



Owner: Jori Veulemans

Table of Contents

| | | |
|------|---|----|
| 1 | Purpose | 5 |
| 2 | Scope | 5 |
| 3 | Responsibility | 5 |
| 4 | Content..... | 5 |
| 5 | Laws and regulations..... | 6 |
| 5.1 | Classification of construction works..... | 6 |
| 6 | Responsibilities | 7 |
| 6.1 | Responsibility imec..... | 7 |
| 6.2 | Type of contractors | 8 |
| 6.3 | Responsibility of contractors | 9 |
| 7 | Training and access to buildings | 13 |
| 7.1 | Access to the site and reporting..... | 13 |
| 7.2 | Vehicles on site | 14 |
| 7.3 | Training third parties depending on the work to be carried out..... | 14 |
| 8 | Liability and insurances | 15 |
| 8.1 | Insurances..... | 15 |
| 8.2 | Ownership and confidentiality ... | 15 |
| 8.3 | Photographs and film | 15 |
| 8.4 | Declaration of compliance and NDA | 16 |
| 9 | Accidents and incidents | 16 |
| 9.1 | Emergency planning..... | 16 |
| 9.2 | EHBO | 17 |
| 10 | Contractor Performance Management..... | 17 |
| 11 | General instructions..... | 18 |
| 11.1 | Dressing, washing rooms and toilets..... | 18 |
| 11.2 | Eating facilities | 18 |
| 11.3 | Smoking ban | 18 |
| 11.4 | Alcohol and drug use | 19 |
| 12 | Instructions and safety introduction for specific tasks.... | 19 |
| 12.1 | Working at height / fall protection..... | 19 |
| 12.2 | Use of facade lift | 19 |

Changes compared to previous issue

Template, doc, related docs, appendices

Minor changes due to switch from Initiafy to GoContractor (12 /13.3)

F04 total review

Issue 07.00 – version update for TCM reasons + new owner

Issue 07.01 – new owner + updated review list

Issue 08.00 – adapted related documents + Adapted §6.2 + §9.1 and removed F01 (project impact)



Owner: Jori Veulemans

| | | |
|------|--|----|
| 12.3 | Locking devices and lock-out/tag-out procedure..... | 19 |
| 12.4 | Working in zoned areas..... | 19 |
| 12.5 | The use of respiratory equipment during work where hazardous and/or harmful substances may be released | 20 |
| 12.6 | Instructions working on electrical installations..... | 20 |
| 12.7 | Switching of and work on the high-voltage electricity distribution infrastructure | 20 |
| 12.8 | Safety instructions: identifying and/or demarcating zones..... | 20 |
| 13 | Workflow | 21 |
| 13.1 | Determination of project impact..... | 21 |
| 13.2 | Quotation request..... | 21 |
| 13.3 | Awarding..... | 21 |
| 14 | Appendices | 21 |



Owner: Jori Veulemans

Related documents that can be requested

| | |
|---|---|
| Doc. L1_BEL_GOV_021 : | Mobile device policy |
| Doc. L2_BEL_PROC_003 : | Supplier and subcontractor evaluation |
| Doc. L2_BEL_PROC_004 : | Supplier and subcontractor selection |
| Doc. L3_BEL_ASSET_002 : | Waste streams: removal of waste products, responsibilities and competencies. |
| Doc. L3_BEL_ASSET_083 : | Instructions working on electrical installations |
| Doc. L3_BEL_ASSET_130 : | Switching of and work on the high-voltage electricity distribution infrastructure |
| Doc. L3_BEL_ASSET_230_N : | Werkvergunning |
| Doc. L3_BEL_GOV_007 : | The Safety Introduction and Training plan |
| Doc. L3_BEL_GOV_017 : | Rolls and tasks of the intervention team |
| Doc. L3_BEL_GOV_021 : | Safe work permit |
| Doc. L3_BEL_GOV_045 : | The Use of Personal Protective Equipment (PPE). |
| Doc. L3_BEL_GOV_098 : | Signalling and/or cordoning off zones. |
| Doc. L3_BEL_GOV_129 : | Gas permit |
| Doc. L3_BEL_GOV_147 : | Lockout Tagout procedure (LOTO) |
| Doc. L3_BEL_GOV_186_N : | Instructions for working in zoned areas |
| Doc. L3_BEL_GOV_195_N : | Veilig gebruik van de imec 5 gevellift |
| Doc. L3_BEL_GOV_222 : | Registration of contractors for technical interventions |
| Doc. L3_BEL_INFIMP_048 : | Occupational accidents |

Abbreviations and definitions

| | |
|--------|---|
| ABR | General construction site risks |
| AED | Automatic electronic defibrillator |
| ARAB | General regulations on labour protection |
| AREI | General regulations on Electrical Installations |
| BA | Civil Liability |
| EHBO | First aid in case of accidents |
| FSE | Field Service Engineer |
| IF | Frequency of work accidents |
| LIMOSA | Cross-country information system for the benefit of Migration Research at the Social Adm. |



Contractor safety in practice

Date: 02-01-2025
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Owner: Jori Veulemans

| | |
|------|----------------------------------|
| LMRA | Last Minute Risk Analysis |
| MES | Meta-technical evaluation system |
| MS | Method statement |
| SDS | Safety Data Sheet |
| NDA | Non disclosure agreement |
| PPE | Personal Protective Equipment |
| RA | Risk analysis |
| RIA | Risk Inventaris & Analyse |
| RSZ | National Social Security Office |
| VCA | Safety checklist contractors |
| VGM | Health and environmental safety |

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Review list

This procedure has been approved by Jori Veulemans; Hans Lebon; Natascha Stouten; Niels Smeulders; Kris Bauwens; Bjorn Agten.



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I Purpose

Working safely is a top priority at imec, and imec's management is convinced that all accidents can be prevented, and health risks can be reduced. This document provides an overview of the most important measures, responsibilities, and agreements to be made between Imec and its contractors and subcontractors in the field of safety, health, and the environment.

2 Scope

The agreements and guidelines in this document apply to all contractors, including subcontractors and their supervisors (Imec employees) for the Imec site in Heverlee.

3 Responsibility

Safety is a shared responsibility for all parties involved (contractors, Imec employees, subcontractors, visitors). In this document and related procedures (permits, training, emergency planning, etc.), one each person's responsibility is made clear in the following chapters.

4 Content

- Laws and regulations
- Responsibility Imec
- Responsibility Contractor
- Training and access to buildings
- Liability and insurances
- Emergency planning and first aid
- Contractor performance
- Workflow

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5 Laws and regulations

The legal safety guidelines for suppliers of works and services define the rules and basic principles that apply in Imec with regard to works and services commissioned by Imec (see further appendix L3_BEL_GOV_080_F02).

Imec is a low threshold SEVESO company for which all aspects are covered by the inspection tool:

Carrying out maintenance and adaptation works June 2013

<https://werk.belgie.be/nl/publicaties/inspectie-instrument-uitvoeren-van-onderhouds-en-aanpassingswerken>

Imec must comply with the conditions imposed in the MES (Meta-technical Evaluation System).

The safety guidelines described in this document and its annexes form an integral part of any agreement between Imec and a supplier that carries out or will carry out work or services within Imec. Before commencing the works/services, each supplier shall sign these safety guidelines for approval and return them to the project manager (appendix L3_BEL_GOV_080_F01). All staff and any subcontractor personnel will be familiar with the contents of these safety guidelines. They will apply these guidelines strictly.

5.1 Classification of construction works

The project manager, in consultation with the contractor, ensures by means of an evaluation of the project impact that the necessary legal measures have been taken according to the scope of the works as mentioned below.

- safety coordination for works larger than 500 m²;
- health and safety plan (increased risk*, + 30 working days, +20 men and/or +500 man-hours);
- Compulsory attendance registration (+ 500k€ (from 1 March 2016)) will be taken care of by the contractor concerned.

*(e.g. risks of burial, falling from a height of 5 m or more, digging or working on manholes more than 1,2 m deep, working near to quicksand or silt, underground work and tunnelling, work under pressure, diving equipment, explosives, assembly of prefabricated components, etc.).

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6 Responsibilities

6.1 Responsibility imec

6.1.1 In general

Imec ensures that all contractor personnel are adequately informed about the potential risks at the site and the specific work location. To this end, the necessary training (e-learning) and the reception of new contractors are provided. The introduction plan and safety training plan will be completed for this purpose.(procedure [L3_BEL_GOV_007](#)).

Imec ensures that the personnel of the contractors on the site are informed of how to react in the event of any incidents. The most important aspects of the emergency plan (see § 9 of this procedure) are dealt with in the e-learning and are further discussed individually in the introduction plan. (procedure [L3_BEL_GOV_007](#)).

Imec provides the necessary controls on the work floor and reports to the management of the contractors involved (see § 10 of this procedure).

Numerous instructions have been drawn up by imec for internal and external employees (see section 13 of this procedure). Some instructions may be stricter or less strict than the standard instructions of the contractors involved. The most stringent conditions are always given priority. We assume that SCC-certified personnel have the necessary instructions and safety attitudes. The contractor is responsible for the specific (safety) training of his employees and that of his subcontractors. (VCA-B and risky tasks).

Imec ensures that its own technical staff and (external) project managers also have the necessary skills, knowledge and training to supervise the work in a safe manner (VCA-B, VCA-VOL), internal training working with third parties and the use/implementation of the (safe) work permit.

6.1.2. Safety and health coordination

In order to ensure that the various activities on the Imec site take place in a coordinated manner, Imec appoints an internal safety coordinator.

The internal safety coordinator is responsible for, among other things:

- The follow-up of the internal contract management system and the notification system for contractors;
- Het ontleden van de offerten inzake veiligheid en gezondheid;
- Setting up coordination meetings with various health and safety contractors to prevent conflicts in time or space, if the nature of the work so requires;
- Maintaining an overview of safety-critical work that is planned or in progress;
- Assessing the quality of Risk Assessments, Method Statements and (safety) work permits prior to the start of the work;
- Validating (safe) work permits;
- Attending starting work meetings in the context of (safe) work permits;



Owner: Jori Veulemans

- The execution of site visits prior to the execution, and site supervision during the execution of the work;
- Coordinate the implementation of the general principles of prevention on the site and the monitoring of the correct application of the work procedures;
- Report on site supervision and report any shortcomings to the client;
- The contact with the prevention advisor of the contractor(s);

The fact that an internal coordinator has been appointed does not affect the obligations of all those involved in the work to apply the general prevention principles. It concerns principals, designers and contractors (art. 15 of the law of 4 August 1996 on the welfare of employees in the performance of their work).

In addition to the coordination task, the internal safety coordinator is also responsible for reporting within the framework of the Safety Board:

- The internal contract management system;
- The follow-up and quality of (safe) work permits;
- The evaluation of contractors (see § 10 of this procedure: Contractor Performance Management).

6.2 Type of contractors

The following 3 types of contractors are defined:

1. In house

They have a photo badge with a maximum term of 1 year according to the work they come to do, which gives them access to the specific work location (after the necessary training).

When needed an imec mail account can be provided, in that case the contractor follow the same education and training as Imec employees.

Within this group 3 types are distinguished:

- a. Inhouse contractors for technical interventions
- b. Inhouse partners for the continuous provision of certain services (catering, cleaning, etc.).
- c. Inhouse consultants for project support or development.

Long term (year) contracts have been concluded with in-house contractors and the staff is present on the site for a minimum of 3 months (consecutive or not).

Owner: Jori Veulemans

2. Call In

- Contractors
- Field service engineers (FSE)

Are contractors who do not perform work on a fixed basis at the location, but who come for a specifically defined assignment. They can be appointed by imec project managers or an in-house contractor. This group is present for a number of days or weeks or several times a year, **but in total less than 14 days per year on site.**

They receive a badge according to the work they come to do, which gives them access to the specific work location (after the necessary training) and is picked up and handed in daily at the Gate house.

We distinguish three types of contractors here:

- a. Basic (non-critical tasks in the office or outside environment)
- b. Extended (performing critical tasks or working in technical areas and laboratories)
- c. Cleanroom (carrying out work in the cleanroom or cleansubfab)

Every call in contractor must be registered on the contractor registration platform, where, depending on the chosen profile, an adapted safety training, with tests, must be completed. In order to register as a contractor, the company, contractor or subcontractor concerned must be registered as a company in advance.

See contractor portal <https://www.imec-int.com/en/contractor-portal> For more info and L3_BEL_GOV_080_F04 step-by-step plan for (sub)contractors attached.

3. Visitor

These can be consultants, contractors or field service engineers who are occasionally invited for an assignment, they receive a visitor's badge and therefore continuous guidance on the site.

6.3 Responsibility of contractors

6.3.1 Contractor requirements

In view of the above aspects, imec requires contractors and their subcontractors, depending on the type of work for technical interventions, to have an equally high demonstrable safety policy VCA** or equivalent (SCC or MASE).. In the absence of such a certificate, the HSE plan, the IF and the annual action plan are requested. These safety aspects are taken into account when evaluating quotations within Imec.

For this we follow procedure "Supplier and subcontractor selection" [L2_BEL_PROC_004](#) where the necessary information is requested; this is also applicable to the subcontractors of our contractors.



Owner: Jori Veulemans

Depending on the intended assignment, the contractor will be asked to make a risk inventory and evaluation for the work to be carried out, based on a method statement. Generic are not accepted. A risk inventory and evaluation should be developed specifically for the assignment and location within imec and Kinney's method is recommended for the risk evaluation. If the method statement or RA are judged to be insufficient, the works cannot be started. In the event that it is established at the start or execution of the works that there are deviations from the received method statement, the works will be suspended.

LMRA is standard. Imec LMRA is available via the (safety) work permit or the LMRA booklet. An equivalent written system from the contractor can be accepted after submission.

The table below summarizes these requirements per type of contractor.

| Type verplichting | INHOUSE (Fotobadge) | | | Bezoeker | Call In (TI-badge) | |
|--------------------------------------|---------------------|------------------|---------------|----------|--------------------|-------------|
| | IH Consultant | IH Contractor | IH Partner | | Call In Contractor | Call In FSE |
| SOCIAAL | | | | | | |
| RSZ | X | X | X | | X | ? |
| Beroepskwal. | X | X | X | X | X | X |
| Limosa | X | X | X | | X (uitz.) | X (uitz.) |
| VERZEKERING | | | | | | |
| BA | X | X | X | | X | X |
| VEILIGHEID | | | | | | |
| VCA** | | X | | | X | |
| VGP | | X | X | | X | |
| RA + MS | | X | | | X | |
| Equipment attestaten | X | X | X | X | X | X |
| Kwalificatie-attestaten | 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 provides work clothing and PPE adapted to the work to be carried out and the associated risks. In addition to the PBM's resulting from the RA, the PBM's that have to be worn in the room have to be provided and worn additionally. These PRMs are always installed on the entrance door(s) of the classroom.

The contractor shall provide all necessary work equipment that, if applicable, has been legally inspected. It must be possible to submit the required inspection certificates at any time. If not, the work equipment in question may not be used.

Imec requires, as a minimum, the use of safety shoes and, depending on the work area, the wearing of safety goggles, a helmet or an impact cap, and hearing protection.



Owner: Jori Veulemans

Specific cleanroom clothing and PPE are provided by imec exclusively for work in the cleanroom. (procedure [L3_BEL_GOV_045](#)).

For work (including loading and unloading) around and at the warehouse, logistics square, safety shoes and fluovest are mandatory.

6.3.3 Work permit, RIA and LMRA

Within imec Leuven we distinguish 3 types of work permits.

1. The Safe Work Permit.
This involves work (17 in total) with an increased safety risk, the details of which can be found in procedure. [L3_BEL_GOV_021](#).
2. The gas permit.
This applies to all gases (bunker, bulk, manifolds) when securing and working on a gas installation. Details can be found in procedure [L3_BEL_GOV_129](#)
3. De werkvergunning.
This is applicable within FAIN although the other departments are also free to use it. It concerns all other technical work carried out by third parties. Work in the contractor's workshop is outside the scope of this procedure.
Detail of the work permit can be found in procedure [L3_BEL_ASSET_230_N](#).

If on the basis of a risk analysis, an evaluation of the impact of the works or by the contractor or project manager it is judged that a (safe) work permit is necessary, the other party must comply with this.

1. Starting the works without a valid signed permit is not allowed. A permit (with all attachments) must be clearly visible on the work floor. This to allow control.

LMRA is carried out as standard by all contractors for all works. If LMRA has to be carried out in a language other than Dutch or English, the contractor will provide a usable system.

6.3.4 Reporting incidents/near-accidents

It is extremely important that every incident/near-accident is reported as soon as possible, even if the contractor involved is not responsible for the incident but, for example, is only a witness.

This can be done via the LMRA document or the incident report registration sheet ([L3_BEL_GOV_017_F03](#)).

In the event of a serious situation, immediately notify the control room at 016/281222.



Owner: Jori Veulemans

Subsequent matters or findings must always be reported immediately:

- Unsafe conditions, technical problems, incidents, even if they are not the result of his own work.
- All physical or material damage to staff of the client or to third parties present on the client's premises.
- Any material damage to the institution's buildings or installations.
- Incidenten en bijna-ongevallen (schier-ongevallen).

6.3.5 Reporting minor injuries/accidents

WORKPLACE ACCIDENT

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

Contractors must therefore inform their employer and send a copy to the Imec project manager and to the EHS department by e-mail to medexam@Imec.be.

The incident record sheet can be used for this purpose ([L3_BEL_GOV_017_F03](#)).

In case of care by our first aiders, the care report [L3_BEL_INFIMP_048_F01](#) is filled in as standard.

Any external emergency services are only called via the internal emergency number [016/281222](tel:016281222).

6.3.6 Waste disposal procedure

Waste produced by the contractor will be disposed of by the contractor in accordance with the applicable legislation. If the waste is not disposed of systematically, imec will dispose of it at the contractor's expense after a single explicit warning.

Waste resulting from demolition work or removal of equipment is disposed of under imec's responsibility.(procedure [L3_BEL_ASSET_002](#)).

6.3.7 Waste streams

Waste under imec's responsibility is disposed of according to procedure [L3_BEL_ASSET_002](#)

To a large extent, selective disposal and possible recycling are taken into account.

6.3.8 Permission materials/chemicals

All chemicals applied by the contractor on the site must be notified in advance (quantity and e-SDS to be submitted to the project manager). They must always be stored in accordance with the environmental regulations and the waste, including the empty packaging, must be disposed of correctly by the contractor.



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6.3.9 Waste water and accidental pollution

Within the imec facilities, various waste water streams are collected, partly disposed of as chemical waste or discharged into the Dijle after treatment. There is a strict separation between rainwater, domestic and industrial waste water. In the event of a calamity, an emergency plan is put in place to close off the drain to the Dijle. A specialized team can be called in to immediately clean up any leaks in a safe way. Any calamity, leak of potentially polluting material (chemicals, oil, heating oil, etc.) must be reported immediately to the control room 016/281222 in such a way that it can be prevented from spreading in the environment.

6.3.10 Responsibility for subcontractors

A subcontractor (VCA** or equivalent 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 provided at the quotation stage. Only after explicit approval may the contractor make use of this subcontractor. In the event of any subcontracting, the contractor is fully responsible for its subcontractor(s). Each contractor or subcontractor must register individually on the contractor registration platform!

7 Training and access to buildings

7.1 Access to the site and reporting

Imec requires that all employees of the contractors working on the sites make personal use of the attendance registration system when entering and leaving the sites.

All calls in contractors must be notified in advance by the project manager or the contractor concerned (Doc. [L3_BEL_GOV_222](#)).

Upon first registration, the introduction plan and safety training plan are completed (procedure [L3_BEL_GOV_007](#)).

For "Inhouse contractors" there is no problem, they use their photo badge.

Call in contractors report in advance. This to avoid delay at the gatehouse/control room. They can then follow a safety introduction online with a qualification test. (see point 6.2)

Courses remain valid for 1 year.

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

Visiting contractors are always logged on and off and supervised on the site.

Access to spaces and areas other than those where the work is being carried out is strictly forbidden, with the exception of general areas such as the canteen, coffee corner and smoking areas.

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7.2 Vehicles on site

Normal traffic rules apply on the terrain.

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



There are only a limited number of on-site parking spaces available, so these are preferably reserved in advance. Vehicles parked on the site will place their permit (indicating allocated parking space) clearly visible behind the windscreen. Unlawful or incorrectly parked vehicles can be removed at the contractor's expense. At the gatehouse / are a limited number of places provided exclusively for loading and unloading.

Imec is not responsible for the theft of or from the cars, regardless of the parking location.

When carrying out work with vehicles on site, all safety signs are always activated.

7.3 Training third parties depending on the work to be carried out

Depending on the work location, specific internal training courses (e-learning) for contractors are offered in English and Dutch:

Access shall only be granted after passing the corresponding test.

7.3.1 For in-house contractors

For everyone: General safety (parts 1, 2 and 3).

Safety in the cleanroom, labs and technical buildings (part 1, 2 and 3) for subcontractors (HOOKUP).

Safety in the biolabs (parts 1, 2 and 3).

7.3.1 For call in contractors

Basic (non-critical tasks in the office or outside environment).

Extended (performing critical tasks or working in technical areas and laboratories).

Cleanroom (performing work in the cleanroom or cleansubfab).

If the contractor works with non-Dutch-speaking employees, it is his responsibility that these employees receive the same instructions and pass the tests.

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8 Liability and insurances

8.1 Insurances

Contrary to any provisions to the contrary, the Contractor shall have a BA insurance where imec is insured as a third party for the duration of the works. Attestation to be submitted upon approval of the offer.

An ABR is necessary for constructions above +500k€ and is preferably closed via the Imec policy (general ABR with limited coverage), which can be requested via the EHS service.

8.2 Ownership and confidentiality

All information and data received directly or indirectly from imec by the Contractor is confidential and may only be used for the execution of the Order. All such data and information shall remain the exclusive property of imec and, to the extent in written form, shall be returned to imec on the same day as the Goods are delivered or the Services are performed, or destroyed, as well as any and all copies or reproductions thereof. The Contractor is prohibited from disclosing this confidential information to third parties, either in whole or in part, directly or indirectly, without imec's prior written consent. The Contractor will impose the same confidentiality obligations on its employees and appointees, who should reasonably be aware of this confidential information in the context of the Order. The Contractor undertakes to treat this confidential information, received in whatever form, as strictly confidential and to take all protection and security measures at least equivalent to those applied by the Contractor for its own confidential information. The Contractor shall be liable in the absence of such measures. By accepting the order, the contractor accepts this and all other clauses.

Subject to imec's written consent, the Supplier may not use the name 'imec' or any derivative thereof either in its advertising and publicity material or in any other way.

8.3 Photographs and film

Strict local procedures apply to the taking of photographs and film. Photographs and film may only be made with the express permission of the project manager. For the cleanroom the specific procedure [LI_BEL_GOV_021](#) applies.

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8.4 Declaration of compliance and NDA

Contractors and their subcontractors are asked to sign a statement that they will inform their employees and subcontractors of imec contractors' safety policy and will comply with all aspects of this document, including the confidentiality statement.

See form in annex L3_BEL_GOV_080_F03

9 Accidents and incidents

9.1 Emergency planning

At FIRE



1. Take care of your own safety - don't take any unnecessary risks!
2. Alarms calm and clear via the emergency number: 016/281222
3. Try to extinguish the fire with one attempt
4. In case of evacuation, leave the zone as soon as possible via the indicated evacuation route to the assembly point (parking imec2/3) and badge.
5. Follow the guidelines of the available stewards
6. Safe work permits must be re-affirmed

AT GASALARM

Evacuate immediately!

Leave the zone as soon as possible via the indicated evacuation route to the assembly point (car park 2/3 **or assembly point under imec 4**) and badge.

The work can only be resumed after admission by the ERT coordinator and possible re-affirmation of the (safety) work permit.



Exercises

Evacuation exercises are possible without prior notice. They apply to everyone in the workplace, including contractors, subcontractors and third parties.

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9.2 EHBO

In the case of larger construction sites, the contractor is expected to provide first aid facilities on site. Otherwise, imec's industrial helpers can always be called upon. Via control room 016/281222, the nearest industrial helper can be called up. In case of very serious injuries any emergency services will exclusively be called via the control room.



Within the buildings of imec, four AED are available (imec 5 (javabar)), CUB-geboyw (control room), imec 1 (coffee corner entrance hall and staircase imec 2. These devices are fully automatic and can basically be used by anyone. This also without training.

Due to the complexity of a large number of hazardous substances on the site, strict adherence to first aid procedures in the event of contact with chemical substances is imperative (see details in procedure [L3_BEL_INFIMP_048](#))

10 Contractor Performance Management

Imec has a contractor performance management system. This means that the contractor must meet the requirements set for contractors. By means of regular inspections by imec employees, it is determined whether they still meet the requirements. In addition, a formal evaluation is made annually by the qa team and submitted to management (procedure [L2_BEL_PROC_003](#)).

Depending on the seriousness of any infringements found, imec may have the works stopped immediately without the contractor being able to claim any compensation.

Discontinuation of the work or removal of the contractor from the imec sites due to non-compliance with the provisions of this document will never affect the stipulated completion time. All associated costs will be paid by the contractor.

Controls can be carried out by the project manager, safety coordinator or EHS mentioned on the safe work permit and reported annually to the management.

Regularly a number of thorough audits are carried out on all work with third parties. This by the EHS department and the safety coordinator.

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II General instructions

II.1 Dressing, washing rooms and toilets

Only these locations, explicitly designated by the client's representative, may be used by the contractor's employees.

They should be kept in a sanitary state.

Clothing, toiletries and personal materials must be clean and may only be placed in these sanitary facilities designated by the client's representative.

II.2 Eating facilities

It is not allowed to eat outside the designated areas. The contractor can use the cafeteria facilities at imec. This is subject to payment of the prices applicable to third parties in the canteen.

II.3 Smoking ban

There is a general smoking ban on imec's premises and buildings. Smoking is only permitted in the designated smoking areas.



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11.4 Alcohol and drug use

Contractors and their employees may not possess, use or pass on alcohol, drugs or other narcotics not prescribed by a physician. Access to the grounds/buildings will be completely denied to any person under the influence of alcohol or drugs.

12 Instructions and safety introduction for specific tasks

Although all safety critical work must be carried out in accordance with an approved work permit, instructions have been drawn up for some of these tasks. Where these instructions may be stricter or less strict than the standard instructions of the contractors involved, it is the most stringent conditions that are always given priority. We assume that VCA-certified personnel have the necessary instructions and safety attitudes.

12.1 Working at height / fall protection

For work at height, a height of 2 metres above floor level is assumed.

12.2 Use of facade lift

Safe working with the facade elevator is described in procedure [L3_BEL_GOV_195_N](#).

12.3 Locking devices and lock-out/tag-out procedure

Preferably a lockout system is used, both electrical, mechanical and pneumatic in combination with a clear warning label.

For details, see procedure [L3_BEL_GOV_147](#).

12.4 Working in zoned areas

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

icon  Procedure [L3_BEL_GOV_186_N](#) applies here.

Owner: Jori Veulemans

12.5 The use of respiratory equipment during work where hazardous and/or harmful substances may be released

In situations where there is a risk that hazardous and/or harmful substances may be released, the use of respiratory equipment is the standard. Respiratory protection with filters is not accepted. For this, the staff must be medically fit and have the necessary training. The contractors are responsible for the provision and maintenance of the masks, imec takes care of the supply and production of breathing air.

For further instructions, see procedure [L3_BEL_GOV_045](#).

12.6 Instructions working on electrical installations

This procedure contains the safety instructions to be followed when working on electrical installations and indicates the qualifications required to work on electrical installations.

For details, see procedure [L3_BEL_ASSET_083](#).

12.7 Switching of and work on the high-voltage electricity distribution infrastructure

The purpose of this procedure is to establish the working method to be followed in order to be able to work safely and responsibly on a high-voltage installation of the electricity distribution network.

For details, see procedure [L3_BEL_ASSET_130](#).

12.8 Safety instructions: identifying and/or demarcating zones

The purpose of a demarcation is:

Protect passers-by or persons employed in adjacent or underlying areas from falls, falling objects, chemicals, accessible electrical installations or other hazards and risks.

Allow employees to work safely within the defined zone with minimal interference from third parties.

Based on the risk analysis and the agreements in the safe work permit, the demarcation is provided and placed by the contractor or by Imec.

See instructions [L3_BEL_GOV_098](#)_I01

Owner: Jori Veulemans

I3 Workflow

I3.1 Determination of project impact

At the start of the project the impact of the project will be evaluated L3_BEL_GOV_080_F02 on the basis of which it will be assessed whether, among other things, a safety coordinator needs to be appointed, additional insurance needs to be taken out and whether special permits are necessary. Project impact evaluation is necessary for work approaching 500 m², 500 k€ or +/- 30 working days and/or 500 man-hours.

I3.2 Quotation request

The document contractor safety policy and the questionnaire included in the procedure Supplier and subcontractor selection (doc. [L2_BEL_PROC_004](#)) are already submitted with the request for quotation. In this way, it is also immediately clear to the contractor what the agreements to be made in terms of safety, environment and health are.

All this is taken into account in the evaluation of the quotation.

I3.3 Awarding

When the contract is awarded and accepted, you are requested to return the signed "Declaration of Conformity and NDA" document to the project manager. Awarding is exclusively done via an approved purchase order (PO) and general purchase conditions.

I4 Appendices

- L3_BEL_GOV_080_F02: Laws and regulations
- L3_BEL_GOV_080_F03: Declaration of compliance and NDA
- L3_BEL_GOV_080_F04: Roadmap (sub) contractor registration

Doc.: L3_BEL_GOV_080_F02

Owner: Jori Veulemans

Approved by: Kris Bauwens/ Bjorn Agten

I Laws and regulations

I.1 In general

Imec is a low threshold SEVESO company for which all aspects are covered by the inspection tool:

Carrying out maintenance and adaptation works June 2013 (www.werk.belgie.be/acr)

The law of August 4 1996 & addenda concerning the well-being of employees in the performance of their work

http://www.werk.belgie.be/welzijn_op_het_werk.aspx

the general regulations on occupational health and safety (A.R.A.B)

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

the General Regulations on Electrical Installations (A.R.E.I.) (external link)

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

The Royal Decree of 25 January 2001 relating to temporary or mobile construction sites (ex. http://www.werk.belgie.be/detaila_z.aspx?id=1432).

These safety guidelines are an integral part of any agreement between imec and a supplier that carries out or will carry out work or services within imec. Before commencing the works/services, each supplier shall sign these safety guidelines for approval and return them to the project manager (appendix L3_BEL_GOV_080_F01). All members of staff and any subcontractors that the supplier employs within imec or has services performed shall be aware of the content of these safety guidelines. They will apply these guidelines strictly.

I.2 rules of good workmanship

The Contractor shall carry out the work assigned to him according to the rules of good craftsmanship. If the contractor is in fault, the principal or the imec responsible may order the imec to take urgent safety measures and to recover these from the contractor concerned or to have the work stopped immediately without being obliged to pay any compensation.

Doc.: L3_BEL_GOV_080_F02

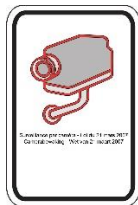
Owner: Jori Veulemans

Approved by: Kris Bauwens/ Bjorn Agten

1.3 Camera surveillance

Imec would like to draw the contractors' attention to the fact that the company sites are equipped with camera surveillance (general security and access control). The images can be viewed by imec (authorized personnel).

In case of irregularities (damage, theft or vandalism), the images can be transmitted as evidence to the police services.



Doc.: L3_BEL_GOV_080_F03

Owner: Jori Veulemans

Approved by: Kris Bauwens; Bjorn Agten

Imec Manager:

(Sub)contractor:

Contact person:

Address:

Postcode:

Municipality:

Tel:

Mobile:

Worksite-related information:

Your 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: _____

Step-by-step guide for (sub-)contractors

Call-in Contractors

imec

Sub-Contractor

