glasses, safety shoes, etc.) is always obligatory when carrying out specific work (welding, grinding, etc.) and at locations where this is indicated by the local signs or pictograms. This protective equipment will be provided by the Contractor.

The Contractor will make the PPE available to his employees and/or visitors at his own expense. He will monitor the use, maintenance and - if necessary - renewal of the equipment.

For work which exposes employees to major risks inherent in the activities of Aurubis it can be defined in the contract that Aurubis will make available certain PPE.

5.4.2 Outside the buildings everyone must always wear a reflective high-visibility vest.

#### **5.5 Permit to work**

5.5.1 No work may be started by a Contractor without a permit.

It is agreed in advance which works are subject to a specific permit. In such a case the Contractor will contact the Aurubis site manager on site. Before work is started the permit is signed by both parties. The prevention measures set out in the permit must be strictly applied. This procedure must be repeated when work is handed over to another team, when the period of validity of the permit has expired or when the alarm has sounded.

5.5.2 W-permit: Work permit

This permit ensures the safe execution of work on machinery, installations or installation parts and sets out the measures to be adhered to by the employees. This permit is subject to restrictions. Upon completion of the work, the employee of the Contractor immediately reports back. This is done by returning the work permit to the Aurubis employee responsible for such matters.

5.5.3 V-permit: Fire permit ('Vuurvergunning')

This permit sets out the conditions under which work with a fire risk must be carried out.

5.5.4 B-permit: Entry permit ('Betredingsvergunning')

This permit describes the safety measures to be taken when entering a confined space in safe conditions and the measures to be taken by the employees during the work. Work in a confined space is always monitored by a trained supervisor at the entrance.

#### 5.5.5 E-permit: Electrics permit

This permit describes the shutdown procedure required for the protection of employees against the dangers of electrocution and electrically driven equipment or systems at work.

#### 5.5.6 G-permit: Excavation permit ('Graaf vergunning')

This permit describes the procedure to carry out excavation works in a safe way, without damaging underground pipes or electric cables.

### 5.6 Working with asbestos

5.6.1 It is prohibited to use or bring asbestos or asbestos-containing material onto an Aurubis site without prior written approval from the Aurubis work leader/coordinator.

5.6.2 When work is being carried out on existing Aurubis installations which contain asbestos-containing materials, the Contractor will be given the relevant extract of the asbestos inventory of Aurubis beforehand.

5.6.3 The legal regulations with regard to working with asbestos, such as the completion of a work plan and the notification of official bodies (FOD, WASO Afdeling Chemische Risico's) must be strictly complied with.

### 5.7 Working with ionising radiation

5.7.1 When work is to be carried out using ionising radiation, the official bodies will be informed, in conjunction with the Aurubis work leader/coordinator, taking into account the following:

- when only one contractor is present and/or working in the immediate vicinity of the radiation, prior notification is required if the total duration of the works exceeds five working days;
- when multiple contractors (simultaneously or sequentially) are present and/or
- working in the immediate vicinity of the radiation, notification at least 15 days prior to the work is required, regardless of the duration of the work;
- in the case of unforeseen and urgent work, the prior notification is replaced by a communication by fax at the latest on the day of the start of the work.

5.7.2 All ionising sources to be brought onto the site must be reported to the security services.

### 5.8 Excavation and working in wells

5.8.1 No excavation work may be started without the consent of the department and the Aurubis work leader/coordinator (see excavation permit).

The Contractor must request sufficient information beforehand and underground pipes must be manually exposed. The Contractor or his Employees must strictly adhere to the guidelines of Aurubis and/or where appropriate the owner of the pipes and cables.

A Contractor carrying out excavation work must be aware that indications on plans or on site are merely indicative. In each case, the Contractor must assess the actual situation on-site with the necessary caution.

For holes in the ground, the necessary protection must be installed against the risk of falling. Any holes will be closed as quickly as possible.

5.8.2 In order to prevent the ground from collapsing, the designated measures must be taken as the excavation work progresses, taking into account the nature of the soil, the space available and the weather conditions. These may include reinforcements, embankments, etc.

In order to prevent the ground from collapsing, the edges of holes must be kept free from material that may cause a nuisance.

5.8.3 If during the execution of the work contaminated soil is found (e.g. due to penetration of a product) the work must be stopped immediately in order to protect the employees and the Aurubis coordinator must be informed immediately.

5.8.4 When excavation work is carried out with a depth of more than 120 cm, the Contractor will inform the official bodies, taking into account the following:

- when only one contractor is present and/or working in the immediate vicinity of the excavation, prior notification at least 15 days before the work is started is required if the total duration of the works exceeds five working days;
- when multiple contractors (simultaneously or sequentially) are present and/or working in the immediate vicinity of the excavation, notification at least 15 days prior to the work is required, regardless of the duration of the work;
- in the case of unforeseen and urgent work the prior notification is replaced by a communication by fax at the latest on the day of the start of the work.

5.8.5 For any excavation work it will be assessed in conjunction with the Aurubis work leader/coordinator whether the regulations relating to "earthmoving" (moving soil in general) are in force (see Chapter X of Vlarebo). The Contractor must be familiar with the code of good practice for moving  $\leq 250 \text{ m}^3$  of earth.

5.8.6 Any excavation work within a distance of 30 meters from a pipe (15 meters along each side of the pipe) must be reported in advance to KLIM and KLIP. This relates to any pipes managed by third parties such as gas pipelines, power lines, telecommunications, drinking water, etc.

## **5.9 Work at height**

5.9.1 When working at height it is preferred that collective fall protection is used.

Holes in floors must be closed as soon as possible. In the meantime, openings must be fenced by sufficiently solid handrails at chest level or by measures providing an equivalent safety level. Fall protection in all cases where there is a risk of falling > 1.80 m

Personnel are instructed in the correct wearing of fall protection (demonstrable on request)

### 5.9.2 Scaffolding

All scaffolding must comply with the internal specifications as described in PRO-PBW- 5.10.07-N. All scaffolding must be built in accordance with a calculation note (strength and stability calculations). The calculation note must be made available to Aurubis.

Only trained employees (entering and working on scaffolding) of the Contractor may access the scaffolding installed at Aurubis. Access is always preceded by a visual inspection. All scaffolding are provided by a scaffolding map.

### 5.9.3 Hydraulic platforms

Hydraulic platforms must hold a valid inspection certificate, free from any remarks, issued by an approved inspection body. A copy of this certificate must at all times be available to be submitted to Aurubis. Operating a hydraulic platform is only permitted to competent and medically suitable employees, who have attended suitable training for this purpose. This must be demonstrated. Wearing a safety harness on a hydraulic platform/scissor lift is obligatory.

### 5.9.4 Lifting cage

Lifting people with a crane is prohibited unless this is done with a combination of a crane with a lifting cage which has been legally approved for such. A copy of this certificate must at all times be available for submission at Aurubis.

When working in a lifting cage wearing a safety harness is obligatory.

### 5.9.5 Ladders

Each ladder must be indelibly marked with the name of the owner and the number of the ladder. Any ladders present on site must be recorded in a ladder file which must be available at any time to be shown to Aurubis and where applicable to any official body.

## **5.10 Protection against falling objects**

5.10.1 If during work there is a risk of falling objects, the underlying work floor and the environment where people may be present must be properly protected. Examples of protection are: protective scaffolding, safety net, fencing, etc.

The method of protection is discussed beforehand with the Aurubis work leader/coordinator.



## **5.11 Handling heavy loads, lifting work and lifting equipment**

5.11.1 All cranes, lifting equipment and their lifting components must hold a valid certificate (report of commissioning and periodic inspections) issued by a recognized inspection body. A copy of this certificate must at all times be available to be submitted to Aurubis.

5.11.2 Operating cranes and lifting equipment is only permitted to competent and medically suitable employees, who have attended suitable training for this purpose.  
The driver must be able to present a certificate of proficiency.

5.11.3 Cranes may only be installed and used on a sufficiently strong surface.

5.11.4 For work in which the driver (including lifting equipment) can no longer see the load or in which precision assessments are to be carried out, the Contractor must engage a qualified and authorised person to carry out these manoeuvres. This person and the driver must be able to communicate with each other, either through wireless communication devices approved by Aurubis or through standardised gestures and signals.

5.11.5 When the action radius of different cranes overlaps, the following rules apply:

- the drivers in question must have a communication system that allows them to contact each other and their site manager;
- the boom ends and counterboom ends must be equipped with warning lights which draw the attention of the drivers to the risk of collision;
- the priority rules and regulations must be recorded and observed;
- all measures must be taken to prevent communication errors in and with the signalmen.

## **5.12 Demolishing and dismantling installations**

5.12.1 Before work can begin, the Contractor and the Aurubis work leader/coordinator must hold a special safety meeting to establish the order and the working method of when and how something is demolished. The Contractor and the Aurubis work leader/coordinator must ensure that all pipes, facilities and equipment are cleaned and have been cleared for removal.

5.12.2 If there is a danger of falling objects during demolition work, the surrounding area of this demolition work must be properly fenced off and demarcated, and sufficient warning signs must be installed with the appropriate symbol or the text "No access - Falling objects".

5.12.3 Before the start of any works, the Contractor must verify with the work leader/coordinator that the required building permit is present.

## **6. HEALTH**

### **6.1 Consultation**

The company doctor of the contractor may always contact the company doctor of Aurubis for consultation with regard to the specific medical follow-up during the works. The Occupational Health Department is located near entrance B (building 690).

### **6.2 Medical examination card**

The Employees of the Contractor must be able to show, on the basis of their medical examination card, that they are medically fit for the work to be carried out. In particular, drivers of mobile equipment, attendants of lifting cranes and bridges must be able to demonstrate their suitability. The medical examination card must not be older than 1 year.

### **6.3 Risk Assessment**

Depending on the nature and duration of the work, additional targeted examinations may be carried out by the Occupational Health Department of Aurubis. This may be decided during the discussion of the risk assessment. The company doctor of the Contractor will always be informed in writing of the outcome of any examination.

### **6.4 Medical treatment**

In the event of an accident or illness the Employees will inform the Occupational Health Department of Aurubis Belgium. The necessary measures will be taken by this department for the care and treatment of injuries or illnesses. Where appropriate, Employees will be referred to a doctor and/or hospital.

## **7. THE ENVIRONMENT**

All Contractors are required to comply with all legal provisions on the protection of the environment (including discharges, deposits, dust dissemination, noise, etc.).

In the event of serious environmental pollution as a result of insufficient precautions, the environmental coordinator may stop the work without the Contractor being able to charge additional costs.

By signing the contract the Contractor has declared to fully adhere to the following environmental requirements.

### **7.1 Cleanliness and order on site**

7.1.1 It is the responsibility of the Contractor to ensure the site is kept clean and orderly. In the evening the site is tidied.

If various contractors are simultaneously present on site, the Contractors will consult each other about the way in which they can jointly be responsible for cleanliness and order. If the rules regarding cleanliness and order are not complied with, Aurubis may subject to written notice have the site cleared at the expense of the Contractor concerned.

## **7.2 Waste disposal from demolition work**

7.2.1 The quote will clearly state which materials can be recycled by the Contractor and will be removed by him.

The pricing for the work takes this into account.

All non-ferrous materials and other designated materials remain the property of Aurubis and will be made available to us, unless otherwise specified in the agreement.

All other recyclable materials will become the property of the Contractor and must be disposed of after weighing.

All non-recyclable materials must be taken to approved waste processing centres by the contractor after having been weighed.

When acquiring demolition material, the Contractor will assume full responsibility from the time that the products are loaded on his vehicles (or those of his Subcontractors). He will also take care of any necessary (waste disposal) formalities.

## **7.3 Waste disposal from construction/renovation work**

7.3.1 The same principles apply as for demolition work.

The Contractor producing the waste is responsible for the disposal of this waste. For long term work, the Contractor will arrange containers for the separation of various small waste products (canteen waste, wood waste). All related costs will be borne by the Contractor.

All packaging materials must be recycled by the Contractor in accordance with the provisions in force. Scrap can, if required, be removed by Aurubis.

The use of dangerous products must be reported to the Aurubis site manager (see also item 5.2). The disposal of stone rubble, dug up soil and earth can only take place after consultation with the site manager and subject to approval of the environmental coordinator.

No (waste) products may be buried in the ground.

## **7.4 Waste disposal from paintwork**

7.4.1 The Contractor will take carry out the removal of all residual materials (blasting grit, thinners, empty paint tins, brushes, etc.).

The dumping or discharge of substances (eg residues, waste, solvents) into surface water or into the sewage system is prohibited.

If possible, a solution will be found for special requirements (to be applied for with the site management).

### **7.5 Disposal of waste outside the company**

7.5.1 The transporter of any waste or scrap must have a completed waste identification form issued by the Environmental department of Aurubis, on the advice of the environmental coordinator. Every load to be transported must be weighed. The transport is covered by the OVAM rules with regard to the obligation to report. Exceptions to these general provisions can only be granted in writing by the environmental coordinator.

### **7.6 Final clearing of the site**

7.6.1 At the end of the assignment all site facilities and residual materials brought in by the Contractor must be cleared. Materials left behind will be treated as waste or scrap. Additional costs will be charged.

### **7.7 Preventing water pollution**

7.7.1 All sanitary water must be discharged into the internal sewage system of Aurubis Belgium via a septic tank. No other liquid products must be discharged into the internal sewage system (e.g. oil products, organic liquids, diluents, etc.). Spilled fluids (oil, diesel, etc.) on hard surfaces must be cleaned up immediately with absorbent material (i.e. not washed into the sewer). Absorbent material can be obtained from the site manager.

### **7.8 Preventing air pollution**

7.8.1 It is strictly forbidden to burn anything on site.

The exhaust pipe for combustion gases of heating devices for site facilities etc. must be at a height of at least 1 m above the surrounding site facilities.

Exhaust gases of vehicles and other equipment must comply with the legal requirements.

### **7.9 Preventing soil pollution**

7.9.1 Spilled products which may give rise to pollution of the soil or groundwater must be cleaned immediately. These incidents must be reported to the Aurubis site manager and subsequently to the Environmental department.

### **7.10 Preventing noise pollution**

7.10.1 The Contractor undertakes to strictly adhere to the existing legislation with regard to noise pollution caused by construction machinery (see for example the Royal Decree of 1/7/1986). Activities which create noise pollution are prohibited between 7pm and 7am.

## **7.11 Preventing dust pollution**

7.11.1 During the execution of the work, the necessary measures are taken to avoid dust formation.

Particularly during transport activities and activities related to the storage and transshipment of materials, sufficient attention must be paid to this. Spilled material that can give rise to dust formation is removed as soon as possible after the completion of the operation. Internal transport is kept as limited as possible.

## **8. GENERAL**

The Aurubis contact person is the site manager, unless otherwise stipulated in the agreement. If a supervisor of Aurubis is confronted with breaches of the rules the first step will be an oral comment. In the event of non-compliance with the oral comments or serious errors a written notice will follow.

If the written notice is not adhered to, Aurubis will remove the relevant person or company. Removal based on breaches regarding health, safety and the environment will not result in any financial compensation from Aurubis to the Contractor concerned. In the event of a serious offence, the relevant person or company may be immediately removed from the Aurubis site.

It is forbidden to do the following without the consent of the Aurubis site manager:

- take photographs or record videos;
- take away confidential documents, maps, data, etc.;
- operate Aurubis work equipment and systems;
- remove protective measures from work equipment or systems without taking the necessary safety measures.

## **9. APPLICABLE STATUTORY REGULATIONS**

- The Codex on Wellbeing at work (ARAB), and in particular:
- Book IV 'Work equipment' ;
- the Wellbeing Act of 04/08/1996;
- the Royal Decree 'Temporary or mobile construction sites' of 25/01/2001.
- the AREI;
- VLAREM, VLAREA and VLAREBO.

## COMPANY ADMINISTRATIVE DETAILS/ SELF-EMPLOYED

Naam: .....

Adres: .....

Tel: ..... Fax: ..... E-Mail: .....

R.S.Z. nr.: .....

Registratienummer: .....

Erkenning: .....

NACE-Code: .....

B.T.W.: .....

Certificering/attestering VCA  BeSaCC  ISO  Andere

Geldig tot: ..... .....

Ondernemingshoofd: .....

Aantal werknemers: .....

Preventieadviseur: Niv. I  Niv. II  Niv. III

Externe preventiedienst: .....

Arbeidsgeneeskundige dienst: .....

Arbeidsongevallen verzekering: .....

## ACKNOWLEDGMENT

**The undersigned declares that he has received and understood the “Guidelines for contractors who carry out work at Aurubis Belgium” and that he will take the responsibility that all his employees and subcontractors who work on his behalf on the Aurubis sites are informed about their content and on it. ensure that the regulations are followed.**

Read and approved,

Handtekening: .....

Naam: .....

Functie: .....

Datum: .....