

HEALTH, SAFETY, ENVIRONMENTAL AND ENERGY CONDITIONS FOR CONTRACTORS

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1. GENERAL

1.1. PURPOSE

Luminus is committed to protecting the environment, rational energy use, a safe working environment and protecting the health and safety of its employees and those of its contractors. We believe that good work in these areas requires Luminus and its contractors to make a joint effort and share the responsibility.

This document concerns work and services that are carried out at Luminus's request or on its behalf. It forms a supplement to the General Terms of Purchasing and/or the purchase order.

This document contains the HSEe requirements that Luminus maintains for all contractors and subcontractors working for Luminus. The rules described in this document apply in addition to the rules imposed by law and specify how Luminus interprets those legal rules. This document should therefore not be understood as a single, all-encompassing set of rules for contractors or subcontractors.

The contractor has a duty to pass on all necessary information to its employees and to any subcontractors, so that the work, supplies and services carried out for Luminus by contractors, subcontractors and their employees can take place in safe conditions in compliance with these requirements.

Each contractor and subcontractor acknowledges that it has taken note of the rules and requirements contained in this document, represents that it fully agrees with the contents thereof, and undertakes to comply with it fully. In the event of non-compliance, penalties may be imposed or the contractor may be excluded from performing work for Luminus, as described in all contractual documents.

1.2. DEFINITIONS

Contractor

A person or organisation that performs work for Luminus under terms and conditions laid down in an agreement. This means third-party businesses and self-employed persons as described in the Welfare Law of 4 August 1996. For the purpose of these regulations, persons or organisations that supply goods are not regarded as contractors, but as suppliers. Of course, a supplier may also be a contractor if it performs work in addition to supplying goods.

De woorden aannemer en contractor worden in dit document door elkaar gebruikt maar hebben dezelfde definitie.

Subcontractor

A person or organisation that signs an agreement with Luminus's (main) contractor to perform some or all of the obligations under the agreement between the (main) contractor and Luminus. Subcontractors must also comply with all the obligations under this present document.

High-risk activities

Luminus regards the following work activities as high-risk:

- Work involving fire risks
- Working in zones with (potentially) explosive gases
- Working in (or entering) confined spaces
- Excavation work
- Opening installations that contain hazardous substances
- Working with hazardous products
- Working in or near electrical installations
- Lifting activities
- Working at heights without collective fall protection
- Working that involves a risk of drowning
- Working on or with insulating fibres
- Working that involves a risk to buildings, installations and equipment
- Working where there is a risk of exposure to hexavalent chromium (chromium VI, for instance in gas turbines)
- All other work with a risk level of 1 or 2 (according to the Luminus risk matrix)

Work equipment

All machinery, apparatus, tools and installations used at the work site.

BA4 – knowledgeable person

A person who is either sufficiently trained in the electrical risks inherent in the assigned work, or who is under the constant supervision of a person with BA5 status in order to keep the electrical risks to a minimum.

BA5 – professional person

A person who is able to assess the electrical risks associated with the assigned work on the basis of knowledge acquired through training or experience and who can set the measures required in order to eliminate the risks or keep them to a minimum.

Incident

Incident means:

- any significant incident: an emergency, a fatal accident, an occupational accident with time off work, an occupational accident with adapted work, or an environmental incident with catastrophic or very serious consequences;
- any event with a high potential risk, i.e. an event with potentially catastrophic or very serious consequences and whose likelihood of occurrence is probable, real or possible;
- any near-accident: a sudden event which by sheer chance did not cause an accident involving bodily injury or damage to property, but which would have caused such an accident if the circumstances had been slightly different;
- any other incident with risk level 1, 2, 3, 4 or 5 according to the Luminus risk matrix.

Emergency

For us, an emergency means: any sudden situation that may cause harm to people, installations, equipment and/or work organisation and which demands urgent intervention, e.g. fire, explosion, a sudden life-threatening situation, etc.

1.3. ABBREVIATIONS

HSE	Health, Safety, Environment and Energy = Veiligheid, Gezondheid, Milieu en energie
HSEe	Health, Safety, Environment and Energy
CPE	Collective Protection Equipment
PPE	Personal Protection Equipment
ISPPW	Internal Service for Prevention and Protection at Work
PRWS	Person Responsible for Work Supervision
PEEPO	People, Equipment, Environment, Product and Organisation
GREI	General Regulation on Electrical Installations
EDTC	External Department for Technical Control in the workplace
LMRA	Last Minute Risk Analysis
LOTO	Lock Out Tag Out is a safety procedure to ensure that machines are properly shut off during maintenance or repair work.
VOC	Volatile Organic Compound

2. APPLICABLE LEGISLATION AND CERTIFICATION

2.1. HEALTH AND SAFETY LEGISLATION

All valid legal provisions on health and safety apply. These include, but are not limited to:

- The Law of 4 August 1996 on the welfare of employees in the performance of their work and its implementing decrees (the 'Welfare Law');
- The Welfare at Work Code;
- The General Regulation on Protection at Work (the 'ARAB' or 'RGPT');
- The General Regulation on Electrical Installations (the 'AREI' or 'RGIE');
- The Royal Decree of 25 January 2001, as amended by the Royal Decree of 19 January 2005, on temporary and mobile construction sites.

The specific safety regulations applicable to Luminus in relation to the performance of certain types of work by a contractor or the use of specific tools must also be complied with.

2.2. SAFETY CERTIFICATION

Luminus expects its contractors to work in a safe and healthy manner and that these matters are incorporated into its operating processes. These principles form an increasingly important aspect in the selection and evaluation of potential contractors.

Luminus imposes the following rules on contractors who perform high-risk activities¹. We also expect our contractors to impose the same requirement on their subcontractors.

- From 2021, it is mandatory for all external employees carrying out high-risk work at Luminus to have received a personal certificated safety training (VCA or similar²).
- From 2022, Luminus requires contractors carrying high-risk work to have a safety certification (VCA or similar²) at company level.

Non-compliance with this rule will lead to exclusion from consideration for any tender.

2.3. ENVIRONMENTAL LEGISLATION

In Belgium, environmental law requirements vary between the Regions (Walloon Region, Flemish Region, Brussels Region):

- VLAREM (on environmental permits), VLAREMA (on materials and waste products), VLAREBO (on soil decontamination) and VLAREL (on the accreditation of EIR experts) in the Flemish Region;
- The Code de l'Environnement in the Walloon Region;
- The environmental legislation of the Brussels Capital Region.

Contractors must comply with all relevant legal provision regarding the environment for the Region in which they are required to perform their work. They must also comply with the applicable European regulations.

2.4. ENVIRONMENTAL AND ENERGY CERTIFICATION

Luminus also expects its contractors to work in an environmentally friendly and energy-efficient way, and that these matters are incorporated into its operating processes.

Luminus therefore prefers to select contractors (and subcontractors) who have a certified environmental management system (ISO 14001 or similar). The use of an energy management system (ISO 50001 or similar) is an additional advantage.

¹ See 1.2. Definitions.

² Examples of other accepted safety certifications: ISO 45001, MASE – Manuel d'Amélioration Sécurité des Entreprises, SCC - Sicherheits Certifikat Kontraktoren, SCL – Safety Culture Ladder, 'Safety passport' of individual trainings, 'Global Wind Organisation' training, ...

3. LUMINUS POLICY

3.1. VISION



ALL TOGETHER FOR ZERO HARM

- ✓ We ensure a safe work environment and each other's well-being.
- ✓ All employees, both Luminus employees and those of contractors, must observe all safety and environmental regulations, instructions and procedures.
- ✓ We manage energy sustainably and limit our impact on the environment. We help customers and encourage suppliers and contractors to join us in the fight against climate change.
- ✓ We believe that all accidents, injuries, environmental harm and psychosocial incidents are preventable. "0 accidents" is not a dream, "0 accidents" is a choice.

RESPONSIBLE BEHAVIOUR

- ✓ Managers and employees assume their responsibility, set the example and inspire each other in the areas of safety, healthy lifestyle, well-being, environmental care and energy management.
- ✓ Only safe work is good work. We assess the risks and take appropriate action to reduce them to an acceptable level. We deal with unsafe situations.
- ✓ We foster a "just and fair" culture and promote constructive, transparent and positive collaboration.

SUSTAINABLE OPERATIONAL EXCELLENCE

- ✓ We strive for operational excellence and sustainable performance in the areas of health, safety and environment by continuously improving our processes, work environment, facilities, and energy management.
- ✓ We comply with legal requirements and abide by the standards of the EDF Group.


 Grégoire Dallemagne
 CEO

More information on this policy can be found on our intranet and on luminus.be

DC 0130 EN – Version December 2019



3.2. LIFE SAVING RULES AND SIMPLE ACTIONS

Luminus has 10 Life Saving Rules and 5 Simple Actions which clearly and simply lay down the dos and don'ts regarding work that involves the biggest safety risks. It is extremely important that these rules are followed, so that everyone's safety can be guaranteed.

Life Saving Rules



I never work or drive under the influence of alcohol or drugs



I always wear my seat belt and respect speed limits



I never use a mobile phone while driving



I always maintain a safe distance from moving equipment



I never walk or stand under a suspended load



I only work on potentially energized equipment if energy sources are isolated



I always use the specified protective equipment when I perform live work



I always protect myself against falling from height and protect others from falling objects



I always obtain authorization, atmosphere control and supervision before entering a confined space



I always wear a life jacket when working near water in the absence of collective protection

Simple Actions



We always address unsafe behaviors



We always attend work fit for duty



We always look where we are going to avoid slips, trips and falls



We always hold the hand rail on stairs



We always keep our workplace tidy and free from obstructions

4. CONTRACTOR'S MOST IMPORTANT RESPONSIBILITIES

4.1. COMMUNICATE AND ENFORCE THE REGULATIONS

Contractors are responsible for health and safety, the environment and energy in relation to the work assigned to them. Contractors have direction and authority over their own personnel and over their subcontractors. They must take all necessary measures in this regard. Contractors must require their employees to comply with the health, safety, environment and energy regulations included in this basic document, and must contractually require compliance with them from their suppliers. Contractors warrant that their employees will comply with the regulations and that their subcontractors in turn will obligate their employees to comply with them.

To ensure that instructions are properly understandable, at least one person in every group of employees must be competent in the official language (Dutch or French) of the region in which the work is performed. This person must also speak the language of the other persons in the group.

Contractors are responsible for ensuring that Luminus's instructions are translated into the language of their employees.

4.2. NOTIFY SUBCONTRACTORS

The main contractor must always notify in writing Luminus in advance (preferably during the tendering phase, or at the latest before coming on site) of the list of (potential) subcontractors, their subcontracting level relative to the main contractor and the description of the part of works they will take over.

The contractor is only allowed to work with subcontractors that have been formally approved by Luminus.

4.3. DEMONSTRATE COMPETENCES

Contractors warrant that personnel working in and around Luminus installations and facilities will possess all the skills (training, certificates and experience) required for the performance of the tasks assigned to them and that they have passed the necessary medical suitability tests. Contractors must obligate any subcontractors to obtain the skills level that is necessary and sufficient for the performance of their tasks.

They must be able to provide certificates of competence for the skills below.

- Working in or near electrical installations
All external employees who perform work in the vicinity of Luminus electrical installations must as a minimum possess a BA4 ('knowledgeable person') competence certificate. They may only carry out work inside electrical installations if they are supervised and accompanied by a BA5-qualified Luminus employee. An exception may be made for employees of the contractor who can present a BA5 competence certificate.
- Performance of a safety function
External employees who perform a 'safety function' must be able to show, by presenting a valid certificate of competence, that they are fully trained and therefore possess the requisite knowledge. This concerns functions that involve the use or control of work equipment that poses a potential danger to the health and safety of others, such as: operating a forklift or an elevated work platform, loading, operating a crane, acting as a flange fitter, performing safety duty for confined spaces, working with independent respiratory protection and measuring and detecting hazardous substances.

The contractor will provide Luminus with the certificates of the required competences and Luminus will verify that the employees of the contractors and any subcontractors have these documents with them.

If the required skills, certificates and attestations are not provided, Luminus may deny entry to its facility to the employees concerned, or remove them or their employers from the facility until such time as the formalities are satisfactorily fulfilled.

4.4. DELIVERING DOCUMENTS

All documents that the contractor provides to Luminus must be written in the language (s) of the language area where the work is to be performed; the French language area, the Dutch language area, the bilingual area of Brussels-Capital or the German language area.

This includes a risk analysis of the work to be performed, training or competence certificates, inspection reports of work equipment and protective equipment, safety information of products and materials used, lifting plans, etc.

The contractor can always use the handy checklist drawn up by Luminus in Appendix 1 of this document.

4.5. PROVIDE WORK EQUIPMENT, PROTECTION EQUIPMENT AND WORK CLOTHING

Contractors must guarantee that their employees have suitable work equipment, collective protection equipment (CPE) and personal protection equipment (PPE) and that it is in good condition, and they must further guarantee that they will use this equipment in compliance with the legal and local requirements, the supplier's guidelines and the contractor's risk analyses. This also applies to any subcontractors.

Contractors must always be able to provide the requested information (e.g. a list of all tools, equipment, apparatus and materials that they will use, up-to-date inspection reports, features of specific machines, protection equipment) when requested to do so by Luminus or by a party nominated by Luminus. Luminus has the right to perform checks on activities, prohibit the use of unsafe material, tools and/or working methods and stop the relevant work until such time as the risk situation in relation to health, safety or the environment has been eliminated.

Contractors shall provide the requisite work clothing to their personnel. Such clothing must comply with the Luminus standard: it must be fire-resistant and antistatic and always have long sleeves and trouser legs. The work clothing must also be of a high-visibility type on sites where a lot of vehicles or equipment are in motion and when working on public roads. The firm for which the employees work must be clearly visible, either by way of a logo on the work clothing or by way of a sticker on the safety helmet.

4.6. TACKLE AND REPORT UNSAFE CONDITIONS

The contractor must immediately inform Luminus, and any other contractors in the vicinity, of dangerous situations or actions.

If the contractor is unable to perform its assignment in safe conditions, it must stop work immediately. The contractor shall verbally inform Luminus, as principal, hereof immediately and confirm it in writing within 24 hours.

The contractor or its subcontractors have no right to compensation for the costs they incur if they are responsible for the fact that the unsafe condition arose. They also have no right to any compensation for the services that they must provide in order to remedy the unsafe situation.

Where possible, the contractor must fence off and/or mark off any hazardous situation on the site and report it to the responsible person at Luminus.

4.7. LIABILITY

Contractors are liable for all damage caused by their personnel and their subcontractors, irrespective of the applicable liability provisions agreed between the contractor and Luminus. They must bear the associated costs and hold Luminus harmless against all claims made by third parties in this regard. Contractors shall take out the necessary insurance to cover this liability.

4.8. CODE OF CONDUCT

Luminus does not accept behavior that could hurt another person, both physically and psychologically. It is absolutely forbidden to engage in any act of discrimination, violence, harassment, sexual harassment or any other transgressive behavior in the performance of the work.

5. CHECKS, SANCTIONS AND ASSESSMENT

5.1. CHECKS

It is the contractor's responsibility to ensure that his employees comply with applicable welfare and environmental legislation, standards and regulations. He must be able to prove that his supervisors are sufficiently present on the site to check and guarantee safety (eg by means of a report of a safety tour). If compliance with the SHE rules fails, Luminus can force the contractor to provide additional supervision by supervisors.

Luminus, for its part, has the option of checking the activities of the contractor and any subcontractors for compliance with the applicable legislation, standards and regulations. This does not relieve the contractor of its obligations. The following checks are programmed or possible:

- Tours of the HSE service or the safety coordinator.
- Inspections by different departments of the client.
- Government inspections are possible.

Any supervision by an employee of Luminus is in principle limited to the performance of the contract and does not entail any transfer of authority or responsibility for the parties.

It is the contractor's duty to immediately implement Luminus' comments and to communicate the actions taken to the parties involved. The guidelines and advice that Luminus provides to the contractor on the application of HSE regulations cannot in any way relieve the contractors of their responsibility. In that respect, the contractor declines any right to assert any recourse against Luminus or to hold Luminus jointly responsible for this, unless the contractor can sufficiently prove that the guidelines and advice of Luminus on the application of the regulations regarding the work, manifest were not correct.

Luminus can organize HSE meetings and / or HSE audits involving employees of the contractor. Upon request, the contractor will make these activities possible and provide unlimited access to persons and information. The contractor will enable his employees to participate in these activities.

If the contractor makes use of subcontractors, he must also contractually impose these HSE regulations on his subcontractors. Luminus always reserves the right to verify this. If the contractor does not take the required measures with regard to its subcontractors who are in default, Luminus can take these itself at the expense of the contractor.

5.2. SANCTIONS FOR BREACHES

If breaches are identified, Luminus reserves the right to impose penalties, which may range from a written warning to the contractor to permanent exclusion from Luminus sites.

Breaches →	MINOR breach (risk level 3, 4 or 5)			MAJOR breach (risk level 1 or 2)		
	1st	2nd	3rd	1st	2nd	3rd
Penalties ↓						
1. Verbal warning.	•					Not possible
2a. Repeat HSEe introductory training.	•					
2b. Stop work and organize toolbox meeting on the subject.		•		•		
3a. Access to Luminus sites temporarily withdrawn. Reintegration is possible.		•		•		
3b. Access to Luminus sites permanently withdrawn. Reintegration is not possible (blacklisted).			•		•	
4. Written notice to the contractor.		•	•	•	•	
5. Investigation report and action plan by contractor.		•	•	•	•	
6. Breach is noted on the contractor's file.	•	•	•	•	•	

Where major environmental infringements are committed, Luminus also reserves the right to charge a financial penalty and deduct it from the contractor's bill. This financial penalty shall not release the contractor from its liability for clean-up costs for pollution that results from the contractor's infringement.

5.3. ASSESSMENT

After the works, contractors are assessed by Luminus on their HSE performance and any breaches during the works. These evaluations and any current or historical sanctions play a role in the selection of contractors for a subsequent assignment at Luminus.

6. RISK MANAGEMENT

The contractor is responsible for the organization of the safety, health, environmental and energy aspects related to his activities in order to carry out his work in complete safety with respect for the environment and energy conservation and in accordance with all legal requirements and all safety rules including these.

Therefore, each contractor will:

- Prepare and carry out the works according to the principles of the prevention hierarchy (see 6.1).
- Perform a specific risk analysis of his activities, taking into account the local conditions (6.2).
- If necessary, draw up a VGMe plan and submit it to Luminus for approval (6.3).
- Only carry out the works after obtaining a valid work permit from Luminus (6.4) and perform an LMRA (6.5).
- Install the necessary demarcation and signage of the work zone.

6.1. THE GENERAL PREVENTION PRINCIPLES

Article 5 of the Welfare Act describes how risks should be handled by taking into account the general principles of prevention ("prevention hierarchy").

It is the legal duty of all parties involved to analyze all risks and take appropriate prevention measures according to the hierarchy of general prevention principles. This means that measures to be taken must always be chosen according to the hierarchy below:

1. Eliminating the risk;
2. Reduction of the risk;
3. Collective protection;
4. Personal protection;
5. Signage.

In addition, it is required to document the application of this principle.

6.2. RISK ANALYSIS

In order to perform the assignment correctly, contractors shall familiarise themselves with the specific working conditions and the risks pertaining to assignment to be performed, as well as the specific hazards of the installations at Luminus. He shall also familiarise himself with the suitable protection and prevention measures and the safety signs in use.

Luminus provides assistance in this regard by providing a form (FO 0302) in which the specific hazards and risks in relation to the planned work and the affected installations are summarised. This document sets out the preventive measures required to limit the risks.

In order to perform the assignment correctly, the contractor shall, where necessary, carry out preliminarily on-site inspections at the facility where the assignment is to be carried out in order to obtain an understanding of the working conditions, so that it can take all necessary health, safety and environmental measures on the basis of its own risk analysis.

The contractor must enter the result of its risk analysis in the form (FO 0302) referred to above, or alternatively attach a form of its own. The contractor must send back a first version of the completed and signed form to Luminus before the assignment is awarded. The final version must be in Luminus's possession before work commences.

6.3. HSEe PLAN

In certain cases, and in any case if the KB Temporary or Mobile Construction Sites is applicable (construction of wind turbines, etc.), a risk analysis alone will not suffice and a full HSEe plan must be drawn up.

The contractor must formally notify the health, safety and environmental and energy measures it has taken to Luminus via its HSEe plan and do so at least two weeks before work commences. The HSEe plan shall only contain information that is applicable to the work in question and the relevant activities.

All documents that the contractor submits to Luminus must be written in the language of the region in which the work is carried out (Dutch or French) or in English.

In some cases (such as larger sites with multiple contractors), Luminus itself shall also draw up an HSEe plan, with which all contractors (and subcontractors) will then be obliged to comply. Each contractor is obliged to pass on the information from this plan to all relevant employees.

In the event of a conflict, the Luminus HSEe plan shall always prevail. The HSEe plan drawn up by the contractor may not conflict with the terms of the Luminus HSEe plan. After Luminus has assessed the contractor's HSEe plan, the contractor may be required to adjust its plan on the basis of Luminus's findings.

6.4. WORK PERMITS AND LOCKOUT PROCEDURES

Work permits and lockout procedures apply on-site and Contractors always require a permit for all work (both dangerous and non-dangerous).

Work may only start if the main contractor's supervisor has received a work permit from Luminus's PRWS and after an explanation about the required control measures and the internal rules about the organisation of the work or jobs. The work permit is based on a prior evaluation of the specific risks of the installations/facilities and the work to be done and lists the control measures that must be taken to ensure that the existing risks are of an acceptable level.

When receiving the work permit, the contractor must always perform a risk analysis of the actual situation.

It is strictly prohibited to operate installation components, unless explicit written permission was given.

6.5. LAST MINUTE RISK ANALYSIS

Employees who arrive at a (work) area must be aware of the hazards and risks. Performing an LMRA prior to the work fosters an awareness of all the safety risks involved. The employee must also check whether sufficient control measures were taken to avoid accidents. Employees can check whether the work can be carried out safely for example.

We require every employee to have an LMRA card with him (either from his own employer, or the LMRA card that the employee received from Luminus). He must use it every time he enters the site or a new workplace or resumes work after an interruption.

6.6. DEMARCATION AND SIGNAGE

Demarcation

- The demarcation that was installed by or for Luminus may not be modified under any circumstances.
- The contractor is obliged to – and responsible for – installing the necessary demarcation as part of its activities. The contractor must take Luminus's procedures in account for this.
- The demarcated space may only be accessed after authorisation by the supervisor.

Signage

- Signage must be used as a wordless form of communication. Signage may never be used as protective equipment, unlike railings. Signage must be placed within a radius of at least two metres of the start of the risk.
- A contractor may not secure the workplace in such a way that Luminus no longer has access to it.
- Contractors must hang a card on the signage tape or chain stating the name of the contractor who placed it there and the nature of the risk in the secured zone.
- Plastic chains must be used in open air as plastic tape is not weatherproof.

7. ORGANISATION OF THE WORK

7.1. WORK MANAGERS

In order to perform the assignment correctly, the contractor shall ensure that, before the work is performed, the designated works foreman has taken part in the preparation of the work and has familiarised himself or herself with the identified risks proceeding from the risk analysis and the working methods for carrying out the agreed prevention measures. If there is a change of works foreman, a formal handover must take place.

The contractor shall provide Luminus with the contact details of its works foreman before any work is carried out. The works manager shall always be present on site and contactable during the performance of the work by his or her team and/or subcontractors.

7.2. HSEe CONTACT PERSON

For certain jobs, Luminus may require the contractor to nominate an HSEe contact person. He/she shall have relevant knowledge of HSEe legislation and HSEe management.

The contractor's HSEe contact person shall communicate on site about HSEe aspects of the work (performed by contractor's employees or by those of a subcontractor) with Luminus's PRWS, designated safety coordinator or project manager. He/she shall be on site regularly (and whenever high-risk activities are carried out) and must be contactable at all times.

7.3. IDENTIFICATION OF CONTRACTOR AND CONTRACTOR EMPLOYEES

Each contractor is obliged to submit a document to Luminus before the start of an assignment with details of the identity of the contractor, its representatives, its site foreman and its prevention adviser.

If subcontractors are engaged, this document must be drawn up for each subcontractor, stating the level of subcontracting relative to the main contractor and describing the part of the works they will take over.

At least two weeks before work commences, the main contractor must provide Luminus with a list of employees (own and subcontractor employees) who will be active on the site, stating also their company name and applicable safety qualification(s). Changes during the course of the work must be notified no later than the day before their arrival at 3 pm.

Any employees of a contractor who are not subject to Belgian social security and who work temporarily and/or part-time in Belgium must submit an online Limosa report in order to inform the Belgian government before they commence their activities. Such employees must then also be able to present a Limosa-1 report to Luminus.

Non-EU citizens must have a 'work permit' or work card before work commences.

If applicable it is the contractor's responsibility to register the presence of its employees, subcontractors and independent subcontractors via Checkin@work. Employees or self-employed subcontractors may also register themselves in the system. Registration of presence must be carried out daily, before the person performing the work starts work.

If the required documents and attestations are not available, Luminus may deny entry to its facility to the employees concerned, or remove them or their employers from the facility until such time as the formalities are satisfactorily fulfilled.

7.4. ACCESS TO LUMINUS'S SITES

Access to Luminus's facilities is only granted to persons, vehicles and goods, whose presence is required for business reasons, and solely for the time needed to execute the work.

Contractors must notify Luminus of the arrival of new employees, transports, and visitors on a daily basis, no later than the day before their arrival at 3 pm. Where applicable, the Limosa documents and attestations of competence for safety functions (i.e., overhead crane operator, forklift operator, competence regarding electricity (GREI Art. 47), etc.) will be provided to the doormen. People and deliveries that are incorrectly registered will not be admitted.

Every worker (main contractor or subcontractor) entering a Luminus site must know the local safety rules and must be informed on the risk analysis of the work he/she will execute for Luminus. All employees must attend the safety introduction before being admitted to the site. Contractors must schedule these tests in advance, especially when they want to admit large groups of employees to the site. The safety introduction is solely available in the following

languages: Dutch, French, English, and German. Luminus has the right, at any time during this process, to check people's knowledge of this safety introduction.

Persons who do not speak English, Dutch, French, or German must receive assistance from a site representative who speaks one of the above languages. Every contractor must always have a site representative on-site who understands and speaks one of these languages (NL, EN, FR, DE).

It is strictly forbidden to provide access to unauthorised people.

7.5. ROLLING EQUIPMENT ACCESS

Vehicles may only be parked in the designated spaces outside the site. Requests for access of a vehicle onto the site must be submitted in advance to Luminus. The doorman will give you a card (= permit) that must be displayed behind the windshield, in a legible manner, during the vehicle's on-site presence.

Access roads to and in Luminus's facilities must always be kept free, both for incoming and outgoing personnel or the emergency services.

All vehicles must follow the instructions and the signposted routes.

Traffic laws apply. The speed limit for general transport is 15 km/h.

An inventory of work equipment, material, dangerous products and preparations that are brought onto the site must be kept in the lorry or van. Controls can be performed at any time.

All commercial vehicles that are used on-site or are on-site to deliver goods must be fitted with a blind spot mirror in accordance with the Royal Decree of 25/02/2001 Art. 25, 4° and in accordance with European Directive 71/127/EEC as well as an acoustic signal that automatically informs people around it when the vehicle is reversing.

The vehicle's trailer must be inspected every year by a competent person. The certification must be affixed in a clearly visible place. For trailers > 750 kg, the number plate serves as the certification.

The contractor must make all the necessary arrangements to prevent the vehicles and other mobile work equipment that it uses on-site from causing any damage. Anyone who causes damage must pay the repair costs.

7.6. KICK-OFF AND TOOLBOX MEETINGS

All persons working on the site must receive a kick-off instruction from the contractor's manager about the rules that apply on-site before commencing work.

All main contractors will organise weekly toolbox meetings for their employees, which shall at least cover the themes and any remarks made by Luminus. A copy of the attendance list and the items discussed shall be presented to Luminus upon request.

Luminus can request additional and/or specific toolbox meetings.

7.7. HSEe COORDINATION

In case several contractors perform works at the same time, each contractor must take into account the activities of the other contractors. Luminus or the main contractor takes care of the coordination.

The HSEe coordination structure aims to:

- To inform other contractors in good time of work in each other's zone (via the work permit issued by Luminus).
- Avoid specific risks inherent to simultaneous activities or activities directly above/below each other. That is why works can be divided into separate zones. In case of possible work on top of each other, the necessary signage will be applied by the contractors.
- Organize regular HSE meetings at the initiative of Luminus or at the request of an involved party:
 - o Kick-off meetings when contractors become active on the site;
 - o Daily coordination meetings (during the entire duration of the site/standstill);
 - o Specific HSE meetings that are organized as needed.

The following persons are involved and will/can therefore be present at the coordination meetings and/or the specific HSEe meetings:

- From Luminus:
 - o Project manager
 - o Site Manager / Zone manager
 - o VOW
 - o HSE Manager, prevention advisor or safety coordinator

- From the contractor (s)
 - o Supervisor (s) on the site
 - o VGMe contact person

Other parties can also be invited on the basis of the agenda, planning and necessity.

8. DANGEROUS WORK

Luminus considers some work to be dangerous:

- | | |
|---|--|
| 1. Work that involves fire risks or work in a zone with an explosive atmosphere | 6. Work on or near electrical installations |
| 2. Entering/working in a closed space | 7. Risky hoisting operations |
| 3. Excavation work | 8. Work at height without collective fall protection |
| 4. Opening of installations that contain hazardous substances | 9. Work that involves a risk of drowning |
| 5. Working with hazardous products | 10. Work on insulating fibres |
| | 11. Work that involves a risk of chromium 6 |
| | 12. Other work with a risk level of 1 or 2 |

8.1. WORK THAT INVOLVES FIRE RISKS OR IN A ZONE WITH AN EXPLOSIVE ATMOSPHERE

All hot work (including welding, burning, grinding, annealing...) requires a hot work permit and the listed instructions must be strictly complied with.

- The purpose of the hot work permit is to prevent fire or explosions during work with an open flame/fire or a heat point near flammable materials or in zones with a potentially explosive atmosphere (welding, use of a cutting torch, burning paint or varnish, use of angle grinders, use of a burner, e.g. for roof work or cabling, etc.).
- The hot work permit lists the results of the risk analysis, is limited in time and in principle is always issued for 1 day only.
- Depending on the result of the risk analysis, the permit may be issued for no more than 7 consecutive days, if the 3 following conditions are fulfilled: The consecutive activities are performed in:
 - o the same environment/space;
 - o the nature of the work is the same;
 - o the circumstances of the workplace have not changed.
- The permit also contains rules that must be complied with to avoid causing fire or to prevent the spread of fire (including after the work) by means of an adequate protection of the workplace.
- The prevention measures that are described in the fire permit are supplementary to the conditions listed in the risk analysis of the work.
- The permit is issued to a specific, explicitly designated person (or persons) who are given permission to work with an open flame/fire or other heat points, in the vicinity of flammable materials, while taking into account the general and special regulations.

Other measures:

- Adapted fire extinguishing equipment must be provided on location when working with an open flame.
- Storage of gas bottles: as described in paragraph 5.5.
- All oxygen and acetylene cylinders must be fitted with flame arresters and must have been inspected.
- All equipment used must be in good condition.
- The shut-off valves of the gas bottles must be closed when not in use.
- All gas bottles must be labelled with the name of the contractor using them.
- All welders must have a metal bucket to dispose of waste steel and remnants of electrodes.
- Welding screens must be used in the event that other employees might be blinded by the welding light.
- All employees who carry out grinding work, or assist another employee with this, or are standing nearby, must wear visors.
- The on/off button of all angle grinders may not be lockable.
- Remove all flammable materials in the work area.
- Sparks may not end up on lower levels where other employees may be working or passing by. If necessary, zones must be signposted. Only fire-resistant blankets may be used. Cables or other installation components must be protected against damage from splashes.

- All passages must be free of obstructions. Cables and hoses of welding equipment must be organised and hung up in such a way to prevent them from forming a tripping hazard.
- If the contractor must enter zones where there is an explosion hazard, it may be necessary to use explosion-proof material. This will be described in the fire permit that is issued after the risk analysis.
- Hot work must be completed at least 1 hour before departure from the site to ensure that everything has cooled down properly and that there is no risk of fire. The work zone must therefore be checked thoroughly before departure.

8.2. ENTERING/WORKING IN A CLOSED SPACE

A closed space is a closed or partly open space, which is not designed as a workstation but which may be used for maintenance or other work and may be difficult to access. The space is often accessed from a very narrow staircase, cage ladder or other facility.

In addition, the atmospheric composition in high-risk spaces is not optimal and requires continuous monitoring. The air may cause safety and health risks for anyone who enters the space, in view of the atmospheric composition and the potential presence of dangerous gases, vapours, and other risks.

- Work in closed spaces requires a specific work permit from Luminus. The contractor must perform a risk analysis of the activities and must submit this to Luminus beforehand, for approval.
- Depending on the works to be carried out, and the conditions described in the work permit, the following prevention measures must be observed:
 - Evacuation options (stairs, ladders, ...)
 - Sufficient ventilation (possible additional ventilation)
 - Communication facilities
 - Manhole observer
 - Detection / measuring equipment (CO, gas, explosive limits, ...)



I always obtain authorization, atmosphere control and supervision before entering a confined space

8.3. EXCAVATION WORK

The contractor must obtain an excavation permit prior to carrying out excavation work. To this end, the contractor must provide us with a map on which the course of the excavation is marked out.

The contractor must submit a planning request to the KLIP/KLIM for all excavation work. This is the contractor's responsibility.

- When the location of underground pipes or cables is known, manual probing shall be performed. Afterwards, the earth in the zone in between the trial trenches can be mechanically removed to the right depth. Electric cables must always be considered as being "live".
- If the contractor finds cables or pipes that are not featured on the map, it must immediately stop all excavation work and inform Luminus.
- Legislation requires that during excavation, the walls of the excavations are sufficiently inclined or supported depending on the type of soil (e.g., adequate measures must be taken to prevent accidents, which may be caused by the collapse of accumulated earth, piles of building materials, falling equipment or other heavy objects). The placing of struts must be done under supervision and by authorised persons.
- The excavated soil must be placed at a safe distance from the pit and the pit walls to prevent collapse of the excavated zone.
- A sturdy fence must be installed within a one-metre radius around the pit to keep out unauthorised persons.
- Transports around the excavated zone must respect the safety perimeter.
- When persons are standing in a pit that is more than 1.5 metres (1,2 metres according to the Royal Decree about temporary and mobile construction sites) deep, at least 2 ladders must be available (placed against the walls of the pit).

Earth movement must be done in accordance with the Flemish Regulation on Soil Remediation (VLAREBO).

8.4. OPENING OF INSTALLATIONS THAT CONTAIN HAZARDOUS SUBSTANCES

This includes work for which pipes or installation components must be opened or disconnected in which dangerous substances were or are present. Dangerous substances shall refer to:

- A (highly) flammable or combustible product
- A dangerous chemical
- A high-pressure liquid or gas (10 bar or more) (steam, compressed air, etc.)
- A high-temperature medium (60°C or more) (hot water, etc.)

Access to the equipment is only permitted after the installation has been locked out by Luminus employees and after receiving a valid work permit from Luminus.



I only work on potentially energized equipment if energy sources are isolated

8.5. WORKING WITH HAZARDOUS PRODUCTS

The contractor must use a chemical agent or process that presents no or only a minimal risk, in the circumstances in which it is used, for the health and safety of its employees and of Luminus's employees.

- All dangerous products that the contractor or its subcontractors requires are subject to Luminus's approval. That is why all (M)SDS must be provided to Luminus in advance.
- Dangerous products must be transported and stored in the specific solid recipients provided for this purpose, that are made from a material that is resistant to the product (preferably the product's original container). These recipients must be labelled and the label must feature the required pictograms, H and P phrases, etc. in accordance with the legal provisions.
- Dangerous products and preparations that enter the construction site must be accompanied by a Safety Data Sheet (SDS). The SDS must always be stored near the product and a copy must be provided to Luminus in advance (preferably appended to the Contractor's HSE plan and provided to Luminus).
- Only the daily required amount of the product may be brought into the buildings where the work is carried out unless Luminus has authorised a specific, larger quantity.
- The storage area for dangerous products must have a liquid-tight floor and/or drip tray.
- In case of a leak: contain the zone where the leak occurs and inform the PRWS of Luminus. Absorption kits shall be available on-site.
- Emissions of volatile organic compounds (VOC) (in certain adhesives, paints, varnishes, etc.) must always be prevented or limited to a minimum. Where possible, always use VOC-free products.
- These must be stored in accordance with the Flemish VLAREM (environmental) legislation regarding distance and compatibility.
- Gas bottles:
 - These must be stored in a location designated by Luminus. Oxygen and acetylene cylinders must be separated by a steel plate or must be stored at a minimum of 1 metre from each other. Smoking and naked flame prohibitions must be indicated by means of pictograms.
 - Must properly secured so they cannot fall over.
 - All gas bottles must be labelled with the name of the owner/user.
 - Damaged gas bottles must immediately be removed from the site.
 - Gas bottle holders must be fitted with a fire extinguisher.
 - Empty gas bottles must be separately stored.
- The contractor is responsible for the products it uses as well as for any waste resulting from the use of these products.
- The contractor and its employees must also be informed about the nearest emergency shower station in case of exposure to dangerous products.

8.6. WORK ON OR NEAR ELECTRICAL INSTALLATIONS

- All employees who carry out work in the vicinity of electrical installations on a Luminus site must be at least BA4 – instructed persons.
- The external contractor shall provide the certificates that furnish proof of their official capacity to Luminus beforehand. The PRWS of Luminus must check the official capacity (BA4-BA5) of the contractor's employees.
- The contractor's employees may only carry out work in a space of the electrical service when they are supervised and accompanied by a competent Luminus employee who is BA5 instructed, for the entire duration of their work. An exception can be made for employees who are proven to have sufficient knowledge and training to avoid electrical risks (ARAB, General Regulation on Protection at Work, and GREI, General Regulation on Electrical Installations).



I only work on potentially energized equipment if **energy sources are isolated**



I always use the specified protective equipment when I perform **live work**

8.7. HOISTING

All special/important hoisting must be assessed with a task risk analysis and a hoisting plan which must be submitted to and approved by Luminus in advance. It is up to Luminus to determine which hoisting must be considered special or important.

- All special/important hoisting must be accompanied by a certified rigger.
- The hoisting zone will be demarcated with signage or an equivalent alternative and all persons allowed inside the hoisting zone should wear a high visibility vest.
- When several cranes are operating in the same lifting range, crane operators must keep in touch with each other by radio.
- Hoisting over the heads of employees must always be avoided.
- A valid, 3-monthly inspection report for all hoisting equipment and accessories must be provided upon simple request. Failure to do this will result in the works being stopped.
- Contractors may only use the Luminus overhead crane if they are qualified to operate an overhead crane. They must provide proof of this in advance to Luminus. The authorised crane operator must stick a small Luminus sticker on his helmet in that case.
- Hoists in the context of loading and unloading a truck (with associated crane) also deserve the necessary attention.



I never walk or stand under a **suspended load**

8.8. WORK AT HEIGHT

All persons working at a height of more than 2 metres must be protected with collective protective equipment (fencing, safety nets, railings...) or with personal protective equipment (safety harness...). Collective fall protection equipment shall always take precedence over personal fall protection equipment.

When using personal fall protection, the user must know how it works and must check the rescue options in advance in the event of a fall (with regard to suspension trauma). It may be necessary to provide additional life-saving equipment on-site.

The contractor must be able to present to Luminus the (internal or external) training certificates of the employees who use personal fall protection equipment.

Scaffolds:

- If the principal's scaffolder builds scaffolds, each scaffolding must be notified to Luminus in advance, for the purpose of coordination.
- Luminus prefers to work with scaffolders who are personally certified with a certificate from a body that is accredited by BELAC.
- Scaffolds shall be released in writing by the scaffolder as being "ready for use" and shall be released as "ready for use" by the end user of the scaffold. This means the following:
 - Scaffolds ordered and used by Luminus: scaffolds are released by the PRWS of Luminus.
 - Scaffolds ordered (either by Luminus or the contractor) and used by a contractor or taken over from another contractor for contract work: release by the contractor using them.
- Scaffolds must be inspected every week by a competent representative of the party using them. Such an inspection must also be performed after any modification to the scaffold.



I always protect myself against **falling from height** and protect others from **falling objects**

- Modifications to a scaffold may only be carried out by the scaffolder's authorised personnel. If no green label is affixed to the scaffold = no access!
- Every work floor must be equipped with edge protection to prevent falling objects.

Ladders:

- Must be in good condition and must be periodically checked by an authorised person.
- Ladders are work equipment and are used for changing levels. They may not be used for work that involves powered tools.

Aerial work platforms

- All aerial work platforms must come with a valid 3-monthly inspection report. If the contractor cannot provide this report on first request, the works will be stopped. A fall harness must be used for all work on aerial work platforms.
- The drivers perform a safety function, they must be medically fit for that purpose and be able to present proof of training.

8.9. WORK THAT INVOLVES A RISK OF DROWNING

This includes all work in the vicinity of rivers, canals or surface water, where there is a risk of drowning. This situation occurs in or near:

- The hydraulic power stations
- The installations for the intake and discharge of cooling water at thermal power stations
- Wearing a life jacket as well as the simultaneous presence of two workers is mandatory at less than two metres from the water.
- The emergency stops of the installations and the emergency equipment must be located by the person responsible for the follow-up before work commences.
- The person in charge of the diving team will have a risk analysis of the work to be done and the accreditation and medical files of his divers.



I always wear a **life jacket** when working near water in the absence of collective protection

8.10. WORK ON OR WITH INSULATING FIBRES

This is work during which employees are exposed to asbestos fibres, asbestos wool, ceramic fibres, or insulation wool. This situation may arise when removing heat-resistant insulation around pipes or installations, during demolition work, or insulation work.

- Work during which fibres may be released may only be done by companies that are accredited for this (see the website of FPS Employment, Labour and Social Dialogue). The Labour Inspection must be notified about the site.
- Demarcation of the work area with an indication of the asbestos risk is required for the duration of the works.
- The contractor must notify Luminus's ISSPW of the work, providing information about who will perform the work.
- A work method must be drawn up to ensure that there will be no fibre release.
- Any interventions in the work area during the remediation work must be limited.
- The work area must be cleaned using a HEPA vacuum cleaner or wet cleaning. The filters must be considered as asbestos waste.
- The contractor must make sure that all material is decontaminated after the works are carried out (vacuuming, wet cleaning).
- New PPEs must be provided when entering the work area. The PPEs must be considered as asbestos waste.
- The contractor must make sure that the asbestos-containing waste is hermetically packed and labelled with the Asbestos pictogram.

8.11. WORK THAT INVOLVES A RISK OF THE PRESENCE OF CHROMIUM 6

When working on the gas turbine or gas engines and high-temperature installations in general (including the steam turbine), there is a possibility of the presence of a residue that contains hexavalent chromium. (yellow or white residue). Hexavalent chromium is carcinogenic and additional measures must therefore be taken:

- During the first repairs of hot parts: gloves and P3 mandatory.
- If presence is suspected: test with test kit (Warehouse item Ham/RGV).

- Following confirmation by the test kit or in case of doubt the (yellow/white) residue shall be moistened or injected with WD40 spray to prevent dispersion in the air. There can be no grounding/sanding...
- Parts containing this residue shall be subsequently cleaned with the necessary PPE. Waste must be correctly labelled and disposed of (application to be submitted to the warehouse).
- In case of manipulation of hot parts where the potential contamination with hexavalent chromium is not visible (e.g. pulling a liner/combuster): gloves, P3 and Tyvek mandatory. The zone shall be demarcated for unauthorised persons.
- Upon entering GT (e.g. CDC, tunnel lower 2, ...): gloves, P3 and Tyvek mandatory.
- Where possible, the (yellow/white) residue shall be moistened (WD40) to prevent dispersion in the air. There can be no grounding/sanding...
- Parts containing this residue that are removed shall be subsequently cleaned with the necessary PPE. Waste must be correctly labelled and disposed of (application to be submitted to the warehouse).
- The use of Loctite is not permitted because it is associated with the creation of chromium VI.

8.12. OTHER DANGEROUS WORK

For all other work entailing an acute risk (level 1) or a high risk (level 2) that is not listed in the above list of dangerous work, the contractor must take all the measures necessary to safely carry out the work in a safe, environmentally-friendly, and energy-efficient way.

When performing risky work, such as digging pits that compromise the stability of existing structures, hoisting loads over installations, equipment, and buildings, heavy transport on the premises, driving foundation piles or struts,... the contractor must take all the measures necessary to safeguard the integrity of the installations, facilities, and equipment.

9. OTHER POINTS FOR ATTENTION DURING THE WORK

9.1. PRESENCE OF PIPES OR CABLES

The following pipes/cables and/or high-voltage lines may be present on and around the Luminus sites:

- High-voltage lines
- High-pressure natural gas pipes
- Pipe bridges
- There may be pipes and cables on-site.

9.2. RADIOGRAPHIC TESTING

Prior to performing a non-destructive test, the following must be done: submit a clear, phased working method and safety procedure to Luminus comprising:

- A planning schedule (time)
- The names of the employees involved (training, certification, medical register...).
- Explain which specific prevention measures will be taken in relation to the radiation source, including the use of a dosimeter, the type of source, working at height... + the applicable safety procedures (in the event of failure of the source).
- The environmental plan: showing the right location where the tests will be performed and the safety perimeter (use of the "ionising radiation" pictogram).
- The radiation perimeter must be assessed using a monitor.
- Have someone monitor the radiation perimeter.
- The radiation source that is used.
- The prevention measures that will be applied.

The following control measures must be taken into account:

- Time: limit exposure time
- Distance: increasing the distance between the radiation source and yourself will limit the exposure squared in relation to the distance.
- Shielding
- Use the ALARA (as low as reasonably achievable) method!

All radiographic testing must be requested 36 hours in advance. The contractor must provide clear information about the zone (photo of the zone to be e-mailed to Luminus), time, description of the area. After approval by Luminus, this information will be sent to all the parties involved and will be discussed at the daily coordination meeting.

10. WORK EQUIPMENT, PROTECTIVE EQUIPMENT AND WORK CLOTHING

10.1. WORK EQUIPMENT

Only work equipment that complies with HSE requirements may be used, taking into account the circumstances and risks associated with the environment where the work is done. This work equipment is adapted to the users, shall be properly maintained and in good condition.

All work equipment items shall comply with Belgian legislation on work equipment.

All work equipment and material that enters the site must feature a unique number and a sticker with the contractor's name.

All work equipment must be used in accordance with the instructions provided by the manufacturer, to avoid endangering employees. The contractor ensures that all the employees who use the work equipment have read and understood the aforementioned instructions prior to using it.

A copy of the periodic report from an EDTC must always be kept with every machine that requires such a report. If the report is not valid, the machine may not enter the site. The PRWS or doorman will check the inspection reports prior to admitting them on-site.

Luminus may check the work equipment and any test certificates and/or certificates of conformity on-site at any time. The required material must be correctly and clearly labelled to this end.

After inspection, any rejected material must be removed from the site at the owner's expense.

When material is fitted with stabilisers (e.g., cranes, pumps...), pressure plates must always be used. Luminus must also be informed in advance to avoid excessive pressure loads on underground pipes and sewers.

All persons in a safety function, a position with increased vigilance or an activity that involves a specific risk (operators and drivers of cranes, vehicles, lifting equipment, etc.) must have a certificate of technical competence and a valid medical fitness certificate, issued by an occupational physician in accordance with current legislation. These machines, appliances and vehicles may only be operated by these competent persons.

All work equipment to be used by contractors must comply with noise emission legislation to minimise the impact on employees as much as possible.

10.2. COLLECTIVE PROTECTIVE EQUIPMENT

In accordance with the prevention hierarchy, the use of collective protective equipment (prevents the event) always takes precedence over personal protective equipment (limits the consequences).

Where necessary, the use of collective protective equipment such as railings, scaffolds, safety nets, the bracing of trenches and pits, the shielding/fencing of pits, floor openings and machine tools, is mandatory. This must be installed at the earliest convenience.

If it is technically impossible to provide collective protective equipment, the contractor must make available replacement personal protective equipment based on its risk analysis.

All contractors must ensure that their temporary collective protective equipment is in good condition.

All contractors that have to relocate collective protective equipment will notify all the companies involved and will ensure that this is returned to the correct location as soon as possible.

Collective protective equipment may not be removed without the permission of Luminus.

Any time employees remove temporary collective protective equipment from the work area, they must wear personal protective equipment.

After completing the jobs, all permanent protection (parapets, railings, etc.) must be restored to its original condition unless otherwise agreed with Luminus.

10.3. PERSONAL PROTECTIVE EQUIPMENT

The contractor makes the necessary personal protective equipment available to its employees in accordance with current regulations so they can do their work in good HSE conditions (including hearing protection, safety harness, face protection, masks, protective suits, gloves...). The contractor makes sure that its personnel is trained in their application and uses it in those places and circumstances where they are required.

When on-site, the contractor's employees must always wear a safety helmet, goggles, and safety shoes. Every employee must wear a sticker on their safety helmet, stating their name and company name.

Additional PPE may be necessary, e.g., in the following instances:

- During grinding work, or when providing assistance, or standing in the vicinity of a grinder, the employee shall wear a visor.
- Tasks that require a fire permit or a special permit or that are carried out in a specific environment may require specific, adapted clothing.
- Use of hearing protection: for activities where noise > 85 dBA, when indicated in the task risk analysis or in environments where a sign indicates that it is mandatory.
- Personal fall protection must always be used when working at height (> 2 m) without collective protection on aerial work platforms. Fall protection: The fall harness and accessories must be inspected annually or after a life-saving event by a Belgian EDTC.
- An automatic life jacket when work is carried out in the vicinity of water.

Personal fall protection may only be used if collective fall protection cannot be used.

All PPE that is worn but that is not compliant must immediately be replaced by the contractor.

Luminus shall not provide or loan PPE to contractors, unless otherwise agreed.

10.4. WORK CLOTHING

The contractor makes the necessary work clothing available to its employees. Such clothing must comply with the Luminus standard: it must be fire-resistant and antistatic and always have long sleeves and trouser legs.

For work on and along public roads, rail tracks, etc. and on sites where vehicles and appliances move around, employees must wear clothing with the right signal function.

11. HEALTH AND HYGIENE

Luminus enforces an unconditional zero tolerance policy across all its sites for alcohol, drugs, and smoking. Any employee whom Luminus suspects is under the influence of drugs or alcohol will be immediately removed from the site. It is the contractor's responsibility to ensure that the employee in question is brought home safely. The contractor shall bear the cost for this.

The contractor must maintain order and tidiness on site. Luminus can organise controls in all areas (e.g., changing rooms, eating area...).

The contractor is responsible for providing sufficient lighting in work areas in accordance with the current Belgian legislation.

The contractor must provide site facilities (offices, eating area, toilets, changing rooms, showers, etc.) itself unless otherwise agreed. Luminus shall make available water and electricity.

When using Luminus's sanitary installations (changing rooms, shower rooms, toilets, etc.), the contractor's employees shall observe elementary hygiene rules.

Meals may only be consumed in the dining area or in the designated areas in Luminus's buildings. Employees may only consume their meals after washing their hands and must wear sufficiently clean, uncontaminated work clothes.

During periods with a risk of infection with a virus (e.g., coronavirus), all social distancing and hygiene measures that apply at Luminus at this time shall also apply to all the employees of contractors who enter a site or workplace at Luminus. Additional measures may apply in that case.



I never work or drive under the influence of alcohol or drugs

12. ENVIRONMENTAL REGULATIONS

12.1. WASTE MANAGEMENT – ORDER AND CLEANLINESS

Waste must be avoided at all cost. If this proves impossible, then limit waste to a minimum. Try to re-use waste as much as possible.

If waste must be disposed of, then this must be done in accordance with the site rules and Flemish regulations, i.e., selective waste management and use of the right containers. Failure to comply with these rules shall result in billing of the additional cost for waste disposal.

When waste must be removed from the site: this must be done by a certified waste transporter. An official certificate of every transport and of the processing thereof must be provided to Luminus.

The contractor must make waste containers available, at its own risk, and bear the cost for this. Luminus waste containers may only be used as a result of an explicit request and subject to explicit approval by Luminus. Luminus will indicate the location of these waste containers when the work starts.

Nothing may be discharged in the sewers of the site, a nearby canal, river, or surface water.

If a contractor commits a violation relating to order and tidiness, Luminus has the right to enforce the following procedure:

- Step 1: the negligent contractor will be asked to take direct action (end action within 6 hours).
- Step 2: if step 1 fails, the negligent contractor must immediately stop all work so that the required action can be taken as requested by Luminus.
- Step 3: if step 2 fails, Luminus will task a third party with clean-up. The cost of this clean-up shall be borne by the negligent contractor.

12.2. EMISSIONS

Emissions shall be kept as low as possible: avoid leaving engines running when they are not in use.

Engines must be properly maintained to keep emissions low.

12.3. RATIONAL USE OF ENERGY AND RAW MATERIALS

Contractors must:

- Comply with Luminus's energy policy.
- Use equipment that complies with European energy efficiency legislation.
- Make efficient use of energy.
 - Use energy-efficient lighting (e.g., LED).
 - Switch off lights when there is sufficient daylight available or when you leave your workspace for a longer period of time.
 - Switch off any energy-consuming appliances when leaving the work area for a longer period of time.
 - Always close the doors and windows of heated or cooled spaces.
- Notify energy loss (e.g. air leakage) to the PRWS of Luminus.

13. FIRE PREVENTION

13.1. GENERAL PROVISIONS

Fire extinguishers, hydrants, and reels must always be free of obstructions and fully visible.

The fire or thermal load must be kept as low as possible at all times:

- by not stacking materials with high thermal loads (wood, paper, oil, light, flammable products) in the buildings;
- by always storing highly-flammable products in the appropriate metal recipient, with clear labelling and only storing the required daily quantities;
- by always depositing the (used) cloths drenched with highly-flammable products in closed metal containers after use (risk of spontaneous combustion).

13.2. FIRE-RESISTANT BUSHINGS

Opening fire-resistant bushings is only permitted temporarily for laying cables and pipes. These must be restored to their original condition as soon as possible. Temporary seals may have to be installed based on the risk analysis.

13.3. FIRE DOORS

Fire doors may be opened temporarily, albeit always under supervision. This supervision ensures that the doors are closed in the event of a fire alarm. Fire doors must be blocked/kept open as little as possible. They must always be closed again afterwards!

The automatic fire doors must never be hindered in their operation.

13.4. FIRE EXTINGUISHING SYSTEMS, FIRE DETECTION SYSTEMS AND EMERGENCY LIGHTING

These systems may only be partly or, if necessary, completely shut down in exceptional cases and only with the controller's formal approval. This period must be kept as short as possible. Temporary measures may apply based on the risk analysis that was performed.

14. EMERGENCIES, ACCIDENTS AND INCIDENTS

14.1. EMERGENCIES

An emergency means: any sudden situation that may cause harm to people, installations, equipment and/or work organisation and which demands urgent intervention, e.g. fire, explosion, a sudden life-threatening situation, etc.

Instructions regarding emergency procedures shall be provided during the safety introduction of the relevant site during the onboarding process. Specific emergency procedures for the project may be laid down in an (overall) HSEe plan.

All employees of the contractor must be familiar with the instructions for emergencies applicable at the site at which they are deployed. More specifically, this concerns the applicable emergency telephone number, along with the alarm signals, what they mean and what actions should be taken, including evacuation to the nearest assembly point. The information regarding emergency situations is provided by Luminus to the contractor via a brochure, a safety video and also a safety induction during revisions.

In the event of the escalation of an incident, Luminus shall always take full control of the crisis, including of all communication.

The contractor and its employees may not share any footage of an incident or crisis through any channel whatsoever.

14.2. EVACUATION

The evacuation routes must always be completely free of any obstacles.

If the work to be done requires a temporary change to these evacuation routes, the relevant plans and signage must be adapted during this transition period in consultation with the manager and the contractor.

The site's evacuation plans must be consistent with the existing evacuation plan.

Every employee must be aware of where the meeting points are.

14.3. ACCIDENTS - INTERNAL AND EXTERNAL FIRST AID RESPONSE

Luminus shall disseminate the necessary information about the measures to be taken in relation to first aid and employee evacuation. The contractor shall provide this information to its employees and to its subcontractors, if any. Unless otherwise agreed with Luminus, every contractor is responsible for the care and evacuation of its injured personnel.

In accordance with the legally prescribed regulations, the contractor shall have suitable equipment and sufficient knowledgeable persons to provide care to persons with minor injuries and provide first aid in the event of accidents.

At least 1 person of the contractor's team that is present on the site must have followed first aid training. A first aid kit must always be available or employees must be aware of where the nearest first aid kit is located.

There is always an AED available onsite on all the production and administrative sites of Luminus. The contractor's emergency response worker must inform himself about how this AED works and where it is located.

If you call one of the emergency numbers given during the safety introduction, clearly describe the location and nature of the accident/injuries and stay on the phone to make sure the message was properly understood.

14.4. INCIDENT REPORTING

Any on-site accident must be reported to Luminus, as soon as possible on the day of the accident and before leaving the site. All near-miss incidents, first aid incidents and environmental incidents must also always be reported to Luminus on the same day.

14.5. ADAPTED WORK

Luminus asks the contractor, in consultation with the victim and the treating doctor, to take into account the possibility of providing adapted work for the victim instead of proceeding to incapacity for work.

14.6. INCIDENT INVESTIGATION

Every occupational accident must be investigated in detail: accidents with first aid, accidents with doctor's treatment, accidents with adapted work and accidents with lost time. Also any significant incident, any event with high potential risk, any near-accident and any other incident with significant risk level must be investigated. In the event of another incident, Luminus shall clearly indicate whether an incident investigation is expected from the contractor.

The contractor must perform a root cause analysis so that Luminus and the contractors can take the necessary preventative measures to avoid similar incidents in the future.

A detailed report must be submitted to Luminus no more than 2 weeks after the date of the incident.

This report must contain, as a minimum:

- a description of the event (location, circumstances, persons affected, injury/damage);
- a causal analysis of the incident via a suitable method (causal factor tree, PEEPO, fishbone etc.);
- the corrective measures that the contractor or subcontractor will take in order to ensure that a similar accident never occurs again.

14.7. SERIOUS AND VERY SERIOUS ACCIDENTS AT WORK

Serious and very serious accidents at work, as defined in Art. 94 *bis* (1) of the Welfare Law and Art. I.6-2 of the Code will always give rise to a "Joint Detailed Report" as referred to in Art. 94 *ter* of the Welfare Law and Art. I.6-4 to I.6-6 of the Code.

This accident investigation shall be led and coordinated by the ISPPW of the victim's employer in collaboration with Luminus. Active participation by the victim, the site manager(s), the works foreman (or foremen) and the prevention service(s) of all affected parties is required for such an investigation. They shall mutually agree a work schedule in this regard.

Once the report has been signed by all affected parties, the Luminus ISPPW shall verify that it has been sent by the contractor to the Welfare At Work Supervision department (= Technical Inspectorate) of the FPS ELSD (Federal Public Service for Employment, Labour and Social Dialogue). A final report must be submitted by the contractor to the competent authority within 10 days (= FPS ELSD (Federal Public Service for Employment, Labour and Social Dialogue)).

The costs incurred by the various parties in participating in the accident investigation may not be compensated between them. Where an external expert is appointed by the FPS ELSD as legally prescribed, the costs shall be borne equally by all affected parties.

14.8. COMMUNICATION OF INCIDENTS

In order to inform personnel about incidents or near-accidents and familiarise employees with attendant risks and the applicable prevention measures, Luminus internally communicates all incidents by contractors that occur on its sites.

These notices may also be sent to the prevention advisers of all contractors so that they can familiarise themselves with them and circulate the information further within their organisation.

15. SPECIFIC EMPLOYEE CATEGORIES

15.1. TEMP WORKERS AND YOUNG PEOPLE

In view of the specific risks that are associated with our installations, Luminus does not accept temps or young people as employees of the contractor in its electrical facilities.

If contractors want to use temps and/or young people for their work for special reasons, they must request written permission from Luminus for this, stating

- the reason(s);
- the duties;
- the list of names of the temp workers and/or young people.

Contractors that employ temp workers and/or young people are responsible for their safety and welfare, in accordance with the relevant legislation.

15.2. PREGNANT EMPLOYEES

In his capacity as an employer, the contractor is required by law to ensure that all arrangements are made to avoid exposing a pregnant employee to risks that may be harmful to her or their unborn child. This enhanced supervision shall be in place during the employee's pregnancy and while breastfeeding.

The contractor shall not hesitate to request additional information about risks that are inherent to Luminus's facilities. Based on all the risks of which the contractor is aware, the contractor will check whether there is a danger for the employee and whether she should be denied access to the site.

ANNEX 1: OVERALL CHECKLIST FOR CONTRACTOR

1. Preparation for the work

At least two weeks before work commences

<input type="checkbox"/>	Complete form 'FO 0302 – risk analysis and preventive measures during work' with own risk analysis; sign and return it
<input type="checkbox"/>	Submit identity details of contractor and subcontractor (if any)
<input type="checkbox"/>	Submit list of employees who are to be active on site (including Limosa or work permit, where applicable)
<input type="checkbox"/>	Submit request for vehicle access to site
<input type="checkbox"/>	Present certificates of competence: <ul style="list-style-type: none"> - BA4/BA5 – qualified to work in the vicinity of electrical installations - Safety functions
<input type="checkbox"/>	Submit HSEe plan to Luminus (if applicable)

Before work commences

<input type="checkbox"/>	Nominate HSEe contact person
<input type="checkbox"/>	Nominate works foreman
<input type="checkbox"/>	Communicate Luminus regulations to employees and to subcontractors, if any

2. On site – Before work commences

<input type="checkbox"/>	All employees coming on site attend the Luminus safety introduction
<input type="checkbox"/>	Contractor is present at the opening of the Luminus site
<input type="checkbox"/>	Contractor issues a kick-off instruction to its employees and to its subcontractors, if any
<input type="checkbox"/>	Obtain and sign working permit
<input type="checkbox"/>	Perform LMRA (last minute risk analysis)

3. On site – During the work

<input type="checkbox"/>	Work equipment: <ul style="list-style-type: none"> - Provide list of the work equipment used - Inspection certificates for the work equipment available
<input type="checkbox"/>	Wear appropriate work clothing: <ul style="list-style-type: none"> - fire-resistant, antistatic, high-visibility (where required), - long sleeves and trouser legs - logo or sticker on safety helmet
<input type="checkbox"/>	Main contractor organises a weekly toolbox meeting