

GSHER

General safety, health and environment rules for contractors performing assignments for Elia

RE001

Department: Safety & Health

Summary	These rules describe the safety, health and environmental measures imposed when work is performed at the request or on behalf of the Elia group, in its own name or for third parties.				
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Related documents

PR005	General Safety Instructions for working at Substations
PR301	General Safety Instructions for working on Lines
PR302	General Safety Instructions for working on and near Cables
PR004	Regulations regarding the entry of an Elia Electrical Area (EEA)

Approval

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1 Purpose

The measures described below apply to assignments conducted at the request of or on behalf of Elia. This document is a complement to the General Purchasing Conditions.

The term “contractors” refers to external companies and self-employed workers as described in the Act on Well-being of 4 August 1996.

This document also aims to provide a more detailed description of safety, health and environment rules for contractors.

Contractors are required to share this information with their employees and any subcontractors so that all works, deliveries and services performed by contractors, subcontractors and their employees on behalf of Elia may be conducted safely, in compliance with these rules.

These rules are a complement to the rules set down in the relevant specifications and/or assignment contracts.

Contractors/subcontractors acknowledge that they have familiarised themselves with the provisions and requirements laid down in these General rules, declare that they fully agree with its content and undertake to apply it in its entirety. Violations of these rules may result in penalties or exclusion from performing assignments for Elia as described in all the contractual documents.

2 Applicable legislation, standards and rules

2.1 General health and safety aspects

2.1.1 General provisions

All valid legal provisions on health and safety apply, including but not limited to:

- the Act of 4 August 1996 on the well-being of workers in the performance of their work (Well-being Act) and its implementing decrees;
- the Codex¹;
- the GRPW ‘ARAB/RGPT’²;
- the GREI ‘AREI/RGIE’³;
- the Royal Decree of 25 January 2001, as amended by the Royal Decree of 19 January 2005, concerning temporary or mobile construction sites (‘TMB/CTM’);
- the Act of 30 April 1999 and the Royal Decree of 9 June 1999 concerning the employment of foreign workers;

as well as all other safety rules determined by Elia.

2.1.2 Safety management systems

Elia favours contractors that use a BESAC, VCA or OHSAS 18001 safety management system and have acquired certification for their system. For foreign companies, other certified safety management systems are examined.

¹ Codex = Code on Well-Being at Work

² GRPW= General Regulations for the Protection of Workers

³ GREI = General Regulations for Electrical Installations

2.2 Specific health and safety aspects

The specific safety rules applying at Elia when a contractor performs certain activities or uses specific tools.

- These may include: the General and Specific Safety Instructions for work in high-voltage substations (GSIS and SSIS), the General and Specific Safety Instructions for work on high-voltage lines (GSIL and SSIL) and the General and Specific Safety Instructions for work on high-voltage cables – including all underground cables (GSIC and SSIC).
- Other specific safety rules applying at the location where the work is being performed.

2.3 Environment aspects

2.3.1 General provisions

Depending on the Belgian Region in which contractors are performing assignments, they must comply with all of the legal provisions on the environment that are in force in the relevant region, as well as the applicable European legislation.

This environmental legislation contains rules relating to the protection of the air, soil, groundwater and surface water and sets out obligations regarding waste, nature conservation, handling of hazardous substances (such as asbestos, PCBs, SF6, fuels and oil), the prevention of noise, the prevention of dust production, rules for assignments in forests, and so on.

This list is not exhaustive.

The provisions of the legislation vary from one Region to another.

For services to be provided on Belgian territory in the North Sea and in the Belgian Exclusive Economic Zone in the North Sea, federal environmental provisions apply.

Furthermore, contractors must comply with the specific environmental provisions laid down in Elia's environmental policies and procedures, which shall be enclosed with the specifications depending on the purpose of the assignment.

2.3.2 Environmental management systems

Elia favours contractors using an environmental management system such as ISO 14001 (or an equivalent certification, such as EMAS).

3 Main responsibilities of the contractor

Contractors are **responsible for safety, health and the environment** in all assignments entrusted to them. Contractors have leadership and authority over their own employees and their subcontractors and must take all necessary measures to that end. Contractors must impose the safety, health and environment rules laid out in this document on their employees as well as on their subcontractors, by means of contracts. Contractors shall guarantee that their employees obey these rules and that their subcontractors in turn impose them on their own employees.

Contractors guarantee that all members of their own staff working in or near Elia facilities/sites possess all the **skills** (training, qualifications and experience) required to perform the tasks assigned to them and that they have passed the relevant **medical fitness tests**. Contractors must ensure that any subcontractors possess the appropriate skills for their tasks. It must be possible to prove the existence of these skills.

Before any services are provided, contractors must provide Elia with the contact details of his **workleader**. Workleader must always be **on site and reachable** when work is being performed by their teams and/or by their subcontractors.

Without prejudice to any applicable liability provisions agreed between contractors and Elia, contractors shall be liable for any **damage** caused by their employees or their subcontractors. They shall bear the associated costs and protect Elia against any claims made by third parties in this regard. Contractors shall take out the appropriate insurance to cover their liability.

Contractors must guarantee that their employees have the appropriate **work equipment (WE) and collective (CPE) and personal protective equipment (PPE)**, that these are in good condition and that they are used in accordance with legal and local rules, as per the manufacturer's instructions and the contractors' risk assessments. This also applies to any subcontractors.

If contractors **are unable to conduct their assignment in safe conditions**, they must stop work immediately. They must immediately give Elia, the client, verbal notice of this decision and confirm it in writing within 24 hours.

In principle, any supervision by an Elia representative shall be limited to the execution of the contract and shall not imply any transfer of authority or responsibility for the parties.

Contractors or their subcontractors shall not be entitled to any compensation for costs incurred if they themselves are responsible for the unsafe conditions, nor shall they be entitled to any indemnity for services they must provide to rectify these unsafe conditions.

Any instructions and advice given by Elia to contractors concerning the application of the various rules cannot under any circumstances exonerate contractors from their responsibility. In this connection, contractors waive all rights to make any claim against Elia or to bring an action against it for joint liability, unless they can conclusively prove that Elia's instructions and advice concerning the application of the various rules in relation to the assignment were clearly incorrect.

If there is an unattended hazard on the worksite, contractors must screen it off and/or mark it out if possible, and report it to the Elia works supervisor.

As part of the agreed assignment, contractors must assist Elia or the parties appointed by Elia for as long as necessary:

- in performing all its tasks and fulfilling all its obligations with regard to the well-being of workers in the performance of their work and the health and safety of other people in the workplace;
- to enable all contractors to ensure that the working environment and working conditions are safe and do not pose any risk to health and safety on their site.

4 Inspection and measures that can be taken by Elia

Elia reserves the right to request the required skills, qualifications and certificates and/or check that the employees or contractors and any subcontractors possess these.

If contractors do not fulfil their obligations with regard to employee well-being and/or respect for the environment, Elia may, after issuing a written notice of default, take the necessary measures at the contractors' expense. This may even go as far as removing the relevant contractors and their employees from Elia sites. Contractors are required to immediately replace any employee if the client thinks that that person is jeopardising the proper performance of the assignment due to incompetence, bad will or misconduct. If contractors make use of subcontractors, they must also include these provisions in their contracts with their subcontractors. Should contractors fail to take these measures in respect of their subcontractors, who also fail to do so, then Elia may take them at the contractors' expense. Elia reserves the right to check this.

Contractors must be able to produce the relevant information (e.g. list of all tools, equipment, devices and materials that will be used; characteristics of specific machines; details of protective equipment) at the request of Elia or any party appointed by Elia.

In application of the well-being and environmental legislation, Elia is entitled to inspect activities, prohibit the use of unsafe material, tools and/or working methods and suspend the relevant activities until the risk situation concerning health, safety or lack of respect for the environment has been resolved.

If the required skills, qualifications and certificates – including social security certificates – are not available, Elia may refuse the employees in question access to its knowledge test or site, or remove them or their employers from the site until the formalities have been completed to its satisfaction. Non-compliance with these provisions shall constitute a reason to terminate the contract to the detriment of the relevant contractor; under no circumstances shall these measures give rise to any compensation of the parties in question.

Should any breaches be detected, Elia reserves the right to apply penalties to the contractor at fault, ranging from a written warning to permanent exclusion from Elia sites.

5 Organisation of the assigned tasks

5.1 Contractors' duty to provide information

With a view to performing the assigned tasks correctly:

- If the nature of the activities means that there are specific risks involved, contractors shall report these to the client (Elia) and, if necessary, to the other contractors on the site so that they may take the necessary measures to protect their employees and the environment. This also applies if there are any specific risks linked to the materials, machines and equipment used by contractors. Contractors must formally notify Elia of the health, safety and environment measures they have taken by submitting a health and safety plan or equivalent document.
- When preparing for their work, contractors shall ensure that they are fully informed about: the specific working conditions and the risks inherent in their tasks, the relevant protective and preventive measures, and, more specifically, the specific hazards linked to electrical equipment and the information, warning, instruction and prohibition symbols and signs in use, among other things.
- Contractors shall visit the site before work commences to familiarise themselves with the specific working conditions so as to be able to take all the necessary safety, health and environment measures following a risk

assessment. Contractors shall formally notify the client, Elia, of these measures by submitting a health and safety plan or equivalent.

- Contractors shall share all the information and instructions they receive, along with any other applicable safety guidelines, with their employees and subcontractors at e.g. toolbox meetings, making sure to use a language that they understand. Contractors shall present them with a summary report on these, in a language that they understand, and have them sign it. If requested by the client, they shall produce a translation in the regional language (Dutch or French) agreed with Elia and submit it to Elia's works supervisor.
- Contractors shall ensure that the worksleader appointed to carry out the works is involved in the work preparation stage and is familiar with the risks identified in the risk assessment, and the preventive measures laid down in the operating procedure. If a new worksleader is appointed, a formal handover must take place.

5.2 Contractor and employee identification

Before work begins, each contractor must provide the client, Elia, with a document containing identification details for the contractor and the contractor's works manager, worksleader and prevention advisor. If subcontractors are involved, then an equivalent document must be drawn up for each subcontractor. Subcontractors must sign the document and also give the name of the company for which they are subcontracting.

Without prejudice to any other contractual provisions, non-EU employees must hold a **permit to work** before work begins.

5.3 Declaration duty

- Contractors shall ensure that mandatory **Dimona declarations** are submitted to the National Social Security Office NSSO ('RSZ/ONSS') for their employees.
- **Limosa declaration:** this mandatory electronic declaration means that foreign employees, self-employed workers and interns who come to work on temporary or partial assignments in Belgium must notify the Belgian authorities before beginning their activities. Such employees must also be able to submit proof of Limosa registration (a Limosa-1 form) to Elia when they come to perform an assignment for Elia.
- Contractors are responsible for **declaring works**. They must submit their declarations on the social security portal in the case of construction work **or** work that must be declared in advance with a view to protecting employees' health and safety.

Declarations must be made before work begins.

Declarations may include:

- declarations of '30bis' (construction) works to the NSSO ('RSZ/ONSS');
 - health and safety declarations to the national committee for health and safety in the construction sector ('NAVB/CNAC');
 - declarations of temporary or mobile construction sites;
 - declarations of asbestos-removal works;
 - declarations of works in hyperbaric environments;
 - declarations of sandblasting works to the Federal Public Service Employment, Labour and Social Dialogue.
- **Electronic registration of presence on sites:** This requirement applies to construction works in accordance with the amounts stipulated in the legislation in force. All persons who are present on the construction site and who are performing construction work must be registered.

Their details must be registered in the NSSO's database (checkin@work).
Registration must take place before the person concerned begins work.

Contractors must always have proof that these declarations have been made, and be able to produce such proof upon request.

5.4 Access conditions

Access to Elia sites is only granted to people, vehicles and objects whose presence is necessary for business reasons, and only for the time required for the relevant tasks to be performed.

5.4.1 Conditions for access to Elia electrical areas

The following conditions must be met for access to be granted to an Elia electrical area (EEA):

- Any person who needs to perform tasks in an EEA must be certified BA4 (aware) or BA5 (skilled) by their employer (as per Art. 47 of the GREI ('AREI/RGIE)).
- Moreover, any person entering the EEA must have been awarded a certificate by Elia beforehand after passing Elia's knowledge test.
- Anyone entering an EEA must have a specific assignment/task relating to that EEA.
- Anyone entering an EEA must have a valid access permit or permit to work.
- The worksleader is only entitled to have an access key if they have a valid access or permit to work. Their right of access is limited in terms of both location and time, based on the assignment. Keys are handed out by a Elia manager.
- Every workleader of contractor must report his presence to the transmission control centre (Elia's dispatching department) as per the agreed access conditions.
- Access doors or gates may only be left open for the time required to go in and out.
Doors or gates granting access to the EEA must always be locked. Exceptions may only be made for extremely pressing reasons and on the condition that the access doors or gates are constantly monitored. Anyone granting access in this way shall bear full responsibility in the event that an unauthorised person accesses the premises.
- Access routes to and within Elia sites must always be kept clear for entering and exiting staff and emergency personnel (e.g. firefighters).

Granting access to unauthorised persons is strictly prohibited.

5.4.2 Conditions for access to Elia non-electrical areas

- Contractors are given the means to access the Elia sites connected with the assignment and workplace.
- Contractors must report to the reception of the administrative offices or worksite.
- Access to pylons below anti-climbing devices, for contractors such as pruners, may be subject to specific requirements from the land owner(s).

5.4.3 Elia knowledge test

Before anyone can access Elia's electrical transmission facilities, they must take a knowledge test on the risks inherent to our sites and facilities in one of the following four European languages (NL-F-E-D) before work begins. The test covers knowledge of Elia's specific safety, health and environment rules and must be taken by every employee of all contractors and their subcontractors. No compensation shall be granted if an employee is denied access to the test.

Tests may be taken in another language on request. However, Elia reserves the right to refuse any such requests.

The conditions for the knowledge test are set out in the **General Regulation on Safety Courses and Tests for non-Elia Employees (PR020), which is available (in French and Dutch) on Elia's website.**

Those who pass said test shall receive a certificate of limited validity. This personal certificate must be shown upon request to an Elia representative at works carried out on behalf of Elia.

5.4.4 Access conditions for vehicles

Only vehicles that are absolutely necessary for performing the work or transporting employees, material or equipment to/from the facilities are permitted access to the site, and are only granted access for the time required for the work or transport operation in question.

The Belgian Highway Code applies to all vehicles, as do the internal regulations.

Contractors must take all measures necessary to prevent their vehicles or other mobile work equipment from causing damage. Anyone who causes damage shall have to bear the costs of repairs.

5.5 Site housekeeping

- All contractors working on a worksite shall, among other things:
 - keep the worksite tidy and ensure a satisfactory level of health protection;
 - select the location of work areas bearing in mind the access conditions of these areas, and mark out routes and areas for on-site movement and traffic;
 - observe internal transport and handling conditions for construction materials and equipment;
 - manage storage areas and warehousing areas for various materials, particularly hazardous materials or substances;
 - observe the conditions for the removal of hazardous materials;
 - store and remove waste and rubble;
 - handle and store pressurised containers:

Gas cylinders must be handled with extreme care. Empty gas cylinders and cylinders that are not in use must be stored upright, in a set place outside the building; they must be fixed in place, covered with a protective cover and kept out of the sun; when in use, cylinders of oxygen and heating gas must be positioned vertically or diagonally (at a minimum angle of 35°). They must be placed on cylinder trolleys. The gas cylinders must be resealed at the end of the day.
 - And so on.
- All contractors must, among other things:
 - use machines, devices, tools, hazardous substances, transport equipment and other resources correctly;
 - use the personal protective equipment provided correctly and put it away properly after use;

- not deactivate, change or move voluntarily the safety mechanisms on machines, devices, tools, facilities or buildings, and use these safety mechanisms correctly;
- and so on.
- Coordination measures for routes, areas for movement or traffic (this list is not exhaustive):
 - Vehicles must be parked in such a way that the way will be kept clear for emergency vehicles and equipment.
 - Unattended machinery must not be left running.
 - Vehicles accessing the worksite must be clearly identifiable and respect the worksite's arrangements and the conditions in place for worksite access.
 - All heavy vehicles must be fitted with an audible reversing alarm; if a vehicle does not have such an alarm, a person must be appointed to guide the vehicle's manoeuvres.
 - And so on.
- Sanitation/social facilities: Contractors shall determine the necessary facilities (changing rooms, canteens, washing facilities, toilets, drinks) to be made available to their employees.

5.6 Permit to work

Work may only begin after Elia has issued a permit to work to the main contractor's worksleader and explained the necessary risk-control measures and internal rules on task organisation.

Operation of facility components is strictly prohibited unless express written authorisation has been granted.

Permit to works are based on a prior assessment of the risks specific to the facilities/equipment and the tasks to be performed. They list the risk-control measures that must be applied to bring the risks to an acceptable level.

Contractors must always perform a risk assessment based on actual conditions when the permit to work is issued.

5.7 Coordination of the work

5.7.1 General provisions

Contractors and Elia shall cooperate in implementing risk-control measures relating to health, safety and the environment, and shall coordinate their activities.

The contractor bears primary responsibility for managing, monitoring and coordinating all of their subcontractors' activities.

Elia shall help to coordinate the operations of outside companies and shall ensure cooperation between all parties involved. Contractors and their subcontractors shall undertake to collaborate with Elia and other contractors and their subcontractors regarding all measures to ensure the well-being of employees and respect for the environment during the assignment.

A meeting shall always be organised, at Elia's initiative, before the worksite begins (site kickoff meeting). This must be attended by, at the very least, the contractors' work managers and worksleaders, plus Elia's, i.e. the client's, work managers and work supervisors.

When high-risk situations are identified at the work preparation stage (either by Elia or by the contractor), special attention shall be paid to the risk assessment and preventive measures to put in place. These work stages shall be analysed in a concerted manner with all parties involved.

The necessary worksite meetings shall be organised to ensure optimal coordination of safety, health and environment measures. All instructions and decisions on safety, health and the environment that are adopted during these meetings shall be drawn up in writing and come into force immediately.

Minutes shall be taken of these meetings and shall be approved by all parties. Elia shall decide who takes the minutes.

While work is being carried out, each main contractor shall ensure that there is always a worksleader with the required professional qualification and skills on the worksite. The language arrangements applying to Elia and contractors are laid out in the *Language* section.

Elia's works supervisor and the contractors must make the necessary agreements to ensure that progress on the work is monitored and the level of coordination is appropriate.

5.7.2 Coordination while work is ongoing

To ensure coordination between all ongoing activities, all contractor worksleaders are requested to consult with each other, in the presence of the Elia works supervisor, before beginning any work. At this meeting, they shall inform each other of the work to be performed and the preventive measures put in place; they shall also ensure that there are no new risks.

Worksleaders shall convene a meeting with their team and those of their subcontractors to share all the information and instructions they receive, along with any other applicable safety guidelines, with the workers, making sure to use a language that they understand. They shall also tell the workers about the work to be performed and the working method defined. They shall ensure that everyone has fully understood the instructions and the tasks to be performed.

5.7.3 Royal Decree on temporary or mobile construction sites

Elia shall appoint the safety coordinator for the project and execution stages. This person shall be authorised to act by Elia and shall have the mandate to request the necessary information from contractors.

Contractors must assist the safety coordinator in the completion of their duties by coordinating and cooperating.

Contractors (and subcontractors) must comply with the health and safety plan.

Contractors must provide the appropriate information to allow the coordination diary and the post-intervention file to be drawn up.

If applicable, contractors must provide the information required for the organisation of the coordination structure.

5.7.4 Language

Every main contractor must always have a worksleader on the worksite when work is being performed by their teams and/or by their subcontractors.

This person must have sufficient knowledge of the language used by the Elia Service Centre/team (French or Dutch) in charge of the assignment to have a good understanding of all verbal and written information and instructions issued by Elia, the client.

Contractors working for Elia shall undertake to share all relevant verbal and written information about the risks inherent in their own activities and those of their subcontractors and to cooperate on safety coordination. All this must be done in the language of the Elia Service Centre/team in charge of the assignment.

Contractors shall tell their employees and subcontractors about any information or instructions they receive, along with all applicable safety guidelines, in a language which they understand at e.g. toolbox meetings.

If contractors have employees who do not speak the language of the Elia Service Centre/team, the worksleader must be able to provide a quick, understandable translation of all instructions into the language(s) spoken by the employees and the subcontractors' employees, and vice versa. The worksleader must draw up a summary of the instructions in a language that the employees understand and have them sign it. If requested by the client, the worksleader shall produce a translation in the regional language (Dutch or French) agreed with Elia and submit it to the Elia works supervisor.

Of course, all communications with the authorities (e.g. permit procedures) must be conducted in the language of the relevant Region (Wallonia: French; Flanders: Dutch; Brussels-Capital Region: either French or Dutch).

5.7.5 Use of subcontractors

It is prohibited to subcontract the entire contract. Subcontracting of part of the contract is allowed provided that Elia has granted prior written consent regarding the work to be subcontracted and the identity of the subcontractor.

There may only be one level of subcontracting for high-risk critical activities and/or stages as identified during the various work preparation stages, unless agreed otherwise in the contract.

A maximum of two levels of subcontracting are permitted for activities other than those mentioned above, unless agreed otherwise in the contract.

Contractors must provide a list of subcontractors that they may use in good time, so that Elia may analyse the list and approve or reject it.

Regardless of the circumstances, any contractor wishing to use a subcontractor must inform the client, Elia, of this fact beforehand.

Elia may reject the subcontractor under any circumstances, without having to state its reasons for doing so.

5.8 Barriers and signs

5.8.1 Barriers

Barriers and demarcation placed by Elia or on its instructions must never be moved.

Contractors must set up any barriers required by their activities, and are responsible for these. They must take account of Elia's procedures when doing so.

The demarcated area may only be crossed if permission has been given.

5.8.2 Signs

Contractors must obey local signs and symbols.

Contractors must apply the relevant, legally-required pictograms and signs to their worksites.

5.9 Maintaining the integrity of the site, facilities and equipment

5.9.1 Fire prevention

General provisions

Fire extinguishers, hydrants and hose reels must always be kept unobstructed and fully visible.

The fire load or thermal load must be kept AS LOW AS POSSIBLE at all times:

- by not storing large quantities of materials with a high thermal load (wood, paper, oil, highly flammable substances) in buildings;
- by always keeping highly flammable substances in clearly labelled, appropriate metal containers and only storing them in the required quantities (for each day);
- by always depositing cloths that are soaked in highly flammable substances in a sealed metal container (risk of self-ignition).

Fire-resistant passages

Opening fire-resistant passages is only allowed on a temporary basis, in order for cables and pipes to be laid. They must be restored to their original state as quickly as possible after being opened.

Depending on the outcome of the risk assessment, temporary seals may be used.

Fire doors

If necessary, fire doors may be opened temporarily, providing they are monitored. Monitoring shall also involve closing the fire doors in the event of a fire alarm. Fire doors may only be blocked open for as short a time as possible – they must always be closed afterwards!

Automatic fire doors must not be prevented from operating.

Fire extinguishing systems, fire detection systems and emergency lighting

These systems may only be taken out of operation for works in exceptional circumstances, with the operator's formal approval. They should preferably only be partly deactivated, but may be fully deactivated if necessary. They must be inactive for as little time as possible. Temporary measures may be adopted depending on the outcome of the risk assessment.

Permit to hot work

The purpose of permit to hot works is to prevent fires or explosions when activities are conducted with open fire/an open flame or hot point in the vicinity of flammable materials (welding, using a cutting torch, burning off varnish or paint, using grinding discs, using burners for works on e.g. roofs or cables, and so on).

Permit to hot works set down the results of the risk assessment and are issued for a limited time – one day, in principle.

Depending on the results of the risk assessment for the activity, a permit to hot work may be extended for up to five consecutive days, providing the following three conditions are met:

- the subsequent activities are being performed in the same environment/space;
- the nature of the activities is the same;
- conditions in the work area will not change.

Permit to hot works also lay down the rules that must be followed in order to prevent the outbreak and spread of fire (after the works are finished too) by taking appropriate protective measures in the work area.

The preventive measures described in the permit to hot work are a complement to the measures set out in the risk assessment for the works.

Permit to hot works are issued to a specific person (or specific people), in their name(s). They give this person (or these people) permission to work with open fire/an open flame or hot point in the vicinity of flammable materials, providing they take account of various general and specific measures.

Permit to hot works are issued by the employer (or duly appointed representative) upon whose premises the activities will be performed.

Suitable fire-extinguishing materials must be provided at any site where work will be done with an open flame.

5.9.2 Evacuation

Evacuation routes must always be kept completely clear of obstacles.

If the work to be performed requires a temporary modification of the evacuation routes, all evacuation plans and signs must be adjusted to reflect the temporary situation following consultation between the operator and the contractor.

The evacuation plans for the worksite must be connected with the existing evacuation plan.

5.9.3 Works that threaten integrity

When performing high-risk works such as excavating pits that may jeopardise the stability of existing structures, lifting loads over facilities, equipment and buildings, conducting heavy transport operations on sites, or driving foundation piles or supports, contractors shall take all the necessary measures to protect the integrity of facilities, sites and equipment.

5.10 Limitations on the use of temporary agency and young workers by contractors

Considering the specific risks associated with our high-voltage facilities, Elia does not allow contractors to use temporary agency or young workers at its electrical facilities.

However, if contractors wish to use agency or young workers for their activities for a specific reason, they must first request written permission from their Elia works supervisor. The request must mention:

- the reason(s);
- the tasks;
- the names of the agency workers and/or young workers.

Contractors employing agency and/or young workers shall be responsible for ensuring their safety and well-being, as per the relevant legislation.



NB

The law prohibits young workers from maintaining, cleaning and repairing high-voltage facilities, and working where there are risks related to high-voltage electricity.

5.11 Pregnant employees

In their capacity as employers, contractors have a legal obligation to make sure that all possible measures are taken to protect pregnant employees from exposure to risks that could be hazardous to them or their unborn children. These special measures must be applied during pregnancy and breastfeeding. Contractors must not hesitate to request additional information about the risks inherent to working at Elia sites. Based on all the risks of which they are aware, contractors must investigate whether pregnant employees are in danger and/or whether they should be denied access to the worksite.

6 Rules regarding work equipment and collective and personal protective equipment used or issued by contractors

6.1 Work equipment (WE)

6.1.1 General provisions on the choice and use of work equipment

Only WE that meets the relevant safety, health and environmental requirements, bearing in mind the circumstances and the risks inherent in the environment where the work is to be performed, may be used. This WE must be tailored to its users, well-maintained and in good condition.

Elia's works supervisor (or its appointed representative) is authorised to check WE on the worksite at any time. The equipment must be marked accurately and clearly to that end.

Compliance and inspection certificates are required for a number of machines, mechanised tools and pieces of equipment. This group includes: cranes, fastening gear, cherry pickers, telescopic handlers, gas welding equipment, electrical worksite equipment, emergency power units, gas expansion equipment, scaffolding, and ladders. The technical inspection certificate's validity period must be displayed on the machine, mechanised tool or piece of equipment.

The inspection certificates, which must have been issued by an institution that is recognised in Belgium, must always be kept with the WE in question so that they

will always be available on the worksite to the client (Elia), the External Technical Inspection Service (certification body), and the official charged with the supervision.

Any cranes, scaffolding, etc. erected by contractors on the worksite must be inspected by an authorised person, as per the applicable legislation.

Following inspection, any equipment that has not been approved must be removed from the worksite at its owner's expense.

The worksite's organisation, including the placement and storage of equipment and machines, must not interfere with the site's operation. This shall be ensured by means of agreements with the Elia works supervisor.

When the day's work is over, all of the contractors' WE must be secured to protect it from misuse. Loose pieces of equipment shall be removed from the worksite or securely attached to something. Contractors must ensure that WE is put away and secured so that it does not go missing. Elia cannot be held liable for missing WE. In all cases, the necessary precautions need to be taken to guarantee that bad weather – such as storms or lightning – will not create hazardous situations.

All WE must be used in full compliance with its manufacturer's instructions, to prevent any danger to employees. Contractors shall ensure that employees using WE have familiarised themselves with the instructions before use and have understood them.

Any person with a safety role, a role requiring greater vigilance or a role with a known degree of risk (e.g. drivers and operators of cranes, vehicles or lifting equipment) must hold a technical skills certificate and a valid medical fitness certificate issued by a doctor in occupational medicine, as per the applicable legislation. These machines, pieces of equipment and vehicles may only be operated by people who are qualified in these ways.

6.1.2 Use of Elia work equipment by contractors

Elia's WE may only be used at the express request of a contractor, provided that Elia has given formal consent and appropriate written instructions for use have been issued. The contractors using the WE must ensure beforehand that it is in good condition, works correctly and has the necessary valid inspection certificates. Contractors are responsible for their own use of the WE. They shall be responsible for the WE for the entire period of use. Following use, or at the end of the period agreed with Elia, contractors must return the WE to Elia in the same condition as they received it. If WE is not returned at the end of the work or is damaged, it shall be replaced or repaired at the expense of the contractor that used it. Elia reserves the right to have contractors sign a document to confirm their receipt of the borrowed equipment.

6.1.3 Use of contractor work equipment by Elia employees

If necessary, Elia employees may use contractor WE, provided that the contractor consents and appropriate instructions for use have been issued. Elia employees must ensure beforehand that it is in good condition, works correctly and has the necessary valid inspection certificates. They shall be responsible for the WE for the entire period of use. Following use, or at the end of the period agreed with the contractor, Elia employees must return the WE to the contractor in the same condition as they received it. If WE is not returned at the end of the work or is damaged, it shall be replaced or repaired at Elia's expense.

6.2 Choice and use of collective protective equipment (CPE)

According to the prevention hierarchy, use of collective protective equipment (which prevents accidents) always takes precedence over the use of personal protective equipment (which limits the consequences).

CPE such as safety rails, scaffolding, safety nets, shores for trenches and pits and fences around pits, holes in the ground and machinery must be used wherever necessary. It must be put in place as quickly as possible.

If it is technically impossible to use CPE, contractors must conduct a risk assessment and, on that basis, provide personal protective equipment as substitution.

All contractors must keep their temporary CPE in good condition.

Any contractor needing to move a piece of CPE must inform all companies affected and ensure that it is restored to its usual position as quickly as possible.

Whenever CPE is temporarily removed, staff must use personal protective equipment.

Once work has been completed, the relevant contractor must restore all permanent protective barriers (e.g. guardrails and railings) to their usual position, unless otherwise agreed with the client, Elia.

6.3 Choice and use of work clothing and personal protective equipment (PPE)

Contractors must supply their employees with appropriate work clothing and personal protective equipment as per the applicable rules, so that employees may do their work in optimal health and safety conditions (this clothing/PPE includes: ear protection, safety harnesses, face protection, masks, protective suits and gloves). They must ensure that their employees are trained to use these and that they use them in the places and circumstances in which they are required.

The following items of clothing/PPE are mandatory in all Elia worksites and technical spaces:

- safety shoes;
- work clothing bearing the company name or logo.

Appropriate high-visibility clothing must be worn for any works on or alongside public roads, railway lines, and so on.

Elia shall not give or lend any PPE to contractors unless otherwise agreed.

7 Chemical, physical and biological agents

7.1 Choice, use and storage of hazardous materials (HazMat)

If the assignment may entail use of or contact with HazMat, contractors must comply carefully with the provisions of the relevant well-being legislation and its implementing decrees. In any event, use of hazardous substances or materials must be kept to a strict minimum.

Contractors must use a chemical agent or process that, in the circumstances of its use, entails no or as little possible risk for the health and safety of their own and Elia's employees.

Use of HazMat must be discussed with the client (Elia) and, where applicable, the safety coordinator for implementation during preparations for the works, on the basis of a user-conducted risk assessment and the safety data sheet (SDS). The instructions on these sheets are binding.

Contractors shall share details of the permits (if applicable) and maximum authorised quantities for HazMat. Quantities of these hazardous substances must be limited in order to comply with the applicable legislation and the site's operating permit.

HazMat shall be transported and stored in special, sturdy containers that are designed for that purpose and made from a material that is resistant to the substance (preferably the substance's original container). These containers must have a label bearing the relevant pictograms, H- and P-phrases, and so on, in line with the applicable legal provisions.

Temporary storage must comply with legal provisions, the guidelines in the SDS and Elia's rules. Only the quantities required on the worksite on a daily basis may be stored. More specifically, hazardous liquids, flammable materials and fuels must be stored in either double-walled metal tanks or in containers or collection tanks with a capacity matching the volume of stored material. Flammable liquids must be stored in a ventilated space where there is no risk of fire, by mutual agreement with the client (Elia) or its appointed representative. Storage of flammable substances in buildings must be avoided.

No more than 50 litres of liquids with a flash point lower than or equal to 21°C are allowed.

Contractors are responsible for the materials they use and for the waste arising from their use of these materials.

7.2 Physical agents and environmental factors

7.2.1 Thermal environmental factors

If the ambient temperatures fall outside of the legally-determined limits (temperature, type of activity), contractors must prepare a prevention programme. This programme must cover all the necessary technical and organisational measures for preventing or limiting exposure and the associated risks. The programme shall be applied as soon as the action values are exceeded.

7.2.2 Noise

Contractors shall take the necessary measures as soon as the statutory noise limits are exceeded:

- choose the right work equipment to limit the noise level;
- suggest alternative working methods to reduce exposure;
- provide appropriate PPE on the worksite and ensure that it is used when the statutory limits are exceeded;
- limit the duration and intensity of exposure;
- inform and train employees.

7.2.3 Vibrations

If the exposure values for vibrations exceed the legal limits, contractors must take one or more of the following actions:

- choose the right work equipment to limit vibrations;
- suggest alternative working methods to reduce exposure;
- limit the duration and intensity of exposure;
- inform and train employees.

7.2.4 Lighting

Contractors shall ensure that all work areas, whether indoors or outdoors, are always lit appropriately for the work situation.

7.3 Biological agents

During works involving a risk of minor injury (e.g. scrapes) and works on sanitation facilities and sanitation pipes or on/in sewers, contractors must take the following measures on the basis of their risk assessments:

- personal hygiene;
- hygiene at work: no smoking, eating or drinking during such works;
- gloves and work clothing;
- protective clothing during works in sewers;
- tetanus vaccines where there is a risk of injury;
- hepatitis A vaccines where there is contact with waste water that is contaminated with faeces.

8 Health and hygiene

Use of Elia's sanitation facilities (e.g. changing rooms, washing facilities, toilets) is strictly prohibited unless Elia explicitly makes them available. In this case, the basic rules of hygiene must be observed.

Contractors who have been granted permission to set up a site vehicle and/or shed on Elia's premises may be required to provide the necessary sanitation/social facilities (e.g. dining rooms, washing facilities, changing rooms, chemical toilets) for their own staff. These facilities may be made available to Elia staff upon request. These facilities must be kept clean. The vehicles and sheds must be set up and fitted out in accordance with the agreements reached with the client (Elia) or its appointed representative, as formalised in the special safety instructions (SSIX).

Contractors are required to maintain cleanliness and tidiness on the worksite.

No meals may be consumed in buildings belonging to Elia except in the places specifically designated for this purpose, and providing that the client, Elia, has given prior approval.

Meals may only be consumed if hands have been washed and sufficiently clean, non-contaminated work clothing is worn.

Contractors and their staff must not bring or consume any alcoholic drinks, drugs or other narcotics. Access to worksites is barred to people who are obviously under the influence.

Smoking is prohibited in all workplaces, except in the open air.

9 Environmental rules

The environmental rules are based on the applicable Regional and Federal environmental legislation (depending on the location of the activities) and the environmental policies and procedures established by Elia within the framework of the assignment. These rules must be obeyed.

All contractors must comply, at all times, with the relevant environmental legislation of the Region in which the assignment is taking place.

9.1 General information to provide

Elia shall supply contractors with its own environmental policies and procedures that apply to the assignment.

Before accepting an assignment, contractors must identify its environmental aspects, determine the key aspects of these and gauge the potential impact. Although there is no single approach for identifying environmental aspects, the chosen approach may, for example, take account of continuous and diverse emissions into the air, release of materials into the water and/or the soil, use of raw materials, natural resources and energy, problems linked to the local environment, and so on. The chosen approach must take account of normal working conditions, as well as the situation at the start and the end of the assignment.

Contractors must adopt one or more procedures based on the applicable environmental legislation, apply these and regularly update them so that their employees, the employees of any subcontractors and the persons working under their management may be informed and made aware of:

- a) the importance of complying with legislation, Elia's environmental policy, and the contractor's own environmental policies and procedures;
- b) the key environmental aspects of their work and the positive environmental impact to be gained from improving their performance;
- c) their role and responsibility in complying with Elia's environmental policy and procedures, including preparations for emergency situations and the required responses;
- d) the potential consequences of non-compliance with these environmental policies and procedures.

Since competence in this area may be acquired through initial vocational training and/or experience, contractors must keep hold of the relevant evidence.

Contractors confirm that:

- upon Elia's request, they will update the composition of their environment department (name, role, telephone number, fax number and e-mail address);
- upon Elia's request, they will update the description of their environmental management system, which outlines all the measures taken to ensure environmental competence in all their services and, where applicable, their production process;
- they guarantee that the equipment and technologies they use are sustainable technologies that aim to minimise the environmental impact.

9.2 Waste and excess materials

Contractors shall ensure:

- that they stick to the following hierarchy and monitor market developments with a view to optimising waste treatment:
 - prevention;
 - reuse;
 - recycling;
 - responsible alternative use;
 - disposal;
- that they shall bear these criteria in mind when choosing a waste processing centre;
- that they shall sort their waste;
- that they shall keep Elia informed.

Contractors must ensure that it is possible to collect waste separately on every worksite.

Contractors must ensure that waste resulting from used materials and products and waste resulting from the execution of the assignment is removed regularly, using legal means, at least once a week. Otherwise, Elia may take the necessary measures to remove the waste at the contractors' expense.

Contractors must do everything they can, at all times, to prevent the waste they produce from spreading (including when the weather is bad). If they fail to do so, Elia may take the necessary measures to prevent the spread of waste at the contractors' expense.

If the waste that is produced is inherent to the contractors' activities but produced by Elia's facilities, Elia shall be considered the producer of the waste. Nevertheless, contractors must ensure that it is managed in line with the applicable legal provisions and internal regulations. They must supply Elia with the required certificates regarding the removal and correct treatment of the waste.

If the waste that is produced comes from contractors themselves, they shall remain its owners. In this case, too, they must ensure that it is managed in line with the applicable legal provisions and internal regulations. They must be able to present the certificates required by law if requested by Elia.

Contractors are also responsible for regularly removing and transporting any excess materials resulting from their activities.


9.3 Environmental incidents and accidents

Any incident or accident that may impact upon the environment (e.g. flue gases, fumes, spillages, soil contamination, contamination of sewers or waterways, noise) must be reported immediately and confirmed in writing to:

- Elia's works supervisor or the party appointed by Elia;
- Elia's Environment Department;

- the safety coordinator for implementation for works falling under the scope of the Royal Decree on temporary or mobile construction sites;
- if necessary, the bodies mentioned in the relevant legal provisions;

so that the necessary measures can be taken right away to prevent further contamination.

 If there may be an impact on the grid, Dispatching must be notified by calling the emergency number 0800 99 044.

Contractors must take all the necessary preventive measures to avoid an incident or accident, as well as all the steps to limit the impact of an incident or accident if one should occur.

Further agreements shall be reached, in dialogue with Elia's Environment Department, to determine how the negative environmental impact of such an incident or accident may be addressed and reported.

All environmental incidents and accidents shall be analysed to determine their cause. A causal tree analysis must be produced. A report must be submitted to the client, Elia, as quickly as possible, and no later than one month after the incident or accident.

The report must contain at least the following information:

- the date and time of the incident or accident;
- the facilities where the incident or accident occurred;
- the environment affected by the incident or accident;
- the activities usually conducted at the place of the incident or accident;
- the circumstances of the incident or accident;
- an analysis of the causes of the incident or accident;
- the measures taken to repair any damage to the environment;
- the recommended preventive measures for avoiding a similar incident or accident in future.

9.4 Soil and water protection

During the works, contractors must take all the necessary preventive measures to avoid contaminating the soil, groundwater and surface water. These measures must be identified in partnership with the Elia works supervisor and must comply with the legal requirements and Elia's internal environmental policies and procedures.

It is strictly prohibited to release any form of HazMat (e.g. solvents, chemicals) into the sewer, the sanitation water circuit or the rainwater circuit, whether on an Elia site or outside an Elia site.

If a small leak forms, measures shall be taken to limit its spread and ensure that the leaked substance can be absorbed appropriately (e.g. by an absorbent material). Any waste that results must be removed by the contractor and supplier (as described above).

Assignments involving earthworks (excavation of soil, even if it will be replaced) are performed as per the applicable provisions in the Region in which these earthworks are taking place, taking into account that the excavation of contaminated soil may or may not be considered hazardous waste, to which special provisions apply that may vary depending on the Region in question.

9.5 Packaging

Contractors must strive to minimise the amount of packaging and avoid using excessive packaging.

Contractors must remove used packaging along with waste (as described in the *Waste and excess materials* section).

9.6 Rational use of energy and raw materials

If large volumes of products (e.g. lubricants, fuels, process water, electricity, compressed air) are required, agreements must be reached with Elia with a view to minimising consumption. Insofar as possible, energy-consuming equipment must be turned off when it is not in use.

9.7 Fuel storage on construction sites and refuelling machines

All refilling points for mobile tanks or fuel tanks shall be located on waterproofed ground or a waterproofed surface. Contractors must collect any leaked liquids so that these do not contaminate the soil, groundwater or surface water. Transfers must be made by pump, under the careful supervision of the operator. Transferring substances to mobile tanks by simply using gravity is strictly prohibited.

9.8 Restoring the site to its original condition

The site must be cleaned at the end of the assignment. More specifically, all waste, materials and containers must be removed and all land that was used for storage and organisation must be returned to its original condition, unless otherwise specified by Elia.

9.9 Respect for nature

No herbicides shall be used during works on Elia sites.

The need to cut or prune shrubs and trees as part of the assignment shall be kept to a minimum and the breeding seasons of birds must be taken into account (normally from 1 April to 30 June).

Green areas shall be returned to their original state unless otherwise agreed as part of the assignment or following consultation with an Elia representative. The same applies to bodies of water. Hedges shall be replanted with seedlings from the local area of sufficient height and thickness.

10 Guidelines in the event of incidents, occupational accidents and violations

10.1 General guidelines in the event of incidents, near-accidents and accidents

The client, Elia, shall provide the necessary information about the measures to be taken in terms of first aid and employee evacuation. Contractors must share this information with their employees and any subcontractors.

Any incident, near-accident or accident affecting contractors, or one of their employees or subcontractors must be reported immediately and confirmed in writing to:

- Elia's works supervisor or the party appointed by Elia;
- Elia's prevention advisor for the relevant area;
- the safety coordinator for implementation for works falling under the scope of the Royal Decree on temporary or mobile construction sites;
- if necessary, the bodies mentioned in the relevant legal provisions;

so that the necessary measures can be taken immediately to prevent occupational accidents or incidents with the same cause in future.

 If there may be an impact on the grid, Dispatching must be notified by calling the emergency number 0800 99 044.

Unless otherwise agreed with the client, Elia, contractors are responsible for treating and evacuating their own injured employees.

As per the relevant legal requirements, contractors must have appropriate equipment and enough trained personnel to treat minor injuries and provide first aid in the event of an accident.

10.2 Incidents and near-accidents

Incident:

Any unwanted event that caused (or could have caused) damage to buildings, property or the environment.

Near-accident:

Any unwanted event that could have resulted in an accident. People often speak of such events as "lucky escapes".

Following near-accidents, an analysis report with corrective measures must always be produced and sent to the prevention advisor for the relevant area within 10 days.

10.3 First aid for minor accidents

Minor accident:

An accident that did not result in the victim losing capacity for work and did not require a doctor's care; whatever treatment was required was provided in the place of execution of the employment contract.

Following minor accidents, an analysis report with corrective measures must always be produced and sent to the prevention advisor for the relevant area within 10 days.

10.4 Occupational accidents

The victim's employer is responsible for investigating the accident.

A detailed report on the accident must be submitted to the prevention advisor for the relevant area no later than 10 calendar days after the accident.

It must contain at least the following:

- a description of the event (place, circumstances, persons involved, damage);
- an occupational accident analysis, conducted using an appropriate method (e.g. causal tree, PEEPO [Person-Equipment-Environment-Product-Organisation] analysis, fishbone diagram);
- the corrective measures that the contractor or subcontractor will take to prevent similar accidents in future.

10.5 Serious and very serious occupational accidents

Whenever a serious or very serious accident occurs, a Joint Comprehensive Report must always be drawn up, as specified by Art. 94ter of the Well-being Act of 4 August 1996 and Title I, Chapter III of the Code on Well-Being at Work (Royal Decree of 27 March 1998 concerning policy on the well-being of workers in the performance of their work) Art. 26(4).

This investigation into the accident is conducted by the victim's employer's internal service for prevention and protection at work, in cooperation with Elia. If the report cannot be submitted to the federal authority within 10 calendar days, a provisional joint comprehensive report is submitted within this time frame. Among other things, this requires the active involvement of the victim, the worksite manager(s), the worksleader(s) and the health and safety department(s) of all parties concerned. The parties must agree on a schedule to that end.

Once all parties have signed the report, Elia's internal service for prevention and protection at work shall check that the relevant contractor has sent the report to FPS Employment, Labour and Social Dialogue – official responsible for surveillance of well-being at work (= technical inspectorate).

The parties shall not be entitled to make claims against one another in respect of the costs involved in taking part in the accident investigation.

If, as provided for by law, the FPS Employment, Labour and Social Dialogue appoints an external expert, the costs shall be borne equally by all parties concerned.

10.6 Definition and implementation of action plans

In the event of serious accidents or violations or when accidents or violations of a similar nature are repeated, contractors will be invited to explain to Elia's management team the result of their analysis and the measures they will take within their organisation to remedy the problems identified.

If it is deemed necessary, contractors may be asked to present their action plan to Elia's Committee for prevention and protection at work.

10.7 Communication of events related to safety

Elia will notify its staff about any accidents involving our contractors that occur at our facilities so that personnel are informed about the accidents or near-accidents and workers made aware of the risks and the preventive measures to apply.

This information will also be provided to all our contractors' prevention advisors so that they can take note of it and appropriately disseminate the information within their organisation.

11 What to do in an emergency

The term “emergency” refers to: any suddenly-arising situation that may harm people, facilities, equipment and/or worksite organisation and requires urgent action (e.g. fire, explosion, sudden emergence of a life-threatening situation).

- Do not take any risks – get yourself and others to safety and give first aid treatment.
- Notify the emergency services by calling the emergency number 112, and ensure someone meets them when they arrive.
- Every emergency situation must be reported to the Elia works supervisor as soon as possible. Elia shall inform contractors of the measures for addressing emergency situations at its facilities.

 If there may be an impact on the grid, Dispatching must be notified by calling the emergency number 0800 99 044.

11.1 Reacting to a fire alarm or fighting a fire

In the event of a fire alarm, follow the intervention team's instructions and go to the agreed assembly point.

Employees who are trained in firefighting may, if they can do so without endangering themselves, begin extinguishing the fire with the most appropriate extinguishing equipment (e.g. handheld extinguisher, wall-mounted hose reel). Since they are not professional firefighters, it is strongly recommended that they be assisted by another trained person when fighting fires in the facilities.

Use of extinguishing equipment must always be reported to the Elia works supervisor as quickly as possible.

11.2 Working in the vicinity of SEVESO sites

If works are performed in the vicinity of a Seveso site (during works at a substation, additional information can be found on the information panel), contractors shall provide staff with the necessary instructions if the alarm is sounded and, more specifically, shall do the following (as per the instructions available on the competent authorities' website):

- Get inside a building immediately, no matter what building it is.
- Close all windows and exterior doors.
- Turn off the heating, ventilation and air-conditioning systems; close any air valves.
- Listen to the media (radio and television), especially public and local radio programmes.
- Only make phone calls if absolutely necessary, so as not to overload the telecommunications networks.

11.3 Working in the vicinity of nuclear sites

If works are performed within a 15-km radius of a nuclear site, contractors shall provide employees with iodine tablets and shall give them the necessary instructions if the alarm is sounded and, more specifically, shall do the following (as per the instructions available on the competent authorities' website):

- Get inside a building immediately, no matter what building it is.
- Close all windows and exterior doors.
- Turn off the heating, ventilation and air-conditioning systems; close any air valves.
- Listen to the media (radio and television), especially public and local radio programmes.

- Only make phone calls if absolutely necessary, so as not to overload the telecommunications networks.

Iodine tablets may only be taken on the express recommendation of the authorities.

**NB**

An evacuation is an exceptional protective measure that may only be taken by the Interior Minister.