

INSTRUCTIONS FOR STAFF OF EXTERNAL COMPANIES WORKING AT THE JRC-GEEL site

ARTICLE 1: Aim

This document describes the obligations of persons from external companies working on the JRC-Geel site. It complements the general terms and conditions applicable to contracts of the European Commission.

These Instructions may be complemented by specific measures to be taken when working in the controlled areas.

ARTICLE 2: Scope

This document applies to all persons working on the JRC-Geel site, whether self-employed or a staff member of an external company, regardless of nationality.

ARTICLE 3: Definitions

In the context of these instructions:

- **JRC-site:** includes the Joint Research Centre established in Geel and other Units of the European Commission's Joint Research Centre, present on the same site.
- **Controlled areas:** areas subject to regulations in order to protect against ionising radiation and to which entrance is restricted.
- **Fire Permit:** written permit to perform work with increased fire hazard.
- **SHES:** Safety, Health, Environment and Security service which acts as the "Internal Service for Prevention and Protection at Work" according to Belgian Regulations.
- **Technical Services:** services of the European Commission in charge of the infrastructure of JRC-Geel (also called RMG-Unit).

ARTICLE 4: Access and leaving the JRC-Geel site

4.1 Request for access

- a) At least 10 working days before the start of the work, a list of the employees¹ including managerial staff, to be employed on the JRC-Geel site, must be drawn up by the Contractor. This list shall be sent to the SHES service for approval and must include following employee data²:
- name and first name
 - date and place of birth
 - nationality
 - number, date and place of issue of the Identity Card/Passport
 - position in the Company
- b) It may occur that a specific employee on this list is refused access. The JRC-Geel is not obliged to justify any such refusal or request. No claim for compensation may be lodged with the European Commission as a result of such a decision. The JRC-Geel may also request proof of good conduct.

4.2 Access to the JRC-Geel

¹ If an employee is not an EU National, prior approval should be sought 2 months beforehand.

² In conformity with the law for the protection of privacy in relation to the processing of the personal data (8 December 1992 B.S. 18.03.1992), we advise that this personal data will remain in our database for 30 years. JRC-Geel is the owner of this database. This data shall not be used for "direct external marketing". On written request, an overview of the personal data that we have on file can be handed over and corrected, if necessary. Employers are requested to forward this information to their staff.

- a) Each external employee coming to work on the JRC- Geel site shall register every day with the guards at the main entrance when both entering and leaving the site. An access badge will be issued. This badge shall be worn visibly and permanently on the site.
- b) Normal working hours are from Monday to Friday from 07h30 a.m. until 17h30 p.m. Presence on the site, and in particular in buildings which are occupied (laboratories or offices), outside these working hours is, as a rule, not permitted.
- c) Access outside normal working hours may be exceptionally permitted by the relevant service of JRC- Geel. The JRC- Geel reserves the right, and has sole discretion to accept or reject such an exception.

ARTICLE 5: General instructions applicable on the JRC-Geel site

It is the responsibility of the Contractor to inform his employees of the general and special conditions in force at the JRC- Geel. The general and special conditions must be strictly observed. The employees must refrain from any action which is contrary to the good order and conduct on site.

In addition to the general rules regarding occupational safety and health at the workplace, the Contractor must undertake to instruct his staff to observe the following rules:

a) Photographic equipment

It is forbidden to bring onto the JRC- Geel site any photographic or film equipment without the written agreement of the Management of the JRC- Geel. If the Contractor is found to be in breach of this general instruction, the JRC- Geel will be entitled to confiscate the data carrier or have all recordings destroyed.

b) Checks and inspections

The employees and equipment of companies may be subject to checks and inspections by the SHES personnel at any time during their presence on the JRC- Geel site. In particular, searches of vehicles entering and leaving the site may be carried out and photographs of the content may be taken by the JRC-Geel Security personnel. The Contractor shall instruct his employees to co-operate.

c) Prohibitions

Contractors and employees thereof working on the JRC- Geel site are forbidden to perform activities which do not strictly fall within the scope of the activities specified in the contract concluded between the JRC- Geel and the Contractor, in particular:

- use the equipment of the JRC- Geel without approval
- bring alcoholic drinks on the site
- organise collections
- post bills
- damage buildings, particularly by affixing signs in or on the walls
- lay traps
- damage or uproot plants
- bring animals onto the site
- leave equipment in or around the buildings when the work has been completed
- deposit rubbish other than in the specifically designated places
- bring or carry weapons - even antique ones – munitions, fireworks or any other explosive devices (such as stud guns) on to the JRC- Geel site
- enter the JRC- Geel other than through the entrances indicated

d) Smoking policy

Notwithstanding smoking prohibitions for safety reasons, persons working on the JRC- Geel site should comply with General Commission Policy on Smoking. In particular smoking is prohibited inside the buildings of JRC- Geel. In the summer period a general prohibition for the whole site may be imposed.

e) Lost and found objects

Any objects found on the site must be handed to the security guards.

f) Bringing in and removing of equipment

It is forbidden to bring material or goods in or remove them from the JRC- Geel outside normal working hours unless prior approval is granted by the SHES following the submission of a justification, in good time.

Equipment or apparatus which is necessary for the work to be carried out at the JRC- Geel site will only be set up or assembled in places which are clearly designated for this purpose.

ARTICLE 6: Traffic regulations applicable on the JRC- Geel site

Belgian traffic regulations apply to vehicles used on the site of the JRC- Geel. The instructions of the security guards should be followed.

In addition a speed limit of 30 km/h will be observed on the whole site unless otherwise mentioned.

ARTICLE 7: Occupational health and safety

7.1 Applicability of the national legislation

Every Contractor and employee thereof, even those who are not of Belgian nationality, must comply with the legal requirements in force in Belgium relating to the activities performed by the Contractor or employee thereof, with particular regard to, safety, health and hygiene protection.

In line with the regulation on temporary and mobile construction sites (Belgian Codex title III chapter V) a Safety Co-ordinator is appointed for specific activities.

The Contractor shall take all measures necessary to comply with these rules and in particular shall follow the recommendations made by JRC- Geel Technical Services, SHES and the Safety Co-ordinator. This includes, but is not limited to, providing all collective and personnel protective equipment, imposed by law or required based on the risk assessment.

7.2 Risk assessment

7.2.1 Framework contracts and service contracts (involving works on the JRC- Geel site)

a) Initial risk assessment after signature of the contract

After signature of the contract, the Contractor will perform a risk assessment for all planned activities on the site of JRC- Geel. For each activity the significant safety and health risks and environmental aspects are determined. The related necessary measures are to be identified in a safety and health plan.

The safety and health plan should take into consideration the requirements applicable at the JRC- Geel.

The risk assessment and the safety and health plan are to be sent to the JRC- Geel within calendar 30 days after signature of the contract at the latest.

b) Risk assessment during the execution of the contract

During the execution of the contract, the Contractor will periodically, and at least yearly, re-evaluate the risk assessment. The re-evaluation will consider possible changes in the regulation or other requirements, changed circumstances at the JRC-Geel and the experience feedback from possible incidents and accidents.

The revised risk assessment and the safety and health plan are to be sent to the JRC-Geel.

7.2.2 Other contracts for works on the JRC- Geel site

a) Works under the scope of the regulation on temporary and mobile construction sites and for which a Safety Co-ordinator has to be appointed (Belgian Codex title III chapter V art.2)

A risk assessment is to be performed and a safety and health plan is to be established in

accordance with the legal requirements.

This risk assessment and safety and health plan are to be discussed in a co-ordination meeting before the start of the works.

b) Other works on the JRC- Geel site

Before the start of the works, a co-ordination meeting is to be organised during which the risks are evaluated and any supplementary measures to be taken are determined.

7.3 JRC- Geel specific safety requirements

a) Lighting of fires and work with increased fire hazard

It is forbidden to light fires on the JRC-Geel site or to work with open flames, heat or spark producing equipment, with the exception of specific jobs which are part of the work for the JRC-Geel (e.g. welding) and, on the condition that prior permission is requested and granted by the fire brigade of the JRC-Geel. This authorisation is subject to the Fire Permit procedure (JRC-Geel work instruction WI-D-00111). Work involving fire hazard, performed without a duly completed and signed Fire Permit shall be stopped immediately. All costs and delays related to such an interruption will be borne by the Contractor.

b) Working at heights of 2 m and above

When working at height the Contractor will ensure that all requirements of the Royal Decree of 31 August 2005 related to the use of equipment for temporary works at height (Belgian Official Gazette of 15.09.2005) are respected.

- Ladders may only be used as tool to overcome height differences or for easy work. When heavy or prolonged work at height must be executed scaffolding or a cherry picker must be used.
- Ladders must have a VGS label or ensure an equivalent level of safety. The Contractor must also have a system in place and deployed to periodically verify the state of the ladders.
- Scaffolding may only be assembled and used by appropriately trained staff.
- The name of the person in charge of the verification of the scaffolding will be given by the Contractor. All mandatory documents will be available on the JRC-Geel site.
- Scaffolding must be clearly tagged indicating whether it is fit for use or not.
- Cherry pickers will have a valid certificate for technical control from an external service. Use of Personal Protective Equipment is mandatory when operating cherry pickers.

c) Dangerous substances and preparations

SHES approval is required to bring in, store and use dangerous substances and mixtures as defined in the CLP regulation EC 1272/2008.

For this purpose the Contractor shall keep the Material Safety Data Sheets (MSDS) of the products concerned at the disposal of the SHES.

This MSDS will be completed according the Reach Regulation EC 1907/2006.

d) Electrical installations and tools

Electrical installations or tools brought on to the JRC-Geel site by the Contractor or employee thereof, must satisfy the requirements of the applicable European Guidelines and national regulations.

Working on electrical installations while the power is on shall only be performed after written approval of JRC-Geel Technical Services has been received.

e) Digging of holes and trenches

Digging of holes and trenches is subject to prior authorisation from the JRC-Geel Technical Services who will alert the Contractor of the presence of cables, ducts etc.

f) Lock out/Tag out of equipment

It is of the utmost importance that, when equipment is being serviced, appropriate "lock outs" or "tag" outs are installed. In particular JRC-Geel must be able to trace when, why and by whom a switch, valve etc. has been placed in a particular position.

ARTICLE 8: Protection of the environment

The JRC-Geel is committed to limit its environmental impact and implements an environmental management system in line with ISO 14001 and the EMAS regulation.

The Contractor will take all necessary precautions to limit damage to the environment. In particular he will:

- Take back all packaging material brought in
- preferably use products which are not harmful to the environment
- under no circumstances dispose of chemicals via the sewer or on the ground
- make sure that all materials are disposed of according the applicable regulation
- at the end of the works, clean up the workplace

All waste produced must be treated according to the requirements of the Flemish regulation (VLAREMA).

Unless otherwise mentioned in the technical specifications, small amounts of waste (up to 3 m³) may be deposited in the appropriate container(s) located in the JRC-Geel container park. The Contractor will assess the volume of the waste that will be produced and will contact the JRC-Geel Waste Manager to ascertain in which container(s) the waste must be deposited.

If larger volumes of waste are expected to be produced or, when stipulated in the technical specifications, the Contractor will foresee appropriate measures for the selective collection and disposal of the waste.

ARTICLE 9: Accidents and emergencies

a) Accidents involving individuals

Should an accident occur involving an individual or whereby physical injury is sustained, the SHES service should be informed immediately by pressing the alarm button or phoning 222 (internal telephone) or +32(0)14 571 222 (with mobile-GSM).

b) Accidents with material damage

Accidents which have caused or may cause material damage shall be reported immediately by phoning 222 (internal telephone) or +32(0)14 571 222 (with mobile-GSM).

c) Alarm

Should an alarm be given at the JRC-Geel by means of a siren, loudspeaker, alarm bell, or in any other way, all employees should stop work immediately, go to the entrance hall of the nearest building and follow the instructions given.

ARTICLE 10: Noncompliance of the JRC-Geel safety rules

Should the Contractor, or one of its sub-contractors, fail to respect the regulations concerning health and safety, including those mentioned in this document, the JRC-Geel will, after serving notice upon the Contractor, be entitled to take the following measures:

- fulfill the obligations itself
- have the works interrupted

In case of immediate and serious hazard resulting from the non-compliance with the regulations of the Contractor or one of its sub-contractors, the JRC-Geel may also have the work interrupted without prior notice.

All costs, resulting from above mentioned measures will be at the expense of the Contractor.

Repetitive and/or serious failure by the Contractor to implement the rules in force during the performance of this contract may constitute a breach of contract.

The JRC-Geel reserves the right to take appropriate action to check and monitor the implementation of the said rules in order that it may take action to terminate the contract.