



**Council of the European Union**  
General Secretariat  
Directorate-General Administration  
Health and Safety Department

# **RULES AND INSTRUCTIONS CONCERNING HEALTH AND SAFETY**

**FOR THE ATTENTION OF OUTSIDE FIRMS  
WORKING IN THE INSTITUTION**

Some sensitive information has been removed from this document. Its unmodified version will be made available upon signature of the framework contract.

**Health and Safety Department (SPSS)**

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**The provisions and rules set out in this pamphlet must be brought to the attention of all companies or others involved in planning or carrying out work within the institution.**

## 1. INTRODUCTION

- 1.1. These rules and the obligations stemming from them relate to the coordination of health, safety and environmental issues relating to work carried out by outside companies (Chapter IV of the law concerning the welfare of workers in the performance of their duties - *Moniteur belge* of 18 September 1996) and in temporary and mobile working sites (Section V of that law).
- 1.2. The Royal Decree of 25 January 2001 (*Moniteur belge* of 7 February 2001) concerning mobile and temporary working sites, and the amendments to it in the Royal Decree of 19 January 2005, shall apply.
- 1.3. The obligations stemming from the provisions of the General Regulation for Work Protection, the General Regulation on Electrical Installations, the law of 4 August 1996 concerning the welfare of workers, and the provisions concerning environmental permits shall be applicable.
- 1.4. Any firm which carries out work or has work carried out within CEU buildings and any personnel present on site must be aware of these rules and comply with them. Each firm is responsible for passing this information on to its workers and to its subcontractors, and where necessary explaining it to them.
- 1.5. The Health and Safety Department (SPSS) and the Medical Service have the right at any time:
  - to check all locations and all work;
  - to prohibit the use of materials, tools or methods which do not present all necessary safety guarantees;
  - if the firms carrying out the work do not fulfil the obligations set out in this document, the CEU may itself take the necessary steps with regard to the welfare of workers. Likewise, if the CEU considers that carrying out the work involves an unacceptable level of risk, it may halt the work without prior notice. Work which has been halted may only be resumed following a detailed analysis of the risks, establishing that they have been eliminated or that the remaining risks have been accepted by the relevant departments of the CEU.

## 2. **ORGANISATION COORDINATION AND HEALTH AND SAFETY**

- 2.1. The CEU project manager shall be responsible for coordinating health, safety and environmental issues for the entirety of the work. The agreements reached between the various employers on health, safety and environmental issues must be approved in advance by the CEU project manager.
- 2.2. **Before starting** work, each firm must discuss its health, safety and environmental plan in advance with the CEU project manager and the Health and Safety Department.
- 2.3. If necessary, any firm may contact the Health and Safety Department to obtain additional information about the coordination of health, safety and environmental issues.
- 2.4. The parties carrying out the work undertake to be present at any (periodic) coordination meetings held by the CEU project manager and/or the health and safety adviser.
- 2.5. Any firm to which work is assigned is obliged to appoint a person responsible for safety in the workplace.
- 2.6. Each firm will ensure that its workers have the training, professional experience and physical fitness required to carry out the tasks assigned to them and that they use the necessary materials in a perfectly safe manner. At the request of the CEU project manager or the Health and Safety Department, it will produce the necessary evidence of this.
- 2.7. Members of the personnel of firms will only enter the areas and access points leading to the places where they are to work.
- 2.8. Any situation and/or operation which is dangerous will immediately be notified to the CEU project manager or to the Health and Safety Department.
- 2.9. Each firm will draw up an inventory of the tools, materials and procedures which it is going to use, will have them analysed to reveal any risks they may present, and will ensure that they fulfil the requirements of these rules.
- 2.10. Each firm will ensure that any firm to which it has subcontracted work fulfils the rules concerning the coordination of health, safety and environmental issues.
- 2.11. The consumption of alcohol in the workplace is strictly prohibited.

### **3. FIRE, EVACUATION AND FIRST AID**

#### **3.1. Firefighting**

- 3.1.1. Each firm shall provide effective resources, of a sufficient quality and quantity, to enable it to combat any outbreak of fire. Extinguishers will be appropriate for the risks inherent in the activities concerned, and any potential users will know how to operate them.
- 3.1.2. Extinguishers will be sited on the basis of the risk, and signposted as prescribed by law.
- 3.1.3. Company personnel must have received adequate training on the use of fire extinguishing equipment.
- 3.1.4. Any outbreak of fire, however small, must be reported in accordance with the emergency procedure described in Annex 1.
- 3.1.5. Smoking is strictly prohibited on CEU premises except at specified locations (in smoking booths or out of doors).

#### **3.2. Evacuation**

- 3.2.1. In an emergency, the evacuation order will be given by siren and/or orally (loudspeakers). The order to evacuate may be given for one floor, for one zone or for the whole building. These orders must be followed *immediately*.

In the event of evacuation:

- work is to be stopped after the site has been made safe (burners and gas bottles must be turned off, machines switched off, etc);
- work area windows and doors must be closed on leaving;
- people should make their way to the nearest emergency exits and staircases (see the pictogram in the Annex). In the JL and Lex buildings, go through the green doors to reach the evacuation floor;
- in no case may anyone use the lifts, enter the car parks or go back;
- evacuate to the assembly points indicated below.

Each firm shall designate a person to be responsible for evacuation. In the event of an evacuation, that person shall check that all members of the personnel of the firm and its subcontractors have left the building and are present at the pre-designated assembly point. That person will tell the responsible member of the Health and Safety Department how many people have been evacuated, and will pass on the names of any members of personnel who are missing.

Following the evacuation, work may only resume after the building has been declared safe and after access to it has been officially authorised by the Security Office.  
Each firm will ensure that every member of its personnel on the site receives a copy of the evacuation procedure described in Annex 2.

If the site does not have loudspeakers or sirens, an evacuation and alert procedure must be developed in consultation with the Security Office and the Health and Safety Department.

### **3.3. First aid**

- 3.3.1. Any incident must be reported to the CEU project manager and to the relevant CEU departments.
- 3.3.2. Each firm shall provide the necessary first aid material.
- 3.3.3. For every 20 workers employed on site, each firm must designate one person who is responsible for giving first aid and who has a first aid certificate.
- 3.3.4. If necessary, firms may call on the CEU Medical Service. To this end, in consultation with the health and safety coordinator or the site manager and the relevant CEU departments, the firm shall draw up a first aid procedure.

### **3.4. Accidents at work, incidents or material damage**

- 3.4.1. Any accident at work, incident or material damage must be immediately reported to the CEU project manager and the CEU Health and Safety Department.
- 3.4.2. Following every accident at work, incident or material damage, the health and safety department of the firm employing the victim must draw up a report. A copy shall be sent within 5 days to the CEU project manager and to the CEU Health and Safety Department. If this deadline cannot be met because of a lack of information or on other grounds, this must be reported.
- 3.4.3. The firm is obliged to comply with the provisions laid down by law as regards accidents at work.

## **4. WORK INVOLVING RISKS**

### **4.1. Work involving a risk of fire**

- 4.1.1. Before beginning work with a naked flame or work which may in some way involve a risk of fire or explosion, a "permit to work" must be submitted to the Health and Safety Department. This permit (see Annex 3) may be obtained from the Technical Equipment and Premises Department ("*Gérance technique*") The procedure to be followed for using this document is described in Annex 3.
- 4.1.2. In the event of work which, by producing a significant quantity of dust or smoke, may damage or block the fire detectors, those detectors must be protected by the company carrying out the work or, in the case of work of long duration or large-scale work, they must be taken down by the company responsible for servicing them. If the firm needs to protect the detectors, authorisation must be requested from the Health and Safety Department. In no case may a firm dismount or cover a detector on its own initiative without prior authorisation from the company which services them. Likewise, the firm responsible for their servicing must be consulted about any action affecting the sirens or push-buttons.
- 4.1.3. At the end of work for which a permit for work presenting a risk of fire has been issued, the firm shall ensure that any risk of fire or explosion has ended. All the protection must be removed from the detectors. If necessary, the firm responsible for servicing the detection equipment is to be informed of the end of the work so that it can put the equipment back into its normal state. The fire control centre (Centre Dispatching Incendie - CDI) must be informed at the end of the work.
- 4.1.4. Once the end of the work has been reported, no further operation which may involve a risk of fire or explosion may be carried out without a new permit.

### **4.2. Other work**

- 4.2.1. A permit to work must be requested from the Health and Safety Department to carry out work on installations which are in some way involved in firefighting, fire prevention or evacuation. These include the following installations and materials, amongst others:
- fire doors;
  - smoke extraction installations;
  - fire detectors;
  - loudspeakers;
  - sirens;
  - firefighting equipment (fire hydrants, pumps etc);
  - compartments and partitions (firewalls, fire flaps, fire resistant materials)
  - radio, telephone, intercom and radio-paging links, if a temporary or long-term disruption of communications is possible;
  - the protection of entrances, if it is possible that entrances or exits may be out of use for the purposes of responses or evacuation, temporarily or long-term;
  - door-opening mechanisms.

4.2.2. A permit to work must also be requested from the Health and Safety Department to carry out any kind of work (maintenance, renewal, repair, new installation, etc.) which by its nature gives rise to increased risks. This includes:

- work in confined spaces
- work above a height of 2 metres
- use of hazardous products
- work on live electrical installations
- work affecting movement of persons and transport
- work on scaffolding
- work on conduits
- work using cranes
- work on the roofs of CEU buildings, etc.

4.2.3. The request must be made using the "permit to work / hot-work permit" form and following the procedure described in Annex 3. The firm shall take account of any remarks made and will limit the duration of the work to the greatest possible extent. In certain cases, a request may be made for work to be scheduled at a different time or temporarily interrupted.

4.2.4. After the work has been carried out, the firm must check that the installations are functioning properly as regards fire fighting. This operation shall take place in consultation with the Health and Safety Department. At the end of the check, and if the outcome is positive, the work will be regarded as finished. Once the end of the work has been reported, no further operation may be carried out on the firefighting installations without a new permit.



## **5. SITE ARRANGEMENT**

### **5.1. Organisation**

- 5.1.1. The site shall be organised in consultation with the CEU project manager or the Health and Safety Department.
- 5.1.2. The site is to be marked, isolated and protected in such a way that outsiders are not in principle able to gain access to it. A lock barrel may not be replaced.
- 5.1.3. The firm shall ensure that the arrangement of the site does not jeopardise the evacuation of adjacent areas. If in doubt, advice should be sought from the health and safety coordinator or the CEU project manager and the Health and Safety Department.
- 5.1.4. If necessary the firm shall install the necessary resources for protection from fire. The location, nature and amount of that equipment shall be determined in consultation with the Health and Safety Department.
- 5.1.5. If necessary, temporary signposting shall be put in place to allow the site to be evacuated easily. Any residual risks must be properly marked.
- 5.1.6. The use of toilets, changing rooms, eating areas, site offices and storage areas is to be arranged in consultation with the health and safety coordinator, the CEU project manager or the Health and Safety Department. The firm is obliged to maintain the premises allocated to it. Meals may be taken only in the areas provided for that purpose.
- 5.1.7. The site installations must be used in consultation with the various firms present. The procedures describing the security measures which must be taken are to be forwarded to the various users in writing and signed to acknowledge receipt.

### **5.2. Tidiness and cleanliness**

- 5.2.1. Each firm must clean its working areas at least once a day and remove the rubbish. The health and safety coordinator, the CEU project manager or the Health and Safety Department may, without prior notice, have working areas emptied of rubbish and cleaned by third parties, at the expense of any firm which has not fulfilled its obligations in this respect.
- 5.2.2. Paths, corridors and stairways must at all times be free of obstacles and hindrances, as far as possible. Corridors may not be hampered by cables or pipework. If cables or pipes cross a corridor, they must be clearly visible and protected.
- 5.2.3. To prevent any risk of slipping or tripping, etc., materials must be stacked in a tidy and stable fashion in the areas provided, in consultation with the health and safety coordinator, the CEU project manager and the Health and Safety Department; they must be protected against atmospheric factors.
- 5.2.4. Emergency equipment and firefighting equipment must always be freely accessible.
- 5.2.5. Where cables, tubes or conduits go through a fireproof (RF) partition, a wall or bulkhead, it is essential to ensure that the fireproof sealing is maintained.

### **5.3. Protection**

#### **5.3.I. INDIVIDUAL PROTECTION**

- 5.3.I.1. Everyone on site must wear individual protection in accordance with the legislation in force and the risk analysis carried out by the firm;
- 5.3.I.2. All firms must, at their own expense, make individual protection available to their personnel and/or visitors. They must also ensure that the protection is used and also that it is maintained and replaced as appropriate.
- 5.3.I.3. Workers must use individual protection correctly, in accordance with the training and instructions they have received, and put it away after use.
- 5.3.I.4. For work in the car parks, a fluorescent jacket must be worn.

#### **5.3. II. COLLECTIVE PROTECTION**

- 5.3.II.1. To avoid accidents at work, all firms must provide for collective protection in case of need. The choice will be determined by the principles of health and safety (Law concerning welfare, Chapter II, Article 5). Preference will be given to collective protection rather than individual protection.
- 5.3.II.2. The placing and/or removal of collective protection will take place in consultation with the health and safety coordinator and the CEU project manager. Collective protection which has been put in place may not be removed without replacement protection or definitive protection being installed.

### **5.4. Environment**

- 5.4.1. The incineration of waste on site is strictly prohibited.
- 5.4.2. The removal of waste and/or packaging shall take place in consultation with the health and safety coordinator and the CEU project manager, in accordance with the legislation in force as regards the environment and the provisions on handling packaging.

## **6. ELECTRICAL INSTALLATION**

- 6.1. Electrical installation work is to be carried out in accordance with the standards in force and the General Regulation on Electrical Installations (GREI).
- 6.2. When it is brought into service, the site installation will be approved by a recognised body/external technical control service. Any defect must immediately be reported to the health and safety coordinator or to the CEU project manager.
- 6.3. Distribution boards must always remain locked. Connections may only be made using the appropriate plugs. All connections (plugs, switches, cables) must be appropriate for use in a humid environment (minimum IP44).
- 6.4. All firms must be sure of the nature of the earthing system used for the electrical installation. Depending on the system used, the necessary steps must be taken for protection against indirect contact.
- 6.5. Cables and extension leads must always be suspended and/or protected from any damage and must be suited to the power level. The insulation of cables and extension leads must be in perfect condition.
- 6.6. Each firm is itself responsible for the lighting of its working areas. The lighting must be put in place in accordance with the legislation in force. It must be sufficient to prevent any risks. In consultation with the health and safety coordinator or the CEU project manager, security and emergency lighting shall be put in place.
- 6.7. Only personnel with a BA4/BA5 attestation may work on electrical distribution boards. Proof of the attestation for each individual must be supplied to the Health and Safety Department.
- 6.8. All electrical installation work must be carried out with the current off, where applicable, and all the necessary preventive measures must be taken.

## **7. TOOLS AND EQUIPMENT**

- 7.1. Only electrical material which complies with the legislation of the host country (the General Regulation for work protection, the Code on welfare at work and the General Regulation on electrical installations) may be connected to the distribution boards provided for that purpose.
- 7.2. All machinery is to have the CE mark.
- 7.3. Each firm shall be obliged to mark its tools so as to ensure that they are easily identifiable, so as to avoid any confusion and discourage theft.
- 7.4. The most appropriate tools shall be chosen for the work to be carried out. Tools must be well-maintained and regularly approved by a competent person so that their use does not create any risks to health and safety. Each firm shall provide the necessary instructions for use, as well as health and safety instructions. These documents must be produced at the request of the health and safety coordinator, the CEU project manager or the CEU health and safety adviser.

### **7.5. Cranes**

- 7.5.1. All cranes and accessories, as well as excavators used to lift loads, which are brought onto the site must bear the CE mark and have an inspection certificate before they are brought into service, and a certificate confirming the regular three-monthly inspection by an approved body (External Technical Control Service).
- 7.5.2. A copy of the approvals should be given to the health and safety coordinator or to the CEU project manager before use of this machinery begins. Failing this, the health and safety coordinator or the Health and Safety Department has the right to ban the use of the machinery.
- 7.5.3. In the event of the use of several cranes where the booms overlap, a procedure for use and communication should be established in consultation with the health and safety coordinator or the CEU project manager.
- 7.5.4. Crane operators must provide proof that they are fit to use such machinery (training, experience, etc). They shall confirm their fitness on the copy which they sign of the approval which is submitted to the health and safety coordinator.
- 7.5.5. During handling manoeuvres the working area must be clearly marked.
- 7.5.6. When an elevating work platform, a cradle or a scissor lift is being used, regulation safety harness must be worn.
- 7.5.7. For all lifting device work, a permit to work must be requested from the Health and Safety Department
- 7.5.8. For handling operations with a forklift, collective protection (safety belt or barrier) must be fitted on the device and be in good working order. The reversing bleeper must be kept activated (Royal Decree 04/05/99).

7.5.9. During work using cranes the working area must be clearly marked. A location plan must be supplied to the health and safety coordinator or the CEU project manager and the Health and Safety Department (access plan, circulation zone, material storage area, emergency routes, etc.).

**7.6. For work in areas prone to explosion**, tools must be explosion proof.  
All preventive measures must be taken to avoid explosions.

## **7.7. Excavators**

7.7.1. Excavator drivers must provide proof in writing that they are fit to use such machinery (training, experience, etc). The original protection of the machines must never be removed or disabled.

7.7.2. During excavation work the working area must be clearly marked and railed off. All preventive measures must be taken to avoid the risk of landslides. A location plan must be supplied to the health and safety coordinator and the CEU project manager or the Health and Safety Department (access plan, device movement area, material storage area, emergency routes, etc.).

## **7.8. Working at a height on ladders**

7.8.1. "Ladders may be used as work stations for work at a height only under circumstances in which the use of other, safer work equipment is not justified because of the low level of risk and by reason of either the short duration of use or existing features on site that the employer cannot alter." If there is no other possibility, a ladder may be used.

7.8.2. Ladders must bear a number and be entered in a register in which the person responsible records his checks. The register must be available to the health and safety coordinator, the CEU project manager or the health and safety adviser.

7.8.3. Ladders must always be in good condition (not be damaged, and be stable) and must be equipped with appropriate non-slip mechanisms. They shall be placed on solid ground and always be attached. They must bear a VGS (Belgian safety guarantee) label.

7.8.4. Ladders which have not been approved, are not numbered or are defective will be immediately withdrawn from the site so that they can no longer be used there.

7.8.5. A ladder must always go at least one metre past the highest level, so that it is easy to get on to it or down from it.

7.8.6. In principle, a ladder is only used to move between two levels at different heights. If possible, working on a ladder should be avoided. In exceptional cases certain work may be carried out from a ladder, on condition that the appropriate mechanisms to prevent falls are used.

- 7.8.7. A good ladder fitted with the best safety devices is still no absolute guarantee that accidents will not happen. Instructions on the use of ladders must be given to users, repeated and kept updated.
- 7.8.8. Ladders must be checked every three months by a competent person from the firm.
- 7.8.9. If the fall risk is more than two metres, a second worker must keep the ladder stable. Wearing a safety helmet is compulsory.
- 7.8.10. The work area must be signposted.

## **7.9. Working at a height on scaffolding**

- 7.9.1. Above a height of 2 metres, all scaffolding must have supports, guardrails and toe boards. The working surface must be all in one block, i.e. without dangerous gaps between the planks and the supports, and must be sufficiently stable, taking account of the likely loads. Preferably, any scaffolding should be firmly anchored to the building.
- 7.9.2. Access to working platforms is to be via stairs or attached ladders.
- 7.9.3. Before it is brought into use and at least once a week the scaffolding is to be checked by a competent person from the firm. His conclusions are to be recorded in a register, to be produced at the request of the health and safety coordinator, the CEU project manager or the health and safety adviser. The scaffolding must bear an inspection label. Any defects found are to be repaired.
- 7.9.4. For scaffolding above 8 metres in height or for scaffolding exposed to exceptional loading, the necessary calculations must be provided to the health and safety coordinator or the CEU project manager.
- 7.9.5. In no case may scaffolding be partly dismantled and left in a state which enables it to be re-used, unless the remaining part still meets the rules in this area.
- 7.9.6. Scaffolding on wheels must be provided with a brake in good working condition. The width of the scaffolding must equal at least one third of the working height. Lateral stabilisers may be used to increase the width. Access to the scaffolding is to be internal.
- 7.9.7. Specific appropriate training for scaffolding users is compulsory.

### **7.10. Working at a height on cradles**

The following measures must be taken (in accordance with the Royal Decree of 31 August 2005):

- A trained person must be in charge.
- The operator must be subject to a medical check, more especially for medical risks relating to a security function and work at a height.
- The aerial platform must be used in accordance with the instructions and directives.
- The working area must be marked out at ground level to prevent objects falling on passers-by.
- The user must check the turret and the cradle for visible defects before starting work each day.
- Compulsory inspection documents must be examined (four times a year).
- Wind speed must be constantly measured, with reference to the conditions in the procedure for working at a height.
- Means of communication (mobile phone, walkie-talkie, etc.) must be on hand to alert the emergency services in the event of an incident and/or accident.
- There must always be two workers together.
- Safety harness must be worn.
- The work area must be clearly marked at ground level.
- Material (products, PPE (personal protective equipment) and accessories) must be prepared.
- The safety harness fitted must be checked annually by an SECT.
- The platform must be entered in parked position and the harness secured to it via the fall arrest device.
- All material must be securely fastened.
- When work has finished, the cradle should be returned to parking position at the designated spot on the roof.
- If there are life lines on the roof, attach to them to gain access to the building.
- Signalize the work and device movement.

### **7.11. Working at a height on elevating work platforms**

The following measures must be taken (in accordance with the Royal Decree of 31 August 2005):

- The person in charge must be trained and must hold a current attestation for elevating work platform use.
- The operator must be subject to a medical check, more especially for medical risks relating to a security function and work at a height.
- The elevating platform must be used in accordance with the instructions and directives as set out in the manual for the device.
- The elevating device must contain instruction sheets for the use of the cradle.
- The working area must be clearly marked at ground level to prevent objects falling on passers-by.
- The user and/or the operator must check the elevating platform for visible defects before starting work each day.
- Compulsory inspection documents must be examined (four times a year) and the vehicle must be overhauled.
- Wind speed must be constantly measured, with reference to the "conditions for working at a height" procedure.

- Means of communication (mobile phone, walkie-talkie, etc.) must be on hand to alert the emergency services in the event of an incident and/or accident.
- Safety harness must be worn in compliance with inspection requirements.
- The work area must be marked with cones and/or a ribbon.
- Material (products, PPE (personal protective equipment) and accessories) must be prepared.
- The safety harness fitting must be checked annually by an SECT.
- The base must be put in place and stabilised with struts positioned extending out from the side on which the cradle is raised.
- The device must be entered without haste to avoid falling.
- The platform must be checked to ensure that it is not slippery and can be walked on safely.
- Once in the cradle, the harness must be secured to it via the fall arrest device.
- All material must be securely fastened.
- The work area and device movement must be signposted.

## **8. USE OF HAZARDOUS PRODUCTS**

### **8.1. General**

In the context of your tasks within the institution, it is likely that you will have occasion to store and handle hazardous products.

"Substances with hazardous properties" is an expression which covers a whole range of products, whether they be inflammable, harmful to human health or damaging to the environment.

### **8.2. Responsibilities**

It is the company's responsibility to submit to this procedure and to ensure that its personnel are aware of and apply the recommendations set out below.

### **8.3. General rules**

#### **8.3.1. Procedure for bringing a product onto the site**

For each product used by the firm, those responsible, given authority to do so by their firm, shall review the safety data sheets with their health and safety adviser and their medical service (MSDS, in accordance with Belgian legislation and Directives 92/32/EEC and 91/155/EEC; amended by Directive 2001/58/EC). If the health and safety adviser and the medical service issue a favourable opinion, the whole dossier (with the opinion) shall be forwarded to the Health and Safety Department and if need be the CEU Medical Service, which will send a report giving authorisation to use that product on the premises.



8.3.2. Provision of information/formalities for personnel and the CEU

8.3.2.1. The firm is responsible for informing its personnel and the client's representative (Council contact person) on how these chemicals are to be used, and on the type of individual protection required.

8.3.2.2. Before transporting or using on site any chemical substance/preparation which is likely to be hazardous, personnel must be well aware of its risks and of the first aid steps to take in the event of accidental contact or poisoning (see toxicology sheet).

8.3.2.3. If necessary, the permit to work procedure applies (see paragraph 4).

8.3.3. General dossier relating to the products used

The person who has responsibility for the day-to-day management of the subcontracting firm on our premises must keep a complete and up-to-date dossier of all the products used. For each product this dossier must record where it is stored, the quantities habitually stored, the opinions issued by the company and the Council (see paragraph 1 above), the technical data sheet and the MSDS, in accordance with Belgian legislation and European Directives 91/55/EEC and 92/32/EEC.

**8.4. Declaration when a new product is first used**

8.4.1. Inform the Council contact person and the Health and Safety Department.

8.4.2. Enter information about the new substance in the general product dossier.

**8.5. Labelling of the product**

8.5.1. All products on site must have a label in accordance with the rules (identification of the substance - type of risk - first aid measures), whatever the quantity involved.

8.5.2. If for any reason a product is transferred into another container, the original labelling must also be transferred in full.

**8.6. Storage of the product**

8.6.1. Hazardous products must always be kept exclusively in the packaging/containers intended for that purpose (never in drinks bottles).

8.6.2. Inflammable liquids used by the firm's personnel must be stored in appropriate containers and properly labelled in accordance with the rules.

8.6.3. The firm must ensure that the instructions given about the location in which products are stored and the quantities stored are complied with.

8.6.4. The quantity stored at the workplace must be limited (enough for one day's work).

8.6.5. Acidic products must be kept separate from basic products.

## **8.7. Use of the product**

The firm must regularly remind its personnel that they should read the instructions in the safety sheets carefully:

- If the recommendations refer to individual protection, they must be obeyed!
- Always use labelled containers.
- When starting to use new bottles or containers, always check the labelling or apply the correct label.

## **8.8. Hazardous products and coordination**

8.8.1. When work is being carried out which may give rise to the release of vapour, gas, or hazardous or irritating dust, this should be mentioned in the health and safety plan. In consultation with the coordinator, the site manager and the Health and Safety Department, measures should be determined to eliminate the vapour, gas or dust effectively.

8.8.2. If it is not possible to carry out the work without causing some degree of environmental nuisance, work is to be planned in consultation with the coordinator, the site manager or the Health and Safety Department so as to reduce the nuisance for persons present in the Council's buildings to the strict minimum. Such work may in no case be carried out without the necessary consultation with the CEU project manager or the Health and Safety Department.

## **8.9. Pressurized containers:**

8.9.1. Pressurized containers (gas cylinders and others) must be handled with the utmost care. Gas cylinders must be removed from the work area and buildings (pending removal, they must be stored horizontally).

8.9.2. Full cylinders must be stored vertically and protected from overturning (with a chain or other solid barrier) and must be protected from the sun and any other heat source. Connections, valves and necks must be in good condition. After a gas cylinder has been used, the user must check that the valve is fully closed.





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## EMERGENCY PROCEDURES

**In the event of any danger, fire, flood or an urgent medical problem, always call the Security Control Centre of the General Secretariat**

### 1. CALLING FOR HELP

You can alert the Security Control Centre by the following means:

Phone	Break the glass of the red box	Push the button of the emergency phones/use the telephone in the lifts	Use the orange emergency phones in the JL car parks
 <b>2000</b>			

### 2. HOW TO REACT TO AN EMERGENCY

#### 2.1. What to do if there is an accident or someone is injured or feeling unwell

- **Always stay calm**
- Call **2000** immediately
- Follow the instructions given by the operator
- Never move a person who has had a fall
- Reassure the person concerned
- Stay with the person and wait for the arrival of the first aid team and/or the nurse
- Follow their instructions

#### 2.2. What to do if there is a fire

- **Always stay calm**
- Leave the room, close windows and doors
- Call **2000** immediately
- Follow the instructions given by the operator
- Warn your colleagues

## **EVACUATION PROCEDURES**

**An evacuation is an organised withdrawal of staff from a location at risk. It is launched by an alarm signal (siren or spoken announcement).**

**Evacuation means leaving the danger zone as quickly and as safely as possible. It is essential not to panic and to know how to react. For these reasons, it is important to be familiar with both the evacuation route from one's usual workplace and the evacuation procedures.**

**Stages in an evacuation:**

- 1. Alarm**
- 2. Evacuation**
- 3. Assembly points**

### **1. ALARM**

The alarm is an order to evacuate the building, sounded by an evacuation siren or by loudspeaker. Sirens may be preceded by a spoken message issued by loudspeaker.

### **2. EVACUATION**

Everyone present leaves the danger zone.

#### **2.1. The evacuation route**

The evacuation route is the shortest route to the assembly point and is often not the same as your normal route. It runs from your workplace, via the nearest emergency staircase, to the evacuation level, taking you safely out of the building to the assembly point.

Evacuation routes are clearly marked by special evacuation signs (see Annex 1). Fluorescent arrows at floor level will help you find the closest emergency exit. It is important that you follow these arrows, since they ensure that the flow of people evacuating the building is divided between the various exits.

## **2.2. Evacuation doors**

These doors are green. In the Justus Lipsius building, they are surrounded by a fluorescent strip.

If you encounter a revolving door along the evacuation route, use the evacuation door next to it.

In the security zones, security doors along the evacuation route may be locked. To open them, you need to press the anti-panic bar or else the green push button next to the door (you should do this even during an evacuation drill).



## **2.3. Evacuation**

When the siren sounds or the order to evacuate is given by loudspeaker, you should:

- stay calm;
- stop whatever you are doing;
- switch off any heat-creating appliances;
- close the windows;
- leave the room and close the door behind you;
- use the evacuation route closest to you and:
  - close doors behind you,
  - stay as close as possible to the ground if smoke becomes dense,
  - do not go down to the basement parking areas,
  - **never** use the lifts,
  - do not go back to your office;
- follow closely any instructions given by:
  - the Health and Safety Department,
  - evacuation stewards,
  - security officers;
- pay particular attention to people with reduced mobility;
- dial 2000 to report any danger or urgent problem that arises during the evacuation.

## **2.4. Evacuation of visitors and meeting rooms**

**If you have visitors or are taking part in a meeting with external visitors, you must look after them during an evacuation:**

- ask them to follow you and tell them to head for the assembly point, which you should point out to them;
- show them the nearest evacuation route;
- close the window(s) and door(s) in the room;
- put on a fluorescent jacket, if there is one available in the room, to make yourself more visible to your group;
- accompany your visitors to the assembly point, bearing in mind the evacuation instructions.

## **2.5. If you are in difficulty**

If it is impossible for you to leave the building unaided (due to injury, reduced mobility, etc.), you must:

- remain in your office or go into an office and shut the door;
- telephone 2000
- give your name and the number of the office (building, level, corridor, number);
- explain why you cannot exit the building;
- wait where you are or follow the instructions given by the operator.

## **3. ASSEMBLY POINTS**

### **3.1 Main assembly points**

The main assembly points are designated according to your workplace. They are located so as to remove you from the area at risk, without impeding access for the emergency services. You must report to your assembly point.

**Depending on the circumstances, an alternative assembly point may of course be chosen, to ensure your safety.** You will be informed of any alternative assembly point using the means available (loudspeakers, evacuation stewards, Security Office and Health and Safety Department staff or security guards).

Given the importance of being able to identify those present at the assembly point, you must remain with your unit or join other members of your unit. Report any missing persons or any relevant information to the evacuation stewards (identifiable by their fluorescent jackets), who will also be able to contact the necessary people if you require assistance.

### **3.2. Assembly inside the building**

Depending on the nature of the danger, you may be asked not to evacuate the building but instead to go to a specified area in the building.

In this case:

- you will hear a siren signal followed by spoken instructions telling you to remain inside the building;
- do not leave the building but make your way towards the assembly point announced by loudspeaker as quickly as possible, by the shortest route.

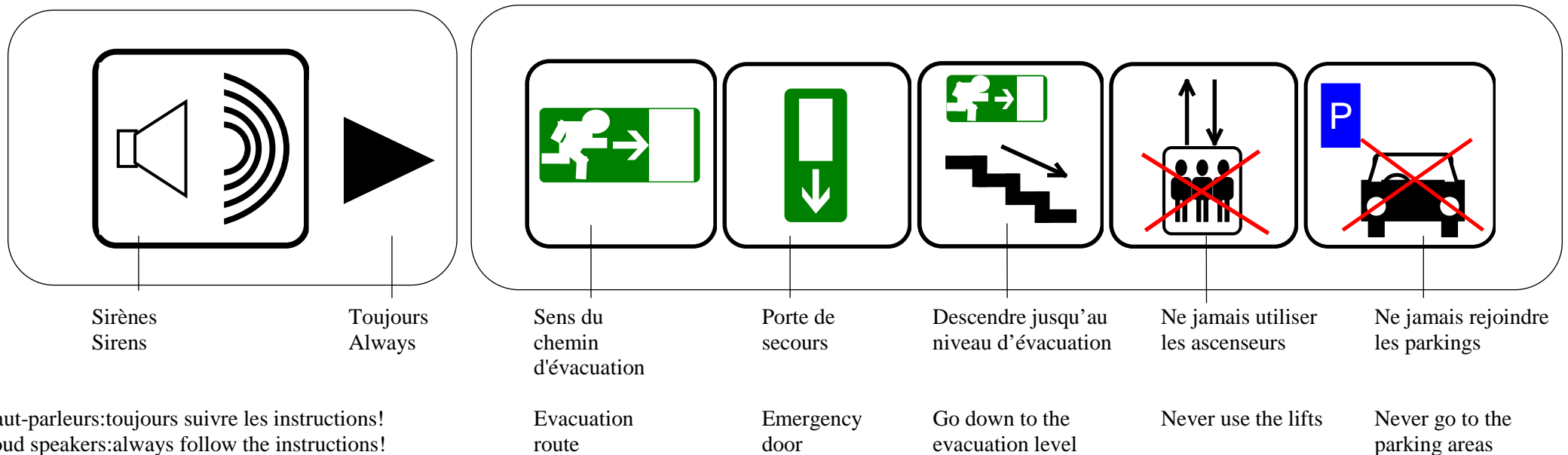
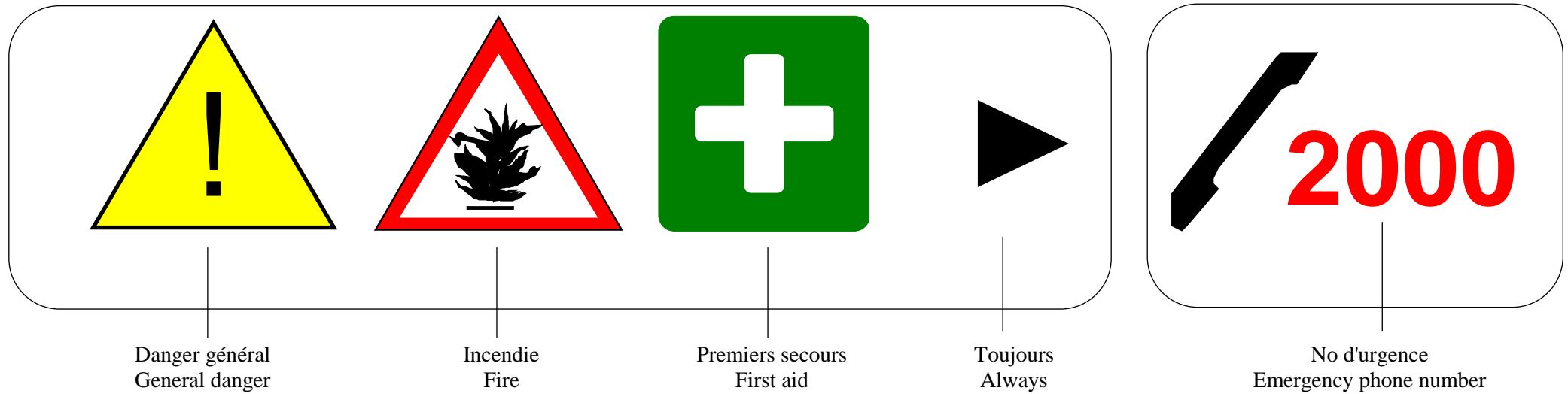
### **3.3. Secondary assembly points**

Should an incident make it impossible to return to the building concerned, the European Parliament may be used as an assembly point where staff evacuated from the building at risk can shelter from bad weather. If this procedure is to be followed, the secondary assembly point will be indicated to you by the stewards, who will guide you to it.

*For information*

*Please note that evacuation drills are organised periodically, as required by law, in order to familiarise you with the evacuation routes and designated assembly points. They also enable the organisers to improve procedures.*

## EVACUATION SIGNS



Haut-parleurs:toujours suivre les instructions!  
Loud speakers:always follow the instructions!



## **ASSEMBLY POINTS**


☐ **PERMIT TO WORK**      ☐ **HOT-WORK PERMIT**

N°

<b>Work ordered or requested by:</b>		<b>Firm carrying out the work</b>					<b>Nature of the work</b>		<b>Affecting</b>		
Person responsible in CEU:		General contractor:					<input type="checkbox"/> New installation <input type="checkbox"/> Adjustment/renovation <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> Maintenance <input type="checkbox"/> Demolition <input type="checkbox"/> Other:		<input type="checkbox"/> compartmentalisation <input type="checkbox"/> detection: <input type="checkbox"/> automatic fire extinguishing. <input type="checkbox"/> hydrants; hose reels <input type="checkbox"/> installation <input type="checkbox"/> evacuation <input type="checkbox"/> emergency exit <input type="checkbox"/> ventilation <input type="checkbox"/> other .....		
Tel. (fixed or mobile):		Final subcontractor									
Fax:		Person responsible for the work:									
Location of the work:								<b>Types of work</b> <input type="checkbox"/> Brushing <input type="checkbox"/> Heating <input type="checkbox"/> Using adhesive <input type="checkbox"/> Cutting <input type="checkbox"/> Hammering <input type="checkbox"/> Grinding <input type="checkbox"/> Cleaning <input type="checkbox"/> Drilling <input type="checkbox"/> Soldering <input type="checkbox"/> Other .....		<b>Power source</b> <input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Chemical reaction <input type="checkbox"/> Other .....	
Date		Building	Floor	Wing	Room:	Other					
This permit is valid only for the day abovementioned											
Description of the work:							<b>Risks</b> <input type="checkbox"/> Noise <input type="checkbox"/> Burns <input type="checkbox"/> Physical impact <input type="checkbox"/> Falls <input type="checkbox"/> Falling objects <input type="checkbox"/> Direct contact with live current <input type="checkbox"/> Short circuit <input type="checkbox"/> Collapse <input type="checkbox"/> Electric charge <input type="checkbox"/> Sparks <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Irritation <input type="checkbox"/> Flood <input type="checkbox"/> Odour <input type="checkbox"/> Dust <input type="checkbox"/> Other .....		<b>Materials</b> <input type="checkbox"/> Concrete <input type="checkbox"/> Timber <input type="checkbox"/> Metal <input type="checkbox"/> Stone <input type="checkbox"/> Plastic <input type="checkbox"/> Plaster <input type="checkbox"/> Chemical product <input type="checkbox"/> Other .....		
											<u>Preventive measures taken by the firm responsible for the work to protect occupants and installations on the premises:</u>

This permit is granted by the CEU Health and Safety Department subject to strict application of:

1. The safety instructions overleaf
2. Every day information to CDI before the beginning and at the end of the work
3. Specific preventive measures :

☐  
☐

EMERGENCIES



<b>Firm carrying out the work</b>	<b>General contractor</b>	<b>Agreement by the CEU Health and Safety Department</b>	<b>Returning installations affected by the firm to working order:</b>
Done on	Done on	Done on	Done on
By	By	By	By
Signature	Signature	Signature	Signature

Internal Measures	Constant surveillance: yes/no Detectors - Lines - Loops		Carried out by:				PO - Safety EDI monitoring  Done on By Signature	Health and Safety Department Evaluation  Done on By Signature
	Patrols/control sheet							
	Time	Start				End		
	By							

## COMPULSORY SECURITY MEASURES

### BEFORE THE WORK

Take all measures appropriate to the nature of the work to be carried out, particularly work involving a risk of fire or explosion:

1. Call the fire control centre (Centre Dispatching Incendie - CDI), to say when work is starting.
2. Check that **equipment** is in **perfect working condition**.
3. **Remove, protect or cover** with fireproof or flame-retardant material all combustible or inflammable objects (within a sufficient radius of the workplace).
4. Block openings, gaps and fissures with sand, flame-retardant covers, etc.
5. If the work is to be carried out in a hollow space, make sure that it has been **completely degassed**.
6. If the work is to be carried out on metal conduits, clear the surrounding area of **all combustible and inflammable objects**.
7. Place within immediate reach **a fire extinguisher appropriate to the risk** (supplied by the firm).

### DURING THE WORK

1. Carefully watch the **fall points for burning matter**.
2. Place heated objects only on stands which are heat-resistant and involve no risk of propagation.
3. Do not attach a blowlamp to the pressure regulator (when operating) close to the cylinders and do not lay it on the ground.

### AFTER THE WORK

1. **Carefully inspect the workplace**, adjacent areas and all areas which may have been reached by burning projections or diffused heat.
2. Maintain strict surveillance for the necessary period after the work has finished.
3. Where the operation is carried out in an area not under surveillance, the person carrying out the work must, **before leaving**, ensure that there is no longer any **risk of fire spill over**.
4. Call the fire control centre (Centre Dispatching Incendie - CDI), to say that work has finished and, if necessary, recommend that staff on later patrols pay particular attention.

**THIS PERMIT MUST BE PRODUCED WHENEVER  
REQUESTED BY THE FIRE CONTROL SERVICE**

Form:      Copy for the fire control centre      ☐  
              Copy for the buildings department      ☐  
              Copy for the firm carrying out the work      ☐

## PERMIT TO WORK/HOT-WORK PERMIT

To be followed in chronological order

1. The head of team or the operator takes the document by hand or sends it by e-mail to the Health and Safety Department ( Justus Lipsius building,), **at least 24 hours in advance**, to have it signed by a health and safety adviser.
2.
  - (a) On every day of work, alert or go to one of the following before the work begins to consider whether it is necessary to disable some of the firefighting and fire prevention installations:
    - for the **Justus Lipsius and Lex buildings**: the fire control centre (Centre Dispatching Incendie - CDI - **JL building**
    - for the **Creche**: **Creche/Brabançonne security lodge**,
  - (b) Before work begins, check to ensure that the precautions described on the reverse of the form and the preventive measures resulting from the risk analysis have been taken.
3.
  - (a) Following the work, take the steps described on the reverse of the form.
  - (b) Inform the fire control centre of the end of the work every day, so that the firefighting and fire prevention installations can be returned to normal operation:
    - for the **Justus Lipsius and Lex buildings**: the fire control centre (Centre Dispatching Incendie - CDI - **JL building** -
    - for the **Creche**: **Creche/Brabançonne security lodge**,

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