

INEOS Feluy

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TITLE :

**SE : POLICY FOR MANAGING CONTRACTING PARTIES :
SITE PROCEDURES**

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1. Subject

This interface defines site procedures to be given to all outside contractors requested to submit a quote for work to be carried out on behalf of **INEOS** Feluy sprl.

It constitutes part 2 of 2 of the process of management, by INEOS Feluy sprl, of the outside firms (commonly called “contractors”) working in subcontracting for INEOS Feluy sprl within the framework of the fulfilment of a contract of services or execution of work.

2. Field of application

This interface applies to any company working as a subcontractor for **INEOS** Feluy sprl whilst carrying out a contract for services or work.

The clauses of this present interface are applicable to any contractor to be found inside and on **INEOS** Feluy sprl premises as well as outside the company’s premises when carrying out directly or indirectly work on behalf of **INEOS** Feluy sprl or for one of its agents.

3. Responsibilities

- 3.1. The ISPAP (SIPP) is responsible for writing, updating and managing the documents for this interface.

The managers in this department, or their assistants, are responsible for applying this procedure within their department.

The managers of outside contractors, or their assistants, are responsible for ensuring that their employees apply this procedure.

Each outside contractor is obliged to make his employees and any sub-contractors aware of the terms of this present interface and to ensure that they apply it.

To this end it is his duty :

- to ensure in particular that points 6.4 and 6.5 of the present interface are strictly applied;
- to provide evidence that this interface has been properly distributed among his employees and sub contractors.

Any neglect or shortcoming in this matter will in no way lessen or remove his responsibility.

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4. References

This interface is referenced in the document QHSE- MGHSER- 0001, document 4, and links with the following interfaces and original documents:

- **ISRS – INT – 1901**: “Policy for managing contracting parties: general specifications ». **It constitutes part 1 of 2 of the process of management, by INEOS Feluy sprl, of the outside firms (commonly called “contractors”) working in subcontracting for INEOS Feluy sprl within the framework of the fulfilment of a contract of services or execution of work.**
- **ISRS – PRO – 1905**: “**Worksite Opening Specifications**”
- **ISRS – ORG – 1905**: “**Worksite Opening Specifications**”

5. Definitions and Abbreviations

AGENT

The person who has been designated to carry out a project

COMMISSIONNER

The person who has commissioned a project

CONTRACTOR

Any natural person and/or legal entity, generally such, as well as his representatives, employees, successors, authorized agents, authorities and subcontractors, responsible for a project, a business and/or an assignment as part of their relationship with **INEOS** Feluy sprl.

ESPAP

External Service for Protection and Accident Prevention at Work

ETSS

External Technical Supervision Service

FPS Employment , Labour and Social Dialogue – CRD

Federal Public Service for Employment, Labour and Social Dialogue – Chemical Risks Department

HSP

Health and Safety Plan

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HSEP

Health/Safety/ Environment Plan

ISPAP

In-house Service for Protection and Accident Prevention at Work

ISRS

International Safety Rating System

MGHSER

Handbook Getting Health, Safety & Environment Right

QHSE

Quality, Health, Safety & Environment: refers to people or to the department which deals with quality, health, safety and the environment.

RESTRICTED ACCESS

When a warning sign or a padlock is put in place

UNRESTRICTED ACCESS

When a warning sign or padlock is removed.

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6. Description

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6.1 GENERAL PROCEDURES

6.1.1. Safety

Every contractor is entirely responsible for its installations, as well as for the conduct, safety, discipline and maintenance of order among its employees on our installations.

Every contractor is obliged to take all specific and safety related measures which have been laid down for it by the ISPAP or by anyone else aware of any serious or immediate danger, either because the nature of the project or because of the materials in use.

Every contractor is obliged to examine on site and before any site is opened, the nature of the work to be undertaken as well as the conditions, any specific risks and the environment in which the work is to be carried out in complete safety.

6.2. FORMALITIES TO BE COMPLETED WITH THE SECURITY SERVICE

6.2.1. When a site is opened

It is the duty of the contractor to hand in to our Security Service the following three documents all duly filled out, at the very latest two days before the start of the project:

- identification details for the outside contractor;
- identification details for employees of outside contractors and the site manager
- an inventory form for all materials to be brought onto **INEOS** Feluy sprl premises.

Any material not designated as belonging to the contractor may be taken to be the property of **INEOS** Feluy sprl.

6.2.2. Access

No employee of the outside contractor has access to **INEOS** Feluy sprl installations unless the employee has received express authorization based on the contract binding the contractor with **INEOS** Feluy sprl. The contractor's employees only have access to the installations mentioned in the contract and it is strictly forbidden for them to leave their work site without reason. The Security Service and the ISPAP may at any moment make inquiries about their movements.

For any person not involved with the day-to-day business or supervision of a project, but for whom access to the work site is deemed necessary by the contractor for the smooth running of the site, the Security Service must be notified in advance that access is required.

INEOS Feluy sprl takes no responsibility for such persons in the event of any accident and material or physical damage.

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Access to any buildings or sectors other than the work site covered by the contract is forbidden, except when absolutely required by the work undertaken. No damage must be caused to **INEOS** Feluy sprl installations nor any delay to the activities of **INEOS** Feluy sprl.

6.3. FORMALITIES TO BE COMPLETED BEFORE WORK IS CARRIED OUT

6.3.1. General Points

Before any work is started on **INEOS** Feluy sprl premises, all contractors will expressly give the **INEOS** Feluy sprl project commissioner, the names of the accident prevention adviser from the contractor's ISPAP or its legal ESPAP along with the name of the manager responsible for safety on the site, generally the site foreman, and these will have received authority from the contractor for this.

6.3.2 Site opening meeting

The purpose of this meeting, is amongst others, to lay down the particular safety conditions and regulations to be adhered to throughout the whole duration of the site and on the site area and to set, in agreement with **INEOS** Feluy sprl's ISPAP manager the date for opening the site. During this meeting it is up to the contractor to ask for any documents (including the safety data sheet) which might be required in order to operate the site according to safety regulations.

The site will only be opened after this meeting, which at the request of **INEOS** Feluy sprl, will be attended by the contractors' ISPAP or ESPAP accident prevention adviser, as well as their project and site safety managers.

Whenever projects are repetitive i.e. of the same nature and in the same installations, there may be a single site opening meeting covering the whole duration of the contract. However, the contractor must then ask the **INEOS** Feluy sprl project commissioner to check the validity of previous conditions each time a site is re-opened. This text may be modified in line with requirements.

6.4 FORMALITIES TO BE COMPLETED WHILST WORK IS BEING CARRIED OUT

6.4.1. Site access

Every day, before gaining access to the site, the team manager must contact the **INEOS** Feluy sprl project commissioner in order to:

- complete the restricted access formalities and to check these have been correctly carried out before work begins. These formalities will have been explained during the site opening meeting and there may be others that prove necessary as work proceeds;
- to be made aware of any possible new methods specific to that site.

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In the same way, at the end of work each day, the team manager must contact the **INEOS** Feluy sprl project commissioner or his agent in order to complete unrestricted access formalities.

6.4.2. Site coordination

In accordance with the law of August 4th 1996 concerning the well being of workers whilst carrying out their work and the royal decree of 25.01.2001 which covers temporary and mobile work sites, **INEOS** Feluy sprl acting as site owner will designate, if necessary, coordinators for the project and its execution. It is obvious that whenever a project does not fall with the field of application of the royal decree, **INEOS** Feluy sprl will coordinate the work of different contractors by holding coordination meetings which the **INEOS** Feluy sprl project commissioner or ISPAP will convene.

These coordination meetings must among other things make it possible to take all necessary measures so that other projects can be carried out simultaneously (on the same site or nearby) by other contractors and/or by **INEOS** Feluy sprl employees.

Any problems arising from this will be dealt with during coordination meetings and the contractor will accept the decisions taken here, and will not be able to change the decisions taken.

The ISPAP and **INEOS** Feluy sprl commissioner reserve the right at any moment to visit the site and to make sure that all guarantees are established with regard to property and persons without this in any way changing or lessening the outside contractor's responsibility which remains total.

The outside contractor or his ISPAP manager will inform the commissioner or failing this the **INEOS** Feluy sprl ISPAP of any accident, incident or problem concerning any safety issue relevant to the site. The contractor will give his support without reserve for any matter concerning safety.

6.4.3. Sanitary installations – canteens and cloakrooms

The outside contractor is responsible for arranging any installations his employees may need and for adhering to his legal obligations regarding hygiene.

The contractor will find out from the commissioner where installations may be put on the site.

The state of the area surrounding these installations must not be allowed to deteriorate: waste bins must conform to regulations and be emptied regularly, especially when close to eating areas. These installations must have fire fighting equipment and be sited more than 1.50 m from railway lines and 5 m from roads.

6.4.4. Presence of contractor's employees on the site

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The site manager designated by the outside contractor must ensure that he and his employees come to the site entrance office on the days and at the times agreed and he must contact the commissioner from the technical office or his assistant as indicated on the order.

6.4.5 Responsibility for the work

Work carried out with respect to any orders that **INEOS** Feluy sprl has given the outside contractor is carried out under the management and authority of the contractor who carries out the work following instructions given by the commissioner or his assistant, whether before or whilst the work is being carried out, as part of the purpose of the order.

6.4.6 Supply of fluids and energy to the site

Water and electricity will be supplied after prior and formal authorization, and on approval, by **INEOS** Feluy sprl, from existing sources and this, without prejudice for **INEOS** Feluy sprl.

Only **INEOS** Feluy sprl employees are authorized to make connections and work on the utilities networks. The date for the end of the site must be sent to the technical office commissioner with 8 days notice so that supplies can be disconnected.

Any additional equipment or devices that allow the contractor to use our electricity and/or fluids will be paid for exclusively by the contractor.

The contractor is asked to provide safety lighting on 24V, as **INEOS** Feluy sprl only provides a 220V supply under the terms listed above.

6.4.7. Handling equipment

The outside contractor's employees are forbidden from manouevring bridge cranes and driving **INEOS** Feluy sprl trucks without the commissioner's express authorization. This authorization is subject to the relevant **INEOS** Feluy sprl procedure, depending on which equipment or vehicle is to be used.

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6.4.8. Health care for the outside contractor's employees

The outside contractor does not have to organize his own system for taking care of any injuries to employees or to transport them to hospital. **INEOS** Feluy sprl has an infirmary available 24-24hr with nurses, industrial first-aid workers and equipment, and will take care of and organize any help required if any employee of the outside contractor has an accident at work.

However, the outside contractor is responsible for monitoring any injured employees.

6.4.9 Incapacity to work

It is strictly forbidden for any outside contractor to allow any of its employees to begin work if she or he is not in a fit mental or physical state to be able to continue working without risk (consumption of alcohol, drugs, medication, psychological problems, ...).

Alcoholic drinks are strictly forbidden on **INEOS** Feluy sprl premises. **INEOS** Feluy sprl reserves the right to strictly apply its policy on this matter.

Generally, the outside contractor is entirely and exclusively responsible for the acts and deeds of its employees whilst on its site.

6.4 SAFETY PROCEDURES

6.5.1 General points

Generally, every outside contractor is required to adhere to the measures listed below, without this list being exhaustive.

- To set out and present to **INEOS** Feluy sprl its HSP or HSEP covering the purpose of the site in compliance with the risk analysis prescribed in the law of August 4th 1996 concerning workers' well being whilst carrying out their work (dynamic risk management).
- To give their employees all necessary instructions for:
Accident and incident prevention;
Instructions to be followed in the event of an alert or an alarm;
Procedures to be applied in the event of an accident at work;
The risks specific to the site and inherent to the nature of the work (HSP), as well as those risks inherent to the environment they will be working in.
- To obey directives from the **INEOS** Feluy sprl ISPAP commissioner if circumstances and safety require this, especially in the event of a serious incident or accident (at work).
- To obey legal requirements with regard to the ETSS checking machines, machinery, electrical and any other installations before these are put into use and during periodic checks.

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- To appoint to their team of employees staff members to manage safety issues, who are competent and informed of the present arrangements
- To only start the work commissioned once safety of both property and persons has been established and this after ensuring that restricted access formalities have been fulfilled as outlined before.
- In the event of serious or imminent danger, **INEOS** Feluy sprl reserves the right to take all necessary emergency measures to deal with this. Any expense incurred because of this will be automatically charged to the outside contractor.
- The outside contractor is not allowed to use installations, machinery or tools belonging to **INEOS** Feluy sprl without express authorization and only under certain conditions and should this situation arise, the outside contractor takes entire responsibility.
- When materials are delivered, all outside contractors must give **INEOS** Feluy sprl the EC certificate, in accordance with the royal decrees for Machines and Work Equipment. **INEOS** Feluy sprl will also be given, in French, all the instructions required to operate, use, inspect and maintain the materials. Without these documents the supplies and/or work may be held up.
- All supplies must rigorously comply with the up-to-date standards in force at the time of delivery. Particular attention is drawn to standards governing the electrical sector and adherence to the 'General Rules for Outside Contractors'¹.....
- Contractors will follow all legal requirements and instructions that **INEOS** Feluy sprl may need to lay down concerning safety.

6.5.2 Organization of safety

INEOS Feluy sprl belongs to the chemical sector, which is controlled by the under the FPS - Employment, Labour and Social Dialogue – Chemical Risks Department.

Therefore, all outside contractors must follow the rules for this and its authority accepting automatically all its interventions and decisions. More specifically, all outside contractors must inform **INEOS** Feluy sprl's ISPAP immediately:

- o of any incident, (serious) accident at work,
- o of any collective accident,
- o of any accident that may endanger the safety of the work
- o of any accident likely to arouse public opinion
- o etc.

And take all necessary steps to inform the relevant authorities.

¹ Règles générales · Entreprises extérieures (RGIE) (General rules for outside contractors)

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6.5.3 Protecting buildings, machines and installations

For the whole duration of the site, the outside contractor must ensure that all safety measures are taken.

The outside contractor is obliged to adhere to all **INEOS** Feluy sprl's safety procedures in this matter and in particular:

- to protect openings in roofing and flooring, in excavations,... in essence any opening onto an empty space;
- to protect ramps, flooring, or scaffolding;
- temporary lighting;
- to put up signs if there is a risk from falling objects or any other risk and to post a person to supervise whenever necessary (a person on the ground to supervise operations).

Even when work has ended, any removal or change to these measures by the outside contractor may only take place, and under his responsibility, after the contractor has ensured that the present situation is totally guaranteed with regard to any possible risks for **INEOS** Feluy sprl, or for other subcontractors or co-contractors who may be working on these site areas.

Transfer of responsibility between companies will take place during the site coordination meeting, the document being duly completed, signed and dated.

6.5.4 Personal protective equipment

The outside contractor must ensure that all his employees have and use personal protective equipment in conformance with the royal decree of 07/08/1995, and that this equipment is satisfactory, in a good and clean condition and complies with the relevant **INEOS** Feluy sprl specifications and that employees also have the necessary personal tools to carry out their jobs properly.

Any replacement of personal protective equipment provided by **INEOS** Feluy sprl, for which the outside contractor is responsible, will be charged to the contractor.

All outside contractors will adhere to the articles of the code on well-being at work and 'General Regulations for Protection at Work'² which refers to workers' personal protective equipment and in particular:

- wearing an EN 397 safety helmet is obligatory;
- wearing antistatic EN 345 safety shoes (requirement S3);
- wearing suitable protective EN standard gloves, according to the work undertaken;

² Règlement Général pour la Protection du Travail (RGPT) = General Regulations for Protection at Work

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- wearing specific personal protective equipment as defined according to the risk analysis and the HSP;
- breathing in fumes during work with a high level of emissions;
- preventative measures (permits) and special protection in the event of work undertaken in confined spaces,
- wearing a (one piece) antistatic and fireproof Nomex overall is obligatory;
- wearing safety goggles with or without corrective lenses;
- wearing panoramic EN 166 goggles on safety helmets is obligatory;
- wearing safety goggles (EN 166F for frames and EN 166 1F for oculars).

6.5.5. Use of consumable products belonging to **INEOS** Feluy sprl

The outside contractor is not allowed to use these products. However, if the order expressly specifies it, certain products may be handed over so that a specific order may be carried out.

In this event, a hand-over note is delivered to show that responsibility of the product has been handed over. The same applies in cases of absolute necessity when this has not been mentioned on the official order note.

6.5.6. When specific substances or (dangerous) preparations are brought on to the premises

When a new specific substance or a (dangerous) preparation is brought onto **INEOS** Feluy sprl premises this must be subject to prior authorization from the ISPAP in conjunction with the medical department. The ISPAP must be asked beforehand at the site opening meeting to give authorization.

Refusal does not lead to any obligation on behalf of **INEOS** Feluy sprl and does not in any way lessen the outside contractor's responsibilities to correctly execute the work commissioned.

6.5.7. Pollution

a) Noise

The noise level of any site material provided or hired must comply with the royal decrees of July 1st 1986 which lay down the admissible level of sound power.

b) Spillage

Should any of the outside contractor's employees in any way by mistake cause any deterioration in the environment the outside contractor is responsible for any resulting pollution.

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6.5.8. Inspection of installations, machinery and hoisting appliances

- a) No hoisting appliance may be used on **INEOS** Feluy sprl premises if it has not passed an ETSS inspection report.

All outside contractors will ensure that their employees adhere to safety regulations concerning the correct use of hoisting materials and appliances.

The outside contractor will provide the **INEOS** Feluy sprl commissioner and ISPAP with the inspection documents for any hoisting appliances to be used on **INEOS** Feluy sprl premises, before the site opening meeting.

- b) For all installations, machinery, tools etc,... subject by law to official inspections and/or to prior authorization from the 'Quality and Safety Administration' ³ (for example: sources of ionizing radiation, tanks, fuel storage, start-up reservoirs, gas containers, breathing apparatus, etc,...) the outside contractor must hand over all inspection documents before the site opening meeting.
- c) Electrical installations will be visited by an ETSS. A copy of the visit report must be given to the commissioner.

6.5.9 Protection against fire

- a) Prevention

Special authorization called a "Fire permit" is compulsory before any work is carried out involving grinding, soldering, cutting, brazing, burning off or burning by open fire or naked flame in the areas agreed during the site opening meeting. This permit will also determine the procedures for starting and stopping any fire detection and protection equipment on the premises. It must be requested from the commissioner at the very latest the day before work is due to begin.

It is imperative that the outside contractor contacts the **INEOS** Feluy sprl ISPAP and commissioner if it believes that there is any danger whatsoever when work is to be carried out in any areas not listed during the site opening meeting.

All outside contractors must also adhere to the following regulations;

- Have ABC type extinguishers in the work area, in sufficient quantity and all operating correctly.

³ L'Administration de la Qualité et de la Sécurité

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- Know all the means of protecting against fire including automatic extinguishing installations (mentioned in the fire permit). Forewarn if access has been restricted.
- To keep all fire doors closed.
- Not to damage the fire-resistant barriers including all protected perimeter walls.
- To carry out cleaning and waste disposal at the end of each working day.
- All contractors, whose work requires the fire resistant barriers to be handled, are obliged to return them to their original state, including all perimeter walls etc, at the end of the work as per the standards accepted by the commissioner.
- The outside contractor is responsible for protective equipment (extinguishers) which may be used. It is strictly forbidden to move any **INEOS** Feluy sprl materials for such purposes. In particular, it is forbidden to unseal or even open cupboards containing fire fighting equipment.

b) Fire fighting

In the event of a fire, the outside contractor or a member of his team must immediately alert the **INEOS** Feluy sprl zone supervisor designated at the site opening. Use of **INEOS** Feluy sprl material is authorized.

6.5.10 Traffic

The highway code is applicable in its entirety on the **INEOS** Feluy sprl road network (see Road safety Standards).

Moreover, these few following rules also apply:

- vehicle speed is limited to 25 km/hr unless specifically stipulated;
- **INEOS** Feluy sprl vehicles on rails have absolute priority;
- Vehicle drivers must have a valid and appropriate driving license and wear their seat belt on the site;
- Vehicles used must be in a good technical condition and comply with legal requirements;
- **INEOS** Feluy sprl reserves the right to forbid vehicles to be used if it considers that these do not meet general safety standards;
- It is forbidden to carry out work and place vehicles or objects where they could obstruct road or rail traffic, production or emergency services.
- All vehicles and site appliances must be covered by a third-party insurance in compliance with the law;
- Outside contractors are obliged to take all necessary steps to prevent vehicles from damaging the road network;
- Outside contractors must ensure that their vehicles do not soil the roads inside the factory. If this happens they will be obliged to clean them as they will be held responsible for any accident that may occur because of this. This obligation also holds for the public network outside the factory;
- Should it prove necessary, **INEOS** Feluy sprl may have the roads cleaned both inside and outside at the expense of the company responsible for the mess, without

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this releasing the outside contractor from its obligations in this respect. Should several outside contractors be involved then costs will be divided between them.

6.6 WASTE SPILLAGE

Containers for different waste products are available for contractors on the site. Moreover, the outside contractor is asked to sort waste in line with the procedure in force on **INEOS** Feluy sprl premises.

Should there be any breach of legislation covering the waste problem, having accepted the order, the contractor will cover **INEOS** Feluy sprl against any appeal, complaint or action that might be directed against it, and from the moment the contractor took responsibility for the waste without informing **INEOS** Feluy sprl about this.

6.7 KEEPING THE SITE CLEAN AND TIDY

The outside contractor must ensure that his site and the surrounding area are kept clean and tidy. Contractors are therefore reminded that they are not allowed to burn waste on the factory premises and that instead it should be placed in the appropriate container on site.

Generally, the minimum obligation is a weekly clean, costs are to be borne by the outside contractor (with disposal of waste and/ or any other material in the appropriate containers on site).

With regard to this, should the outside contractor not adhere to these procedures either during or at the end of the work, **INEOS** Feluy sprl will have all the waste disposed of and automatically charge this to the contractor. Should several contractors have worked on the same site, the total disposal costs will be divided amongst them pro rata.

Any disposal in the drainage system or into surface waters is strictly forbidden. The outside contractor will ensure that all regulations covering this are adhered to without fail and will bear complete responsibility for this.

6.8 BREACHS

- A) All outside contractors are asked to adhere to procedures as set out in the site regulations.
- B) Outside contractors are not allowed to use **INEOS** Feluy sprl personal or collective protection equipment without written agreement from an **INEOS** Feluy sprl manager.
Whenever such equipment is personal and/or considered to be lost after use and it was necessary to make them available as an exception so that work could take place under normal safety conditions the cost of such equipment will be borne by the contractor.

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C) Any serious breach or lapse in safety will be recorded by the commissioner or the ISPAP and drawn to the contractor's attention so that the situation can be remedied. For temporary or mobile sites, such breaches will be recorded in the coordination diary.

Any breaches which have not been remedied in the time specified by **INEOS** Feluy sprl will be subject to fines set by the commissioner and/or the **INEOS** Feluy sprl purchasing department. These fines will be based on the size of the site and the seriousness of the offence.

Examples of breaches:

- unmarked trenches and pits;
- work permits, fire permits not requested;
- safety material not in a proper condition;
- high level of smoke emission;
- site not kept clean and tidy,...

6.9 **TRAINING**

6.9.1. Training with safety software programmes

Before coming on site every employee of an outside company working as a sub-contractor for **INEOS** Feluy sprl by carrying out either a service or a works contract must work on a software programme that presents all the Safety-Environment instructions in force at the Feluy plant.

Whilst working through the programme the individual will be asked to complete knowledge tests after watching each module.

Each individual will receive a manual of exercises (waste map, safety instruction leaflets).

At the end of the test, the individual will be given their results. If they achieve 70% they may then access the site to carry out their work. They will receive a passport with their name and with this they can obtain a site access badge from the guard.

This passport remains valid for 18 months from the date on which the knowledge test was passed.

If the individual fails to achieve the required 70%, they can watch the programme again on the same day. If they fail the test again, the individual will be refused access to the **INEOS** Feluy sprl plant for a week. The manager for the outside contractor will be informed so that they can replace this individual or postpone the work with the agreement of the **INEOS** Feluy sprl manager. After a week, the individual can take the test once more and if they fail again then they will no longer be able to gain access to the **INEOS** Feluy sprl plant.

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All employees from an outside contractor, which does not have a subcontracting contract with **INEOS** Feluy sprl, but who come to carry out work must complete the same programme and the same rules will apply.

All employees from an outside contractor which has a subcontracting contract with **INEOS** Feluy sprl but which only comes periodically to the plant for just a day will be subject to the same rules.

This procedure may only be deviated from with the agreement of the **INEOS** Feluy sprl commissioner for whom the outside contractor is carrying out work and with the approval of the **INEOS** Feluy sprl ISPAP, in so far as the work to be carried out is of an urgent or vital nature, and the contractor will be accompanied the whole time by the commissioner and the contractor undertakes to view the programme once the work is completed.

6.9.2 Specialized training

Specialized training undergone such as for crane drivers, scaffolders, fork lift truck operators, bulldozer and Manitou drivers will be recorded in the factory database; certificates must be presented before the site opening meeting.

7. REGISTRATION

See point 6.

8. APPENDICES

Appendix 1 : **ISRS** – ORG – 1905 : “**Worksite Opening Specifications**”

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Worksite opening specifications

INEOS

Parc Industriel Feluy Nord
Zone C, B- 7181 FELUY

ISRS –ORG – 1905 – REV.01

I. PURPOSE

This document goes over a number of general safety instructions applicable by firms working at INEOS Feluy. These instructions are inevitably supplemented by orders, specifications and arrangements provided in the worksite opening report.

II. OBLIGATIONS OF EXTERNAL FIRMS

All external firms must, without fail :

- Participate in preparing the opening of the worksite;
- Sign the worksite opening report;
- Apprise their employees and/or subcontractors of this document as well as the worksite opening report;
- Apply the regulations and carry out the works in accordance with the rules and standards in force (electrical works, conventional pipe colours, etc.).
- Comply with the rules and regulations in force at INEOS Feluy;
- Send a document to inform the safety department of any and all accidents that have afflicted their employees at the INEOS Feluy worksite.

III. WORKSITE OPENING PROCEDURE

Participants:

For INEOS Feluy :

The representatives of the operating services, the engineering department, and the safety department.

For the external company :

The head of the worksite and the safety manager.

Before the scheduled date for the commencement of the works, the participants are to meet in order to :

- analyse the risks of accidents entailed by working concurrently at the site;
- take safety and protection measures for said risks;
- define the area of action and access roads;
- inspect the work premises, installations and any equipment made available to the external firm;
- If the external firm uses subcontractors, it must adopt a role with regard to them, identical to that of INEOS Feluy with regard to itself;
- The external firm must inform INEOS Feluy if and when it uses subcontractors.

IV. COLLECTIVE PROTECTION

Depending on the state of progress of the works, and taking due account of their nature, the external firm shall provide appropriate collective protection at the worksite.

If the safety or collective protection devices were removed, they must be replaced without fail by other devices providing an equivalent level of safety.

V. PERSONAL PROTECTION

The standard equipment is compulsory: safety helmet and goggles, antistatic safety shoes, safety glasses and antistatic Nomex overalls.

Depending on the risks due to the nature of the works: gloves, glasses, or any other personal protection must be worn by the employees of the external firm.

VI. HIGH WORKS

- The scaffolding must be in good condition and compliant with the regulations in force.
- The ladders, which must be in good condition, are to be installed or attached in such a way that they cannot slide.
- A safety harness equipped with a stop-chute must be worn without fail.
- The intervening firm must identify and mark out the area on the ground.
- The intervention procedures in the framework, cable paths or travelling cranes or on the structural works must be attached to the worksite opening report.

VII. ELECTRICAL INSTALLATIONS

Cutting off the power installations by employees of the external firm is prohibited. Such operations are to be carried out by the BP consignment manager, and defined in the worksite opening report. The same shall apply to repowering. The external firm's employees must hold electrical accreditation if they are to intervene in the vicinity of live installations.

VIII. GAS PIPES

Cutting off the supply on gas pipes by employees of the external firm is prohibited. Such operations, defined in the worksite opening report or in the procedures attached to the worksite opening reports, are to be carried out by the worksite manager or the maintenance manager. The same shall apply to repressurising.

Works on the gas pipe shall be carried out only after said pipes have been isolated and vented.

When gas bottles are used, they must remain in a vertical position and be secured. The pressure reducers, hoses and joints must be in a good condition. The blowpipes must be equipped with non-return valves.

IX. MACHINERY IN MOTION

No work can be undertaken near a machine in motion or an installation in operation. The necessary consignment measures and procedures for carrying out the work will be defined in the

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worksite opening report or in the consignment procedure attached herewith.
We must draw particular attention to the dangers entailed by travelling cranes, locomotives, pumps, compressors, towers, and saws.

X. USE OF INEOS FELUY HOISTING GEAR

The use of such equipment (travelling cranes, fork-lift trucks, etc.) by the external firm is prohibited, unless specified explicitly in the worksite opening report. In such a case, the driver must have the requisite aptitude.

XI. WORK IN PITS AND CONFINED AREAS

In addition to the regulatory provision, it is imperative to establish a complete work procedure describing all the necessary operations. We must insist in particular on works involving tanks. A permit to enter a confined area will be established.

XII. EXCAVATION WORKS

When earthworks and excavations have to be carried out in an area where (water, gas, electricity) pipes may be buried, said positions of the worksite opening report must be applied without fail.
When making ditches, the wall shoring and protection regulations must be applied. An excavation permit will be established.

XIII. CHEMICALS

If the external firm uses chemicals, diluents, solvents, paints, etc., the MSDS toxicological sheets must be supplied to INEOS Feluy, so that the conditions of use be defined in the worksite opening report 24 hours in advance. It is strictly prohibited to pour chemicals in the sewers or gutters.

XIV. EQUIPMENT

The external firm's equipment must be in good condition, fitted with safety devices and compliant with the relevant regulations.

XV. COMMAND AT THE WORKSITE

The name of the external firm's worksite manager for the commissioned work must appear in the worksite opening report without fail.

XVI. HOT SPOT WORKS

Before undertaking such works, the external firm must:

- obtain and comply with the fire permit
- take all measures to avoid starting fires or explosion
- provide its own extinguishing materials (duly compliant with the regulations in force) on the premises
- Report all use of INEOS Feluy extinguishing equipment.

XVII. OPENINGS OF PARTITIONS AND FLOORS

To prevent all risks of a fire propagating in the protected areas, an external firm which carries out

the openings in floors, ceilings, partitions and walls to run through pipes, electric cables or other ducts must close them again by means of materials compliant with the technical instructions of INEOS Feluy.

XVIII. MOVEMENT

The movements of employees of external firms shall be limited to the area of the works. Our firm is an operating company and the risks may be fundamentally different from one area to the next. All vehicles must bear a permit to move on the premises.

XIX. MODIFICATION OF THE RISKS

If risks were to appear during the works owing to INEOS Feluy or the external firm, the two parties may define new corresponding measures.

XX. END OF WORKS

At the end of the works, the external firm must:

- leave the premises;
- make sure that the railings, footbridges, gutter plates and other collective protection devices that may have been removed during the works, are put back in place;
- deposit the attached safety specifications at the lodge for the attention of the safety department.

XXI. COMPLIANCE WITH SAFETY RULES

Failure to comply with the safety rules may entail the immediate stoppage of the works for the external firm, without prior notice or compensation.

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WORKSITE OPENING REPORT

A worksite opening meeting was held on :

Participants :

.....

INEOS Feluy officials	External firm
Operations :	Firm :
Works Manager :	Worksite Manager :
SIPP :	Worksite :
Worksite contact :	Safety :
.....	Tél. :

DESCRIPTION OF THE WORKS	Order n° :
.....
.....
.....

Place of the works :	End of works expected :
Commencement of the works :	Subcontractors : YES - NO
Average workforce on the worksite :	Informations on subcontractors :
Continued and discontinued work :

Is a work permit required?	YES - NO
Is an excavation permit required?	YES - NO
Is a fire permit required?	YES - NO
Is an entrance permit required?	YES - NO
Official to issue the permit :	Tél. :

USEFUL TELEPHONE NUMBERS	
AMBULANCES – FIRE BRIGADE	112 (go through the sick bay first)
SAFETY DEPARTMENT	Tel. : 271 or 278 Ext. Tel. : 067 / 875 271
SICK BAY	Tel. : 232 or 888 Ext. Tel. : 067 / 875 232
SECURITY	Tel. : 272
FIRE	Tel. : 889

How many : NAME SIGNATURE

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To do				INEOS Procurement Line Manager Worksite Manager
Dangers				INEOS Worksite Manager
Risks				SAFETY DEPARTMENT INEOS External Firm
Measures				EXTERNAL FIRM Line Manager Worksite Manager