



General SHE regulations for third parties

Campine

Table of contents

Table of contents	1
I. Definitions.....	2
II. Abbreviations.....	2
III. Introduction.....	2
1. General provisions.....	3
2. Reception.....	4
2.1 Company access for third-party personnel.....	4
2.2 Vehicle access to company premises & traffic safety.....	5
3. General rules of conduct.....	6
3.1 Use of Campine’s sanitary facilities and canteen - breaks & end of working day.....	6
3.2 Work clothing.....	6
3.3 Use of canteens & break rooms.....	6
3.4 Specific hygiene rules when in contact with dust.....	6
3.5 Use of alcoholic beverages, drugs and certain medication.....	7
3.6 Smoking ban.....	7
3.7 Order and tidiness in the workplace.....	7
3.8 Use of transmission equipment.....	7
3.9 Theft and vandalism.....	7
4. Emergency situations and emergency procedures.....	8
4.1 Reporting emergency situations.....	8
4.2 Measures in case of fire, accident, damage or emergencies.....	8
4.3 Measures in case of alarm.....	8
5. Electricity.....	8
5.1 Working on low-voltage installations.....	9
5.2 Working on high-voltage installations.....	9
6. Tools, machines and equipment (work equipment).....	9
7. WORKING AT A HEIGHT.....	9
7.1 Use of ladders.....	10
7.2 Use of scaffolding.....	10
7.3 Use of elevator trucks.....	10
7.4 Use of safety belts/harnesses.....	10
8. Personal protective equipment (PPE).....	10
9. Location and environment of the work.....	11
10. Permits.....	11
11. Environmental regulations.....	12
12. Useful telephone numbers.....	12
Appendix 1: Instructions for the use of electrical energy.....	13
Appendix 2: Floor plan.....	14
Appendix 3: Rules for working in a dusty environment.....	15
Appendix 4: Agreement between Campine (Recycling) NV and the contractor regarding the Well-being Act.....	16
Appendix 5: Instructions in case of emergency situations.....	19
.....	19

I. Definitions

- Customer: any
- natural or legal person who outsources work within his or her establishment to a contractor.
- Contractor: an external company that comes to carry out work at the customer's establishment.
- Subcontractor: a company that works under the authority of the contractor (its customer).
- Employee: its own employees as well as temporary workers, trainees, students, etc.
- Act of 4 August 1996: law concerning the well-being of workers in the performance of their work (Belgian Official Gazette of 18/09/1996), hereinafter referred to as "Well-being Act".

II. Abbreviations

VCA	SHE Contractor checklist
SHE	Safety, Health and Environment
IDPBW	Internal Service for Health and Safety at Work
AREI	General Regulations for Electrical Installations
WPF	Worksite checklist
HL	Line management
WN	Employee
PPE	Personal Protective Equipment
PA-AG	Health and safety adviser-occupational physician (CP-MT in French)
First Aid	First aid in the event of an accident
MSDS	Material Safety Data Sheet
Ex-material	Explosion-safe material

III. Introduction

The Well-being Act provides for a number of obligations where most of the initiative lies with the customer if it works with one (or more) contractor(s).

Campine asks you to read this brochure carefully and to send any comments and/or suggestions to our IDPBW.

The Contractor will pass on the necessary information to the Subcontractor about the risks specific to the works. The Contractor will inform Campine which works shall be performed by which subcontractor.

Campine can check whether the employees of the contractor and subcontractor are familiar with the safety instructions. If they have insufficient knowledge, Campine may issue a written warning.

If verbal remarks are not heeded or in case of serious violations, a written warning will follow. If a written warning is not heeded, Campine will expel the person or company concerned from the premises.

1. General provisions

- A. The contractor is responsible for the safety of the work entrusted to it. It must take all the necessary measures to carry out the work safely by strictly complying with, among other things:
- ✓ all legal provisions, CODEX, regarding safety
 - ✓ all Campine safety and environmental regulations
 - ✓ the safety and environmental regulations specifically imposed for the execution of certain works
 - ✓ Compliance with those regulations is one of the essential components of the contract. The contractor acknowledges that it has taken due note of them and that it fully agrees with the contents.
- B. The contractor undertakes to impose all the specified obligations on its executing agents, personnel, subcontractors and all those involved in the execution of the works, etc. and to do everything necessary to ensure that they also observe them and, in their turn, impose them on their executing agents.
- C. Campine has chosen to use the Onyx One platform to manage all documents and data to be exchanged. It enables the contractor to proactively meet expectations and also reduce the workload for the contractor.
- ✓ The contractor makes sure to designate a manager so that the data can be collected smoothly.
 - ✓ The data exchange between Campine and the contractor in Onyx One is based on mutual trust that the information obtained regarding the contractor, Campine as well as the contractor's personnel and subcontractors is treated confidentially. Breaches of this trust can be a reason for both parties to terminate the relationship.
- D. The liability of the contractor, both contractual and extra-contractual, is determined by the rules of common law and the contractual provisions. The contractor also bears the above-mentioned liability for damage caused by personnel carrying out the work.
- E. To cover the aforementioned liability, the contractor shall take out insurance that is sufficiently extensive and adapted to the work and the risks. It shall submit with its tender recent certificates from its insurers stating the insured covers and sums, which also show that the risks are effectively insured at the start of the works and for as long as they last. The insurance covers at least:
- ✓ work accidents for its staff
 - ✓ bodily injury suffered by Campine staff
 - ✓ material damage to Campine installations
- F. The contractor's personnel shall comply with all applicable regulations and guidelines of Campine. Campine has the right at all times to check the work, to prohibit the use of unsafe material, tools and/or working methods and to stop the work if, in its opinion, the work that is done or the way in which it is done is dangerous.
- G. If the safety and environmental regulations are breached, the offender may, after notification of the contractor or its coordinator, be removed from the factory or be denied access to the factory. However, this right does not diminish the personal responsibility of the contractor or subcontractor.
- H. Any unsafe situation that occurs during the execution of the work is reported immediately to the Campine supervisor or the IDPBW.
- I. The contractor's coordinator present must be in possession of the daily attendance list of its personnel carrying out work at Campine.
- J. When work is carried out by third parties, a Campine supervisor is always appointed for the work. The latter shall also act as an intermediary with other Campine departments. (You will find this supervisor in Onyx One contractor management as the party commissioning the job)



- K. For all works, the contractor shall submit a risk analysis to the internal health and safety service for approval prior to the start of these works. This risk analysis must be adapted to the specific circumstances of the workplace. The risk analysis is uploaded in the onyx one management system.

This risk analysis can always be drawn up in mutual consultation for certain large or high-risk works. The arrangements made are confirmed in writing in a WORKSITE CHECKLIST.

- L. The contractor appoints a coordinator who possesses the required competence and authority and who can represent it and the executing agents at Campine on safety matters. This person is notified to the health and safety adviser and the designated Campine supervisor of the works.
- M. For a group of upwards of five employees we expect regular attendance (frequency as agreed) of a health and safety adviser for inspection rounds and adjustments. Campine can ask you to report on this.
- N. When working with subcontractors, the contractor must request this in advance via Onyx One.

2. Reception

2.1 Company access for third-party personnel

- Only persons required to perform the tasks described in the contract or order are admitted to the Company. These persons must be registered in advance in Onyx One. Access to the company premises without registration & badge is prohibited.
- These persons must check in at the weighbridge, where they will receive a badge in exchange for their identity card, driving licence or other personal means of identification. You may check in between 7:30 a.m. and 3:30 p.m. Outside working hours, you can press a bell at the front of the weighbridge or call the foreman who will open up. The badge that has been issued must be returned at the weighbridge after each assignment. If the badge is not returned, Campine will charge €50 per badge.
- Access shall only be granted if the following conditions are met:
 - o This agreement has been read, signed, completed and uploaded in Onyx One.
 - o The contractor has informed its employees and subcontractors of the regulations. In Onyx One, the employee will complete a training module on the safety aspects at Campine. This must not prevent the contractor from going over the general requirements stated in this document with its employees.
 - o A risk analysis has been submitted to the Campine supervisor.
 - o A valid VCA certificate is uploaded in Onyx One. (for the company and for every technician).
 - o The personal qualifications of the employees are uploaded in Onyx One.
 - o The document "Internal rules for external parties" is read and signed in Onyx One by every employee being deployed (for the partner contractors).
 - o The personnel required for the work have passed the Campine introduction training so that they know how to work safely at Campine.
 - o Products have been registered in advance (a current SDS is uploaded under 'Other documents' in Onyx One).
 - o If applicable: the works are registered via socialesecurity.be (this applies to site activities).
- After registration, the Campine supervisor is contacted so that he or she can guide the visitor.
- The visitor carries out the work at the designated workplace. Access to other buildings or installations is prohibited without prior permission.



- It is prohibited to bring image recording equipment into the company. Every image recording requires the presence of an authorised person. Once permission is granted, the images may only be recorded in the presence of an authorised person.
- A mobile phone can only be used for functional purposes connected with the activity at Campine. The employee is supplied with a DECT phone if he or she performs sole worker duties at Campine.
- Employees of contractors or subcontractors must not disclose information about Campine installations or products to third parties. All information, such as plans, memos, etc. remain the property of Campine and may not be copied or passed on without permission.
- Campine expects that there will always be one contact person who speaks Dutch or English. The contact person must be part of the team carrying out the job and must not be employed elsewhere at the plant.
- Employees temporarily seconded to Belgium from abroad must comply with the applicable regulations for foreign employees, such as the A1 document, Limosa, work permit, etc. The information relating to this must be uploaded in Onyx One.
- It is prohibited to employ persons under the age of 18.
- The contractor is obliged to submit the employment of subcontractors or temporary workers to the IDPBW for approval. The IDPBW decides, according to the type of risks or the nature of the work, whether or not to allow the work to be carried out by those persons.

2.2 Vehicle access to company premises & traffic safety

- If essential, commercial vehicles can enter the company premises via the weighbridge, where the registration of the vehicle and the persons takes place. Outside daytime working hours, the premises can only be accessed if this was agreed beforehand with the Campine supervisor of the works.
- Parking vehicles on the premises is not allowed. Parking is only permitted at the designated locations.
- Parking of vehicles, site caravans or containers in the immediate vicinity of the work can only be allowed in emergencies and with the express permission of Campine, on condition that this does not cause any nuisance or danger, nor hinders normal traffic. These vehicles must never stand in front of an entrance or exit of a building, or block access for emergency assistance or the mandatory passage of personnel.
- All traffic on the site must observe the normal highway code, and extra caution is advised. The maximum speed limit is 15 km/h.
- Campine reserves the right to check any vehicle, trailer and/or site caravan that enters, leaves or is parked on the site.
- Vehicles that are not parked according to the agreed rules may be denied access to the company.
- Vehicles must not be left behind with engine running.

3. General rules of conduct

3.1 Use of Campine's sanitary facilities and canteen - breaks & end of working day

- Sanitary facilities and canteens can be made available after consultation with the Campine supervisor of the works. Third parties must also observe the internal rules regarding the use thereof.
- Clothing can only be changed in the dressing rooms or in the site caravans fitted out for this purpose by Campine.
- The contractor's personnel can, on request, have the use of lockers to keep their clothing and personal belongings in. However, they are personally responsible for securing these lockers (padlocks to be provided).
- The hours of use of the sanitary facilities and canteen must be agreed beforehand with the Campine supervisor of the works.

3.2 Work clothing

- In the workplaces and at the sites, the use of suitable work clothing and footwear is mandatory: The contractor shall supply its personnel with the work clothing required to carry out the contract.
- Work clothing with long sleeves and trouser legs is mandatory. The type of work clothing must be suited to the work (flame retardant at the furnaces/processes with liquid metal, chemical resistant, etc.)
- Loose-fitting or insufficiently sealing clothing is prohibited.
- Wearing loose jewellery is prohibited.
- The work clothing must be changed daily. The contractor shall provide sufficient clothing for this purpose.
- Work clothing must always be suited to the risks of the workplace and the task to be carried out.

3.3 Use of canteens & break rooms

- It is prohibited to leave parcels, handbags or boxes containing food in rooms other than canteens or dressing rooms. A refrigerator is available in the canteen.
- Use of the canteen is only allowed if the contractor's personnel observe the rules of cleanliness and courtesy.
- Personnel may only enter the canteen in plain clothing.

3.4 Specific hygiene rules when in contact with dust

Dust (always contains a little antimony or lead) can gradually cause serious health damage. Specific hygiene rules therefore apply:

- To limit exposure to dust, the social building has a clean and dirty area. Work clothing is prohibited in the clean area. Eating in the dirty area is always strictly forbidden.
- Showering is mandatory after every working day.

Campine

- **Eating or drinking on the premises is prohibited.** Eating is only allowed in the canteen on the 1st floor of the social building. The contractors are encouraged to use the canteen and not to eat or drink outside that area. Only here is there the necessary guarantee that the contractor employee takes sufficient hygiene measures before eating.
- Drink breaks are taken at the vending machines downstairs in the social building. This may be done in work clothing.
- Wash hands and face before eating or drinking.

3.5 Use of alcoholic beverages, drugs and certain medication

- The use and possession of alcohol and drugs on the site is not permitted. Persons in possession of this are denied access to the company premises.
- Persons checking in who are suspected of being under the influence are not allowed to start work.
- The use of medication that may influence behaviour must be reported to Campine's company doctor.

3.6 Smoking ban

- A smoking ban applies throughout the site.
- Smoking is only allowed in the designated smoking area, after washing hands and face.
- It is prohibited to take (e-)cigarettes with you in the workplace.

3.7 Order and tidiness in the workplace

- The material and equipment of the contractor must be set up in such a way as not to pose a danger or nuisance. Exits, access to ancillary materials, electrical panels and passages must also remain unobstructed under all circumstances.
- Every day at the end of the work, the contractor shall ensure that the area in which it works is left clean and tidy. It shall also remove the waste (unless otherwise agreed). If order and tidiness are not ensured, and written notice has been given, Campine may have the workplace cleaned up at the expense of the contractor in question.
- At the end of the works, the contractor shall restore the work area to its original condition.
- Safety equipment (e.g. emergency exits, fire hoses, etc.) must never be blocked.

3.8 Use of transmission equipment

- The use of unapproved transmission equipment is prohibited.
- The use of transmission equipment required when carrying out the work must be reported to the IDPBW in advance.

3.9 Theft and vandalism

- Campine renounces all responsibility for goods of which it has not expressly accepted the surveillance.



- Persons caught stealing or deliberately damaging goods, equipment, installations or buildings owned by Campine, its employees or other contractors shall immediately be denied access to the company. They shall be held liable by Campine for the damage caused.
- It is prohibited to take away property of Campine, even if it is waste or scrap.

4. Emergency situations and emergency procedures

4.1 Reporting emergency situations

- The IDPBW must be informed in the event of a (serious) accident, fire or immediate danger. This can be done via the **internal emergency number: 014 601 540** or by **pressing the red button 2x** on your emergency telephone.
- A summary of this procedure is given in appendix 5.
- Every incident involving the contractor or workers of the subcontractor must immediately be reported verbally to the foreman on duty, the Campine supervisor of the works and, in addition, in writing to the internal health and safety service of Campine within 24 hours.
- We expect an analysis and corrective/preventive plan following every accident involving sick leave.

4.2 Measures in case of fire, accident, damage or emergencies

- EMERGENCY PHONES and billboards explaining what to do in emergencies are installed in all production buildings.
- Contractors' workers can have injuries treated at the central First Aid station. The provisions of the external firm regarding the reporting of accidents remain applicable.
- Any damage caused to the existing Campine facilities must be reported immediately to the Campine supervisor of the works.

4.3 Measures in case of alarm

- Alarms are sounded according to the instructions posted at the workplace.
- In the event of an alarm, all workers must stop work immediately, put out fire and flames, close off the water supply and proceed to the designated assembly point.
- Vehicles must stop at the side of the road and drivers must proceed immediately to the assembly point.
- A floor plan is shown in Appendix 2.

5. Electricity

- The contractor ensures that its personnel is sufficiently informed and trained and has the necessary protective equipment to work on electrical installations (if necessary via BA4 or BA5; these certificates can be uploaded in Onyx One).

Additional instructions are given in Appendix 1.

5.1 Working on low-voltage installations

- It is prohibited to switch off or open electrical panels.
- Disabled installations are provided with a warning sign with the name of the person carrying out the work. A padlock is fitted on the cabinet to prevent it being switched on again.
- Opened live panels must never be left unattended.
- Site panels must be accompanied by a certificate of inspection from a certified body before they can be connected.

5.2 Working on high-voltage installations

- Access to the high-voltage cabins is prohibited, except for authorised personnel of the electricity supplier. All other persons only have access if they are accompanied by authorised Campine personnel.
- Work on high-voltage installations may only be carried out after they have been released by authorised Campine personnel, and always under supervision.

6. Tools, machines and equipment (work equipment)

- The contractor shall draw up an inventory of tools and equipment at the start of the work. All work equipment is clearly identified so that its ownership is indisputably established. This inventory can be requested at any time by the IDPBW or uploaded in Onyx.
- The contractor shall only use appliances, machines or vehicles that are in good condition and comply with the applicable regulations, such as the General Regulations on Occupational Health and Safety, the AREI and the Codex.
- If required by law, the certificates of these inspections must be submitted to the Campine supervisor of the works before these appliances are brought in. You can upload these documents in Onyx One under 'Other documents'. Failure to comply with the legal provisions regarding inspections shall lead to the immediate removal of these machines from the Campine site and/or refusal of access. The costs of a replacement vehicle and/or non-productive hours cannot under any circumstances be recovered from Campine.
- The machines, appliances and vehicles may only be operated by authorised persons. They must be medically fit and trained to operate these machines. The qualifications are entered in Onyx One: you are notified when the necessary training courses expire so that you can take the necessary steps to be up to date again in good time.
- Campine's appliances, machines, tools and materials may only be used in accordance with the general terms and conditions of Campine.
- Auxiliary materials such as scaffolding, ladders, etc. must be set up in such a way that all passages, stairs and ladders remain unobstructed and the equipment of Campine is always within reach.
- If machinery or installations which under Belgian law are "subject to a licence" are required to execute the contract, the contractor shall personally arrange the necessary permits.
- The contractor is responsible for reporting works that must be reported to the authorities.

7. WORKING AT A HEIGHT

- For works at a height, the contractor must take the necessary measures to ensure that these can be carried out safely, both with regard to the personnel and with regard to falling objects. Campine requests that the following tools be used correctly.

7.1 Use of ladders

- The ladders used by the contractor must comply with the legal standards.
- The ladders must be inspected regularly by an authorised person designated by the contractor.
- Ladders are prohibited if safe alternatives are available.

7.2 Use of scaffolding

- The scaffolding used by the contractor must comply with the legal standards.
- The scaffolding must be inspected by an authorised person designated by the contractor:
 - Before use
 - Afterwards, at regular intervals (to be agreed with the contractor's IDPBW)
 - After every modification, period of non-use, exposure to the weather or other conditions that may affect the strength or stability of the scaffolding.
- The authorised person affixes an inspection label to the scaffolding stating his name, date and last inspection.
- Scaffolding without calculation note must not be used.
- Mobile scaffolding must be secured against accidental movement.

7.3 Use of elevator trucks

- Elevator trucks must be accompanied by a certificate of the latest periodic inspection by a certified body before they may be used. This document must be uploaded in Onyx One.
- The person operating elevator trucks must have a valid certificate of fitness and training. This is also uploaded in Onyx One.

7.4 Use of safety belts/harnesses

- Safety belts or harnesses must be worn for any work where there is a risk of falling from a height and no collective protective measures have been taken.
- Safety belts must be accompanied by a certificate of the latest periodic inspection by a certified body before they may be used.

8. Personal protective equipment (PPE)

- The following rules always apply:
 - ✓ wear safety shoes (S3 = steel tip + steel bottom sole)
 - ✓ wear work clothing and safety gloves
 - ✓ wear a P3 dust mask in production buildings
 - ✓ wear safety goggles when leaving the footpath
 - ✓ wear a helmet
 - ✓ wear long sleeves and long trouser legs, fire-retardant clothing if necessary.
- Deviations (alternative and/or additional equipment) from this standard PPE equipment are recorded on the work permit for contractors.



- The contractor shall supply its personnel with the work clothing and protective equipment needed to carry out the contract.
- If the contractor does not personally supply the necessary PPE, the contractor can request it from Campine's central warehouse. PPE for contractors is distributed through the warehouse or the PPE vending machines. The PPE used shall be charged per work order according to set prices. These prices, along with the available types of PPE, can always be consulted in the warehouse. Campine reserves the right to adjust these prices at any time following price adjustments by its suppliers. The way in which the prices are charged is agreed beforehand with the contractor's authorised representative.

9. Location and environment of the work

- When the contractor carries out work that presents a hazard or is a nuisance to others, such as work above passages, work on runways of overhead cranes, welding works and excavations, it is obliged to put up the necessary signs and barriers. Black/yellow tape is used to indicate a hazard. Red/white tape is used to cordon off an area where no one may enter.
- Openings in floors and walls must be closed immediately. If this is not possible, the contractor shall install a stable barrier around this opening. Early removal of these barriers is prohibited.
- Pipelines, fittings, weak purlins etc. must not be used for anchoring cables, hoists, etc.
- At the end of the day's work, all the contractor's machines and appliances shall be switched off and secured against misuse. Loose items are removed from the workplaces or fixed permanently. Precautions must be taken to ensure that no hazardous situations can arise as a result of storm, strong wind, vibrations, etc.
- The Campine supervisor of the works must always be consulted before any excavation or earth works commence.
- Before starting any work, the personnel of the contractor must be informed by the Campine supervisor of the works of: (see also floor plan: appendix 2)
 - the location of the medical service and its working hours
 - the location of the nearest emergency shower and eye wash fountain
 - the alarm signal and escape routes
 - the designated assembly points in the event of fire or disaster
 - the location of the first aid room
 - the operation of the emergency phones
 - the names of the Campine supervisor of the works, the health and safety adviser, and any other contact persons

10. Permits

1. No work may be started without being in possession of the approved work order and accompanying work permit.



2. The following types of permits are used:
 - General work permit
 - Fire permit
 - Confined space
 - WORKING AT A HEIGHT
 - Dust-producing activities
3. All types of permits are contained in the same form. The applicable parts are ticked. The contractor must always be in possession of its copy of the permit. It must be able to show it at all times.
4. After the contractor has been informed of the contents of the work permit by the Campine supervisor of the works, the contractor shall inform its own personnel. A record of this is kept on the reverse side of the permit.
5. In an emergency, every permit expires.

11. Environmental regulations

1. Campine works according to the ISO14001 environmental management standard and expects its subcontractors to work in an environmentally conscious manner, to respect Campine's environmental policy, and to cooperate in the achievement of the environmental objectives.
2. Important environmental aspects are: preventing dust release and swirling dust, preventing soil contamination and waste water, preventing and sorting waste, as well as limited use, limited quantity and storage rules for hazardous products.
3. All unused hazardous substances, as well as the empty packaging of used hazardous substances, must be taken back by third parties.

12. Useful telephone numbers

	INTERNAL NUMBER	Mobile
Foreman (emergency)	540	014/60 15 40
Mechanical workshop	557	0476/34 76 51
Electrical workshop	610	0474/91 14 81
Technical support - Shifts	513	0478/28 77 06
Internal health and safety service	567 or 554	0473/73 09 45
Environmental service	563 or 640	014/61 29 00
First Aid	590	
Beerse Municipal Services	Emergency	Always via foreman

IN CASE OF EMERGENCY, THE FOREMAN (= Intervention leader) CAN ALWAYS BE REACHED BY PRESSING THE RED BUTTON ON THE EMERGENCY PHONES TWICE.

Appendix 1: Instructions for the use of electrical energy

1. The electrical energy provided by Campine is distributed by a three-phase AC network at 380 volts in accordance with the A.R.E.I.
2. The supply of electrical energy for the contractor on the construction site takes place through a connection facility made available by Campine in the form of a power point or a three-phase 380 volts (3F + grounding) alternating current socket or a single-phase 220-volt alternating current contact. Bipolar + grounding.
3. The contractor must specify the electrical power it needs well in time. Electrical installations consuming more than 25 KW must be mentioned separately with the application.
4. Campine will set up the electrical power points in the vicinity of the construction site. In this regard, the local conditions are taken into account, although the power points in the horizontal plane may be max. 50 metres from the construction site. This means that connecting cables of more than 50 metres may be required.
5. Only prefabricated construction power distributors equipped with a high sensitivity automatic differential switch, 30 mA, and a connecting cable that is sufficiently long (see point 4) are connected to the power supply system. The connecting cable must comply with the A.R.E.I.
6. The electrical machines and appliances used by the contractor must comply with the legal regulations and, if necessary, be explosion-proof.
7. From the moment the power supply network is made available, the contractor is responsible for the safety measures prescribed by the A.R.E.I., the continuous monitoring thereof and the appropriate maintenance of its electrical installation.
8. The contractor is prohibited from carrying out any kind of work or actions on the power point made available by Campine. This also applies to the installation or exchange of fuses or the rearming of a residual-current device.
9. The contractor must report any objections concerning Campine's power supply network before it is brought into use. Malfunctions occurring during operation must be reported immediately on telephone number 014/60 15 40.
10. Campine has the right to check the contractor's electrical installations, machines and appliances to ensure their good condition and safe operation, without thereby taking on any obligations or responsibility. Faulty appliances and connecting cables must be either removed or repaired in accordance with good engineering practice. Campine reserves the right to interrupt the power supply if the contractor defaults on its obligations.

Appendix 3: Rules for working in a dusty environment

1. Dust (always contains a little antimony or lead) can gradually cause serious health damage. For this reason, people working in a dusty environment must protect themselves against this type of dust by appropriate respiratory protection.
2. The dust masks used must have CE marking and at least offer P3 protection.
3. Third parties must have sufficient work clothing. They must be able to change their clothing every day. The use of overclothing (type TYVEC) is also recommended and even mandatory for certain activities.
4. Entering the social building with soiled overclothing is not allowed. This means that you must inform your staff to bring along plain clothing so that they can change during the break.
5. Third parties working over a longer period of time must also be monitored medically. There is always the risk of ingestion of lead or antimony. This is always determined in consultation with the IDPBW and the contractor.

Appendix 4: Agreement between Campine (Recycling) NV and the contractor regarding the Well-being Act

(You sign this by accepting it in Onyx One)

BETWEEN

The company CAMPINE RECYCLING NV (BE0474.955.451/ CAMPINE NV (BE0403.807.337), with registered office at Nijverheidsstraat 2, 2340 Beerse, and validly represented here by.....

on the one hand,

hereinafter referred to as "CAMPINE"

AND

The company, with registered office at, with company number..... and validly represented here by.....

on the other hand,

hereinafter referred to as "the Contractor"

IT HAS BEEN SET OUT THAT

Parties concluded a contracting agreement on.../.../20... regarding..... hereinafter referred to as the Contracting Agreement.

In accordance with the provisions of the Act of 4 August 1996 on the Well-being of Workers in the Performance of their Work, more particularly Article 9, the Parties conclude an agreement concerning the well-being of the Contractor's employees.

AND IT HAS BEEN AGREED AS FOLLOWS:

Article 1

The Contractor certifies that it has informed CAMPINE of the manner in which the works shall be carried out and has drawn CAMPINE's attention to the risks involved in the execution of the works.

The Contractor certifies that it has been adequately informed by CAMPINE of the circumstances in which the assignment must be carried out and the possible dangers associated with it, as well as of the precautionary measures that must be observed in this regard.

The Contractor certifies that it has given its employees who are entrusted with the execution of the contracting agreement the necessary instructions and guidelines in this regard to allow them to carry out the work safely.

CAMPINE certifies that it has taken the necessary organisational measures to have adequately informed all persons who may access the site about the work in progress and the risks thereof. CAMPINE also certifies that it has taken the necessary measures to prevent the Contractor from being disturbed in the execution of the work.

Article 2

The Contractor undertakes to comply with its obligations regarding the well-being of workers in the performance of their work that are specific to the establishment in which its employees are to carry out work, as stipulated in the Act of 4 August 1996 on the Well-being of Workers in the Performance of their Work.

In this regard, the Contractor shall indemnify CAMPINE against any claims by its employees (of the Contractor) or claims by the public authorities.

Article 3

In the following cases:

- a) Consumption of PPE provided by the contractor through Campine's central warehouse.
- b)
- c)

CAMPINE in whose facility the work is carried out may, at the expense and risk of the Contractor, take the necessary measures if the Contractor fails to comply or inadequately complies with the obligations referred to in Article 2.

Article 4

After the Contractor has been given notice of default, CAMPINE may, at the Contractor's expense, take the necessary measures regarding the well-being of employees in the performance of their work proper to its facility if the Contractor fails to take these measures or inadequately meets its obligations.

After CAMPINE has been given notice of default, the Contractor may, at CAMPINE's expense, take the necessary measures regarding the well-being of employees in the performance of their work proper to CAMPINE's facility if CAMPINE fails to take these measures or inadequately meets its obligations.

Article 5

Immediately after any serious work accident at a workplace in CAMPINE's establishment, the Contractor shall ensure that its relevant health and safety service notifies CAMPINE's relevant health and safety service of the accident. The relevant health and safety service of the Contractor and CAMPINE shall immediately investigate the work accident involving their employees.

The investigation and any costs of the expert appointed by the competent inspection service shall be borne by the Contractor if the Contractor's employees are involved; the investigation and any costs of the expert appointed by the competent inspection service shall be borne by CAMPINE if CAMPINE's employees are involved.

The health and safety services concerned shall ensure in joint consultation that, within ten days of the accident, a detailed report is sent to all employers concerned, to all other persons involved and to the competent public officials.

Article 6

This agreement forms an integral part of the contract. Consequently, this agreement is also subject to the general terms and conditions of Campine.

Drawn up in..... on / / 20 in two originals, of which each party acknowledges having received its copy.

.....

.....

For Campine nv / Campine Recycling nv

for The Contractor

Appendix 5: Instructions in case of emergency situations

Wat te doen bij: BRAND – ONGEVAL

Alarmeer de brigadier: **540** of 014 601 540

De brigadier zal het intern noodplan opstarten.



ALARMNUMMER: 540

Zeg duidelijk: - Wie u bent

- Wat er is gebeurd
- Plaats van de brand of het ongeval



BIJ ONGEVAL: 540

- blij bij het slachtoffer tot de nijverheidshelper aanwezig is

- vermeld:
 - locatie
 - toestand van het slachtoffer
 - uw naam
 - of er een ambulance gebeld moet worden



BIJ BRAND: 540

- Voorkom uitbreiding van de brand



- Gebruik de blusmiddelen
- Sluit ramen en deuren



GEBOUW VERLATEN:

- Volg richting aanwijzingen (zie pijlen op de evacuatieborden en in de gangen)



- Gebruik de nooduitgangen
- Verzamel op de aangeduide verzamelplaats
- Verlaat nooit het terrein zonder u te melden
- Volg de aanwijzingen van het intern noodinterventieteam op

GA NOOIT HET GEBOUW TERUG NAAR BINNEN ZONDAR DAT JE BEVESTIGING HEBT GEKREGEN DAT HET VEILIG IS

What to do in case of: FIRE – ACCIDENT: Alert the foreman: 540 or 014 601 540

The foreman will initiate the internal emergency plan.

Emergency number: 540

Clearly state:

- who you are
- what happened
- location of the fire or accident

In the event of an accident: 540

- stay with the victim until the industrial first-aid arrives
- state:
 - location
 - victim's condition
 - your name
 - whether an ambulance should be called

In case of fire: 540

- prevent the fire from spreading
- use the extinguishing equipment
- close windows and doors

Leave the building:

- follow directions (see arrows on the evacuation signs and in the corridors)
- use the emergency exits
- assemble at the designated assembly point
- never leave the site without reporting
- follow the instructions of the internal emergency response team

NEVER GO BACK INTO THE BUILDING UNTIL YOU HAVE RECEIVED CONFIRMATION THAT IT IS SAFE