

## **GUIDELINES FOR CONTRACTORS WORKING ON THE UMICORE SITE IN HOBOKEN**

Umicore cares for safety, health and environment. Several specifications have been written based on the legislation and years of experience, which apply to every person who wants to work on the Umicore site in Hoboken.

A summary of the most important guidelines is given below. These guidelines are binding for all contractors whom Umicore engages, and their employees (including subcontractors), and are thus part of the contractual agreements with a (possible) order.

If the contractor fully or partially fails to meet their obligations or agreements, Umicore itself shall take the necessary measures - as is moreover provided for in the law on the welfare dated 08/04/1996, Article 9 - at the expense of the contractor, measures relating to the welfare of its employees.

The Umicore organisation has only one safety objective: 0 accidents, and uses every incident to learn from it. We are confident that these guidelines can help you in the appropriate way to deal with safety, health and environment at our Umicore site.

We thank you for acting in accordance with these guidelines.

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## **1. UPMR Policy Rules**

### **1.1 Health and safety policy**

We want a safe and healthy working environment for everyone.  
We do not compromise in terms of safety and health.  
Everyone has his responsibility.

This policy is further translated into 12 security principles.

1. Everyone is responsible for their own safety and that of others.
2. We talk to each other about unsafe behaviour and are ourselves open to being corrected
3. We learn from mistakes, incidents and audits and share good practice
4. Our own employees and external ones have the same rights and obligations regarding safety and health
5. Procedures and instructions are clear, available, known and understood
6. Education and training are necessary for a safe and healthy working environment and to continuously improve
7. Engagement and behaviour are essential to the success of our safety and health
8. Order and cleanliness are necessary for a safe and healthy working environment
9. We communicate regularly and clearly to our employees and to external ones about our health and safety policy and its results
10. We recognise and appreciate good results for health and safety
11. Safe behaviour is a prerequisite for working at Umicore
12. Improving safety never stops

### **1.2. Environment policy**

#### 1 Corporate responsibility

Comply, enforce compliance and anticipate the legal and other requirements. Draft voluntary obligations to limit harmful effects on the environment, if there is no legislation.

#### 2. Continuous improvement

Continuously to improve the performance of the Company in relation to the environment, paying attention to both, new scientific and technical developments and the economic and social constraints. Contribute to progress by working to customised study and research programmes.

#### 3. Integrated management

Integrate environmental strategies, programmes and practices as key elements in the management at all levels and in all functions.

#### 4. Staff training

Create staff awareness, train and motivate them so that, in all their activities, they can take responsibility towards the environment.

## 5. Preliminary evaluation

Before starting a new activity, a new product or to develop process or to move or to discontinue an activity, the impact on the environment must be examined.

## 6. Responsibility of the Company with regard to users

Provide user information and advice about the potential risks associated with the use of the products involved.

## 7. Management of industrial activities

Use energy and raw materials as efficiently as possible in performing industrial activities, including intensive recycling. Further aims are the reduction of waste production and its proper management.

## 8. Risk management

Estimate the risks to the environment and draft appropriate emergency plans in cooperation with the relevant authorities, the emergency services and local people.

## 9. Self-inspection

Set up permanent monitoring programmes to determine whether the government regulations and the objectives of the Company are complied with and to ensure proper operation of industrial installations and management to protect the environment.

## 10. Relationships with staff, the public and the public authorities

Conduct a constructive dialogue with the people involved in the environmental aspects of the Company's activities. Cooperate with the government and other relevant partners to update scientifically based standards. These should be fair to everyone, efficient in terms of their costs and based on sustainable and predictable environmental criteria.

### **1.3 Contractor Safety Management**

- Safety policy for contractors: the following documents are systematically communicated to the contractor management by UPMR.
  - Policy
  - Year action plan
  - Tool Boxes
- Safety figures of contractors: the following documents are communicated every year to the contractor management from UPMR. They are the same as, or preferably better than the sector average.
- Safety incidents are immediately reported to the relevant site management; investigation of the incident will also be launched immediately and initiates a report of the incident within 24 hours.
- Communication with Contractor Safety Management:
  - [Contractor.hoboken@eu.unicore.com](mailto:Contractor.hoboken@eu.unicore.com)

## **1.4 Subcontractors / interim workers / working students**

The contractor is always required to submit their proposal to the Umicore site manager for approval when they wish to appoint subcontractors, temporary workers or working students. They (site management) will decide whether to admit the concerned persons or not, on the advice of the Safety department, depending on the risks and the work to be performed. After approval, a 1st level subcontractor can be used. The minimum age for employment at Umicore is 18 years.

It is the task of the (main) contractor to follow up and coordinate the work of its subcontractors.

The contractor verifies that its subcontractors comply with the law.

The contractor shall ensure that their subcontractors are familiar with the agreements explained in the introductory meeting.

The contractor shall ensure that their subcontractors perform their subcontracted work with the appropriate equipment and the appropriate protective equipment.

## **1.5. Language**

All employees of the contractor, and their subcontractors, must have a good basic knowledge of Dutch, French, English or German. If this is not the case, this should be clearly agreed in advance and approved in mutual agreement. At the minimum, the site manager must speak one of these languages and be able to communicate to his employees all the risks and the measures to be taken.

Umicore requires that for each separately working team the collaborating team leader is approachable and able to express him in one of the four languages. Moreover, Umicore requires that collaborating team leaders and site managers are visually recognisable.

## **1.6 Smoking, alcohol and drugs**

There is a general smoking ban on the whole site of Umicore Hoboken that everyone must respect. The zones where limited smoking is allowed (only at lunch break), are specifically indicated and always in the open air.

Alcoholic beverages and drugs are prohibited on the entire Umicore site.

## **1.7 Photography and filming**

Taking photographs or movies without permission from the Umicore site manager is prohibited. The images must be checked by the Umicore site manager for approval. He has the right to refuse them without a justification. The acquired images may not be used for publication.

## **1.8 Violations of the regulations**

The Umicore contact person is usually the site manager unless otherwise defined in the contract. If a Umicore site manager comes across breaches of the rules, he shall first make a verbal comment. Failure to observe the verbal comment, or if the fault is serious, shall be followed by a written notice.

Not only the site manager, but also all other Umicore employees have been instructed to make observations in order to avoid unsafe situations and violations against the rules.

If there is no follow-up action upon the verbal or written notice, Umicore can proceed to remove the person or company.

In the event of a serious offense, the person or company shall be removed immediately from the Umicore site.

This removal on grounds of violations against safety, health and environment cannot be a reason for financial compensation from Umicore to the concerned contractor. On the contrary, the contractor remains responsible for monitoring the agreed schedule.

### **1.9 Applicable legal requirements**

- ARAB and Codex on Welfare at Work, and in particular:
- The KB “Work resources” of 12/08/1993
- The Law on Welfare of 04/08/1996
- The KB “Temporary or Mobile Construction sites” of 25/01/2001
- RGIE
- VLAREM VLAREA and VLAREBO.

## **2. Site security, identification and circulation**

### **2.1 Notification prior to commencement of the work**

The following information should be communicated by means of an application form at least 2 days prior to the commencement of work:

· Company information:

- Company name (contractor)
- Address
- Telephone no.
- Fax No.
- e-mail address
- Registration No.
- VAT No.
- Social Security No.

· Personnel information:

- Name
- First name
- Date and place of birth
- Address
- Employer (possibly subcontractor)

The same also applies to any changes in the personnel.

One of the annexes of these Directives is the registration form.

Employees, employed by a foreign employer who is performing work must be in possession of a Limosa declaration (document L1). The electronic notification must be done in advance through [www.limosabe.be](http://www.limosabe.be).

Employees in the service of a foreign (EEC Member State) employer should also have the E101 form with them.

Employees in the service of a foreign (non-EEC Member State) employer should have a work permit.

The contractor is responsible for the timely notification of their own people and their subcontractors and for handing over the right forms. A correct and timely registration ensures easier access to the site. Access is time-consuming for non-registered persons.

The registration form is forwarded to the internal security, Entrance B.

E-mail: [InterneBewakingIngangB@eu.umicore.com](mailto:InterneBewakingIngangB@eu.umicore.com)

A copy of this registration form is sent to the Attention of the Umicore Site Manager.

## 2.2 Reception on the first working day

On the first registration, the employees of the contractor are to present themselves at Entrance B within normal working hours (6:00 hrs to 22:00 hrs.). The necessary formalities about registration shall be completed here. In exceptional cases, registration is possible during weekends, with prior consultation and agreement of the Umicore site manager.

Upon registration, the employee must be able to identify himself when requested by the monitoring agent.

On the first working day at Umicore, they will receive a general safety introduction based on a presentation “Safety – Health – Environment”. They must also pass a theoretical safety test and they will then be given a personal badge with validity up to 1 year. The induction is available in the following languages:

Dutch	German	French
English	Italian	Spanish
Portuguese	Polish	Romanian

The employees receive a personal identification badge and punch card (after signing a receipt). The badge is worn so as to be clearly visible. This is strictly personal and may not be used to provide access to or to register a colleague.

They can enter the factory using the badge. The access is pre-programmed depending on the place where the activities are performed.

The badge must always be returned at the Entrance B at the end of work.

EUR 60 will be charged per an unreturned badge.

## 2.3 Access to the factory

### 2.3.1. Vehicles

Vehicles may only enter the factory via Entrance D. Access is only given to vehicles transporting materials or those designated as “mobile site fleet”. The driver must sign in at the Entrance D office. Here he will get a vehicle badge that must always be present and visible on the car.

Parking of vehicles is always on the designated or assigned parking zone in consultation with the Umicore site manager. Illegal parking is not allowed for safety reasons.

The transport in the factory premises should be kept to a minimum (only functional movements).

The driver of each vehicle is wearing appropriate clothing to enter an industrial site (closed shoes – legs and arms are always covered – long trousers – long sleeves) and has (if necessary fireproof) signal clothing (preferably orange) and wearing this is mandatory.

Access outside the normal opening hours (from 6 to 18 hours) of entrance D or during the weekends is only possible by entrance A. This will always be accompanied with a vehicle search by the internal security.

### 2.3.2. Employees

The employees must enter the site by using either the Entrance B or Entrance D and must not ride along with the driver in the vehicle entering the factory through Entrance D. Near the entrance D there is a bike rack to park the bikes.

All employees must be readily identifiable during work by stating their company name on the helmet or work clothes. The personal badge is also worn visibly.

### 2.3.3. Delivery of materials:

All cars and trucks with material must enter the factory through Entrance D. No material can be delivered for third parties without Umicore reference (Umicore site manager - contractor).

Co-passengers under 18 years of age may not enter the Company.

The contractor shall inform the Umicore site manager on time about the arrival of materials.

The Umicore site manager keeps the attendant informed.

The lot and storeroom is always discussed with the Umicore site manager.

### 2.3.4. Tools and Materials

All equipment items are clearly marked so that their ownership is undeniably established.

Exit control of employees and/or vehicles can be done by internal security when leaving the factory.

Outgoing shipments are always accompanied by a representative of the contractor.

### 2.3.5. Local traffic and signalling

- There is a general speed limit of 30 km/h and no overtaking;
- All vehicles must drive with dipped headlights;
- Codes on signal boards must be respected;
- Passages and exits must be kept clear;
- Parking is only allowed in designated locations;
- The Belgian highway regulation is in force;
- Our internal security performs speed checks.

Loading and unloading can only be done between 7:15 hrs and 15:45 hrs on weekdays. Outside these hours access can only be granted with prior approval by the Umicore site manager.

Vehicles (such as lift trucks, excavators, trucks, etc.) intended for the carriage of goods may not be used to carry passengers (e.g. to eat in the refectory).

Parking C must be used for parking of vehicles that do not enter the site.

## **2.4 Use of Umicore materials**

Each contractor provides his own equipment, tools and protective equipment, unless otherwise agreed in the contract. Basic personal protective equipment is always at the expense of the contractor. The basic PPE's are a helmet, goggles, P3 dust mask, gloves and safety shoes. Standard PPE could also be provided by us at Umicore rates. On a monthly basis you will receive a progress report and two times a year you will receive an invoice.

Specific task oriented PPE are made available by Umicore: the settlement is based on abuse and vandalism.

Forklifts (owned by Umicore) are moreover only made available with a driver after prior agreement with the Umicore site manager.

Under no circumstances PPE's that were picked out at Umicore can leave the site. These PPE's are solely intended to be used on site. If an infringement is reported during an exit control an administrative fine of 500 € will be invoiced. The access will be denied if it happens a second time.

## **2.5. Working hours**

The site of Umicore Hoboken is open from Monday to Friday from 06:00 to 22:00 hrs. Working outside these hours must be requested and reported to the Umicore site manager.

We emphasise that all contractors must comply with the legal regulations related to the maximum number of working hours per day/week.

Umicore allows a maximum presence on site of 12 hours. Besides that a minimum of 11 hours of rest every 24 hours and 35 consecutive hours of rest per week are obliged. Substantiated deviation from this can be made in agreement with Umicore management, Safety department of Umicore and/or the competent authorities.

### **3. Security on the site**

#### **3.1 Evacuation Alarms - Emergency exits**

The evacuation signal is a continuous tone.

1. Local alarm (inside a building, manufacturing space)  
Leave the building immediately if the signal sounds in the building and go to the designated assembly point, where you must report to the evacuation leader.  
Every first Thursday of the month there is an alarm test.
  
2. General alarm  
If the signal from the factory siren (and speaking sirens) is given, follow the instructions imposed by the evacuation leader. To do this, contact a Umicore employee as soon as possible. If you are in a vehicle, place the car on the side of the road, switch off the engine, close the windows and turn the fan off. Then wait for the arrival of the intervention team.

If you notice a localised fire, immediately alert an Umicore employee in your immediate area, or call the internal emergency number 6300, or with a cell phone the number 03/8216300.

Extinguishers are located in various parts of the Company. Use them in an emergency, but only if you have the necessary knowledge concerning its use and always subsequently report this to the Umicore site manager.

Emergency exits are marked in several places. Always verify when entering a building, what the requirements are and where the emergency resources (extinguishers, emergency showers, eye-wash, etc.) and where the assembly places are in the event of evacuation.

#### **3.2 Zoning**

The whole site is divided into 4 different zones:

These zones (except the neutral zone) are being displayed on a ground plan with the necessary PPE's.

Neutral zone : no danger, so no extra protection needed.

- Parkings, Central administration, zone from entrance A- entrance B until the personnel services building, the entrance from the gate to the laboratory
- Closed shoes and signal clothing recommended

Green zone: limited danger

- Closed shoes and signal clothing mandatory

Orange zone: danger present, so standard PPE's

- Arms and legs covered (working clothes)
- Helmet, safety goggles and safety shoes mandatory
- In certain circumstances: dust mask, earplugs (as indicated)

Red zone: extra PPE's needed as indicated on the work permit

- Arms and legs covered (working clothes)
- Helmet, safety goggles and safety shoes mandatory

### **3.3 Use of materials by the contractor**

For all products brought in (hazardous products and preparations), the contractor has a recently updated European MSDS sheet (Material Safety Data Sheet). These products and their MSDS sheets are pre-listed and sent to the Umicore site manager and the safety department to be able to assess the risks and to discuss possible adjustments.

### **3.4 Use of approved equipment**

For electrical distribution boards, contractors must submit a recent inspection report (not older than 1 year) from a notified body to the site manager before connecting to the Umicore electrical mains. Work equipment must comply with all legal and regulatory provisions. They should be used in safe conditions. When bringing in work equipment that must be periodically inspected by an authorised body, a recent inspection report without violations must accompany the equipment. This applies, for example, for hoists and accessories, ladders, scaffolding.

## **4. Personal hygiene and welfare**

### **4.1 Work clothing**

The contractor provides appropriate work clothing for employees as a function of the risks of the work to be performed and the Umicore risks, which have been communicated to them by the Umicore site manager.

In any case, they ensure that their legs and forearms are protected (long pants - long sleeves) and they use safety shoes.

The contractor also provides their employees (if necessary fireproof) signal clothing (preferably orange). These are always worn when moving within the site.

The contractor provides preferably - but certainly for polluting work - a work overall or similar work clothing which is worn over normal clothing and can be taken off by their employees for their mealtime.

### **4.2 Use of Umicore equipment**

Changing rooms and showers are available to all employees. The cabinets are allocated by the personnel of the personnel building. A caution of 10 € will be asked.

When in the building, it is necessary to follow the guidelines for service personnel.

Umicore provides these facilities. And we also expect that you take care of them.

Contractors may also use the rest rooms.

### **4.3 Food and drink**

Food and drinks are not allowed in the workplace, or in vehicles.

Money can be credited onto the badge, which can be used to buy drink, food and candy from the vending machines. At the end of the work, the balance can be picked up via the appropriate machine in the Personnel Services.

The contractors have access to the canteen in the personnel services building at Entrance B, it is 24/7 open, and the warm canteen at Entrance A, from 10.30 until 13.30 and from 17.00 until 18.30.

All contractors must abide by the usual rules of good behaviour and respect hygiene and the following arrangements:

- Wear dust jackets in the refectory
- Respect personal hygiene
- Always use serving dishes
- Wearing shoe covers.

One should never enter the refectory with contaminated clothing; such clothing must always remain outside the refectory.

Employees of contractors can also dine in the refectory at an adjusted price.

#### **4.4 Use of personal protective equipment**

Wearing appropriate personal protective equipment (such as helmets, goggles, safety shoes, etc.) is always required when performing work and in places where this is indicated by local signs or icons. These PPE are to be provided by the contractor.

For activities in which workers are exposed to significant risks inherent to the activities of Umicore, it can be contractually laid down that Umicore shall provide specific PPE.

#### **4.5. Risk Prevention**

Accidents, first aid and near misses on the site should be reported to the Umicore safety department via the Umicore site manager. An investigation should be set up in collaboration with Umicore staff (site manager and/or safety department) and the preventive measures taken must be reported to Umicore.

Following the provisions of the Royal Decree of 24 February 2005, the contractor commits itself to call for collaboration of the safety department of Umicore in investigating the cause of the accident in the event of a serious accident, as described in the Decree. These accident declarations must be sent to the General Office of the Welfare at Work - Department of Supervision of chemical risks.

#### **4.6. Health**

The occupational physician of the contractor can always contact the Umicore occupational physician for consultation with respect to specific medical follow-ups during work.

The Occupational Health Service is located close to entrance B.

Employees of the contractor shall, on the basis of their map of medical research, demonstrate that they are medically fit for the work to be performed. In particular, drivers of mobile vehicles, supervisors of cranes and bridges must be able to demonstrate their suitability. The medical examination report may not be older than one year.

Depending on the nature and duration of the job, additional targeted surveys can be conducted by the Occupational Health Service of Umicore. This may be decided during the discussion of the risk analysis process. The occupational physician of the contractor can always contact the Umicore physician to receive the results of these check-ups.

In case of accidents or illness, employees contact the Occupational Health Service of Umicore. The necessary steps are taken for the care and treatment of injuries.

If necessary the employees are referred to a GP and/or hospital.

#### 4.6.1 Bio monitoring

The Occupational Health Service of Umicore can run a biological monitoring campaign related to special planned activities.

- ✓ All employees appointed to safety critical tasks (predefined by the Task Risk Analysis), will have to undergo additional screening for metals (As, Pb) in urine and/or blood:
  - prior to commencement of the work (preferably 2 days in advance)
  - during the work: at the end of jobs that have lasted several days, or at the end of each week (always end shift)
  - after completion of the work and before leaving the site
- ✓ Umicore will contribute the costs of all laboratory tests provided that the concerned workers participate in the entire process (before-during-after). On refusing to participate in a portion of the total project, costs of the full route will be charged to the employer of the concerned person.
- ✓ People who refuse to take part in the screening shall be removed from the site/yard
- ✓ In the assessment of the blood and urine analyses the following limits will be used:
  - Lead in blood 40 µg/dl
  - Arsenic in urine 30 µg/gCr

Employees who exceed these limits during the works, shall be removed - temporarily or permanently - from the site in consultation with the responsible medical officer of the concerned Company

- ✓ For that reason, each firm should communicate the coordinates of the company medical officer to Umicore before commencing the work.
- ✓ The Umicore medical officer will only use anonymous group results of the laboratory analyses to evaluate the preventive measures.
- ✓ Please communicate possible exposure risks to your company medical officer so that he can thoroughly screen employees in advance.

## **5 Safety at work and on site**

### **5.1 Induction Meeting**

Prior to the commencement of works, the contractor (as required by law) shall draft a written risk analysis of the work to be performed.

The contractor will determine here what preventive measures should be provided to carry out the work in a safe manner.

This risk analysis and the planned prevention measures are transmitted digitally to the Attention of the Umicore site manager and Safety service to the Attention of:

[contractor.hoboken@eu.umicore.com](mailto:contractor.hoboken@eu.umicore.com).

For major projects, the contractor is invited to an introductory meeting before the commencement of work. Depending on the size of the project or the work to be undertaken, the Safety team, the Environment Management service, project engineers, site managers and the corresponding services of the contractor may also be invited.

At this meeting, the practical arrangements concerning health, safety and environment are discussed and defined.

The contractor shall ask about the specific Umicore risks on the work station during the induction meeting and inform himself about the measures regarding first aid, fire prevention, evacuation and any additional medical checks.

It is the responsibility of the contractor to inform their employees about the agreements made, the specific Umicore risks, and associated security measures. The Umicore foreman and Safety team are required - using spot checks - to verify that this has really been done.

### **5.2 Induction of employees**

The Umicore site manager will accompany the contractor from the entrance to the workshop and again briefly explain the overall safety arrangements. If the work is carried out with changing personnel, only the initial induction shall be done by Umicore. The changed staff should be guided by the site manager of the contractor. If subcontractors are called in, the contractor's site manager should induct them in a similar manner.

In the workplace/site the specific risks with their respective safety measures and the practical arrangements are run through and discussed in a work commencement meeting.

Afterwards all employees will sign the form and thereby declare having understood all general and specific agreements regarding safety, health, hygiene and environment and that they will strictly abide by for the execution of the work. A copy of this form is handed over to the site manager.

Any additional costs due to the time spent on the induction meeting and/or start working meeting should be clearly described in the quotation but cannot be subsequently changed.

The specific induction is performed per yard or workshop where the appointed work is to be performed. Employees may not be posted to another site without the consent of the Umicore site manager and without a specific safety induction.

To avoid misunderstandings, it is important that the communication of the safety arrangements be made in a language that is understood by all.

This means that at least the supervisor/site manager/team manager of the contractor has preferably mastered the Dutch language, or otherwise English, French or German. He is responsible to ensure that all his employees and subcontractors receive the induction in the language comprehensible to them.

### **5.3 Site equipment and yard fence**

The contractor shall provide the legally provided infrastructure for his own employees and those of his subcontractors. The infrastructure includes the canteen, toilets and changing rooms if you do not wish to make use of the Umicore facilities. The location and size of the yard facilities is to be determined in dialogue with the Umicore site manager. All site infrastructure must be tested according to the legal obligations. The way of connecting electricity, water, sanitation and telephone and the cost shall be discussed in advance with the purchasing department and the Umicore site manager.

With regard to the electrical board, the contractor will take into account the fact that the general type of network within the Hoboken site is an IT system without neutral distribution.

Each site will be equipped with a solid lockable fence, unless otherwise agreed with the Umicore site manager. If ribbons are used, they have to be always of the “red-white” type.

Without the written permission of Umicore, no activity outside the contractual framework between Umicore and the contractor shall take place on yards set up on terrains of Umicore.

#### **5.3.1. Work zones**

Work zones are zones in which logistics activities are carried out and associated transport, so exclusively work traffic. Only people and vehicles needed for these operations may enter this work zone.

Third parties can perform activities within a zone provided that:

- correct agreements with Umicore site manager are in place
- there is a clear separation of the work area within the operations field
- reflective vests are worn

#### **5.3.2 Shutdown of passages**

An adapted fencing is required for all activities comprising fencing/boards/chains/tapers... These are to be provided by the contractor.

If the passage for pedestrians, cyclists or vehicles is obstructed when setting up the yard or in the course of the work, this must be discussed in advance with the Umicore site manager and Safety team (0032 3 821 64 09) to provide the necessary deviation. Closing a passage without clear signage is not permitted; the signs must show a safe alternative route.

## **5.4 Behaviour in the yard**

### **5.4.1 Monitoring of works by Umicore site manager**

The contractor must take into account all preventive and corrective instructions of responsible Umicore employees. This cannot lead to an additional cost for Umicore. If several contractors are simultaneously working at the same workplace, a Umicore employee is designated as a coordinator and assigned to them in advance.

### **5.4.2 Safety Supervision**

Safety monitoring during the work falls fully under the responsibility of the contractor. If unsafe conditions or actions are noted during checks by Umicore, this will be captured and immediately passed to the site manager.

### **5.4.3. Notification obligation**

Before the start of the work, the contractor must register with the respective office. He shall be registered here in the notification register of the office. This way, there is always a clear overview of the activities in the plant with their present external personnel. After completion of the work and during lunch breaks he must be deregistered. It is the responsibility of the contractor to perform the necessary actions to leave the yard in an orderly and safe to leave state before signing off.

### **5.4.4 Permits to work**

No work can be started by a contractor without the necessary permits.

Before starting any work, the permit is signed by all the parties involved. The conditions of the permit must be strictly adhered to. Permits must always be in place at the location of the works. A permit is only valid for the registered works on the date stated and per team shift. If circumstances change during the work, a new authorisation must be requested.

The possible permits are described below:

1 Work permit.

This permit ensures safe working on machines, installations or components of the plant and lays down the measures to be taken by the contractors to comply with the implementation. In addition, this authorisation also comprises a Last Minute Risk Analysis, a final safety check that must be completed just before the commencement of works on site, in order to avoid unforeseen risks. The permit shall be signed by all employees. For work with a high safety risk the LMRA will be filled in together on site with an Umicore colleague.

2. Fire Permit.

This permit defines the conditions under which fire-hazardous work may be carried out and makes part of the work permit.

3. Entering permit.

This license describes both the safety measures for entering a confined space under safe conditions on one hand and, on the other, measures to be taken by contractors to comply with the implementation. These activities increasingly require a TRA (job safety analysis) which is prepared in advance (Umicore + contractor). Manhole watch / supervisor must always register with the internal fire service at the beginning of his shift.

4. Digging Permit

This permit describes the procedure to safely carry out excavation work, without damaging underground pipes or electric cables.

#### 5.4.5 Working at heights

Guards must be used for all work above two metres. Scaffolding must be used according to regulations. For construction, “Umicore standard scaffolding” can be used which is available on request. Scaffolding must be re-inspected weekly and it must always be possible to provide a calculation note for all racks. During the construction and dismantling of the scaffolding, harnesses must be worn. No changes (even temporary ones) are allowed to be made by unauthorised personnel.

A harness is always required when using aerial platforms/kink/scissor or telescopes. Stepping out on heights is not allowed. If there are no alternatives this has to be discussed and approved by Umicore prevention.

When using a scissor lift or aerial platform the work zone must be demarcated using traffic cones. The use of spanning ribbon is not allowed. When moving a scissor lift / lift, the signalling is also checked/moved. It is not allowed to close off passageways (see section 5.3.2).

During lifting operations it is the rigger who ensures that no unauthorised persons enter the area. Marking of the zone with ribbon is not allowed.

## 5.5 Garbage disposal

It is the responsibility of the contractor to ensure cleanliness and order within the yard, and leave the yard tidy and safe behind in the evening.

If several contractors are simultaneously present on site, the contractors themselves jointly discuss how they can ensure cleanliness and order.

Failure to comply with the required levels of cleanliness and order and upon issuance of a written notice, Umicore can have the yard cleaned up at the expense of the contractor.

### 5.5.1. During demolitions

The price quote will clearly define which material can be recycled by the contractor and taken away by him. The pricing for the work shall take this into account.

When acquiring demolition products they take full responsibility from the time the goods are loaded onto their vehicles (or those of its subcontractors). Contractors are responsible for any and all required deposit formalities.

### 5.5.2 Construction work / renovation work

The same principles apply as for demolition.

Contractors producing waste are responsible for the removal thereof. When working for a longer duration the contractor provides containers for the screening of several small waste materials (canteen waste, wood waste). All costs associated with this shall be borne by the supplier. All packing material should be recycled by the contractor in accordance with the applicable provisions. Scrap metal can, if desired, be disposed into the care of Umicore.

The use of hazardous products must be reported to the Umicore site manager (see also Section 3.2). The removal of rubble and soil can be done, if decided with the Umicore site manager, to a named place within the factory or to the Umicore landfill.

No waste should be buried in the soil.

### 5.5.3. During paintwork

The contractor is responsible for the removal of all residual materials (abrasives, thinners, empty paint packaging, brushes, etc.).

If possible, solutions should be found for special requirements (request via Umicore site manager).

### 5.5.4 Disposal of waste outside the Company

For the disposal of waste or scrap, the carrier must always be in possession of a completed discharge document issued by the Umicore site manager on the advice of the environmental coordinator. Each disposed cargo must be weighed. The disposal is covered under the OVAM regulation concerning the notification obligation.

Exceptions to these general provisions may only be approved in writing by the Environmental Coordinator

#### 5.5.5 Final clearance of the yard

At the end of the assignment, all premises and yard waste materials brought by the contractor shall be removed. Abandoned materials will be treated as waste or scrap. Additional costs arising there from will be charged.

#### 5.5.6 Prevention of water pollution

No other liquids (e.g. oil, organic liquids, solvents, etc.) may be poured into the internal sewerage. Spilled liquids (oil, fuel oil, etc.) on paved floors should be cleaned up immediately with absorbent material (not flushed into the sewer). The absorbent material may be obtained from the Umicore site manager.

#### 5.5.7 Prevention of air pollution

Burning anything on the site is strictly forbidden.

The discharge of flue gases from heating devices for yard premises etc. must be at least 1 m above the surrounding yard premises.

The exhaust gases of vehicles and other equipment must meet the legal requirements.

Idling of engines (vehicles) is not allowed.

#### 5.5.8 Prevention of ground pollution

Spilled products that may give rise to pollution of soil or groundwater should be cleaned up immediately. These incidents must be reported to the Department of the Environment through the Umicore site manager.

#### 5.5.9 Prevention of noise pollution

The contractor undertakes to strictly comply with the existing legislation relating to the noise caused by construction plants (including the Royal Decree of 01/07/86).

Activities causing noise pollution shall be prohibited between 19:00 hrs and 07:00 hrs.

#### 5.5.10 Repair of damage to roads and parks

Before breaking roads or parks for the agreed work, the contractor shall contact the site manager well in advance to discuss who does what and when.

When closing the yard, the back roads and parks must be brought back into good condition.

6 Appendices:



## Written statement by the contractor

to be sent to the email address of the Umicore site manager and to [contractor.hoboken@eu.umicore.com](mailto:contractor.hoboken@eu.umicore.com).

I, the undersigned ..... (1),

authorised representative of .....(2),

VAT No.....

certify having received and read the documents and instructions from Umicore PMR contained in the "GUIDELINES FOR CONTRACTORS WORKING ON THE UMICORE SITE IN HOBOKEN" version 3 and the Annexes.

I shall pass on this information and the instructions to my employees, who will execute the order on the Umicore site, before commencing the activities.

Moreover, I have supplied this information and instructions to my subcontractor, including all independents.

.....

.....

.....

(Name of contractor/independent)

I confirm using only suitable tools, in accordance with existing legislation and in accordance with these guidelines. I also confirm engaging only suitable and qualified staff to delegate performance of the tasks at Umicore.

I agree that if I fail to meet these guidelines, Umicore can intervene, after written notice, at my expense. In the event of removal of personnel for violations am I obliged to replace them.

The person responsible for safety: .....

Mobile Number: .....

E-mail address: .....

The company medical officer (or occupational health service): .....

Mobile Number: .....

E-mail address: .....

The contractor,

Date:

Signature (preceded by the words "read and approved")

# FORM to delegate STAFF



Legibly completed + **LIMOSA DOCUMENTS** to be sent **at least 48** hours prior to the commencement of work by the Internal Security: [InterneBewakingIngangB@eu.umicore.com](mailto:InterneBewakingIngangB@eu.umicore.com) and the Umicore site manager

1 ORDER NUMBER : .....

2. COMPANY NAME : .....

3. ADDRESS: STREET : .....N°.....

MUNICIPALITY : ..... POSTAL N° .....

TELEPHONE : .....FAX:.....

5. UMICORE SITE MANAGER: .....

6. EXPECTED START DATE: .....

7. EXPECTED END DATE: .....

8. DAILY WORKING HOURS : START-TIME DAY TASK: .....

END -TIME DAY TASK: .....

3A NAME SUBCONTRACTOR :.....ADDRESS:.....

4. YARD + DESCRIPTION OF ORDER.....

I the Undersigned attorney of the above firm, declare intending to delegate the below-mentioned staff, interim staff and/or personnel of subcontractors

FUNCTION	NAME	FIRST NAME	NATION ALITY	DATE OF BIRTH	ADDRESS	E101
RESPONSIBLE						
SITE MANAGER						
QUALIFIED PERSONNEL						

DATE + SIGNATURE PROXY HOLDER

**IMPORTANT!:** Workers enrolled in an established office NOT in Belgium and from an EC COUNTRY must be in possession of a CERTIFICATE OF POSTING E101  
 Internal security entrance B: information tel. 0032 3 821 62 91

# START WORK MEETING

Original is stored at the yard



**Before starting work:**

transcript to Umicore site manager

**Contractor Data:**

**Name of site manager**

**Mobile Number**

**Discussed topics:**

- Emergency: 6300 ~ 03/821 63 00
- Evacuation Signal & gathering place for evacuation.
- Location eye wash bottles & emergency shower
- Why is there an eating, drinking and smoking ban in the workplace.
- Yard Regulations
- registration on the work, intermediate registration and deregistration
- Locking Procedure
- Our safety plan
  - Work permit & LMRA: service risks and hazards inherent in the working
  - Fire permit: service risks and hazards inherent in the working
  - Entry permit: service risks and hazards inherent in the working
  - Digging permit: service risks and hazards inherent in the working
- Policy regarding Order and Cleanliness
- Policy on leaving the workplace safe
- Bio Monitoring & Hygiene at work

**Additional discussed topics:**

- .....
- .....
- .....
- .....
- .....
- .....

