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## SCOPE POLICY

These Site Regulations for Contractors describe all provisions that apply to contractors and their staff who are commissioned by SCK•CEN to work or supply services or deliveries within the SCK•CEN sites, including persons working as subcontractors.

No distinction is made between the technical site, the residential quarter or the forest environment.

Certain provisions which are not applicable within one of these areas will be mentioned specifically so that it is clearly indicated.

This baseline document comprises two main sections:

- The first section, *General provisions for external parties at the SCK•CEN site*, contains the key considerations which ALWAYS apply to ALL CONTRACTORS AND THEIR STAFF who are granted access to the SCK•CEN sites for whatever reason.
- The second section, *Regulations for high-risk tasks*, discusses in greater detail the specific risks which may confront contractors and their staff while carrying out work, supplying services or making deliveries within SCK•CEN.

This document does not in any way whatsoever replace the information to be exchanged between the client on the one hand and the contractor on the other hand at the level of the work, services or deliveries and that pertains specifically to the risks related to work, deliveries or services.



# 1 General provisions for external parties on the SCK•CEN site

## 1.1 Roles and responsibilities

All contractors who carry out work, supply services or make deliveries to the SCK•CEN site are deemed to be familiar with current safety and environmental legislation. The contractor is responsible for the protection of the environment and taking control measures for the risks that arise from the implementation of the assignment.

These environmental regulations apply to SCK•CEN areas which are not monitored or supervised.

The measures contained in this document do not discharge the contractor in any way from its statutory liabilities and responsibilities, in particular with regard to the proper execution of the work. The contractor remains fully responsible for the application of the statutory provisions and regulations in force pertaining to work safety, social security and the environment which concern the specific work that the contractor executes.

The contractor will order its subcontractor(s) and supplier(s) to adopt the same attitude.

The contractor and, where applicable, subcontractors commissioned by SCK•CEN to carry out work are obliged:

- to observe their obligations regarding the well-being of employees when carrying out the work specific to the system on which they are working, and to ensure that their subcontractors do the same;
- to provide their employees and subcontractor(s) with the information that they receive from the client;
- to provide the client for whom they will be working with the necessary information about the risks specific to those activities;
- to cooperate with the coordination and collaboration between the parties involved.

After notice of default on the part of the contractor, the client is entitled to immediately take the necessary measures related to the well-being of employees when carrying out their work specific to the system, if the contractor does not take these measures or fails to properly fulfil its obligations. This also means that the client or SCK•CEN's Internal Service for Prevention and Protection at Work (ISPPW) is entitled to immediately stop the work. Such actions will not affect the agreed implementation time or on payment of compensation.

SCK•CEN may inform the competent labour inspectorate in the event of repeated non-compliance with safety regulations.

Safety and the environment are crucial for SCK•CEN and we expect all external companies to strictly comply with the legislation and agreements concerning safety and environmental protection. For this reason all your employees are obliged to take the SCK•CEN safety course. We particularly appreciate companies drawing up and implementing their own safety and environmental protection plan.

## 1.2 Reception and access

### 1.2.1 Access procedure

The contractor must be aware that certain regulations must be respected for accessing the SCK•CEN sites.

The provisions under the heading 'External parties at SCK•CEN' apply to contractors and their staff who come to carry out work on the SCK•CEN technical site:

- contractor staff and subcontractor staff must return identification badges in good time;
- must comply with the provisions of these site regulations;
- must comply with the applicable safety regulations;

In the event that work is being done in the monitored or supervised areas of SCK•CEN, the accompanying provisions regarding 'Access for external employees to the supervised areas at the SCK•CEN site' apply.

All these terms and conditions can be found on the [www.sckcen.be](http://www.sckcen.be) website in the 'About SCK•CEN' section → 'Admission and visits' → 'External parties at SCK•CEN'.

Particular attention is paid to the period during which the documents mentioned must be handed in to SCK•CEN.

### 1.2.2 SCC or equivalent accreditation

SCK•CEN attaches a great deal of importance to the safety and environmental policy that the contractor's company applies and to the safety and environmental training that their staff have undergone.

The contractor can use a SCC, BeSaCC or equivalent certificate to confirm its safety policies. The contractor must at all times be able to prove that every employee has followed the requisite training and has passed the applicable examination.

It is compulsory for contractors and subcontractors who are working in the monitored or supervised SCK•CEN areas to be able to produce a SCC or equivalent certificate. If the potential contractor does not have this, it is sufficient to provide the following information:

- A copy of the health and safety policy of the company.
- If applicable, the necessary information that shows the potential subcontractors comply with the quality, health and safety system;
- Health and safety statistics of the past 3 years

### 1.2.3 VITO

Given that SCK•CEN and the Flemish Institute for Technological Research (VITO) are located on the same grounds, the contractor must contact the Internal Service for Prevention and Protection at Work (ISPPW) at VITO if their work may potentially impact on the proper working and safety of VITO.

VITO's prevention service must be informed in good time about this via the following e-mail addresses:

- [brigitte.borremans@vito.be](mailto:brigitte.borremans@vito.be)
- [kathleen.snijders@vito.be](mailto:kathleen.snijders@vito.be)
- [simon.geerts@vito.be](mailto:simon.geerts@vito.be)

### 1.2.4 Safety animations and quiz

Compliance with these safety regulations means that externals who have come to carry out work at SCK•CEN are obliged to follow several modular information sessions about safety and the environment.

The modules to be watched depend on the risks linked to the work to be carried out and the areas where work will take place, but the following videos must at the very least be watched:

- Emergency situations
- Signage
- The environment
- Fire safety

The training modules are available as digital safety animations:

- at the main entrance to SCK•CEN, in a room with a PC on which the animations can be viewed;
- on the [www.sckcen.be](http://www.sckcen.be) website in the 'About SCK•CEN' section → 'Admission and visits'. → The following apply. 'External parties at the SCK•CEN site' ([SSHE-animations](#))

The contractor and/or his members of staff can visit the website from home or at work to prepare for the necessary training through self-study.

A test to check whether this has been done is compulsory. A score of 70% is the minimum required to gain admission to SCK•CEN. The test must be repeated once a year. Failing this test means that the person concerned will not be given access to SCK•CEN.

The animations and the control questions are available in Dutch, English and French. If the contractor does not understand this information, the site manager of the SCK•CEN can try to clarify the essential information regarding safety, security and environment and subsequently guide the contractor when taking the quiz. If the site manager considers that the contractor has an insufficient understanding of the information provided, the contractor cannot gain access to the perimeter.

If there is a language requirement included in the specifications, the site manager can deny access based on language problems

### 1.2.5 Access

The contractor's staff must use the main entrance of SCK•CEN to access the site where the work or services are to take place. Staff will report each morning to the internal security service for the purposes of complying with all administrative formalities. It is compulsory to visibly wear the identity badge provided by security personnel while on the technical site. Nobody may enter the technical site without an identity badge. Improper use of the badge may result in the employee in question being refused access to the SCK•CEN technical site. Loss of the identity badge must be reported straight away to the internal security service.

SCK•CEN reserves the right to refuse access to the site to any person whose presence is deemed undesirable without having to justify their decision.

Everyone must be able to justify their presence and activities on the grounds at the request of an authorised SCK•CEN officer.

Infringements of SCK•CEN's internal regulations, and in particular the safety regulations imposed by the responsible services in connection with the execution of work, may result in access to the site being denied, without payment of compensation and without extension to the implementation time for the work.

### 1.2.6 Security clearance

In the context of the Royal Decree of 17 October 2011 concerning security certificates for the nuclear industry and regulating access to security zones, nuclear materials and nuclear documents in special circumstances, external employees who wish to have access to our installations on a regular basis must be in possession of valid security clearance. The level of the required security clearance for external employees must be determined in collaboration with the SCK•CEN security officer, Peter Van de Velde, and depends on the security zone to which the external employee requires access.

Security clearances are issued by the National Security Authority [*Nationale Veiligheids Overheid* (NVO)]. More information on this subject can be obtained from the SCK•CEN access monitoring service (tel. +32 (0)14 33 20 11, e-mail: [toegang@sckcen.be](mailto:toegang@sckcen.be)) or directly from the NVO:

National Security Authority  
Karmelietenstraat 15  
1000 Brussels  
Tel.: 02/501.45.42  
Fax: 02/501.45.96  
E-mail: [NVO-ANS@diplobel.fed.be](mailto:NVO-ANS@diplobel.fed.be)

Website: [http://diplomatie.belgium.be/nl/over\\_de\\_organisatie/organogram\\_en\\_structuur/nvo/](http://diplomatie.belgium.be/nl/over_de_organisatie/organogram_en_structuur/nvo/)

### 1.2.7 Wearing badges

- The badge is **personal** and may not be lent to another person under any circumstances whatsoever.
- It is **compulsory** to wear the badge **visibly** in SCK•CEN buildings. You will receive a badge holder and a neck strap (white for non-SCK•CEN staff) together with the badge.
- The badge must be shown to the guard when entering the grounds. (No badge = no admission!)

- Loss or theft of the badge must **immediately** be reported to security (tel. no. 014 33 20 50). If a new badge has to be made, a payment of €250 will be invoiced for this.
- Misuse will result in an immediate access injunction to the SCK•CEN sites.

### 1.2.8 Special worker categories

- The contractor is not permitted to allow employees younger than 18 years old to work on the SCK•CEN site.
- Work in monitored or supervised areas at SCK•CEN is prohibited for pregnant women and breastfeeding mothers (see Royal Decree of 2 May 1995 concerning maternity protection [KB van 2 mei 1995 inzake moederschapsbescherming]).

## 1.3 Work schedule and arrangements

### 1.3.1 Working hours

- Normal working hours are from 7.30 am to 6 pm.
- The contractor will submit the working hours arrangement to the SCK•CEN client for approval.
- Work undertaken outside normal working hours must be applied for in advance via the client and must be approved by the SCK•CEN ISPPW service. This must be done according to the applicable procedure.
- Collective closure periods have been established down for SCK•CEN 2, specifically:
  - the week between Christmas and New Year;
  - three weeks summer holidays, see construction industry holiday.

### 1.3.2 Site managers

- SCK•CEN will appoint a project leader for the management and monitoring of activities.
- In turn, the contractor will appoint a project leader and will inform SCK•CEN about this person's identity and qualifications from the time the work commences.
- The project leader has the authority to receive and implement the necessary instructions during the execution of work. This person also has full responsibility for applying safety regulations in the workplace where contractor and subcontractor employees are working.
- Any changes to the appointment of the project leader must be reported immediately to SCK•CEN.
- The project leader will be responsible for all contact with SCK•CEN and will attend SCK•CEN meetings if called upon to do so.

### 1.3.3 Agreements

- The contractor will make clear arrangements with the client about the date, sequence of actions and method and location of the work, etc.
- External parties are not permitted in the SCK•CEN technical area unless the client or a person appointed by the client is present. Clear agreements must be made between the parties involved in this regard.
- The contractor's staff, or those of the subcontractor, are not permitted to derogate from the agreements made with the client at their own discretion. Derogations from the agreements must be discussed with and approved by the client who has commissioned the work.
- The contractor will be informed about every decision or change that is discussed between the site manager and SCK•CEN.

### 1.3.4 Strikes

In the event of a strike, the contractor is obliged to apply the safety measures on his/her own site to ensure that equipment that the contractor has been entrusted with is properly cared for, and to ensure that the buildings and installations under construction are protected. He/she will provide SCK•CEN with the regulations that he/she will apply in circumstances such as these.

Under no circumstances will the striking staff be permitted to stay on the grounds.



### 1.3.5 Agreements regarding the use of social facilities

- The contractor will make clear arrangements with the client about the use of toilet facilities, canteens, office spaces and so on.
- If during major operations the client is of the opinion that the contractor must provide these facilities itself, the conditions related to social facilities as stipulated in the relevant legislation must be observed.

### 1.3.6 Order and tidiness

- Orderliness is a prerequisite for all work and must always be maintained.
- Special attention must be paid to
  - keeping pathways and roads clear, and removing obstacles which people may slip on or trip over;
  - keeping escape and evacuation routes clear.
- Where applicable, contractors must do everything possible to keep sludge, mud or other slippery substances off the roads.
- If this cannot be prevented, the contractor must clean the roads immediately and regularly. Equipment, materials, tools and the like which are not in use must be stored or stacked in such a way that they are not a hindrance to the work of others
- At the end of work activities, all materials must be put away and the workplace must be left in a neat and tidy condition.

### 1.3.7 Working on existing installations

- It is absolutely forbidden to work on existing installations, regardless of the nature of the work, without the prior approval of SCK•CEN.
- These installations must be made safe before activities on existing installations can take place.
- The installations must be clearly marked to inform employees that they are out of operation.
- Additional material measures must be taken for high-risk installations to prevent unauthorised persons from switching them on and using them by mistake.
- These signs and measures must remain in place as long as the installation cannot be safely put back into service.
- The contractor is not permitted to put the installations back into service without the express permission of the client or the owner of the installation.

### 1.3.8 Traffic regulations

Belgian traffic regulations apply to the SCK•CEN site.

The following regulations apply specifically within the SCK•CEN technical area:

- Give way to the right.
- The speed limit for vehicles within the SCK•CEN perimeter is limited to 30 km/h.
- Cyclists and pedestrians are permitted to travel against the prescribed direction of traffic within the technical area. Special attention for these vulnerable road users is requested.
- It is not permitted to park and/or leave vehicles stationary
  - in front of entrances and exits,
  - in places
    - where they obstruct normal traffic;
    - where they can cause dangerous situations;
    - where they obstruct direct access to the outside hydrants;
  - outside the parking spaces provided.
- Vehicles with metal caterpillar tracks are not permitted to drive on roads, or pedestrian or cycle tracks on the grounds without prior permission.

SCK•CEN may sanction those who infringe these stipulations by prohibiting access to the site temporarily or permanently.



### 1.3.9 Code of conduct

The contractor's staff must refrain from any act that is contrary to discipline and good order.

The following acts are absolutely forbidden (N.B. this is not an exhaustive list):

- to bring or carry weapons inside the technical site;
- to make a fire without being in possession of a valid fire permit;
- to smoke within the SCK•CEN buildings. Smoking is only permitted during the regulatory breaks. There are ashtrays at the entrance of each building;
- to bring or consume alcoholic beverages and/or drugs inside the site;
- to report for work drunk;
- to bring animals on to the grounds;
- to distribute or sell magazines, brochures, pamphlets and goods;
- to organise staff meetings other than job-related site meetings;
- to allow other people to enter the technical site;
- to enter PPE areas without the prescribed PPE without the client's express permission;
- to leave the work area and/or to enter another building without the express permission of SCK•CEN;
- to take photographs without the prior permission of the SCK•CEN (ISPPW service or the management responsible for the building);
- to disclose information that the contractor and its staff receive to third parties.

SCK•CEN disclaims all liability regarding the theft of or damage to the contractor's property used on the site, as well as all liability for the theft of or damage to the property of the contractor's staff.

## 1.4 Safety and environmental agreements

### 1.4.1 Risk management

#### 1.4.1.1 Safety and environmental risks

- Before commencing work at SCK•CEN, the contractor is obliged
  - to identify and list work-related safety and environmental risks;
  - to instruct its personnel and subcontractors if applicable;
  - and to take suitable prevention measures.
- The contractor must also inform the SCK•CEN project leader or his/her point of contact within SCK•CEN about any safety and environmental risks.

#### 1.4.1.2 Last Minute Risk Analysis

The purpose of a last minute risk analysis is for the contractor's or subcontractor's employees to once again go over the following aspects immediately prior to commencing work:

- to make sure that everything is clear;
- which tasks they must carry out;
- how they should carry out their work;
- what the risks are;
- how they should deal with them;
- what should be done if something goes wrong.

If things are still not clear, the work must not begin, and the employees in question must ask the client for clarity.

#### 1.4.1.3 Security risks

If work to be carried out could have an impact on the physical security measures, the person concerned must contact the SCK•CEN Physical Security Representative (PSR). Security risks will be identified and listed in collaboration with the PSR, and the necessary arrangements for any compensating security measures to cover these risks will be determined.

## 1.4.2 Alarm signals

### 1.4.2.1 Alarm signals at SCK•CEN

While you are working, you may hear alarm signals originating from SCK•CEN.

What these alarm signals are and what you must do in the event of a specific alarm is indicated in various ways:

- in the security animation;
- in brochures which are distributed to visitors at the main entrance.

### 1.4.2.2 Periodic testing of SCK alarms

Alarm signals are periodically tested on the site. Should you hear these alarm signals at the stipulated times you can ignore them, unless the client instructs you otherwise. They will sound

- daily at 5 pm: end alarm;
- every first Thursday of the odd months (January, March, May, July, September, November) at around 3.15 pm (in order of occurrence):
  - end alarm;
  - general emergency;
  - end alarm;

### 1.4.2.3 Important telephone numbers

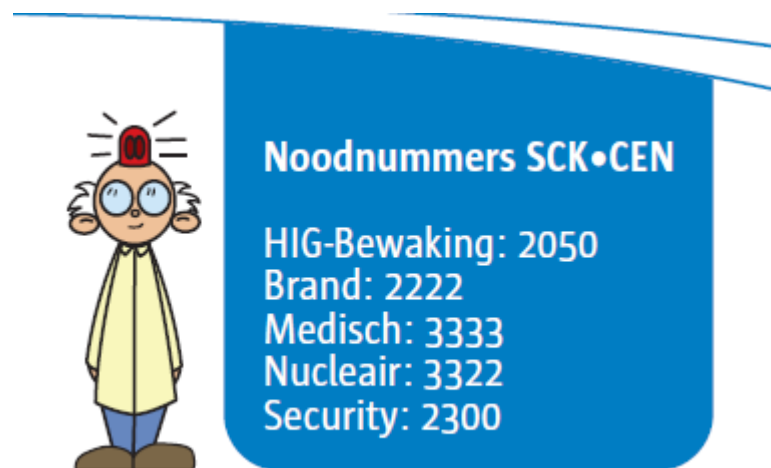
The following telephone numbers must be available at the workplace.

They are also written on

- SCK telephone handsets;
- access badges;
- the document that is distributed at the main entrance of SCK•CEN when a contractor and its staff register.

Bear in mind that these numbers can only be dialled from an internal SCK•CEN handset. If these numbers are dialled using an external handset, they must be preceded by 014/33 xx xx.

So, those wanting to contact security from outside SCK•CEN would dial 014 33 20 50.



### 1.4.3 Handling materials

#### 1.4.3.1 Transport of materials within the premises

- Traffic regulations apply.
- Avoid rapid acceleration, heavy braking, taking tight corners or turning quickly.
- In closed spaces, do not leave the engine running for longer than is strictly necessary.
- Do not steer the vehicle with greasy hands; make sure you always have a good grip on the steering wheel.
- Do not overload the vehicle; do not take on board more than the maximum permitted weight.
- Do not take on loads that are not safely stacked or properly secured.
- Ensure that the sides of delivery vans or trucks are always closed when the vehicle is moving.
- Adapt your speed to suit the type of load.
- Good visibility is essential for the driver.
- When turning, signal your change of direction and slow down to a virtual halt.
- Make sure you always have enough space; don't force the vehicle into tight spaces.
- Jumping onto or off a moving vehicle is forbidden.
- Transporting people in or on vehicles that have not been specially fitted out for this purpose is forbidden.

#### 1.4.3.2 Storing materials

It is not permitted to store materials in such a way that

- they can collapse, shift, fall or tilt;
- members of staff can be injured or installations damaged if the stored materials tilt or shift;
- they obstruct the access to and/or a smooth evacuation from the building;
- the safe and correct closure of fire-proof doors is prevented;
- the accessibility and/or visibility of initial intervention equipment (fire extinguishers, hydrants etc.) is obstructed;
- HSE signs (icons) are no longer visible.

### 1.4.4 HSE signage inside SCK•CEN

- Signage is there to inform and remind people of special circumstances.
- Signage that indicates an abnormal situation must remain in place as long as the abnormal situation prevails.
- Ignoring signs is forbidden; this includes icons, areas cordoned off using barricade tape, safety chains and so on.
- External parties who are not involved in the work are not permitted to enter cordoned-off areas.
- Warning signs, prohibition signs and all signage must be observed and it is not permitted to arbitrarily remove, relocate or modify them.
- Warning signs or cards may only be removed by authorised persons.
- Site areas must be demarcated in accordance with the provisions from the Royal Decree on Health and Safety Signs [KB Veiligheids- en gezondheidssignalisatie]
- The site supervisor will ensure that the necessary signs are in place before work can commence.
- The surroundings and perimeter of the construction site must be demarcated and cordoned off so that they are clearly visibly and recognisable.

### 1.4.5 Incidents, accidents and emergency situations

#### 1.4.5.1 Incidents and unexpected situations

In the event that the contractor or subcontractor observes unexpected situations while carrying out work, he/she will ensure that the client is notified as quickly as possible.

In the event of an incident in a monitored/supervised, the contractor must also immediately notify the radiation monitoring officer. This person will then carry out a radiation check if necessary.

The contractor will under no circumstances continue to work or turn installations (or parts thereof) on or off without the express approval of the client or the person responsible for the installation.

Any fire outbreaks must be reported immediately to SCK•CEN (tel. 014 33 22 22).

#### *1.4.5.2 Accidental discharges and emissions into environment*

In the event of accidental discharges and emissions into the environment:

- The contractor will immediately take the necessary measures to limit the damage, for instance, by using absorbent material.
- The SCK•CEN fire and intervention service and the SCK•CEN project leader must be notified immediately on telephone number 014 33 22 22.

If the accidental discharge comes from a pipe containing radioactive effluents, the radiation monitoring officer of the installation in question must first be contacted so that he/she can evaluate the impact of the discharge.

Costs arising from environmental damage caused by the contractor or its subcontractors are fully for the account of the contractor. The contractor must have suitable insurance cover for environmental damage.

#### *1.4.5.3 Damage to SCK•CEN installations*

In the event of damage to SCK•CEN installations or work equipment, the contractor will immediately contact the client or person appointed by the client to deal with such matters.

Costs arising from damage to SCK•CEN installations or work equipment that are caused by the contractor's or subcontractor's employees are for the account of the contractor. The contractor must have suitable insurance cover for damage.

#### *1.4.5.4 Medical help, care and accidents at work*

All incidents which happen to an external party carrying out work commissioned by SCK•CEN and which require help and/or medical care must be reported to the SCK•CEN medical service, and to the building manager of the building in question or the SCK•CEN contact person.

When the size of the construction site or the nature of the activities necessitate it, there must be

- material for first aid which is available, easily accessible and marked appropriately;
- qualified personnel must be present or available to provide first aid;
- space must be available for administering first aid. These areas must be fitted with the equipment and materials that are essential for this aid, and must be easily accessible for stretchers;
- vehicles must be available to transport employees who are involved in an accident or who suddenly become unwell.

As soon as the contractor has been informed that one of its or a subcontractor's members of staff has become the victim of an accident at work resulting in absence from work, he/she will notify the client and the ISPPW service (if necessary via the client) as soon as possible after the accident.

If it concerns a serious work-related accident, all parties involved will cooperate with the investigation into the accident and the drafting of a detailed report so that the employer of the victim is able to provide all those involved and the officer charged with supervision with the detailed report within the period stipulated by the applicable legislation.

Under no circumstances will official reports concerning (extremely) serious accidents at work be sent to the institutions in question without the client's prevention service within SCK•CEN having participated in the accident investigation and the drafting of the detailed report.

## 1.4.6 Special workplaces within SCK•CEN

### 1.4.6.1 Asbestos

SCK•CEN buildings are not asbestos-free; the contractor will ask the client whether there is asbestos present at the workplace where work will be taking place.

- If there is asbestos:
  - the SCK•CEN client will provide the contractor with a copy of the asbestos inventory with a proof of receipt
  - but the activities will not affect the asbestos, the contractor will inform its members of staff and those of subcontractors if applicable about this, with the explicit request not to harm the integrity of the asbestos.
  - and the activities may have an impact on the asbestos, the SCK regulations concerning asbestos apply and these must be taken into account in the project.
- If the presence of asbestos has been ruled out, no additional measures need to be taken.
- If during the work there is doubt about the presence of asbestos in an application, all activity on the suspect material must be stopped. The contractor together with the client must assess the activities. The internal SCK arrangements regarding asbestos then apply.

Demolition and removal of asbestos or material containing asbestos will only be carried out by companies which have proved their competence in this field. Only simple actions may be carried out by all employees, on the condition that the staff involved have undertaken a specific training course for this and have a certificate to prove it.

### 1.4.6.2 Security zones

With regard to the policy on restricted areas within SCK•CEN, four security zones have been defined. In the work meeting held prior to the activities, the contractor will discuss with the client whether the location in which the work is to take place is in or in the vicinity of one of the following zones.

#### *Level 0: Offices*

No additional requirements apply to premises classified as Level 0.

#### *Level 1: Areas with specific PPE instructions*

Specific PPE zones have been determined within SCK•CEN; these are classified as Zone 1.

It is indicated which PPE is prescribed for that particular space at the entrance to the space.

Prior to the activities, the contractor must confer with the client about which PPE applies within the zone in which the contractor or its staff must go.

The contractor is not permitted to enter these zones without the prescribed PPE without the client's express approval.

#### *Level 2: Rooms requiring heightened attention*

Level 2 areas include Ex-zones (for instance, gas storage areas, crawl spaces). When entering these areas, safety instructions must be drawn up in advance and the client must inform the contractor about them. The contractor must implement the measures contained in the instruction.

#### *Level 3: Restricted areas*

A job permit must be requested from the project leader. These areas should not be entered without the contractor having written approval.

## 2 Regulations for high-risk tasks

### 2.1 Specific permits are in force within SCK•CEN

The following job permits are in force within SCK•CEN

- fire permit
  - can be requested from the project leader for activities which generate lots of dust, working with naked flames or heat sources, welding and grinding, causing smoke development and so on;
- excavation permit
  - can be requested from the project leader for all ground or excavation work, both manual and using machines;
- entry admission for security zones (Level 3)
- ALARA procedure for working with a potential radiation or contamination hazard. Can be requested from the project leader.

The contractor is not permitted to carry out work that is subject to a permit without being in possession of an approved permit *and* without strictly observing the provisions mentioned in the corresponding permit.

### 2.2 Carrying out tasks which impact on fire safety

- Any fire outbreaks must be reported immediately to SCK•CEN (tel. 014 33 22 22).
- The SCK•CEN ISPPW service must at all times issue a **fire permit** for carrying out welding or fire-related work, working with naked flames or heat sources, or activities which generate lots of dust. The contractor must request this permit via the site supervisor at SCK•CEN at least 1 day **before** the work commences.

The fire permit is only valid for the stipulated work, the period of time and the location mentioned on the licence.
- The zone or location where welding or cutting work is carried out must be kept free of all combustibles (wood, paper, cardboard, flammable liquids etc.). For some work it may be necessary to appoint someone with the task of keeping guard to prevent a fire from breaking out.
- There must be sufficient and suitable extinguishers while all welding, cutting, burning or similar activities are taking place. The fire extinguishers must have a Belgian Standards (BENOR) certification mark and a valid inspection certificate issued by an authorised technician. It is the contractor's responsibility to provide the requisite fire extinguishers and to guarantee that they are functional at all times.
- The contractor will ensure that its members of staff are sufficiently trained to operate fire extinguishers.
- All electrical appliances must be in good condition and must be inspected periodically by the contractor. Electrical heating elements must be secured and properly protected, i.e. wooden items must be shielded from them using fireproof material. Grates must be installed above the appliances to prevent items of clothing or other materials from being placed on the heating elements. Naked coiled wire heating elements are prohibited.
- Using underground and/or wall hydrants for purposes other than extinguishing fires is **prohibited** without the permission of the SCK•CEN ISPPW service.

## 2.3 Regulations when using work equipment

The following provisions apply to the use of work equipment.

### 2.3.1 Machines, work equipment, motorised tools, electrical appliances and appurtenances

The contractor is not permitted to use SCK•CEN work equipment unless clear agreements have been made and the client has given the employees involved the necessary information and instructions about this equipment.

Work equipment made available to the contractor or subcontractor for their staff must:

- be in good condition;
- used exclusively for work for which they are designed;
- must have a quality mark, approval, CE label or have undergone the legally required inspection by a recognised institution;
- meet the work equipment directive (Royal Decree of 12/08/1993);
- if they pose a specific danger to the safety or health of employees, they may only be used by employees who are familiar with and have been entrusted with their use.

Electrical equipment can cause electrification and electrocution; proper insulation, earthing and a dry environment are necessary to be able to work safely.

- start switches must never be overridden, switches must work flawlessly and must always be within reach;
- precautions must be taken to ensure that electrical equipment can never start unexpectedly through being bumped. Also, the user must always ensure that electrical equipment cannot start unexpectedly if the plug is put into the power point.
- Electrical equipment can produce sparks; take precautions in hazardous explosive environments. Always ask the client for information.

### 2.3.2 Safety-critical work

- Drivers and operators of cranes, hoists, aerial platforms, construction machinery and vehicles must be in possession of a valid medical certificate for performing jobs involving safety-critical work.
- These machines may only be operated by authorised persons who have the necessary training and instructions.
- At the client's request, the necessary certificates held by the employees involved must be presented by the contractor or its subcontractor.

### 2.3.3 Working with hoists and lifting equipment

The contractor is not permitted to use SCK•CEN hoists and lifting equipment unless

- clear arrangements have been made with the client in this regard;
- and the contractor's or subcontractor's employees have a valid medical certificate and training certificate and copies of these documents are in the client's possession;
- and the client's employees are given a short training course on the use of the hoists and lifting equipment in question.

Hoists and lifting equipment that the contractor uses for its work must meet the following conditions:

- all hoists and accessories, including the components, attachment points, anchors and supports must be
  - properly designed and constructed and strong enough for the purpose for which they are being used;
  - must be installed and used in the correct manner;



- be in a good state of repair;
- must be checked at regular intervals in accordance with current legislation and be subjected to tests and inspections;
- must be operated by qualified members of staff who have undergone special training for this purpose.
- The maximum payload must be clearly visible on all hoists and all accessories.
- Hoists and the accessories may not be used for purposes other than those for which they are intended.

The contractor will provide the client with the following documents on request

- the requisite training certificates held by the employees in question;
- the most recent inspection certificates for the hoists in question.

#### **2.3.4 Using vehicles, earth moving machines and loading equipment**

- The contractor is not permitted to use SCK•CEN vehicles, earth moving machines and loading equipment unless
  - clear arrangements have been made with the client in this regard;
  - and the contractor's or subcontractor's employees have a valid medical certificate and training certificate and copies of these documents are in the client's possession;
  - and the client's employees are given a short training course on the use of the hoists and lifting equipment in question.
- All vehicles, earth moving machines and loading equipment must be
  - professionally designed and constructed, with the principles of ergonomics having been taken into account as far as possible;
  - be in a good state of repair;
  - used in the correct fashion.
- Drivers and operators of vehicles and machines for earth moving work and loading materials must be specially trained for this.
- Precautionary measures must be taken to prevent vehicles and machines for earth moving work and loading materials from falling into excavations or water.
- Earth moving and loading equipment must also be fitted with a roll bar that offers protection against falling objects and to ensure that the driver does not become crushed if the machine turns over.

The contractor will provide the client with the following documents on request

- the requisite training certificates held by the employees in question;
- the most recent inspection certificates for the machines in question.

## **2.4 Working at height**

By working at height, we mean working in places where there is a falling hazard of greater than 2m for equipment or persons.

For working at height, the contractor should preferably use collective safety measures. These will ensure that employees or equipment concerned cannot fall and/or that the consequences of a fall are restricted.

Typical examples are: railings, side planks, closed off openings, safety nets, aerial platforms or scaffolding.

If it is not possible to use collective protection, personal safety measures must be put in place.

Typical examples are: harnesses, lifelines and anchor points, ....

- Nets and railings:
  - must comply with the applicable standards;
  - must be installed in a safe way by an authorised person, for instance, using an aerial platform.
  - An authorised person is a person who has been appointed by the employer to do this and who has had the necessary training for the task.
- Aerial platforms:
  - must be suitable for the application for which they are being used;
  - only an electrically driven type is permitted inside a building;
  - must come with a manual and a valid inspection certificate from the external institute for technical inspections;
  - the operator must be in possession of a valid certificate for aerial platform operators.
- Scaffolding or platforms:
  - must comply with the applicable standards;
  - must come with a manual;
  - must be erected in a safe way by an authorised person;
  - must be inspected by an authorised person. An application for inspection can be submitted by the client should you wish an internal SCK-CEN member of staff to carry out the inspection.
  - must be fitted with an inspection tag to indicate that they are fit for use;
  - may not be used after modification without a repeat inspection and the approval of modifications.
- Personal protection equipment:
  - examples are: harnesses, lifelines and anchor points, ...
  - for use by those who are familiar with them and can assess which equipment is applicable;
  - for use by those who are familiar with them and can assess that no obstacles will be hit in the event of a fall and that the person can be saved;
  - must comply with the applicable standards;
  - must only be used by an authorised person;
  - must come with a valid inspection certificate from the external institute for technical inspections.
- Ladders:
  - may only be used to reach heights;
  - must not be used as a workstation;
  - must be suitable for the application for which it is being used;
  - must comply with the applicable standards (Safety Guarantee Tag [VGS-label]);
  - must be inspected for visible defects before use;
  - must be inspected annually by an authorised person.

## 2.5 Specific provisions for ground and excavation work

As mentioned previously, an excavation permit is mandatory for carrying out ground and excavation work.

When determining a tender, the following should be taken into account:

- that a strict implementation procedure for excavation is applicable;
- only in exceptional cases may excavation take place using machines, unless a vacuum truck is used;
- the contractor must request an implementation procedure for excavation work from the client;
- derogations must be explicitly mentioned in the request for a quotation;

- for all soil and excavation work, current legislation (for the environment, temporary or mobile building sites etc.) must be observed.

By excavation, we refer to excavations in which the employees may be exposed to the following hazards and accompanying risks:

- damage to existing underground pipelines, foundations and so on;
- cave-ins (> 1.20 m work with increased hazards!);
- drowning (ground water, sewage, pipe water, rainwater);
- fire, explosion, suffocation, poisoning from gasses and fumes in the excavation (which may or may not originate in underground pipelines);
- falling of materials and equipment into the excavation;
- falling of persons;
- collapse due to too much weight on the edge or the surroundings of the excavation (traffic, site vehicles, storage of materials, stability of buildings);
- collapse due to vibrations (traffic, equipment, machines);
- burns or electrocution (damage to cables, working with excavation equipment under cables);
- injuries, infection from cuts from sharp objects in the soil;
- injuries from collisions with traffic vehicles.

The abovementioned list is not exhaustive. All contractors are obliged to carry out a risk analysis of the activities to be carried out and appropriate measures to be taken (e.g. securing the slopes and ventilation) prior to commencing the excavation work and during the excavation work.

## 2.6 Regulations when working with hazardous substances

### 2.6.1 Hazardous substances

If dangerous products are used (e.g. fuel supplies for site equipment, oil, paint, solvents, degreasers, detergents, chemicals and so on), the following conditions must be observed:

- Hazardous substances prohibited by law include but are not limited to:
  - methyl bromide, dicyan, hydrocyanic acid and its salts, organic cyano compounds;
  - 2-naphthylamine and salts, 4-aminobiphenyl, benzidine, 4-nitrobiphenyl and salts;
  - products containing asbestos and PCB

may not be brought on to the SCK•CEN site.

- Before activities commence, the contractor must give a list of the dangerous products (solids, liquids and gasses) that will be used, along with the SDS (safety data sheets), to the SCK•CEN project leader.

SCK•CEN is entitled at all times to prohibit the use of specific products or to impose additional conditions for the interim storage and volumes of these products. The contractor must ensure that the SDS and specific instructions for its members of staff pertaining to their correct usage, among other things, are available in the contractor's work area.

- Volumes must be limited to those strictly necessary for the activities, and under no circumstances may these volumes exceed the volume required on a daily basis.
- All containers with hazardous substances must be labelled in accordance with statutory regulations, including when dangerous substances are in transit from their original recipient to another recipient.
- Hazardous liquids (oil, paints, solvents, fuel etc.) must always be placed in an adequate containment structure (drip tray or bund).
- In the immediate vicinity of the interim storage area and the area where these substances are to be used, the contractor must always provide suitable and adequate initial intervention

material and absorbent material so the product can be absorbed in the event of accidental spillage.

### 2.6.2 Gas cylinders

- Be careful when using gas cylinders.
- The valve protection cap must always be secured during transport and handling.
- Avoid rolling the cylinders horizontally.
- Do not place the cylinders in a hot environment or in direct sunlight.
- If possible, do not place the cylinders in a busy place or passageway.
- Separate empty cylinders from full cylinders.
- Secure the cylinders so they cannot fall down.
- Always move the cylinders using suitable means of transport.
- Do not use the opening of the valve protection cap to hang the cylinder on a hook or suspension system.
- Always check in an appropriate way (by applying a soap solution) whether there are leaks in the cylinder before use.
- Check the expiry date of flexible gas pipelines that are being used. If the expiry date has passed, the cylinder may not be used until the gas pipeline has been replaced.
- Always close the cylinder valve when the cylinder is empty or is not in use for a longer period of time.
- Never use a hammer to loosen the valve or to unscrew the cylinder cover.
- Storage of gas cylinders originating from an external party in SCK•CEN facilities is prohibited.
- The contractor will not bring on to the premises more gas cylinders than are strictly necessary for the work that the contractor must carry out.
- When working at height (e.g. on the roof), it is not permitted to store any spare cylinders at height.

### 2.6.3 Health surveillance when using hazardous substances

- In the event that additional risks are generated by the working conditions specific to the SCK•CEN, the contractor will be informed of these during the preliminary discussions. The contractor must then contact its internal/external prevention service in order to find out whether its personnel need to undergo additional medical examinations.
- All members of staff with jobs which have a potential impact on health and safety must undergo periodic occupational medical surveillance from an external prevention service. In the event that additional risks are generated by the working conditions specific to SCK•CEN, the external employer will be informed of these during the preliminary site meetings. The external employer must then contact its internal/external prevention service in order to find out whether its personnel need to undergo additional medical examinations.
- Only activities which involve work-related exposure to ionising radiation require specific medical surveillance to be carried out by the SCK•CEN occupational health service.
- In this context, visit the SCK•CEN's external website under 'About SCK•CEN: Admission and visits'.

## 2.7 Collective and personal protection equipment

### 2.7.1 Collective PPE

- Preference should be given to collective protection equipment for personal protection equipment.



- The contractor undertakes to
  - use the collective protection equipment available at the workplace in an appropriate fashion;
  - to look after this collective protection gear and to always return it in a good and clean condition;
  - to install collective protection equipment for its people if it is not available and to provide the necessary signage.
- If dangerous holes are created by the work, collective protection measures must be taken so that there is no falling hazard.

## 2.7.2 PPE

### 2.7.2.1 PPE zoning

- There are PPE zones in force within SCK•CEN; see Section 1. This means that within these areas everyone must wear the prescribed PPE. The contractor will request information from the client about the prescribed PPE in the zone where its employees will be working.
- The contractor will inform its members of staff, and those of subcontractors if applicable, about this and provide the necessary PPE where possible.
- The contractor or its subcontractor may only enter the zones without the prescribed PPE if the client has given its express approval and if the necessary measures are taken in the space that render the prescribed PPE superfluous.

### 2.7.2.2 PPE in specific activities

- Contractors must ensure that their members of staff have the necessary PPE at their disposal where and when the activities and circumstances so require.
- This PPE must be in good condition; this means that safety glasses must be fitted with side shields, there are no stickers on helmets and so on.
- PPE must be checked regularly for visible damage.
- It must be possible to replace PPE immediately should it become damaged.
- The contractor's members of staff must wear PPE in accordance with the instructions they have received from their employer.
- Contractors, their members of staff and those of subcontractors if applicable are expected to wear clothing that is safe and appropriate for their work.

## 2.8 Power facilities

### 2.8.1 Use of the power facilities

The contractor may use water, electricity and compressed air free of charge unless otherwise specified and unless this is not possible because of the required flow rate or capacity.

The contractor will specify the voltage and power it requires in good time and before accepting the assignment. If SCK•CEN cannot supply the required power, the contractor is responsible for installing a suitable power generator and for its fuel.

For use on the site, SCK•CEN has a connection point for site power in the form of a mobile power distribution box.

The contractor is responsible for connecting its equipment to the SCK•CEN site connection point. The contractor will provide proof that the connected equipment is fully in accordance with the relevant legislation.

### 2.8.2 Installations for power distribution

The following provisions apply to installations for power distribution:

Installations for power distribution available on the construction site, particularly those exposed to external influences, must be checked and maintained at regular intervals.

## 2.9 Causing atmospheric hazards

- The contractor's employees, those of the subcontractor if applicable and SCK•CEN staff must not be exposed to harmful external influences (e.g. gasses, fumes or dust).
- Security zones have been defined inside SCK•CEN according to pre-existing risks. Additional conditions may apply inside these areas.
- The contractor will request information from the client about the layout in the area in which its employees will be working.
- If the work or materials or hazardous substances used for the work could result in an atmospheric hazard in a space or zone, this risk must be assessed and the necessary additional measures must be taken.
- If employees need to enter a zone where the atmosphere may contain a toxic or harmful substance or insufficient oxygen, or may be combustible, the atmosphere in this zone must be checked and appropriate measures must be taken to prevent danger.
- These members of staff must in any event be under constant observation from the outside, and all appropriate precautionary measures must be taken to be able to offer them immediate and effective assistance.
- The necessary protection measures against explosion, intoxication and suffocation hazards must be taken.

## 2.10 Environmental parameters

- The provisions are related to:
  - thermal environmental factors;
  - noise environment;
  - vibrations;
  - artificial optical radiation.
- The contractor must take all reasonable measures to avoid inconvenience as a consequence of dust and the abovementioned parameters.
- If neighbouring buildings or activities are affected, an accurate work schedule must be communicated to employees concerned.
- Under no circumstances may the activities jeopardise the security and health of the members of staff directly and indirectly involved.
- Specific technical or organisational conditions may be imposed in the building contract as a consequence of certain work or activities.

## 2.11 Environmental permit

SCK•CEN will only apply for the environmental permit and building permit necessary for the construction and exploitation of plants and facilities that will be operated by SCK•CEN after completion.

These permits must be definitively obtained before the work can commence.

The contractor is obliged to request information from the SCK•CEN project leader about whether the requisite permits have been definitively obtained before the start of its assignment.

The contractor must apply for all other reports and/or environmental permits that are necessary for the implementation of the contract or work. This concerns but is not limited to:

- well point dewatering that is technically necessary for either carrying out construction works, or for the construction of public utilities;

- the interim storage of excavated soil that complies with an application in accordance with the Soil Remediation and Protection Decree [Besluit van de Vlaamse Regering houdende vaststelling van het Vlaams reglement betreffende de bodemsanering en de bodembescherming (VLAREBO)], for a volume of 1,000 m<sup>3</sup> or more;
- the storage of hazardous substances related to carrying out work, if classification thresholds are exceeded.

The work in question may only commence after the contractor has submitted a copy of the report or licence to the SCK•CEN project leader.

As the operator of the facilities concerned, the contractor is also responsible for compliance with environmental and operating regulations, which include:

- keeping everything in a good state of repair and operation;
- installing measurement and recording systems (for instance, flow rate meters for pumping), reporting information to and communications with the supervisory authorities;
- the payment of any levies related to the facilities being operated.

## 2.12 Materials and waste products

SCK•CEN's aim is to use environmentally friendly or sustainable materials. If the assignment includes the application of products or product groups for which specific requirements are stipulated, the contractor will find these in the documents specific to the assignment (for instance, contract documents, list of measurements and so on).

Unless otherwise contractually agreed, waste products released during the contractor's assignment are the contractor's property and the contractor is responsible for the removal and processing of these waste products according to applicable environmental legislation. Transport of waste products must be carried out by a registered transporter. Using containers or bulk transport must comply with environmental legislation. Any necessary packaging of waste products and the correct labelling of waste product containers are the contractor's responsibility. Processing waste products must take place in a facility licensed for this purpose. All costs and levies related to the collection, transportation and processing are included in the assignment.

The contractor will provide the SCK•CEN project leader with the following documents to substantiate the legal transportation and processing of waste products:

- A copy of the identification forms or receipts at the time the waste products are transported from the site.
- A processing certificate with reference to the nature, volumes and processing code from which it is apparent that the waste products have been processed in a facility licensed for this purpose.

Demolition or dismantling of installations, pipelines and/or their appurtenances in which hazardous substances are located (fuel pipelines among other things) must be completely empty, which involves collecting the hazardous substances in a suitable container, before demolition and dismantling may commence. The demolition or dismantling must always be done with caution so any soil or groundwater contamination is prevented, and it must be accompanied by the necessary measures for explosion protection.

If the assignment includes the demolition and/or dismantling of buildings, the contractor must always apply the principles of selective demolition. Additionally, if a building volume of more than 1,000 m<sup>3</sup> is involved, the contractor will find the additional conditions which are to be observed in the specific assignment documents (including the contract documents with a demolition inventory).

The interim storage of waste without using adequate containers (for instance, on unpaved open grounds) is prohibited.

Interim storage zones for waste products are determined before work begins in consultation with the SCK•CEN project leader.

If work needs to be carried out in a monitored or supervised area, the client must be contacted in advance to manage any radioactive waste that may be produced.

### **2.13 Water**

Depositing or discharging substances into surface water or in the SCK•CEN sewerage pipes is forbidden, unless otherwise expressly agreed in the building contract.

### **2.14 Soil**

The contractor must take all reasonable measures to avoid contaminating the soil or groundwater. The contractor must take the abovementioned measures at least when using hazardous substances.

If the assignment involves earth moving or working with excavated soil, the contractor will find the additional conditions which are to be observed in the specific assignment documents (including the contract documents with a demolition inventory).

### **2.15 Infringements**

The contractor will urgently resolve any infringements of the safety requirements stipulated in this article. Infringements may lead to repeat inspections, stopping work and/or delays in completion without the contractor being able to claim compensation and/or request an extension of the time limit.

All costs related to the negative consequences for SCK•CEN of non-compliance with the provisions in this article may be recovered directly from the contractor.



To be returned five working days at the latest before access to the SCK•CEN technical area and ESV Euridice. Declaration to be completed for contractual work on the SCK•CEN and ESV Euridice site

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## Document E

see template



To be returned five working days at the latest before access to the SCK•CEN technical area and ESV Euridice.  
Declaration to be completed for contractual work on the SCK•CEN and ESV Euridice site

By post to:

**Technical secretarial department ISPPW**  
**SCK•CEN**  
**Research Centre for Nuclear Energy**  
**Boeretang 200**  
**B-2400 MOL**

Fax: + 32 14 33 35 27

**For information, please contact tel.:** + 32 14 33 20 11

The undersigned declares that he/she has received the SCK•CEN Site Regulations.

The undersigned declares that he/she has informed his/her employees about the risks pertaining to the work as described in the contract and that the employees in question have received the training required by law.

If applicable:

The undersigned declares he/she will work in accordance with the Royal Decree of 25 January 2001 on temporary or mobile construction sites.

When working in the supervised/monitored zone:

The undersigned declares that the employee holds a Belgian SCC certificate and security clearance at the required level or is in possession of a security certificate.

Read and approved on ..... (date)

Name + Position