

Instructions for contractors carrying out works at the Umicore site in Olen

Umicore takes safety, environmental care and health very seriously. Based on the relevant legislation and years of experience, many instructions have been issued that apply to every person who wants to enter the Umicore site in Olen.

Below, you'll find a summary of the most important instructions. These instructions are compulsory and are therefore part of the contractual arrangements of orders.

If the contractor does not (fully) observe the obligations or arrangements, Umicore itself can take the necessary measures— as imposed by the Belgian law of 1996-08-04, art.9 concerning the well-being at work -, at the contractor's expense, to ensure the well-being of its employees.

We hope this document can help you to deal in an appropriate manner with safety, health and environment issues at our Umicore site.

We want to thank you in advance for observing these instructions.

1. Registration and reception

1.1. Registration before the commencement of the works

At least 48 hours before commencing the works the following information must be communicated to the responsible project manager of Umicore Olen using a registration form:

Company data: company name, address, phone & fax number, e-mail address, VAT no., registration number and social security number

Personnel data: name, first name, place and date of birth, address.

The registration form can be obtained from the Umicore project manager/contact person. Employees working for a foreign employer doing works in Belgium must be in possession of a Limosa notification (document L1). The electronic reporting must be done beforehand through the website www.limosa.be. Employees working for a foreign (EEC member state) employer must also carry the form E101 with them.

Employees working for a foreign (non-EEC member state) employer must have a work permit (work card).

The main contractor is responsible for registering in time his own staff and that of his subcontractors and for submitting the correct forms.

The site manager of Umicore hands over these data to the surveillance department, porter at entrance B. He will use the system Alowie on intranet.

1.2. Reception during the first working day

When first entering the work site, the employees of the contractor must report to entrance **B** and this within the normal working hours (07:30 - 16:00 hours). Here, the necessary registration formalities are fulfilled.

On their first working day at Umicore in Olen they will be given a general safety introduction using the DVD "safety – health - environment". They must also pass a theoretic test. The general safety introduction is valid for 1 year.

The employees receive an identification badge. This badge is strictly personell. Abuse will be penalized.

With the badge they can enter the factory through one of the revolving doors. Depending on the place where the works are carried out, a revolving door will be assigned as point of access.

The **timer badge must be returned at entrance gate B after the completion of the works.**

A sum of 16 Euro will be charged for every non-returned badge.

1.3. Access to the factory

1.3.1. For vehicles

Vehicles are only allowed access through entrance gate A. The access is only allowed to vehicles equipped as “mobile work site shed” or transporting materials that cannot be carried by hand. A (permanent) permit for driving into the factory can only be delivered after consultation with and with the approval of the project manager.

Parking the vehicles is always done at the indicated or designated places, in consultation with Umicore’s project management. For safety and security reasons “wild” parking is not allowed.

Movements on the factory should be kept to a minimum (single functional movements).

The driver of every vehicle will have in his vehicle a (if necessary fire safe) fluorescent jacket (pinafore or real jacket – preferable colour: orange) and will obligatory wear this.

1.3.2. For persons

The members of staff must use a revolving door and are not allowed to enter the factory in the vehicle together with the driver.

1.3.3. Tools and material

At the beginning of the works an inventory of the tools and devices used must be drawn up.

All work tools must be clearly identified so that there is no discussion about the ownership.

The inventory can be asked for at all times by a Umicore representative or by the security team.

At the exit, goods that are not included in this list will be considered property of Umicore, unless an exit certificate can be shown that is completed and signed by the responsible Umicore project manager.

Outgoing transport is always guided by a representative of the contractor. Closed transport remains on site until a representative of the contractor has opened it for inspection.

1.3.4. Supplying material to the site

All vehicles and lorries transporting material must enter through entrance gate A.

Without Umicore reference (contact person Umicore – work site – contractor) no material can be delivered for third parties.

Co-passengers younger than 18 are not allowed access into the factory.

The contractor informs the Umicore project manager on time about the arrival of materials.

The Umicore project manager informs the guard.

The unloading and storage place is always discussed with the Umicore project management.

2. Starting a work site

2.1. Introduction meeting with the contractor on safety, health and environment at the work site

Before starting to work, the contractor will (as legally compelled) draw up a written risk analysis for the works to be carried out. Umicore can ask at any moment for this analysis to be provided.

In this analysis the contractor will set out which preventive measures must be taken to carry out the works safely.

For large-scale works, the contractor will be invited to an introductory meeting about 14 days prior to the start of the works. According to the project size or the work to be carried out, the Internal Prevention and Protection Department (IDBP – safety and health), the Environmental Care Department, the project engineers and site supervisors of Umicore and the corresponding departments and persons of the contractor can be invited as well.

At this meeting, based on the form “*Introduction before starting the works*”, practical arrangements on safety, health and the environment are discussed written down and signed.

During the introduction meeting the contractor will gather information on the specific Umicore risks at the work site and on the measures regarding first aid, fire fighting, evacuation and extra medical check-ups, if any.

It is the contractor’s task to inform his employees about the arrangements made, the specific Umicore risks and the corresponding safety measures. The project-leaders and the Internal Service for Prevention and Protection at work are obliged to verify – through spot checks – if this really happens.

2.2. Safety introduction session for the contractor’s employees at the start of the work site

At the workplace/on the work site the specific risks and their respective safety measures and related practical arrangements are gone over and discussed.

Subsequently, all employees will complete the form and by doing so declare that they have understood all general and specific arrangements regarding safety, hygiene and environment and that they will observe them carefully when carrying out works.

The eventual extra cost caused by the time spent in the introduction- and/or welcome-meeting has to be clearly mention in the quotation. No additional costs can be asked for in a later point in time.

The specific introduction session is organised for the site or work station where an individual is employed. Employees cannot be engaged at another site without the approval of the Umicore staff and without having participated in a new specific introduction session for that site.

To avoid misunderstandings it is important that the communication on the safety arrangements is done in a language understood by everyone.

This implies at the very least that the manager/ project manager/foreman of the contractor has thorough command of Dutch, or understands English, French or German. He is responsible to make sure that every individual of his employees and subcontractors are informed in a language that they understand.

2.3. Work site accommodation and fencing

The contractor must see to it that the legally imposed infrastructure for his own employees and those of his subcontractors is present. The infrastructure includes among others a canteen, sanitary facilities and a changing room. The place and size of the work site accommodation is established in consultation with the project management. All work site infrastructure must be tested according to legal requirements. The way to connect electricity, water, sanitary facilities and a phone and the division of the related costs are discussed upon in advance with the purchasing department and the project manager.

As for the terminal board the contractor will take into account that the supply network within the Olen site is an IT-mains without split neutral wire.

The installation, connection and subsequent emptying of septic tanks is done in consultation with Umicore’s project manager.

Every work site will be fitted with a solid, lockable fence, unless otherwise agreed upon with Umicore’s project management.

Exception: the use by the contractor's employees of the Umicore-infrastructure (sanitary, dressing room, etc.) will be discussed before the final order and included in the contract.

Without explicit, written permission of Umicore only activities included in the contract(s) with Umicore and no others may be executed in the workplaces installed on the private property of Umicore .

3. Conduct at the work site

3.1. Follow-up of works by the Umicore project manager

The contractor must observe all preventive and corrective instructions given by the responsible Umicore employees. This cannot result into an additional cost for Umicore.

If several firms are simultaneously carrying out works at the same work site, a Umicore project manager will be appointed as co-ordinator.

3.2. Working clothes

The contractor provides his employees with adapted working clothes depending on the risk of the planned job and the specific risks of Umicore, explained to him during the introduction meeting before the start of the job. At least he provides a good protection of the legs and underarms of his employees (low pants, long sleeves).

The contractor also provides (if needed fire-safe) signalling clothes (jumper or clothes themselves – preferred colour orange) for his employees. These are always worn when moving within the site and on operation fields (these are marked with a white and yellow line).

The contractor provides preferably – but always during polluting work – an overall or comparable work clothing over their individual clothing in order to allow the removal of the polluted clothing during the meals.

3.3. Eating and drinking

It is not permitted to eat or drink at the work site.

Alcoholic beverages and drugs are forbidden at the Umicore site.

The badge is also an electronic pay key. After charging the key it is possible to withdraw drinks, food and candy from the automatic dispensers on site. It can also be used in the canteen..

The contractors have access to the canteen East (near entrance D) building 769 and West (main canteen) building 580 during the following hours:

from 9:00 h	till 10:00 h
and from 12:45 h	till 13:30 h
and from 17:00 h	till 18:00 h.

The contractors must observe the common rules of good conduct and hygiene and observed following events: wearing a dustcoat in the canteen, always use a service sheet and wear shoe covers with dirty shoes. One should never enter the canteen with dirty clothes.

The employees of contractors can take the meals prepared by the company SODEXHO at an adjusted price.

Employees of contractors can pay for their meals using the “contractor key” (different colour than the key of Umicore employees).

The use of a “Umicore key” by the contractor or his employee gives rise to the immediate dismissal of the person concerned.

3.4. Smoking

In the buildings of Umicore there is a ban on smoking, which is to be observed by everyone. Smoking is only allowed in specific safe places outside the buildings. These places are identified.

Smoking during movements is not allowed.

3.5. Evacuation alarms

The evacuation signal has a floating tone.



1. Local alarm (in a building, production room). Leave the building immediately if the signal is heard in the building and go to the indicated assembly point where you'll report to the evacuation supervisor.

Each first Thursday of the month there is an alarm test about 12.30 hours.

2. General alarm. If the signal is given by the factory siren (and speaking sirens), follow the instructions given by the evacuation supervisor. Contact a Umicore employee as soon as possible. If you are in a vehicle, park the vehicle at the side of the road, switch off the engine, close the windows and switch off the ventilation. Wait for the arrival of the intervention team.

If you detect a local fire, immediately alert a Umicore employee in your direct vicinity or call the internal emergency number 5222, or with the mobile phone number 014 /24 52 22.

Fire extinguishers have been installed at various locations within the company premises. Use them in an emergency, but only if you have the required know-how concerning its use and report this to a responsible Umicore employee.

Emergency exits have been marked at various locations.

Always verify when entering a building what the instructions are and where the emergency equipment (fire extinguishers, emergency showers, eye showers,...) and the meeting place for evacuation is located.

3.6. Local traffic and signalling

- There is a general speed limit of 30 km/hour.
- All traffic and signalling signs must be observed.
- Passages and exits must be kept free.
- Belgian traffic regulation are applicable.
- Our security team carries out speed controls. Persons not observing the speed limits can be denied access to the factory. (see procedure PRO-02-PBW-4.04.04.06 in attachment).

Vehicles (such as lift trucks, excavators, trucks,...) destined for the transport of materials may not be used to transport only people (e.g. to go to the refectory for dinner).

3.7. Operation fields

These are zones inside of which logistic operations are executed by personnel of the concerned department with their specific vehicles. Only people and vehicles, necessary for the operations are allowed on these operation fields. The concerned area is outlined by a double white-yellow line.

Third parties can carry out works within an operation field provided that:

- correct arrangements are made with the Umicore site manager,
- a clear demarcation of the working area within the operation field is provided for,
- the reflecting jumper is worn at all times.

3.8. Use of Umicore materials

Every contractor must bring in his own materials, tools and protective equipment, unless otherwise provided in the contract.

By way of exception and for a limited period of time (first day) material can be lent at the pre-established Umicore rates.

Forklift trucks and mobile work platforms (property of Umicore) are only made available with driver.

If a contractor must hire tools or material from Umicore due to negligence, this will be a negative element in the contractor's assessment.

3.9. Use of Umicore facilities

The contractors and subcontractors are not allowed to use Umicore facilities unless provided otherwise in a contract.

This means that no use can be made of:

- showers, towels;
- lockers;
- Umicore work clothes.

By way of exception and depending on the nature of the activities, the contractor and/or subcontractor will have permission to use showers and lockers (by appointment with the tailor and a deposit of 5 euros). This will be agreed upon during the “introduction meeting before starting the works”. In the video “*safety – health – environment*” the use of showers, etc. is recommended.

Contractors are not allowed to use the relaxation rooms, but have access to the canteen East (near entrance D) and West (main canteen) during the hours as laid down in 3.2.

All arrangements deviating from these general rules will be communicated by the Umicore project management to:

- the security team, as they will check their observation at regular intervals;
- the personnel facilities department for practical reasons.

3.10. Working hours.

We emphasise that all contractors must observe the legal arrangements regarding the maximum amount of working hours per day.

Generally, Umicore Olen is accessible from Monday to Friday, from 6.00 till 22.00 hours. Works outside these hours must be applied for and reported to the Umicore project management.

We emphasize that all contractors must observe the legal requirements regarding the maximum amount of working hours per day/week.

Umicore imposes at least 11 hours of rest per 24 hours and 35 hours of uninterrupted rest per week.

Deviations are possible when motivated and in consultation with the site management, the IDPB safety and/or the competent authority.

4. Closing the work site

4.1. Clearing the work site

After having finished all works, the contractor will restoring the work site immediate and take the necessary steps to remove his tools, remaining materials and the work site accommodation. If the contractor fails to do so, Umicore will clear the work site itself at the contractor's expense.

4.2. Repairing damage to roads and green areas

Before breaking up roads or green areas for the agreed upon works, the contractor will contact the project manager well in advance to discuss.

Upon clearing the work site, roads and green areas must be restored to their original state.

4.3. Assessment of the works carried out by the contractor

After having finished the works, an assessment will be made on the way in which the contractor dealt with safety, health and environment aspects. Also the result and the way in which the result was attained, are assessed, particularly follow-up of works and subcontractors, quality, flexibility, co-operation and the settlement of additional works and works that were to be omitted.

5. Safety instructions

5.1. Risk prevention

Accidents, first aid and near-accidents at the work site must be reported via the project manager to Umicore's IDPB-Safety (Internal Department for Prevention and Protection at the Work Site). All these incidents must be examined and the preventive measures taken must be reported to Umicore. According to the legislation on serious accidents (Belgian Royal Decree of 2005/02/24), the contractor commits himself, in case of a serious accident (as defined in the above mentioned law), in one of Umicore's plant areas, to ask for the assistance in the accident investigation by Umicore's Internal Service for Prevention and Protection.

5.2. The use of materials by the contractor

For all products brought into the factory (dangerous products and preparations) the contractor must keep a recently updated European MSDS-(Material Safety Data Sheet = safety data sheet). He will submit it upon every request from the responsible Umicore employee or Umicore's IDPB-Safety.

5.3. The use of approved working equipment

For electric fuse boards the contractor must submit to the Umicore project management a recent test report (not older than 1 year) drawn up by a recognised control body before connecting them to the Umicore electricity network.

Working equipment must observe all relevant legal provisions and rules. They must be used in safe circumstances. When bringing in working equipment subject to periodical controls by a recognised control body, a recent, faultless test report must accompany it. This applies, among others, to lifting tools and accessories, ladders and work platforms.

5.4. The use of personal means of protection

Wearing the necessary personal means of protection (such as helmet, glasses, safety shoes, etc.) is always compulsory when carrying out specific works (welding, grinding, etc.) and in areas where this is indicated by local signs or pictograms. These protective means must be provided by the contractor. For works during which employees are exposed to considerable risks linked to specific Umicore activities, it can be contractually agreed upon that Umicore will provide for certain personal means of protection.

5.5. Work permits

No contractor can start a work without having the required permits. Before starting the works, the permit is signed by all involved parties. The contractor confirms that he notes the requirements and measures in the permit and he confirms that he will follow these conditions. When the term for which the permit is issued has elapsed, a new permit must be issued. The workers of the contractor shall perform an LMRA (last minute risk assessment) on the backside of the permit. They shall sign for their participation.

5.6. Filling up passages through floors, walls and ceilings

When passages or openings are made in floors, walls or ceilings, they have to be filled up again before finishing the job without any negative impact on the Rf value. This is necessary to prevent circulation of fire and smoke. If the contractor fails to do so, Umicore will fill up the passages or openings itself at the contractor's expense.

6. Health

The company doctor of the concerned contractor can at all times establish contact with the company doctor of Umicore to consult on the specific medical follow-up during works.

The company's health department is situated near entrance B (building 690).

The employees of the contractor must be able to show that they are medically fit to carry out the work using their medical examination card; this particularly applies to mobile equipment operators, drivers of lifting cranes and platforms. The medical examination card may not be older than 1 year.

Depending on the nature and duration of the job additional targeted examinations can be conducted by Umicore's health department. This can be established during the risk analysis discussions. The company doctor of the contractor will be informed in writing on the results of these examinations.

In case of an accident or disease the employees will go to the health department of Umicore Olen. Here the necessary care measures are taken including the treatment of injuries or illnesses. If necessary, the employees are referred to a general practitioner and/or hospital.

7. Environment

Every contractor must observe all legal provisions regarding the protection of the environment (among others discharges, dumping, spreading of dust, noise nuisance, etc.).

In case of considerable environmental nuisance due to a lack of preventive measures the environmental co-ordinator can have the works interrupted without this giving cause for the contractor to charge additional costs.

By signing the performance contract the contractor commits himself to carefully observe the legal provisions on the environment.

7.1. Neatness and orderliness at the work site

It is the contractor's task to ensure the work site is kept in a neat and orderly state. In the evening, the work site is left tidy.

If more than one contractor is working at the work site simultaneously, the contractors will consult among one another as to how they will ensure neatness and orderliness.

If these instructions are not observed after a written warning Umicore can have the work site cleaned itself at the concerned contractor's expense.

7.2. Waste removal

7.2.1. In case of demolition works

In his quotation the contractor will describe exactly which materials will be recycled and taken away.

The contractor will take this into account when establishing his price.

All non-ferrous materials and other indicated materials will remain property of Umicore and are put at our disposal, unless otherwise provided for in the agreement.

All other recoverable materials become property of the contractor and must be removed by the contractor after having been weighed.

All non-recoverable materials must be removed by the contractor to recognised processing centres after having been weighed at our weighing installations.

When obtaining demolition products the contractor will take full responsibility from the moment that the products are loaded onto his vehicles (or those of any subcontractors). The contractor is responsible for all dumping formalities, if any.

7.2.2. In case of construction/ renovation works

Here, the same principles apply as for demolition works.

The contractor producing waste is responsible for its removal. For works with a longer duration the contractor will have containers placed for sorting out the various small waste substances (canteen waste, wood waste, etc.). All costs related to this are at the supplier's expense.

All packaging materials must be recycled by the contractor in accordance with the prevailing legislation. If so desired, scrap can be removed through the agency of Umicore.

The use of dangerous products must be reported to the Umicore project management (see also item 5.2).

Stone chippings and soil can be transported in consultation with Umicore's project manager to a designated place within the factory premises or to the Umicore waste belt along the other side of the channel (distance: about 3 km).

No waste product whatsoever may be buried into the ground.

7.2.3. In case of paint jobs

The contractor himself will ensure the removal of all remaining materials (spraying grit, thinners, empty paint cans, brushes, etc.).

If possible, we will try to find a solution for special problems (request through the project management).

7.2.4. Removal of waste outside the company

For removing waste or scrap the conveyor must be in possession of a fully completed removal document issued by the Umicore project management upon the advice of the environmental coordinator. All freight removed from the premises must be weighed. The removal is subject to OVAM-rules on the duty to report.

Exceptions on these general provisions can only be granted in writing by the environmental coordinator

7.3. Final clearing of the work site

At the end of the contract job all site infrastructure and residual materials brought by the contractor must be cleared. Materials that are left behind will be treated as waste or scrap.

Supplementary costs in this regard will be charged.

7.4. Prevention of water pollution

The discharge of all sanitary water must be done into the internal sewerage of Umicore Olen through a septic tank.

No other liquid products may be emptied in the internal sewerage (e.g. oil products, organic liquids, thinners, etc.).

Liquids (oil, heating oil, etc.) spilt on paved grounds must be cleaned immediately using absorbing material (so do not rinse them away into the sewerage). The absorbing material can be obtained from the project manager.

7.5. Prevention of air pollution

It is strictly forbidden to incinerate anything whatsoever at the work site.

The discharge of combustion gases of heating devices for site sheds etc. must be done at minimum 1 metre above the surrounding site sheds.

The waste gases of vehicles and other devices must be in conformity with the relevant legal provisions.

It is not allowed to park or to wait for a longer period with the engine of the vehicle running (at idle speed).

7.6. Prevention of soil pollution

Spilt products that could cause pollution of soil or groundwater must be cleaned immediately. These incidents must be reported to the Environmental Care Department through the Umicore project management.

7.7. Prevention of sound nuisance

The contractor commits himself to strictly observe the current legislation regarding sound nuisance caused by building site machines (among other the royal decrees of 1/7/86).

Activities with sound nuisance are forbidden between 19.00 and 07.00 hours.

8. Subcontractors/ temporary workers/ students

If the contractor wishes to engage subcontractors, temporary workers or students, he must submit this for approval to the Umicore project management. The latter decides, possibly after having obtained advice from IDPB-Safety or Health, whether or not to admit these persons depending on the risks of the job concerned.

It is the responsibility and task of the (main) contractor to control and co-ordinate his subcontractors.

The contractor checks if these subcontractors observe the relevant legislation.

The contractor ensures that all subcontractors know the arrangements made and explained during the introduction meeting.

The contractor ensures that subcontractors do the job using suitable working equipment and the required means of protection.

9. General provisions

Usually, the Umicore contact person is the project manager, unless it is provided otherwise in the contract.

If a responsible Umicore employee is confronted with offences against the arrangements made, he will first make a verbal comment.

If the verbal comments are ignored or in case of serious faults, a written warning will be issued.

If no response is given to the written warning, Umicore will remove the person or company concerned – see also PRO-02-PBW-4.04.04.06 in attachment. This removal based on offences against safety, health and environmental provisions cannot give cause to any financial compensation by Umicore to the concerned contractor. In case of a serious offence the person or company concerned can be removed from the Umicore site immediately.

It is forbidden to take pictures or to film without the prior approval of the Umicore project management.

10. Applicable legal provisions

- ARAB and Codex on the well-being at the work site and particularly:
 - The royal decree “Working equipment” of 12/08/1993
 - The law on well-being of 04/08/1996
 - The royal decree “Temporary or mobile building sites” of 25/01/2001
 - AREI
 - VLAREM, VLAREA and VLAREBO.
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Attachment: Procedure concerning violations by contractors on the Umicore site: PRO-02-PBW-4.04.04.06. (in Dutch)