

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

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. WORKD 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.

WORKSITE OPENING REPORT

A worksite opening meeting was held on : :

Participants :

.....

.....

INEOS Feluy officials

Operations : Tél. :

Works Manager : Tél. :

SIPP : Tél. :

Worksite contact : Tél. :

.....

External firm

Firm :

Worksite Manager :

Worksite : Tél. :

Safety : Tél. :

..... Tél. :

DESCRIPTION OF THE WORKS

Order n° :

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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

SAFETY DEPARTMENT

SICK BAY

SECURITY

FIRE

112 (go through the sick bay first)

Tel. : 271 or 278 Ext. Tel. : 067 / 875 271

Tel. : 232 or 888 Ext. Tel. : 067 / 875 232

Tel. : 272

Tel. : 889

FIRM : ORDER N° :

This form is used to define a safety measure for your firm on your worksite. It must therefore be sent to the SIPP of INEOS Feluy sprl without fail

PREVENTIVE MEASURES

DATE	NAMES	REMARKS	ACTION

To be returned duly completed by the worksite manager.

Have accidents involving people occurred at the worksites that led to interruption of the works ?

YES – NO

How many : NAMESIGNATURE

To do	Dangers	Risks	Measures

INEOS			SAFETY DEPARTMENT		EXTERNAL FIRM	
Procurement	Line Manager	Worksite Manager	INEOS	External Firm	Line Manager	Worksite Manager
.....

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INEOS			SAFETY DEPARTMENT		EXTERNAL FIRM	
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