

A. Formalities applicable when work is carried out

1. The following regulations must be joined to the order form concerning the carrying out of a work for Luminus. These requirements always accompany the order form and as such, are considered accepted by the contractor as soon as the latter accepts the order.
2. Furthermore, the form "Risk analysis for works" is joined (FO 0302). This form, which includes specific risks peculiar to the Luminus installations, is completed and signed by the contractor (external company carrying out work for Luminus) with the risks inherent in the work to carry out. To this end, it may be necessary that the contractor draws up a safety and environmental plan. In this plan, the contractor examines and presents a safe work method¹. Before starting work, the contractor must hand over form FO 0302 to the person in charge of the work follow-up within Luminus.
3. The contractor must explain clearly to all his workers, to his subcontractors and their workers, the risks and the safety and environmental instructions specific to the work to carry out (i.e. these general regulations, the safety and environmental plan, specific risks for Luminus).
At least one agent of the contractor on site must understand and speak the language of the region (Dutch/French).
4. These general regulations, plus the conditions concerning specific risks and measures related to the work to be carried out (i.e. the safety and environmental plan and a valid Luminus work permit) must be deposited on site for inspection.
5. The contractor must make available in advance all necessary documents requested by Luminus, such as legal inspection reports of equipment, employee qualification certificates, chemical products data sheets.

(The following 3 points are applicable on the sites where an Luminus employee is present)

6. When arriving on the Luminus site, you must ask for the person in charge of work follow-up within Luminus.
7. After receiving form FO 0302 from the contractor, and when the installations are put in a safe condition, the person in charge of the work follow-up within Luminus must give a work permit to the contractor. A contractor may not carry out works without being in possession of a valid work permit (form FO 0980).
8. When work is finished, the contractor must return this work permit to the person in charge of the work follow-up within Luminus. By this, the contractor declares that the work has been carried out, that the staff under his responsibility has left the working zone and that the concerned installation is again at the disposal of Luminus. Afterwards, the person in charge of the work follow-up within Luminus evaluates the contractor's performance with regard to the quality of the work carried out and the respect of the safety and environmental requirements. If this evaluation is negative, the contractor will be excluded from any future work for Luminus.

B. Social prescriptions

All contractor employers who execute works in installations, grounds and buildings managed by Luminus must comply to social legislation in force. This means:

- Workers from EU-countries:
proof of Limosa-1 declaration and a detachment proof E101 or E1022.
- Workers from non EU-countries:
a valid residence permit and employment card

The person in charge of the work follow-up within Luminus takes on the contractor checks on the possession of the document. In the event of irregularities, the FPS (Federal Public Services) social inspection will be informed immediately.

¹ it concerns a safe work method for the entity of the works so also for the work which the contractor gives to a subcontractor

C. Requirements on safety, wellbeing and environment

1. General remarks

1. Any legislation enforced in Belgium concerning safety, wellbeing and environment must be strictly respected at Luminus. Among such regulations are the ARAB, the law of 04.08.1996 concerning the workers' wellbeing while carrying out their work, the CODEX on wellbeing at work, the AREI, VLAREM, ...
2. Moreover, safety norms and codes of good practice must be complied with (e.g. EN HD 1000 and HD 1004 for stationary and moving scaffoldings).
3. Unless explicitly stated otherwise, the contractor must, himself and at his own expense, ensure the necessary protective equipment and measures
4. The contractor ensures as soon as possible the removal of all waste generated during the work (except where otherwise agreed). The waste must be removed in respect with the valid legislation.
5. The contractor is responsible for the safety of the works which are confided to him, for the safety of his workers, the subcontractors and anyone who can be put in danger by his work. For that purpose the contractor should, before the work activities start, take following measures:
 - Read the information received from Luminus and ascertain himself beforehand of the risks which are typical for the work to carry out and for the workplace.
 - Examine this information, draw up the necessary instructions on the basis of this information and inform his employees and subcontractors in a language easy to understand.
 - Put collective and personal protective equipment at the disposal of his employees and subcontractors in order to carry out the work safely.

The contractor is responsible for the monitoring of the compliance to the safety and environmental requirements concerning his work.

6. The contractor will inform the person in charge of the work follow-up within Luminus of each external circumstance which could put him in the impossibility to carry out the work activities in accordance with the concerning requirements. This information should be confirmed in writing within 24 hours.
7. Luminus reserves the right to check the imposed safety and environmental instructions to keep up its good reputation concerning environment and safety, to ensure the safety of its own and other personnel, the safety of the contractors, and to protect the environment. This supervision does not include any transfer of authority or responsibility.
If the contractor does not respect the safety and environmental instructions, Luminus can take any necessary measure at the contractor's expense. These measures also involve the possibility for Luminus to stop the work (even to replace the contractor by another one), with every penalty concerning the non-respect of execution deadlines remaining unconditionally valid and no costs being recovered from Luminus.
8. Luminus reserves the right to invoice a fine of 2.500 € for each committed serious environmental offence (with a maximum of 25% of the invoice amount) and to deduct this amount from the invoice. By paying this fine, the contractor is not exempted from his responsibilities in case of for example sanitation costs resulting from the offence committed by the contractor.

2. Coordination of the activities

1. The activities concerning safety should be coordinated in case personnel of different companies are working on the site at the same time. Supposing that the work, which has to be carried out, involves risks for the employees other than those of the contractor, the person in charge of the work follow-up within Luminus should be informed and the contractor should take the necessary actions. In case the contractor cannot take the necessary actions to overcome the risk he is obliged to determine the necessary actions by mutual agreement with Luminus and with the other contractors, according to the safety regulations applicable at Luminus.
2. To ensure the coordination concerning safety the contractor will appoint a responsible to do the follow-up of the works. This person must be competent enough, considering the specific safety problems which can occur.
3. Because of the coordination of the safety rules, coordination meetings can be organized on the initiative of Luminus or of the contractor in function of the needs. Following parties will attend these meetings:
 - The person in charge of the work follow-up within Luminus. This person can be assisted by a prevention officer or by a safety coordinator who is appointed by Luminus.
 - The responsible coordinators from other contractors who carry out works for Luminus.
 - The responsible of the contractor.

The person in charge of the work follow-up within Luminus, or the safety coordinator who is appointed by Luminus, will make the minutes of this meeting, which has to be signed by all parties.

3. Points of particular interest

1. Entrance control
(only applicable on the Luminus thermal and hydraulic power plants and at the offices)
To ensure your safety and the safety of possible emergency services, Luminus wishes to be kept informed of all the people present in the station. The procedure for access to the sites of Luminus is applicable. It is the responsibility of the contractor that all his workers register and deregister consequently at the reception or at the control room before entering or leaving the site.
2. Parking of vehicles on site
Vehicles from outside companies are to be parked outside the site, except for activities which require a vehicle on the site: unloading, loading, discharging of a tank lorry, ...
While staying on the site, they must park in such a way that they do not block the way for emergency services. If a vehicle obstructs the passage anyway, it must always be possible to displace it immediately and therefore, the key of the vehicle must remain on the contact. After unloading, a vehicle must immediately park out of the site.
Luminus reserves the right to inspect the contractor's vehicles located on our site on the presence of dangerous products or other materials or equipment that could represent a risk for our employees, our installations or for the environment.
3. Works at height
If work must be carried out more than 2 meters above the ground and if there is a risk of falling, collective protections are indispensable (scaffoldings, platforms with railings and skirting boards, safety nets...). If this is not possible, individual protections against falling are always required (life belts, lifelines...).
Every employee who works at height must have received the necessary instructions and training (and this must also be demonstrated to Luminus).
4. Scaffoldings
Scaffoldings must be built by skilled and qualified persons. Their floors must be equipped with the necessary railings and skirting boards. Each floor must be safely accessible (ladder, hatch in the floor).
Before use, after every modification and at least once a week, scaffoldings must be controlled by a qualified person. He puts a notice on the entrance ladders indicating if the scaffolding can be entered.

5. Ladders

Ladders may only be used to move to a higher or lower surface, or to carry out light activities of short duration where the deployment of a scaffold or aerial platform is technically not feasible.
The good condition of ladders must be checked before each use and periodically (solidity, no damage, antiskid shoes). A ladder with more than 25 rungs must always be anchored at the top (and if desired at the foot). If this is not possible or if someone must climb up the ladder during its anchoring, the ladder is held by another person to avoid any risk of falling or tipping over.
6. Use of an aerial platform

Aerial platforms can only be manipulated by competent persons. As this concerns a safety function, these persons must have a medical check-up every year. Before the aerial platform is used its inspection report and good functioning must be checked.
In the cage of the aerial platform one should always protect himself with a safety harness with safety line and shock absorption.
7. Lifting devices

For any lifting device used, there must be at least a copy of a valid inspection report on site (three-monthly inspection).
8. Use of a roller bridge / fork-lift truck

Operating such machines is a safety function. Their operators must be trained for it and have a medical check-up every year. To operate such Luminus devices, you must beforehand receive the written authorization from the person in charge of the work follow-up within Luminus. This authorization must be signed by a person authorized by the contractor.
9. Danger of fire or explosion

If the contractor has to carry out welding or grinding work or to enter zones with danger of explosion, he must have a fire permit from the person in charge of the work follow-up within Luminus. Without this permit, starting the above-mentioned work is not allowed.
The contractor must provide for the necessary fire extinguishers in a sufficient number for all activities with fire risk, unless otherwise agreed with Luminus.
During the work, the fire equipment, evacuation roads, exits and emergency exits must stay clear. Fire doors may not be blocked open. Hydrants and fire hoses of Luminus may not be used for other activities.
10. Use of chemicals

If the contractor uses his own chemical products, he must attach the safety data sheets to the risk analysis or the safety and environmental plan. The products used by the contractor need to be approved by Luminus before they can be brought on site and used.
11. Electricity

Works on – or near – installations under tension may only be carried out by cautioned or qualified people (AREI BA4-BA5). These persons must take the necessary protection and isolation measures.
In case yard power supplies or a yard sheds are used, they should be provided with a perfect and valid inspection report.
12. Personal protective equipment and work clothes

In production buildings and workshops a safety helmet, safety glasses, safety shoes and work clothes with long sleeves (and flame retardant, heat resistant and anti-electrostatic properties) are mandatory.
13. Isolated work and confined space

The contractor has (unless otherwise agreed) to take measures so that each of his workers has adapted alarm equipment at his disposal. If dangerous work has to be carried out, there must be a second person that can give alarm rapidly.
For work in a confined space, there must always be someone present at the manhole, at least in eye contact with the worker.
14. Use of materials from Luminus

Unless written permission given by the person in charge of the work follow-up within Luminus, it is forbidden to use any material of Luminus.
Before and while using the Luminus material, the contractor should make sure that this material is in good and safe condition, that the employees who use the material are competent enough and that they know and apply the safety instructions given to them. The contractor takes the complete responsibility concerning accidents due to the use of the material of Luminus by him or by his subcontractors.
After use the material should be returned to Luminus in good condition.

15. Waste

It is forbidden to discharge waste liquids (resulting from the contractor's works) or chemicals (used for the contractor's works) in the drains or surface water in and around the Luminus sites. Waste depositing and burning is also forbidden.

For waste coming from Luminus installations, and removed when carrying out the works, the contractor must submit a removal and processing attestation to Luminus before being paid for his work.

16. Soil

If activities of the contractor can result or have resulted in soil pollution, this must be reported immediately to the person in charge of the work follow-up within Luminus. In consultation, in which the environmental coordinator of Luminus will be involved, the necessary steps will be undertaken to report the pollution to the Environmental Inspection authorities and to clean up the pollution.

The end of the contract with the contractor does not exempt him of possible obligations if later it would become clear that his activities have caused soil pollution.

17. Noise

Activities with important noise nuisance for the surrounding area must be avoided. However, if the work makes it unavoidable, the person in charge of the work follow-up within Luminus must be asked in writing when those activities may be carried out.

18. Hygiene

Meals cannot be eaten in the buildings of Luminus, unless in designed areas, with approval of Luminus and with respect to the necessary hygiene measures.

Sanitary installations will be at your disposal. When the sanitary installations of Luminus are used one should respect the elementary regulations of hygiene.

The contractors who received permission to install a yard wagon and/or shed on the site of Luminus are obliged to provide the necessary sanitary installations and refectories for their employees. These sanitary installations and refectories should be kept in a clean condition.

A refectory is at the disposal for other contractors in case works are carried out in a power plant. In other cases the contractor should provide the necessary eating facilities (unless stated otherwise).

19. No smoking

On all the sites of Luminus it is not allowed to smoke.

20. Alcohol & drugs

Alcoholic drinks, drugs and other narcotics cannot be brought on the Luminus sites by the contractor or his employees. No entrance is allowed for anyone who is under the influence of these narcotics.

21. Dangerous situations

The contractor has to report to the person in charge of the work follow-up within Luminus any dangerous situation, obstacle, ... which he comes across while working for Luminus.

22. End of the works

If, when works are finished, the contractor takes collective protective equipment away which leads to some dangerous situation, he is obliged to inform in advance the person who is charge of the work follow-up within Luminus.

23. Energy use

Use equipment that meets the European energy efficiency legislation (if applicable).

Have an energy efficient way of working, e.g. use of energy efficient lighting (LED), switch lights off when there is sufficient daylight or when leaving the work area for a long time, put your energy consuming equipment off when leaving the work area for a long time.

Keep doors and windows of heated or cooled spaces always closed.

Report energy losses (e.g. compressed air loss).

4. Life-Saving rules

The following 'life-saving rules' should be applied by everyone – both by employees of Luminus and by contractors.

Life-Saving Rules GENERAL SAFETY

	I never use a mobile phone while driving		I always wear my seat belt and respect speed limits		I never work or drive under the influence of alcohol or drugs
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Life-Saving Rules SITE & FIELD SAFETY

	I never walk or stand under a suspended load		I only work on potentially energised equipment if energy sources are isolated		I always wear a life jacket when working near water in the absence of collective protection
	I always maintain a safe distance from moving equipment		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 authorisation, atmosphere control and supervision before entering a confined space				

D. Emergency measures

1. Emergency number

You will receive the emergency number of the site where the work takes place when registering on the site (in a presentation, a brochure, on the work permit).

2. Fire

If you detect a fire, give alarm by means of fire alarm buttons, otherwise by phone (see list above). Start to extinguish the fire only if you can do it properly or if you can have the fire under control. If not, go to the assembly point.

3. Alarm

In case of alarm, leave the working zone and go to the assembly point, but do not leave the site.

4. Accident

If an accident occurs or if you notice an anomaly, inform the reception or the control room. Every accident at work must be reported to the internal service for prevention and protection (ISPP) of Luminus. The declaration of an accident at work has to be done by the contractor.

An accident analysis must be handed over to the ISPP of Luminus.

In case of a serious accident, the ISPP of Luminus must immediately be contacted so they can cooperate in the accident analysis. The detailed report of the accident, as required by art 94ter of the legislation of well-being on the workplace, has to be approved by the ISPP of the contractor and the ISPP Luminus.

5. First aid

A contractor must (unless otherwise agreed) bring his own first-aid box. In case he employs more than 5 persons at Luminus he has to appoint at least one first-aider.