

Owner: Danny Vandeput

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**Related Documents**

- Doc. [00080](#): Supplier and subcontractor evaluation
- Doc. [00085](#): Supplier and subcontractor selection
- Doc. [53002](#): Waste Flows: Disposal of Waste Products, Responsibilities and Competencies.
- Doc. [53017](#): Intervention Procedure
- Doc. [53021](#): Safe Work Permit
- Doc. [53045](#): The Use of Personal Protective Equipment (PPE).
- Doc. [53048](#): Occupational accidents
- Doc. [53055](#): Use of Compressed Air Breathing Equipment during Operations which May Lead to the Release of Hazardous and/or Harmful Substances
- Doc. [53060](#): Use of Equipment with Open Flame during Roof Work
- Doc. [53072](#): Carrying out Work at Heights
- Doc. [53083](#) : Instructions for Working on Electrical Installations
- Doc. [53087](#): Instructions for Working Safely in a Confined Space
- Doc. [53103](#): The Fire Permit
- Doc. [53129](#): Gas Permit
- Doc. [53130](#) : Switching and Working on the High-Voltage Infrastructure
- Doc. [53147](#): Lockout Tagout Procedure (LOTO).
- Doc. [53186](#): Instructions for Working in Zoned Areas
- Doc. [53195](#): Safe Use of the Imec 5 Access Cradle
- Doc. [54024](#): Mobile Device Policy
- Doc. [54306](#): The Safety Introduction and Training Plans

**Abbreviations and Definitions**

ABR	(insurance) 'Algemene BouwplaatsRisico's' (General construction site risks)
AED	Automatic Electronic Defibrillator
ARAB	'Algemeen Reglement op de ArbeidsBescherming' (General regulation regarding employment protection)
AREI	'Algemeen Reglement op de Elektrische Installaties' (General regulation regarding electrical installations)
CL	Civil liability
FSE	Field Service Engineer
IF	Frequency of occupational accidents
LIMOSA	'Landenoverschrijdend Informatiesysteem t.b.v. MigratieOnderzoek bij de Sociale Administratie' (International information system for Migration Research in Social Administration)

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LMRA	Last Minute Risk Analysis
MES	Metatechnical Evaluation System
MSDS	Material Safety Data Sheet
NDA	Non-Disclosure Agreement
PPE	Personal Protective Equipment
RA	Risk Analysis
RIA	Risk Inventory & Analysis
RSZ	'Rijksdienst voor sociale zekerheid' (Belgian office for social security)
VCA	'VeiligheidsChecklist Aannemers' (Safety Checklist for Contractors)
VGM	'Veiligheid, gezondheid en milieu' (Safety, health and environment)

Co-author(s) of this document: Natascha Stouten / Benny De Winter / Tom Van Den broeck / Niels Smeulders / Els Lambrechts / Kevin De Winne / Geert Verdickt

### **Review List**

This procedure must be approved by Danny Vandeput / Nausikaä Van Hoornick / Hans Lebon / Wim Mennes / Natascha Stouten / Niels Smeulders / Bjorn Agten.

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## **1 Purpose**

The purpose of this document is to provide an overview of the main measures, responsibilities and agreements to be reached between imec and its contractors and subcontractors in terms of safety, health and environment. Working safely is a top priority at imec and imec's management is convinced that all accidents can be avoided and that health risks can be reduced.

## **2 Scope**

The regulations and guidelines in this document apply to all contractors, including subcontractors and their supervisors (imec employees) at the imec site in Heverlee.

## **3 Responsibilities**

Safety is the shared responsibility of all parties involved (contractors, imec employees, subcontractors, visitors). This document and related procedures (permits, training, emergency planning etc.) explain everyone's responsibilities in the following chapters.

## **4 Content**

- Laws & Regulations
- Imec's responsibilities
- Contractors' responsibilities
- Training and Access to Buildings
- Liability and Insurances
- Emergency Planning and First Aid
- Contractor Performance
- Work Flow

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## 5 Laws & Regulations

The safety guidelines for suppliers of works and services establish the rules and basic principles that apply at imec with regard to works and services performed by order of imec (see Appendix F02/53080).

Imec is a low-threshold SEVESO company for which all aspects are treated in the inspection instrument:

'Uitvoeren van onderhouds- en aanpassingswerken' (Executing maintenance and modification works) June 2013 ( [www.werk.belgie.be/acr](http://www.werk.belgie.be/acr))

For this, imec needs to meet the conditions specified in the MES (Metatechnical Evaluation System).

The safety guidelines described in this document and its appendices are an integral part of any agreement between imec and a supplier who is/will be performing works or services at imec. Each supplier shall, before they commence the works/services, sign these safety guidelines for agreement and give them to the Project Manager (Appendix F01/53080). All personnel and any subcontractors that perform works or services at imec on behalf of the supplier, shall be informed of the contents of the aforementioned safety guidelines. They shall strictly apply these guidelines.

### 5.1 Classification of Contracting Works

The Project Manager, in consultation with the contractor, makes sure - based on an assessment of the project impact - that the necessary, legally mandated measures are taken in terms of the size of the works as mentioned below.

- Safety coordination for works encompassing more than 500 m<sup>2</sup>
- Safety and health plan (increased risk\* , + 30 working days, a crew of +20 persons and/or +500 man hours)
- Mandatory attendance registration (+ 500k€ (as of 1 March 2016)) is organized by the relevant contractor.

\*(e.g. hazards of being buried under tumbling material, fall hazard from 5 meters or more, digging or working on pits of more than 1.2 meters deep, working nearby quicksand or sludge, underground works and tunnel works, works under overpressure, in diving equipment, with explosives, involving the assembly of prefabricated elements etc.).

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## 6 Responsibilities

### 6.1 Imec's responsibilities

Imec makes sure that all contractor personnel are informed about the potential risks on the site and the specific work location. To this end, the necessary training courses (e-learning) and reception of new contractors will be organized, which includes going through the Safety Introduction Plan and Training Plan (procedure [54306](#)).

Imec makes sure the on-site contractor personnel know how to respond in case of incidents. The key aspects of the emergency plan (Chapter 9) are addressed in the e-learning resources and are also reviewed individually in further detail in the Introduction Plan (procedure [54306](#)).

Imec organizes the necessary worksite checks and reporting to the management of the contractors in question (see Chapter 10: Contractor Performance).

Various instructions have been drafted by imec for internal and external workers (Chapter 13). Some instructions may be more or less strict than the standard instructions of the contractors in question. The most stringent conditions always take precedence. We assume that VCA-certified personnel are in possession of the required instructions and safety attitudes. The contractor is responsible for the specific (safety) trainings of their employees as well as their subcontractors'. (VCA-B and hazardous tasks).

Imec makes sure their own technical personnel and project managers have the necessary skills, knowhow and training to supervise the works in a safe manner (VCA-B, VCA-VOL).

### 6.2 Types of Contractors

The following 3 types of contractors are defined:

- **In-house** contractors have a photo badge, imec mail account and attend the same courses and trainings as imec employees. Within this group, 3 types are distinguished:

In-house contractors for technical interventions (such as BAM, LAMERS).

In-house partners (such as Horeservi, Java, ISS); they are responsible for certain continuous services (catering, cleaning etc.).

In-house consultants; they are often present for project supervision or planning.

Long-term (year) contracts have been signed with in-house contractors and their personnel are present on the site (for at least 3 months [either consecutive or not]) for performing specific work such as maintenance, inspections, repairs etc.

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- **Call In**

- Contractor
- Field Service Engineer (FSE)

These are contractors that do to perform work on site on a regular basis, but who come for a specifically defined task. They can be hired by imec project managers or by an in-house contractor. This group is present for a number of days or weeks or a number of times a year.

They receive a badge with their name and company name that gives them access to the specific work area (after the necessary training sessions) and that they pick up and turn in every day in exchange for an ID (identity card, driver's license).

- **Visitors**

These can be consultants, contractors or field service engineers who are invited sporadically for an assignment; they receive a visitor's badge and hence remain under constant supervision on the site.

## 6.3 Contractor's Responsibilities

### 6.3.1 Contractor Requirements

Given the above aspects, imec requires of contractors **and their subcontractors** for technical interventions an equally high, demonstrable safety policy VCA\*\* or equivalent (SGC or MASE). If there is no such certificate, the VGM Plan, the IF (frequency of occupational accidents) and Annual Action Plan will be requested. When evaluating quotations, these safety aspects will also be taken into consideration by imec.

For this purpose, we follow the procedure "Supplier and Subcontractor Selection" [00085](#), which involves requesting the necessary information, **this is also applicable for the subcontractors of our contractors.**

Depending on the assignment in question, the contractor will be asked to draft a risk inventory and assessment based on the method statement for the works to be performed. Generic documents will not be accepted: the risk inventory and assessment must be tailored specifically to the assignment and location at imec. For the risk assessment, we recommend the Kinney method.

An LMRA (Last Minute Risk Analysis) is a standard requirement. Imec's LMRA is available or an equivalent written system from the contractor may be accepted after submission.

The below table summarizes these requirements by type of contractor.



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Type verplichting	INHOUSE (Fotobadge)			Bezoeker	Call In (TI-badge)	
	IH Consultant	IH Contractor	IH Partner		Call In Contractor	Call In FSE
<b>SOCIAAL</b>						
RSZ	X	X	X		X	?
Beroepskwal.	X	X	X	X	X	X
Limosa	X	X	X		X (uitz.)	X (uitz.)
<b>VERZEKERING</b>						
BA	X	X	X		X	X
<b>VEILIGHEID</b>						
VCA**		X			X	
VGP		X	X		X	
RA + MS		X			X	
Equipment attestaten	X	X	X	X	X	X
Kwalificatie-attesten	X	X	X	X	X	X
PBM's	X	X	X	X	X	X
MSDS		X	X	X	X	X
Ernst/freq. Graad indien geen VCA		X	X		X	

### 6.3.2 Work Clothing, PPE and Work Equipment

The contractor makes sure their workers have the proper work clothing and PPE. Prior to starting the works, the contractor will conduct a risk analysis of these works. When wearing PPE is indicated by this RA, the contractor will provide the required PPE to their personnel.

The contractor makes sure their workers have all necessary work equipment, which - if applicable - is legally verified; the inspection certificates must be present.

Imec minimally requires the use of safety shoes and, depending on the work zone, the wearing of safety glasses, hardhat and hearing protection.

**Specific cleanroom clothing and PPE is only supplied by imec for works in the cleanroom. (procedure [53045](#)).**

For works (including loading and unloading) at and around the warehouse and logistical square, safety shoes and a fluorescent vest are mandatory.

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### 6.3.3 Work Permit, RIA and LMRA

Certain critical tasks require a Safe Work Permit (procedure [53021](#)) as well as an associated Risk Inventory & Analysis:

1. Working in a zoned area (as per ATEX 95)
2. Heat/fire/spark-producing works (= torch cutting/welding/grinding) outside the welding rooms
3. Entering a confined space
4. High-pressure liquid cleaning
5. Excavation work (e.g. deeper than 1 m and/or nearby underground electric and gas lines)
6. Working on or nearby electric exposed parts
7. Lifting work
8. Working at heights > 2m and/or with self-driving aerial work platform/scissor lift
9. Maintenance or modification works on the safety infrastructure (e.g. work on fire detection/protection systems, gas detection systems, fire-hose, including tests)
10. Maintenance or modification work on chemical lines and disposal systems (e.g. CAW, AW, SW)
11. Work on exhaust systems (PPS, ACEX etc.) and abatement (not applicable to standard maintenance and general exhaust)
12. User of tower crane and work cage
13. Work on high-voltage installations
14. Roof work

Starting the works without a validly signed work permit is not permitted. A copy of the work permit must be present in a clearly visible place in the work area so it can readily be inspected.

Additionally, the following permits are specifically required for imec:

Gas Permit (procedure [53129](#))

Fire Permit (procedure [53103](#))

If based on a risk analysis or an evaluation of the impact of the works or based on the judgement of the contractor or project manager, a Safe Work Permit is deemed necessary, the other party should comply with this.

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An LMRA is a standard requirement for all executing parties and for all types of work. If an LMRA needs to be done in another language than Dutch or English, the contractor ensures a suitable system is used.

### 6.3.4 Reporting Incidents / Near Accidents

It is of utmost importance that every incident / near-accident is reported as soon as possible, even when the contractor in question is not liable for the event, but e.g. was only a witness to it.

This can be done using the LMRA document or the Incident Report Registration Sheet (F03/53017).

In case of a serious situation, the control room must be notified immediately by calling 016/281222.

-Unsafe situations, technical problems, incidents, even when these are not the result of the contractor's own works

- All physical or material damages to personnel of the instructing party or to third parties who are present on their worksite

- All material damages to building or company installations

- Incidents and near accidents

### 6.3.5 Reporting Minor Injuries / Accidents

#### ACCIDENT IN THE WORKPLACE

An accident in the workplace must be reported within 24 hours to the employer.

Contractors are therefore required to report this to their employer and to send a copy to the imec project manager and to the EHS Department by email at [medexam@imec.be](mailto:medexam@imec.be).

The Incident Report Registration Sheet can be used for this purpose (F03/53017).

When receiving first aid from our first-aiders, it is standard practice to fill out the First Aid Report F01/53048.

**Any external emergency services should only be called in using the emergency number [016/281222](tel:016281222).**

### 6.3.6 Waste Disposal Procedure

Waste generated by the contractor is to be removed by the contractor as per current legislation. If the waste is not systematically removed, imec will dispose of it at the expense of the contractor following a one-time, explicit warning.

Waste generated by demolition work or the removal of tools will be disposed of under the responsibility of (procedure [53002](#))

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### **6.3.7 Waste Flows**

Waster under the responsibility of imec is disposed of in accordance with procedure [53002](#),

whereby selective removal and possible recycling is heavily taken into consideration.

### **6.3.8 Authorization for Materials/Chemicals**

All chemicals brought onto the site by the contractor must be registered in advance (amount and MSDS [to be submitted to the project manager]). These chemicals must always be stored as per environmental regulations and the waste, including empty packaging, must be disposed of in a proper manner by the contractor.

### **6.3.9 Waste Water and Accidental Contamination**

Various waste water streams are collected inside the imec facilities, which are partly discharged in the Dijle as chemical waste or after treatment. There is a strict division between rainwater, municipal water and industrial waste water. In case of calamities, an emergency plan will go into effect where the discharge to the Dijle can be closed off. A specialized team can be called in to safely clean up any possible spill. Any calamity, spill of possibly environmental pollutants (chemicals, oil, fuel oil), should therefore be reported immediately to the control room at 016/281222 to prevent it from spreading into the environment.

### **6.3.10 Responsibilities for Subcontractors**

A subcontractor (VCA\*\* or equal when working with subcontractors or VCA when working without subcontractors) must be approved in advance by the imec project manager. Preferably, the list of subcontractors should already be submitted in the quotation phase. Only after explicit approval, the contractor may employ this subcontractor. In the event of subcontracting, the contractor bears full responsibility for their subcontractor(s).

## **7 Training and Access to Buildings**

### **7.1 Access to Premises and Reporting**

Imec requires all personnel of contractors operating on the premises to personally use the attendance registration system when entering and leaving the premises.

All call-in contractors must be registered in advance by the project manager or the relevant contractor.

At the first sign-in, the Safety Introduction Plan & Training Plan will be reviewed (procedure [54306](#)).

For "in-house contractors" this is no issue as they use their photobadge.

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Call-in contractors (preferably) register in advance to avoid delays at the gatehouse/control room; they can go through an online Safety Introduction with a qualification test.

These trainings remain valid for a period of 1 year.

If the workplace changes, additional training is possible/necessary.

Visiting contractors are always signed in and out and supervised on the site.

Entering other spaces and parts of the premises than the ones where the works will be carried out, is strictly prohibited, with the exception of general spaces such as the canteen, coffee corner and smoking areas.

## **7.2 Vehicles on the Premises**

On the premises, the Belgian traffic regulations apply.

There is a general speed limit of 30 km/h unless otherwise indicated.



Only a limited number of parking spaces are available on site, so these are preferably reserved in advance if necessary. Parked cars on the premises should have their parking permit with contact details (mobile no.) clearly displayed through the windshield. Unlawfully or wrongly parked cars may be towed at the contractor's expense. A limited number of spaces are available at the gatehouse/control room for loading and unloading only.

Standardly, parking is limited to the assigned parking space. Imec is not liable for theft of or from the cars, regardless of the parking spot.

When carrying out works with vehicles on site, all safety signage will be put in place.

## **7.3 Third Party Training dependent upon the Work to be Done**

Depending on the work location, the following specific internal training sessions (e-learning) is offered to in-house contractors in English and Dutch:

Access will only be granted after one has passed the relevant test.

For everyone: General Safety (Parts 1,2 & 3)

Safety in the Cleanroom, Labs and Technical Buildings (Parts 1, 2 & 3) for subcontractors (HOOKUP)

Safety in the Biolabs (Parts 1, 2 & 3)

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If the contractor works with workers who speak another language, it is the contractor's responsibility to ensure these workers receive the same instructions and pass the tests.

## **8 Liability and Insurances**

### **8.1 Insurances**

By derogation from any provisions to the contrary, the contractor shall dispose of a BA Insurance in which imec is insured as a third party for the duration of the works.

Certificate to be submitted upon approval of the quote.

An ABR is necessary from construction works above +500k€ and is preferably taken out under the imec policy (general ABR with limited coverage), to be requested via the EHS Department).

### **8.2 Property and Confidentiality**

All information and data the contractor receives directly or indirectly from imec is confidential and may only be used for the execution of the order. All this information and data remain the exclusive property of imec, and shall, to the extent it exists in written form, be returned to imec on the same day the Goods are delivered or the Services are rendered, or shall be destroyed, as well as any copies or reproductions thereof. The contractor is forbidden to disclose this confidential information - be it in part or fully, directly or indirectly - to third parties without prior written authorization from imec. The contractor shall impose the same obligation of confidentiality on their employees and designees who are reasonably required to be aware of this confidential information within the context of the Order. The contractor undertakes to treat this confidential information, in whichever form it is received, in a strictly confidential manner and to take all necessary measures in terms of protection and security, which are at a minimum equal to the measures the contractor employs for their own confidential information. The contractor is liable in case such measures are missing. By accepting this assignment, the contractor accepts this clause and all other clauses.

Barring written authorization from imec, the Supplier may not use the name 'imec' or any derivative term in any commercial and advertising material, nor use it in any other way.

### **8.3 Photos and Film**

Strict local procedures apply for taking photos and filming. Taking photos and filming are only allowed with express permission from the Project Manager. For the cleanroom, the specific procedure [54024](#) applies.

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## 8.4 Statement of Compliance and NDA

The contractors and their subcontractors are asked to sign a statement in which they agree to inform their workers and subcontractors of the imec safety policy for contractors and to comply with all aspects of this document, including the confidentiality clause.

See the form in Appendix F01/53080.

## 9 Accidents and Incidents

### 9.1 Emergency Planning (doc. [53065](#))

#### In case of FIRE



1. Zorg voor je eigen veiligheid-neem geen onnodige risico's!
2. Alarmeer kalm en duidelijk  
Via het noodnummer : 016/281 222
3. Probeer de brand te blussen met één bluspoging
4. Bij evacuatie verlaat de zone zo spoedig mogelijk via de aangeduide evacuatie route naar de verzamelplaats ( parking imec2/3) en badge uit
5. Volg de richtlijnen van de aanwezige stewards
6. Veilig werkvergunningen dienen opnieuw bekrachtigd te worden

#### In case of GAS ALARM

#### Immediately proceed with evacuation!

Leave the zone as quickly as possible via the designated evacuation route to the assembly point (parking lot 2/3) and badge out.

The work can only be resumed after authorization from the ERT Coordinator and, if needed, the revalidation of the Safe Work Permit.



#### Drills

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Evacuation drills are possible without prior notification. They apply to everyone in the workplace, so also to contractors, subcontractors and third parties.

## 9.2 First Aid

In case of larger construction sites, contractors are expected to have their own first aid equipment on the premises. In other cases, imec's first-aiders can be called upon; the nearest available first-aiders can be brought in by calling the control room at 016/281222. In case of serious injuries, the control room will also and exclusively call in the emergency services.



In the imec buildings, four AED  devices are available (Imec 5 (Java bar), CUB building (control room), Imec 1 (entrance hall coffee corner) and imec2 stairwell. These devices are fully automated and can in principle be used by anyone, even without training.

Given the complexity and a large number of hazardous substances on the site, it is absolutely necessary to strictly abide by the first aid procedures in the event of contact with chemical substances (see details in procedure [53048](#))

## 10 Contractor Performance Management

Imec has a contractor performance management system. This means that the contractor must meet the requirements imposed on contractors. Regular inspections by imec workers determine whether contractors continue to meet these requirements. In addition, every year a formal assessment is drafted under the guidance of the QA Team, which is submitted to imec management (procedure [00080](#)).

Depending on the severity of the identified infractions, imec can halt the works immediately without the contractor having recourse to any compensation.

Cessation of the work or removal of the contractor from imec's premises due to non-compliance with the provisions in this document will never affect the specified time of completion. All associated costs will be at the expense of the contractor.

Checks can be done by the project manager and the outcome of these checks can be included in the Safe Work Permit and in the annual report to management.



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A number of thorough audits will be conducted on a regular basis on the whole of the works with third parties by the EHS Department.

## **II General Instructions**

### **II.1 Changing and washing areas, toilets**

Only those installations expressly designated by the representative of the instructing party may be used by the contractor's employees.

They should be kept in a clean and sanitary state.

Clothing, toiletries and personal items should be clean upon entering the company and may only be brought into the sanitary installations designated by the representative of the instructing party.

### **II.2 Canteen Facilities**

It is not permitted to eat outside of the designated areas. The contractor can use the cafeteria facilities at imec upon payment of the canteen prices for third parties.

### **II.3 Smoking Ban**

On the imec premises and in the imec buildings, a general smoking ban applies. Smoking is only allowed in designated smoking areas.



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## **11.4 Alcohol & Drug Use**

Contractors and their employees are not allowed to possess, use or distribute alcohol, illegal drugs or other narcotics not prescribed by a physician. Access to the premises will be strictly denied to any person under the influence of alcohol or drugs.

## **12 Instructions and safety introduction for specific tasks**

The following instructions have been drafted for internal and external workers. Some instructions may be more or less strict than the standard instructions of the contractors in question. The most stringent conditions shall always take precedence over these procedures. We assume that VCA-certified personnel are in possession of the required instructions and safety attitudes.

### **12.1 Working at Heights / Fall Protection**

For work at heights, a target height of 2 meters above floor level is assumed; see procedure [53072](#).

### **12.2 Erecting Scaffolds**

Instructions for erecting scaffolds are provided in procedure [53072](#)

### **12.3 Use of mobile scaffolds**

Instructions for the use of mobile scaffolds are provided in doc. [53072](#)

### **12.4 Use of Tower Wagons and Man Baskets**

Instructions for the use of aerial work platforms and man baskets are provided in doc. [53072](#)

### **12.5 Use of ladders**

Use of ladders for carrying out work should be avoided; see procedure [53072](#)

### **12.6 Cranes and Lifting Tackles**

Instructions for the use of cranes and lifting tackles are provided in doc. [53072](#)

### **12.7 Use of Access Cradle**

How to work safely with the access cradle is described in procedure [53195](#)

### **12.8 Excavations and openings**

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Trenches and holes in which someone could fall and injure themselves must be cordoned off at all accessible points with posts and barrier tape at an appropriate distance. If necessary, extra lightning or warning lights must be installed.

All openings in floors must be securely fenced or suitably covered.

## 12.9 Working with Open Flame, White Flame or Hot Point

See Fire Permit [53103](#).

### 12.10 Roof works

Roof works must be done in accordance with the "principles for working at heights". Most roofs on imec's premises have been fitted with a sufficiently high railing or parapet. When using an open flame, please follow the guidelines set out in procedure [53060](#).

### 12.11 Locking Tools and Lock-out / Tag-out Procedure

Preferably, a lock-out system should be used, electrically, mechanically as well as pneumatically, in combination with a clear warning label.

For details, see procedure [53147](#).

### 12.12 Working in a confined space

A confined space is a space with limited accessibility in which there is a risk of asphyxiation, loss of consciousness or poisoning. A confined space differs from an enclosed space in as much as the latter has sufficient ventilation openings.

The hazards involved in working in a confined space depend on the nature of the space and the kind of work to be carried out.

Possible spaces that qualify as "confined space" only have a limited presence. If applicable, procedure [53087](#) is to be followed.

### 12.13 Working in Zoned Areas

There are a number of zoned areas at the imec site, clearly marked with the following

pictogram  procedure [53186](#) applies here.

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## **12.14 The use of compressed air breathing equipment during works where there is a risk of hazardous and/or harmful substances being released**

In situations where there is a risk of hazardous and/or harmful substances being released, the use of compressed air breathing equipment is standard practice; breathing protection with filters is not acceptable. The workers must be medically suited for this and must have completed the necessary training.

For further instructions, see procedure [53055](#).

## **12.15 Instructions for Working on Electrical Installations**

This procedure contains the safety instructions that should be observed when working on electrical installations and defines the qualifications one needs to be allowed to work on these electrical installations.

For details, see the instructions in procedure [53083](#).

## **12.16 Switching and Working on the High-Voltage Infrastructure of the Electric Distribution Network**

The purpose of this procedure is to describe how work on a high-voltage installation of the electric distribution network needs to be carried out in a safe and responsible manner.

For details, see procedure [53130](#).

# **13 Work Flow**

## **13.1 Determining the Project Impact**

Upon starting the project, the project impact is assessed (F02/53080). Based on this, it is determined whether a Safety Coordinator needs to be appointed, further insurance needs to be taken out and whether special permits are required. A project impact assessment is necessary for works within the range of 500 m<sup>2</sup>, 500 k€ or +/- 30 working days and/or that will require 500 man-hours.

## **13.2 Request for Quotation**

The document "Contractor Safety Policy" and the questionnaire included in the procedure "Supplier and Subcontractor Selection" (doc. [00085](#)) will already be provided to the contractor at the request for quotation phase, thereby making it immediately clear to the contractor what the agreements will entail in terms of safety, environment and health.

All this documentation is used in the assessment of the quotation.

Owner: Danny Vandeput

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### **13.3 Awarding Assignment**

When awarding and accepting an assignment, one will be asked to sign the document "Statement of Compliance and NDA" and return it to the Project Manager.

Awarding an assignment is exclusively done using an approved Purchase Order (PO) and the general purchase terms.

## **14 Appendices**

- F01/53080: Project Impact
- F02/53080: Laws & Regulations
- F03/53080: Statement of Compliance and NDA

**PROJECT IMPACT**

Date:

INVESTMENT NO.

PROJECT MANAGER

PROJECT:

Carried out by:

WORK DESCRIPTION

DEPARTMENT:

INSTALLATION:

LOCATION:

EXECUTION PERIOD: FROM..... UNTIL .....

**Step 1: Safety Coordination**

Excavation work	<input type="checkbox"/>
Soil work	<input type="checkbox"/>
Foundation and fortification work	<input type="checkbox"/>
Hydraulic engineering work	<input type="checkbox"/>
Road works	<input type="checkbox"/>
Installing utility lines	<input type="checkbox"/>
Construction work	<input type="checkbox"/>

Assembly and disassembly of pre-fabricated elements, girders and columns	<input type="checkbox"/>
Installation or equipping work	<input type="checkbox"/>
Conversion work	<input type="checkbox"/>
Renovation	<input type="checkbox"/>
Repairs	<input type="checkbox"/>
Decommissioning work	<input type="checkbox"/>

Demolition work	<input type="checkbox"/>
Preservation work	<input type="checkbox"/>
Maintenance Work	<input type="checkbox"/>
Painting and cleaning work	<input type="checkbox"/>
Remediation work	<input type="checkbox"/>
Completion work	<input type="checkbox"/>

The work is being done by one single contractor

**Step 2: Temporary Environment Permit during project**

Drainage work	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

**Step 3: Impact on...**

Environment	<input type="checkbox"/>
* permit	<input type="checkbox"/>
* waste management	<input type="checkbox"/>
Logistics	<input type="checkbox"/>
Mobility	<input type="checkbox"/>
Other projects	<input type="checkbox"/>
* ongoing	<input type="checkbox"/>
* planned	<input type="checkbox"/>
Safety systems	<input type="checkbox"/>

Nuisance to surroundings	<input type="checkbox"/>
* neighbours	<input type="checkbox"/>
* student dorms	<input type="checkbox"/>
Fire Prevention	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

Zoning	<input type="checkbox"/>
Security	<input type="checkbox"/>
Policy regarding chemical agents	<input type="checkbox"/>
Insurances	<input type="checkbox"/>
* property	<input type="checkbox"/>
* ABR	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

**Step 4: Temporary construction site outfitting**

**Construction site outfitting**

Construction trailers	<input type="checkbox"/>
Chemical toilet	<input type="checkbox"/>
Parking area for construction site vehicles	<input type="checkbox"/>
Crane	<input type="checkbox"/>
Waste containers	<input type="checkbox"/>
Zoning	<input type="checkbox"/>

**Facilities**

Water	<input type="checkbox"/>
Electricity	<input type="checkbox"/>
Gas	<input type="checkbox"/>

Project impact approved by:

DATE	<input type="text"/>	IMEC MANAGERS
SIGNATURES		
	NAME	<input type="text"/>
	NAME	<input type="text"/>

POSITION

POSITION

(\* A = applicable, N/A = Not Applicable)

Owner: Danny Vandeput  
Approved by: Alain Pardon/ Bjorn Agten

## I Laws & Regulations

### I.1 In General

Imec is a low-threshold SEVESO company for which all aspects are treated in the inspection instrument:

'Uitvoeren van onderhouds- en aanpassingswerken' (Executing maintenance and modification works) June 2013 ( [www.werk.belgie.be/acr](http://www.werk.belgie.be/acr))

The Belgian Law of 04 August 1996 & addenda regarding  'het welzijn van de werknemers bij de uitvoering van hun werk' (the well-being of workers in the performance of their work).

[http://www.werk.belgie.be/welzijn\\_op\\_het\\_werk.aspx](http://www.werk.belgie.be/welzijn_op_het_werk.aspx)

The 'Algemeen reglement op de arbeidsbescherming' (A.R.A.B., General regulation regarding employment protection)

<http://www.werk.belgie.be/moduleDefault.aspx?id=1964>

The 'Algemeen Reglement op de Elektrische Installaties' (A.R.E.I., General regulation regarding electrical installations) (external link)

<http://www.werk.belgie.be/defaultTab.aspx?id=593>

The Belgian Royal Decree of 25 January 2001 regarding 'tijdelijke of mobiele bouwplaatsen' (temporary or mobile construction sites) (ex. [http://www.werk.belgie.be/detaila\\_z.aspx?id=1432](http://www.werk.belgie.be/detaila_z.aspx?id=1432))

The safety guidelines are an integral part of any agreement between imec and a supplier who is/will be performing works or services at imec. Each supplier shall, before they commence the works/services, sign these safety guidelines for agreement and give them to the Project Manager (Appendix F01/53080). All personnel and any subcontractors that perform works or services at imec on behalf of the supplier, shall be informed of the contents of the aforementioned safety guidelines. They shall strictly apply these guidelines.

Owner: Danny Vandeput  
Approved by: Alain Pardon/ Bjorn Agten

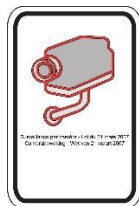
## 1.2 Standards of Good Craftsmanship

The contractor shall perform the agreed upon works in accordance with the standard of good craftsmanship. If the contractor is in default, the instructing party or the imec manager can instruct the contractor to take urgent safety measures and charge the costs to this contractor, or can immediately have the works ceased without owing any remuneration.

## 1.3 Camera Surveillance

Imec would like to make contractors aware of the fact that the company premises are under camera surveillance (general safety and access management). The images may be viewed by imec (authorized personnel).

In case of irregularities (damages, theft or vandalism), images may be provided as evidence to law enforcement.





Owner: Danny Vandeput  
Approved by: Alain Pardon/ Bjorn Agten

Imec Manager:

(Sub)contractor:

Contact person:

Address:

Postcode: Municipality:

Tel:

Mobile:

Worksite-related information:

You worksite supervisor:

Mobile:

Your V&G supervisor on the worksite:

Mobile:

Any subcontractors:

## Contractor's Statement of Compliance

I, the undersigned, \_\_\_\_\_, authorized representative of \_\_\_\_\_, declare to have received a copy of the *Contractor Safety Policy* from imec vzw.

I have read and understand the information and guidelines provided by imec via this manual. Prior to the start of the works on imec's premises, I will review this information and these guidelines with my employees who will perform works as part of imec's order assigned to \_\_\_\_\_.

I confirm to be equipped with the necessary materials and equipment in compliance with the applicable legislation and the provisions of this contractor manual.

**I declare that I will perform my tasks in compliance with this manual.**

I am fully aware of the fact that all requirements in this manual are an **integral part of the contract provisions**.

All documents made available by imec, such as drawings, measuring samples, etc. remain imec's property and need to be returned after use.

All data regarding imec that is known to the contractor should be treated as strictly confidential and may not be disclosed to third parties without imec's written permission. Entering other spaces and parts of the premises than the ones where the works will be carried out, is strictly prohibited, with the exception of general spaces such as the cafeteria.

Any change in the information mentioned in this form, be it temporary or definitive, must immediately be reported to imec vzw.

The (Sub)contractor

Date: \_\_\_\_\_ Signature: \_\_\_\_\_