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# The Health and Safety Plan

In accordance with the Royal Decree of 25/01/2001, the act on Wellbeing at Work of 04/08/1996, and the European Directive 92/57 EEC

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#### SAFETY POLICY AND PURPOSE

For us, as signatories of this statement, the limitation of risks in terms of health and safety is of paramount importance. We have the moral duty to do everything possible to ensure the health and safety of the people who are working, or will be working on this building site.

By striving for the best possible working conditions on the site, we aim to implement a safety policy for the staff of the contractors who are employed there. Safety is an integrated part of any contract.

Compliance with these safety regulations is one of the essential conditions for carrying out the work. Non-compliance with these requirements may jeopardise the smooth cooperation between the contractors. All those responsible will therefore ensure that the rules, as drawn up and signed by a representative of each contractor, are strictly complied with. Failure to comply with the regulations may result in the unilateral termination of the contract with the contractor concerned.

The implemented policy is therefore also based on everyone's duty to immediately report unsafe situations if they cannot resolve the situation themselves. It is consequently prohibited to carry out work in unsafe conditions.

Within the context of the General Regulations for Protection at Work (*in Dutch, A.R.A.B.*), the CODEX, and the General Regulations for Electrical Installations (G.R.E.I.), this document contains the safety and health instructions that must be strictly observed on the building site in order to achieve the above-mentioned target.

These safety regulations and the Health and Safety Plan must always be present on the building site.

The safety coordinator,

The principal,

TELENET



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#### 1. WHAT IS A HEALTH AND SAFETY PLAN – PURPOSE AND CONTENT

#### 1.1. PURPOSE OF THE HEALTH AND SAFETY PLAN

The **safety coordinator / design launches the health and safety plan**, monitors it and supplements it with the necessary data. At the end of the assignment, he will transfer the health and safety plan to the principal, or to the person responsible for his appointment. He records this transfer at the end of the design phase of the construction project in the health and safety plan and in a separate **official report**.

The persons responsible for the appointment of the safety coordinator / implementation must ensure that the latter is provided with the safety and health plan. The safety coordinator / implementation will continue to update and supplement this health and safety plan while carrying out the work. At the end of his assignment, he will transfer this health and safety plan to the person responsible for his appointment, and will receive a receipt for this.

The health and safety plan contains the risk assessment and the prevention measures taken to prevent the **risks to which workers on the building site can be exposed as a result of:** 

- Carrying out the work
- The **mutual activities** of the various parties that are simultaneously present on the building site.
- The **sequence of activities** of the various parties on a building site, whereby the completion of one intervention could lead to risks for other parties that will work on the site at a later stage.
- The **reciprocal impact** of all installations or all other activities on or in the vicinity of the location of the building site, and, in particular, the public or private transportation of goods or persons, the start or continuation of the use of a building, or the continuation of any operation whatsoever.
- The performance of any subsequent work on the building object.
- The work environment.

#### 1.2. CONTENT OF THE HEALTH AND SAFETY PLAN

The health and safety plan may, where appropriate, be part of the global prevention plan of the principal. The latter is referred to in the context of integrated prevention in companies that have work carried out on their facilities.

Regardless of the planned prevention measures, the preparation and updating of a health and safety plan **is always mandatory** for building sites where one or more of the **following operations** are carried out:



Operations that expose the workers to the risks of **being buried**, **sinking or falling**, hazards that are increased in particular by the nature of the work or the processes that are being used, by the environment of the work place, or by the work itself. The following are considered to be specially increased hazards:

- The digging of trenches or pits with a **depth of more than 1.20 m**, and work on or in these pits.
- Carrying out work in the immediate vicinity of conditions such as **quicksand or sludge**.
- Carrying out work that involves a danger of falling from a height of 5 m or more.
- Work that **exposes workers to chemical or biological agents** that pose a particular risk to the health and safety of the workers.
- Any work with **ionising radiation** for which the designation of controlled or supervised zones is required.
- Work in the vicinity of electrical high-voltage lines or cables.
- Work that exposes workers to the **risk of drowning**.
- Underground and tunnel work.
- Work that involves diving equipment.
- Work that involves the use of **explosives**.
- Work that involves the assembly or disassembly of prefabricated elements.

In addition, the **preparation** and maintaining of a **health and safety plan** is **mandatory** for building sites:

- for which the estimated duration of the work exceeds thirty working days, and where at one or more times work will be carried out by more than twenty workers at the same time, or,
- for which the estimated duration exceeds 500 man-days.

The preparation and maintenance of **a simplified health and safety plan** is mandatory for all other building sites.

The health and safety plan will be adapted according to the following factors:

- The modifications in connection with the implementation modalities agreed between the intervening parties, whereby the impact on well-being at work shall provide the same guarantees as the implementation modalities foreseen in the original plan.
- The observations of the intervening parties to whom those parts of the health and safety plan that concern them have been forwarded.
- The status of the work.
- The identification of unforeseen risks or inadequately defined hazards.
- The arrival or departure of intervening parties.
- Any changes that may have been made to the design or to the work.



#### 1.3. THE HEALTH AND SAFETY PLAN

The health and safety plan includes the following elements:

- The **description** of the **building project** to be implemented, from its design up to its full implementation.
- The description of the results of the risk analysis.
- The description of the preventive measures to be taken.
- The **estimated implementation period** of the various operations or work phases that take place simultaneously or consecutively.
- The **list with the names** and addresses of all principals, project supervisors and contractors, from the moment these persons become involved on the building site.
- The name and address of the safety coordinator / design.
- The name and address of the **safety coordinator / implementation** from the moment of his appointment.
- These parameters are included in the specific project file.



### 2. GENERAL AND ADMINISTRATIVE PROJECT DATA

#### 2.1. DESCRIPTION OF THE WORK TO BE CARRIED OUT

#### General description of the activities on the building site.

The risk assessment that was carried out, and which is described in this health and safety plan, relates to the work that can be carried out by the operational departments of TELENET (see below) and their interaction with any other exploitation operations already in progress on the client's site and/or any interaction with the various operations (simultaneous or consecutive) of the various contractors and/or sub-contractors involved in the following:

- The expansion of the fibre optic network, with the associated excavation and fibre optic operations, that takes place during normal working hours.
- The connection of locations to the fibre optic network, with the associated excavation and fibre optic operations, that takes place during normal working hours.
- The expansion of the coaxial network, with the associated excavation and connection operations, that takes place during normal working hours.
- The connection of locations to the coaxial network, with the associated excavation and connection operations, that takes place during normal working hours.
- Infrastructure work with excavation work, usually in coordination with other utility companies or authorities.
- Relocation of the existing fibre optic infrastructure, with the associated excavation and fibre optic operations, that takes place during normal working hours.
- Relocation of the existing coaxial infrastructure, with the associated excavation and connection operations, that takes place during normal working hours.
- Underground installation of air networks, with the associated excavation, connection and demolition operations, which takes place during normal working hours.
- Repair of breakages and damage to glass fibres, with the associated excavation and fibre optic operations, both during normal working hours as well as at night or during the weekends.
- Repair of breakages and damage to coaxial cables, with the associated excavation and connection operations, both during normal working hours as well as at night or during the weekends.
- Changeovers of existing circuits, usually during the night.
- The opening of pits, visiting existing infrastructure under various conditions.



#### 2.2. ADMINISTRATIVE PROJECT DATA

#### 2.2.1. **Declaration, purpose and content**

#### Purpose and content of prior notice:

#### Purpose:

Certain building sites must be declared to the General Management of the Supervision of Well-being at Work (*in Dutch: AD TWW*) prior to the start of the work. This also applies to work that is carried out by one contractor only. It has been proven that a serious approach to the organisation and coordination of the operations on building sites has a positive impact on the well-being of the workers.

The aim is to provide preventive support to the intervening parties on building sites in their struggle against industrial accidents and occupational diseases.

#### Content:

The construction management responsible for the implementation carries out this declaration for:

Every building site on which one or more of the following operations are carried out:

- work that exposes the workers to the risks of stupefaction, sinking or falling, hazards that are increased, in particular, by the nature of the work or of the processes that are being used, or by the environment of the work place, or by the work itself:
  - the digging of trenches or pits with a depth of more than 1.20 metres, and work on or in these pits.
  - o working in the immediate vicinity of conditions such as quicksand or sludge.
  - work that involves the danger of falling from a height of > 5 metres.
- work that exposes people to chemical or biological agents that pose a particular risk to the health and safety of the workers.
- any work that involves ionising radiation for which the designation of controlled or supervised zones, as defined in Article 2 of the Royal Decree of 28.02.1963, is required.
- work in the vicinity of electrical high-voltage lines or cables.
- underground and tunnel work.
- work with diving equipment.
- work with overpressure.
- work involving the use of explosives.
- work involving the (dis)assembly of prefab elements.
- work involving the risk of drowning.



Every temporary or mobile construction site:

- for which the estimated duration of the work exceeds thirty working days, and where more than twenty workers are carrying out work at the same time.
- for which the estimated work volume exceeds 500 man-days.

On a temporary or mobile building site where several construction management teams are involved in the implementation, this declaration will be carried out by the construction management that is the first to carry out operations on the building site (this is usually the contractor).

For a temporary or mobile building site where one or more hazardous operations are carried out by one single contractor, this prior declaration is only obligatory if the total duration of the work exceeds 5 working days.

In the context of administrative simplification, all work on immovable property within the context of Article 30bis, have to be declared from 01/01/2014 onwards, even if the work does not relate to a temporary or mobile building site, i.e., construction, renovation, finishing work, repairs, maintenance, cleaning, demolition. Examples of this include the maintenance of central heating systems, the cleaning of buildings, maintenance of the site, installing cables, laying a patio, etc.).

The following work must be declared if the contract between the contractor and the principal meets the following conditions:

- The amount exceeds or is equal to € 30,000.
- The amount is below € 30,000 and there are one or more sub-contractors.
- The amount is below € 5,000 and there is more than one sub-contractor.

The declaration must be made to the National Office for Social Security. For more information, and for the declaration, see:

https://www.socialsecurity.be/site\_nl/employer/applics/ddt/index.htm

https://www.socialsecurity.be/site\_nl/employer/applics/ddt/documents/pdf/manual\_N.pdf

#### 2.2.2. **REGISTRATION OF PRESENCE ON BUILDING SITES > € 500,000**

From 1 April 2014, it has been mandatory to register the presence of active workers on building sites  $> \in 500,000$ . This requirement aims to improve the safety and health of the workers, and to counter unfair competition.



#### Who should register:

Categorie	Ŧ	Registratieplicht 🖓			
Arbeiders		Ja			
Zelfstandigen		Ja			
Actieve vennoten		Ja, als ze onroerende activiteiten uitoefenen.			
Veiligheidscoördinatoren		la			
Architect, als hij handelt als bouwdirectie belast met het ontwerp of		Ja			
met de controle op de uitvoering					
Bijzondere beroepsgroepen					
c. Operator van de betonpomp		Ja			
Interimwerknemers		Ja			
Stagiair (die werken in onroerende staat uitvoert)		Ja			
(Niet-bezoldigde) leerlingen-stagiairs		Ja			
Student die werken in onroerende staat uitvoert		Ja			
Grensarbeider					
Hij is door een Belgische onderneming tewerkgesteld		Ja, als hij werken in onroerende staat uitvoert.			
• Hij is opgenomen in het personeelsbestand van de onderneming					

Category	Registration duty
Workers	Yes
Self-employed	Yes
Active partners	Yes, if they carry out work on immovable property.
Safety coordinators	Yes
Architect, if he is acting as construction	Yes
management responsible for the design	
or for the supervision of the implementation	
Particular professional groups	
c. Concrete pump operator	Yes
Temporary workers	Yes
Trainees (carrying out work on immovable	Yes
property)	
(Unpaid) apprentices-trainees	Yes
Students carrying out work on immovable	Yes
property	
Frontier workers	
<ul> <li>Employed by a Belgian company</li> </ul>	Yes, if they carry out work on immovable property

Included in the headcount of the company

The registration can be carried out day by day, or for several days before the worker concerned starts the work. The building site registration numbers must be displayed at a readily visible location.

For more information, see: <a href="https://www.socialsecurity.be/site\_nl/employer/applics/checkinatwork/index.htm">https://www.socialsecurity.be/site\_nl/employer/applics/checkinatwork/index.htm</a>

https://www.socialsecurity.be/site\_nl/employer/applics/checkinatwork/documents/pdf/Slides checkinatwork\_NL\_V9.pdf



#### 2.3. WORKING LANGUAGE

There should be at least one person present on the building site who is fluent in the language of the linguistic region where the work is being carried out, and who is able to make himself adequately understood by the workers present on the building site. With regard to the safety regulations, non-native speakers can consult <u>www.contracteranto.com</u> where:

• Contractors and their prevention departments who frequently carry out short-term work with workers who speak other languages can obtain the safety regulations, legislation, etc. in other languages.



#### 2.4. THE ADMINISTRATIVE DATA OF THE INTERVENING PARTIES

The principal and construction management responsible for the design of the work on the respective network is TELENET, based in Mechelen, Liersesteenweg no. 4.

The construction management responsible for the implementation are the sub-contractors of TELENET whose assignments are defined in a framework agreement.

The construction management responsible for the supervision is TELENET, based in Mechelen, Liersesteenweg no. 4.

The safety coordination design and implementation is carried out by Safecon bvba.

#### 2.5. **REQUESTS FOR THE LOCATION PLANS OF UTILITY LINES**

The location plans of the existing utility lines must be requested during the design phase. This concerns both the federal and the regional legislation.

The Royal Decree of 21 September 1988 regarding the rules and obligations of consultation and information when carrying out work in the vicinity of installations for the transport of gaseous and other products by pipeline.

The Flemish KLIP Decree of 14 March 2008 on the disclosure and exchange of information regarding underground cables and lines (Belgian Official Journal 6 May 2008).

The Implementation Decree of 20 March 2009 on the disclosure and exchange of information regarding underground cables and lines.

The Decree of 10 December 2010, amending the KLIP Decree of 14 March 2008 regarding the submission and processing of a planning application and the associated criminal law provisions (Belgian Official Journal 24 December 2010).

The Decree of 17 January 2014, amending the KLIP Decree of 14 March 2008 regarding the method of processing a planning application (Belgian Official Journal 10 February 2014).

NOTE: the new KLIP amending the KLIP Decree of 14 March 2008 regarding the fully digital processing of all applications took effect on 1 January 2016.

The Ordinance regarding access to, and the exchange of information on underground cables, pipes or lines, dated 26 July 2013 for the Brussels Capital Region.



#### 2.6. USEFUL NUMBERS IN THE CASE OF DAMAGE / REPAIRS

These are provided in a document in Annex 7.

This document must be displayed at a readily visible location on the building site, preferably in every building site shed/cabin, insofar as such sheds/cabins are present. Its content must be explained to the workers.



#### 3. RESPONSIBILITIES OF THE INTERVENING PARTIES

#### 3.1. **DEFINITIONS**

#### Safety coordinator - design phase:

Any person who, on behalf of the principal or the construction management **entrusted with the design**, is appointed to ensure coordination with regard to health and safety during the development phase of the design of the building.

#### Safety coordinator - implementation phase:

Any person who is appointed by the principal, the construction management **entrusted with the design**, or the construction management responsible for the supervision, to ensure the coordination with regard to health and safety during the construction of the building.

### The construction management responsible for the supervision of the implementation:

A natural or legal person who ensures **supervision** on behalf of the principal during the construction of the building (e.g. a supervisor or an engineering firm).

#### The contractor:

A natural or legal person who **carries out operations** during the implementation phase of the building, regardless of whether he is an employer or self-employed, or an employer who works on the building site together with his workforce.

#### The self-employed person:

A natural or legal person who **carries out a professional activity** for which he is not bound by an employment contract, or for which his legal position is not unilaterally regulated by the authorities.

#### The principal:

A natural or legal person **on whose account** a building project is carried out (in this case Telenet).

#### The construction management responsible for the design:

A natural person **who**, **on behalf of the principal**, is responsible for the design of the building project (e.g. the architect).

#### The construction management responsible for the implementation:

A natural or legal person who **is responsible** for the **construction of the building project** on behalf of the principal (e.g. the contractor).



#### 3.2. **RESPONSIBILITIES OF THE INTERVENING PARTIES**

#### Safety coordinator - design phase

- Draws up the health and safety plan
- Adapts the health and safety plan
- Sends the intervening parties the sections of the plan that are relevant to them
- Verifies that the relevant parts of the tenders are in conformity with the health and safety plan
- Opens the coordination diary and the post-intervention file, and updates and supplements them
- Transfers the health and safety plan, the coordination diary and the postintervention file to the principal or, depending on the case, to the construction management responsible for the design, and registers this transfer and the completion of the design of the building project in the coordination diary and in a separate document.

#### Safety coordinator - implementation phase

- Adapts the health and safety plan
- Updates and supplements the coordination diary
- Notes down the shortcomings of the various parties in the coordination diary, and accordingly informs the principal, or, depending on the case, the construction management responsible for the supervision or the construction management responsible for the implementation. Notes down the remarks of the contractors in the coordination diary, and has them initialled by the persons concerned
- Convenes the coordination structure
- Supplements the post-intervention file with respect to those sections of the health and safety plan that are significant for subsequent work on the construction project
- During the provisional acceptance of the work, he transfers the updated health and safety plan, the updated coordination diary and the post-intervention file to the principal or, depending on the case, to the construction management responsible for the supervision or the construction management responsible for the implementation, and registers this transfer in an official report that is added to the post-intervention file.

#### The contractor:

- Provides the principal with the necessary information regarding the specific risks related to the work
- Assists with the coordination and cooperation
- The persons responsible for the appointment of the safety coordinator / implementation verify that the latter:
- Carries out his tasks completely
- Is involved in all stages of the work associated with the implementation of the construction work
- Is given all the information necessary for carrying out his duties
- Forwards a copy of the health and safety plan, the coordination diary and the postintervention file to them at the end of his assignment, for which he will receive a receipt.





#### The principal:

- The principal is obliged to forward a copy of the health and safety plan to the contractor.
- If the building project is intended for professional or commercial use, the principal is required to:
  - Comply with the provisions of the health and safety plan that apply to him. Ensure that the contractor receives the necessary information related to the risks with regard to the well-being of any persons on the building site where the work is being carried out.
  - If the work is carried out within an employer's establishment, ensure that the work is coordinated on the site where the work is carried out, and that there is cooperation with the contractor with regard to the implementation of the measures regarding the health and safety of the persons involved in carrying out the work.
  - Coordinate the work on the site where the work is carried out, and provide the contractor with the necessary cooperation in the implementation of the measures regarding the health and safety of the persons involved in carrying out the work.
  - Ensure that the work carried out on the site is coordinated, and that the contractor receives the necessary cooperation in the implementation of the measures regarding the health and safety of the persons carrying out the work.
  - Coordinate the work on the site where the work is carried out, and provide the contractor with the necessary cooperation in the implementation of the measures regarding the health and safety of the persons involved in carrying out the work.



### 4. SCHEDULE OF THE CHRONOLOGICAL OPERATIONS

#### 4.1. THE DESIGN PHASE:

(total duration: 8 to 10 weeks)



The contractor now possesses all the "exact" location plans (indicating the exact location of all utility lines, such as water, electricity and gas lines).



The contractor is now required to apply for **the police permit**. To do this, the contractor should first prepare a **signalisation plan**, which will then be approved or amended by the police. See also the Ministerial Decision of 7/5/1999, or, in Flanders, SB250 under Chapter 10.



The	work	can	now	be	started!
IIIC	WUIN	Gan		NC	Starteu



#### 4.2. THE IMPLEMENTATION PHASE:





### 5. THE HEALTH AND SAFETY PLAN – GENERAL INFORMATION, BUILDING SITE SIGNALLING AND LAYOUT PLAN

#### 5.1. GENERAL DESCRIPTION OF THE DIFFERENT IMPLEMENTATION PHASES DURING A PROJECT

#### 5.1.1. **During the design phase:**

**Exploration of the site**, including both public roads and the private area (by the designer or his appointed person);

- Taking photographs;
- Carrying out measurements;
- Making indications or markings;
- Filling in the "design phase risk assessment" document.

Prior to starting the implementation of the work (project), the person responsible for the design of the work (the designer or an appointed person) must convene a site visit meeting. All the safety, well-being and health aspects that are relevant during the implementation of the work will be discussed during these meetings (e.g. using a checklist). The outcomes of these meetings (including a list with the names and signatures of the participants) will also be reported to the safety coordinator if Telenet is in charge of the overall operations.

- The preparation of the **design plan** (this is an indicative design plan);
- The indication of the high risk lines according to "briefing 45";
- Reporting this to the safety coordinator, with a brief description of the type of operations and the reason why there is an increased risk;
- The applications for the **permits required for installing the necessary infrastructure** (other than the police or signalling permit);
- The preparation of the different schedules (welding, patching, jetting schedules, etc.);
- Studying of the imposed conditions, as described in the various permits that have been obtained (by the project manager);

#### 5.1.2. Carrying out a kick-off meeting:

Prior to starting the implementation of the work (project), the person responsible for the implementation of the work must hold a kick-off meeting with the <u>Telenet inspectors and the staff (foremen and executives) of the sub-contractors.</u>

During these meetings, the specific safety, well-being and health instructions that are relevant during the implementation of the work will be discussed (e.g. using a checklist), such as, for example:

- the exchange of information regarding the contact persons for the various parties
- access to the building site
- the safety introduction to the workers
- emergency plans, including useful telephone numbers
- the use of PPE



accident and incident reporting the removal of waste

No distinction will be made between own staff and the staff of sub-contractors.

The outcomes of these meetings (including a list with the names and signatures of the participants) will also be reported to the prevention consultant.

- For all **work of a smaller scope** (less than 30 working days and less than 20 workers present at the same time, or less than 500 man-days), this kick-off meeting may coincide with the regular meeting with all Telenet contractors.
- If the **work is of a larger scope** (more than 30 working days and more than 20 workers present at the same time, or more than 500 man-days), this kick-off meeting must take place at a venue and date to be specified.

#### 5.1.3. **During the implementation phase:**

- **Preparation of the excavation and coaxial work** in terms of logistics, safety, etc. (by the project manager);
- **Carrying out the required measurements** in order to be able to prepare an as-built plan of the excavation work (except for the drilling profiles). Both the measuring and the drawing will be carried out by the Telenet supervisor.
- The **measuring of the coaxial connection** (by the project engineer, the inspector and the welder);
- Carrying out a **TDR measurement** on the coaxial connection;
- The approval of the coax or cable (by the project engineer);

#### 5.1.4. Carrying out workplace inspections during the implementation of the work

The supervisors shall conduct regular building site visits (whereby they use a digital camera, fill in the field visit report, and also fill in the building site diary) in order to verify that the contractors are complying with the relevant preventive measures for specific risks, as defined during the kick-off meeting and as described in the risks and measures for third parties on sites of utility companies in Annex 3.

A report of these building site visits will be forwarded to the project manager and the safety coordinator, who will immediately notify the relevant contractor of any shortcomings.

The complete risk assessment for the above activities was carried out by Telenet, and can be found in Annex 3.

#### 5.2. THE VARIOUS CONTRACTORS ARE RESPONSIBLE FOR:

- Digging the **test trenches** (max. 1.20 m depth) (as commissioned by the Telenet project engineer).
- Manual digging or suction excavation.
   See: <u>http://www.beswic.be/nl/topics/nutsvoorzieningen/safe\_digging</u>
- Installing the required signalling.



Preparation of the excavation work (as commissioned by the Telenet project engineer).

- Alerting the various authorities;
- Applying for the required permits;
- Notification of the residents, reporting obligation.
- Feedback from the contractor to Telenet in connection with the request for the location plans and the presence of gas pipes in accordance with the Royal Decree of 21 September 1988 regarding the rules and obligations of consultation and information when carrying out work in the vicinity of installations for the transport of gaseous and other products by pipeline.
- **Carrying out the excavation work, including drilling** (as commissioned by the Telenet project engineer).
- The supply of an excavator.
- In the case of drilling work, a profile must be set up providing information on the location of the horizontal drilling (i.e., not just the profile). This information must be forwarded to the Telenet inspector.
- Installing the required signalling.

### The complete risk assessment and the measures to be taken for the above activities has been carried out by Telenet, and can be found in Annexes 4 and 5.

### 5.3. THE LEGAL REGISTRATIONS IN CONNECTION WITH THE ROYAL DECREE ON TEMPORARY OR MOBILE BUILDING SITES OF 25 JANUARY 2001:

A <u>health and safety plan</u> is prepared by the safety coordinators (design and implementation), and includes the identification of the potential hazards by means of carrying out a risk analysis, whereby the risk assessment will define the necessary priorities of the preventive measures drawn up for the prevention of risks to which the workers could be exposed as a result of the nature of certain operations while carrying out the construction work.

A <u>building site diary</u> (incl. a coordination diary) is created and updated by the contractor with regard to the adaptations (such as remarks, decisions or observations made by the contractors) that should be made to the health and safety plan in the course of carrying out the work, and whether these have been effectively complied with; accidents are also recorded here.

A **<u>post-intervention file</u>** is created by the safety coordinators (design and implementation), in which all useful facts (architectural, technical or organisational elements) concerning health and safety that should be taken into account during any subsequent work (repairs, maintenance or demolition) are collected. All this information can be found in the specific file for each work site.

At the **end of the work** (or at the provisional acceptance), all documents (i.e. the updated (adapted to the status and the progress of the work) health and safety plan, the building site diary, and the post-intervention file) are transferred to the principal (Telenet), by the safety coordinator / implementation (the project engineer), and are archived.

This archiving is carried out via a separate official report that is included in the postintervention file.



#### 5.4. **RESPONSIBILITY:**

**The main contractor** is responsible for the pursuit, implementation and monitoring of the general and collective safety provisions on the building site.

He should take the costs of the described shared facilities into account in the tender. Those amenities that ensure the safety, hygiene and embellishment of the workplaces shall be provided by the main contractor until the end of the work on the building site.

Each contractor is obliged to carry out all the work that is entrusted to him in compliance with the legal provisions in terms of occupational safety and hygiene. Consequently, he is fully liable and responsible towards the construction management with respect to compliance of himself, his workforce, his sub-contractors, his suppliers and his visitors, and for the enforcement of compliance, with all legal provisions, including A.R.A.B., CODEX, GREI, the Law of 04/08/1996 on well-being, the local environmental regulations, CLAs, as well as the provisions of this general coordination plan for safety, well-being and health. In this context, every contractor must provide instructions to the above-mentioned parties.

Every contractor is obliged to only employ qualified persons on the building site who are familiar with their professional specifications and the hazards and preventive measures they will entail. If it would appear that a person does not know, or does not apply the safety, well-being and health instructions, access to the building site may be denied to this person.

Each contractor must ensure that his work does not entail risks for the other parties present on the building site, and he must actively contribute to the safety, well-being and health coordination plan prepared by **the safety coordinator** for the building site.

Each contractor must respond without delay to any remark expressed by the construction management, its appointed representative and the safety coordinator. Under no circumstances whatsoever can costs arising from the shut-down of the building site for safety reasons be recovered from the construction management, or result in additional bank costs, an extension of the implementation period, or non-compliance with the planning. In the case of non-compliance with the remarks made by the construction management or the safety coordinator, the construction management can proceed to take any necessary steps, or have the necessary steps carried out by a third party, at the expense of the contractor in default.

The working language of the case file and the interaction on the site is **Dutch**.



#### 5.5. **DOCUMENTS:**

On the building site, the main contractor must maintain a coordination diary (also referred to as building site diary), which must at all times be available to the construction management, the safety coordinator and all prevention consultants of the companies present on the building site, to the General Management of the Supervision of Well-being at Work, and to the representatives of the National Action Committee for Health and Safety in the Construction Industry.

Every contractor must prepare a specific safety, well-being and health plan for the work to be carried out.

Prior to the start of the work, each contractor must **sign the statement of intent**, in which they certify that they are familiar with the applicable regulations in terms of safety, health and the embellishment of the building site, as well as the safety measures included in the safety, well-being and health plan, **and undertake to comply with them and to ensure compliance from all their workers and any sub-contractors on the site**.

A copy of this statement must be included in the safety, well-being and health plan, and be handed over to the safety coordinator.

#### 5.6. **INTERNAL PROVISION OF SUPPORT:**

The main contractor must ensure that at least one person with a First Aid provider certificate is present on the building site for every 20 workers. The names of the first aid providers must be made known to everyone, to ensure that immediate action can be taken for even the slightest incident.

The foreman will appoint a person who is familiar with the different emergency procedures, and is consequently able to alert the appropriate emergency services in case of an emergency. This must be done in order to avoid misunderstandings or duplicated calls.

Every call must be reported to the prevention consultant and the safety coordinator, and must be recorded in the coordination diary.

**The First Aid room** must be situated in the foreman's cabin on the building site, and must be accessible at all times during working hours. This room must be marked with the official pictogram.

The room should be sufficiently spacious, well ventilated, well lit and provided with drinking water. The room should also have a heating system that assures the appropriate temperature in accordance with its use in every season. The room should be kept clean at all times.

The room must be equipped with the following:

- a standard, ready-for-use stretcher
- a basket stretcher that can be used to move a person with the help of a crane.
- two aluminium foil covers



 a first aid kit whose content is adapted to the work and to the hazards associated with specific work operations on the building site. The composition is decided on in consultation with the prevention consultant and the company doctor, in accordance with the Royal Decree on first aid of 15/12/2010.

On building sites where no site cabins are available, at least the First Aid provisions and the emergency procedures must be present.

#### 5.7. FIRE-FIGHTING:

Every worker present on the building site must have attended a brief training course on extinguishing fires, and on the use of the fire extinguishers available on the building site, whether these are  $CO_{2,}$ , water foam or powder extinguishers. This training course may consist of a toolbox meeting.

The location of the fire-fighting equipment must be marked with the appropriate pictograms. If no specific emergency procedure has been developed, Annex 11 will apply.

#### 5.8. ORDER AND CLEANLINESS:

It has been found that not only does the productivity of the workers decrease on building sites where order and cleanliness are not maintained, but the number of accidents also increases. Hence the importance of continuously maintaining and promoting order on the building site, which applies to every person who enters the site.

At the end of the day, all workstations must be systematically checked, and any waste that has been left behind must be removed. This must be immediately disposed of in the appropriate waste containers. These must be emptied in due time.

Failure to comply with these rules regarding order and cleanliness will result in the persons responsible being reprimanded, and additional measures may be taken. It is forbidden to burn waste on the building site at any time.

#### 5.9. COLLECTIVE AND PERSONAL PROTECTIVE EQUIPMENT:

Everyone who enters the building site must wear **a safety helmet** that meets the EN 397 standard, from the start of the construction period to the end;

**Safety shoes** with steel toes and non-slip steel soles, in accordance with the requirements of the EN ISO 20345 standard relating to personal protective equipment (**type S3**), must also be worn.

The main contractor must ensure that there are always about 10 extra helmets available on the building site for visitors who have not brought their own helmet. If group visits that have been agreed by the construction management take place on the building site, it must be ensured that all visitors are also wearing a safety helmet and safety gloves.

If there is a risk of falling from a higher level where no collective protective measures can be taken, the workers who are exposed to this risk must be equipped with an approved **safety harness** that meets the NBN-EN 360 to 365 standards, and other standards referring to these. Depending on the height at which the harness will be worn, it must also be fitted with a fall arrestor; wearing a <u>hip belt is not acceptable</u>, and will be penalised. A hip belt may only be used for positioning oneself.



**Each contractor is responsible for the provision of collective and personal protective equipment** to his workers and co-contractors (or members of the construction management) who are exposed to risks as a result of the work he has contracted. See also the provisions of the Codex Book IX title 1, laying down the general provisions on the selection, purchase and use of collective protective equipment, and the provisions on scaffolding, EN 12811, and pitched roofs, EN13374.

Every contractor must ensure that **his workstation is left in a safe condition**. He must incorporate protective measures as long as the construction management and the safety coordinator deem this necessary. The contractor is at all times responsible for the adequate condition and the stability of the protective devices in place, even if he is temporarily not present on the building site.

Safety is everyone's responsibility. It is therefore self-evident that the contractors should respect each other's work with regard to the safety measures taken. Supports or suspensions may not be removed or moved without prior consultation, or without installing another effective protection in their place.

In certain cases, such as the securing of **scaffolding**, it may be necessary to attach certain elements to the already built construction. If this is deemed necessary, the contractor should first consult the construction management, in order to ensure that the most appropriate and efficient location can be determined.

The contractors should **always be able to produce calculation notes** with regard to the load-bearing strength and stability, and be able to demonstrate the safety of these types of structures.

On the basis of the Codex book IX title 2 on the use of personal protective equipment, we expressly request that workers refrain from working bare-chested, as a protection against chemical or abrasive products, and to avoid cuts, stab injuries and abrasions.

### 5.10. SPECIFIC OPERATIONS AND THEIR HAZARDS THAT ARE SPECIFICALLY LINKED TO THE BUILDING SITE:

#### 5.10.1. Ladders:

It should be noted that, in terms of manufacture, set up, use, etc., all ladders must comply with the Codex book IV title 5 regarding the use of work equipment for temporary work at a height.

Carrying out work on ladders for a prolonged period of time should be avoided in any case, however.

#### 5.10.2. **Protection against falls from a higher level:**

If a safety provision against falls is temporarily removed in order to be able to carry out specific operations, effective replacement protective measures must be put in place, such as automated handrails or panels, moveable handrails or panels, handrails, safety belts, or any other means to stop workers, equipment or material from falling.



#### 5.10.3. Working with machines.

It should be noted that all machinery used on the building site must meet the machinery directive (Royal Decree of 12/08/2008 to implement the Directive of the Council of the European Communities on the approximation of the laws of the Member States relating to machinery), and must comply with the legal provisions.

The machines must always be equipped with all the necessary safety devices required by law. These may never be blocked under any circumstances, and should always be used.

Any repair work on machines may only be carried out by adequately trained personnel. It must be ensured that the electrical power supply is disconnected prior to carrying out any work on a machine, in such a way that it cannot be reconnected by a casual passer-by.

If the machines concerned are the property of the contractor, the latter will be in charge of the procedure to be followed for the intervention.

Machines that are subjected to statutory inspections must be in proper working order before they can be used on the building site.

### 5.11. THE USE OF <u>SPECIFIC WORKING EQUIPMENT OR METHODS</u> THAT INVOLVE SPECIFIC RISKS:

#### 5.11.1. **The portable grinding machine:**

The risk of accidents involving portable grinding machines is particularly high, and, above all, hands, fingers, eyes and hearing are particularly vulnerable. All the more reason to strictly apply the following safety measures:

Choosing the correct wheel and machine:

The root cause of accidents with grinding wheels is often a cracked wheel. The **causes** are varied:

an incorrectly mounted grinding wheel a grinding wheel that is not suitable for the material to be worked on jamming of the grinding wheel, etc.

It is therefore imperative that the grinding wheel is adapted to the nature and size of the material to be worked on. The **label** on the grinding wheel indicates the materials for which it is suitable.

#### Personal protective equipment:

An average grinding machine produces a noise level of 100 dB(A). As a result, **hearing protection is obligatory** (from 85 dB(A)).

Small particles of material can be ejected during grinding. For this reason, closefitting (protective) work clothing and eye protection are obligatory.



Wearing a **dust mask is obligatory** when working on materials that generate dust, as substances harmful for the respiratory system and lungs may be released.

**Protective gloves** are also recommended for this type of work. Ensure that they are tight-fitting and that they will not hinder you in carrying out your work.

#### How to safely use the machine?

- Pay attention to the posture adopted.
- Hold the grinding machine with both hands, and ensure that the material to be ground is tightly secured (on a workbench).
- Always use the grinder with its protective guard.
- Depending on the nature of the material to be ground, sparks may be generated during grinding. The surroundings must therefore be free from any flammable substances (jerry cans with petrol, paper waste, etc.). Always keep a fire extinguisher within reach. Use a spark screen where necessary.
- Using the grinding machine in the vicinity of flammable substances or in an explosive atmosphere is prohibited.
- Changing the wheel while the power is still turned on is prohibited.
- Do not tinker with the speed controller.
- Do not grind with a damaged wheel.
- Do not grind with a cutting wheel, and do not cut with a grinding wheel.
- Do not secure the portable grinding machine with a vice in order to be able to hold the material with both hands.
- Do not remove the protective cover.
- Do not change the mounting hole in order to mount a wheel that is larger than that intended for the machine.
- Do not tighten the screw for mounting the wheel too tightly.

#### 5.11.2. Electrical welding:

Even an expert welder has to take specific safety measures when he is welding, whether this relates to gas welding or electrical welding processes.

A whole **series of risks** can lead to serious injuries, with the main ones being explained below:

#### Radiation:

The welder is exposed to harmful ultraviolet and infra-red radiation during the welding process. This radiation can cause severe burns, and can also affect dermal tissue.

#### Electrocution hazard:

The welding transformer, the electrode holder and the cables must be adequately **insulated**. Insulating gloves must be worn when inserting or removing the electrode. The welding device must always be earthed (this earthing cable must be incorporated into the power cord).

It is recommended that welders adopt the habit of insulating themselves from the ground by standing on a wooden or rubber mat. A humid or wet surface must be absolutely avoided.



#### Personal protective equipment:

cotton working clothes leather apron (insulating) gloves (possibly a model with longer sleeves) (insulating) gaiters welding screen or welding mask neck protection

For more information, refer to: <a href="http://www.werk.belgie.be/moduleTab.aspx?id=613&idM=163">http://www.werk.belgie.be/moduleTab.aspx?id=613&idM=163</a>

#### 5.12. **INTRODUCTION – HANDLING RISKS:**

#### 5.12.1. The definition of a risk:

A risk is the **probability** that a specific **undesirable effect** could **occur**. Risks can be **controlled** by:

#### reducing

- both the probability
- and the **effect**.

#### 5.12.2. Control measures focused on probability and effect:

In order to control risks in the best possible manner, it is often a matter of tackling both the **PROBABILITY** and the **EFFECT** of the risk together.

We attempt to reduce risks to an "acceptable" level, as follows:

- technically: e.g., guards, protective devices
- by implementing rules and regulations, e.g., work procedures, work instructions
- at a human level: e.g., postures and behaviour.

#### The following steps reflect the prevention hierarchy for controlling risks:

- The avoidance or elimination of risks (e.g. always using the products that are the least hazardous)
- Encapsulation of risk elements (e.g. screening of moving parts).
- Collective protective measures (e.g. smoke extraction)
- Personal protective equipment if all the above is insufficient. (e.g. hearing protection)
- Signalling (e.g. clearly visible instructions by means of pictograms)
- Instructions or training (e.g. clearly understandable instructions for each device must be available in the language of the user).



In order to be able to assess the **gravity of the risk**, **two factors** play a significant role:

- The probability: the probability that a specific undesired event (accident) will occur depends on the exposure time and the exposure frequency.
- The consequence, or effect: the gravity of the effects when the undesired event takes place.
- In brief: the risk is the result of probability and effect:

#### **RISK = PROBABILITY x EFFECT**

If the gravity of the effects is such that it entails injury or damage, **not a single risk** may be taken.

#### RISK = PROBABILITY x EFFECT

RISK = EXPOSURE x FREQUENCY x EFFECT



A risk assessment that was as complete as possible was prepared for the main activities. The main activities are briefly described in this document, whereby the associated risks are placed in interaction with the corresponding risks, and with the risk factors that are present and that may have an impact on the occurrence of a risk.



The risk assessment is carried out on the basis of the Kinney method, as described below:



See Annex 2: Kinney method.



### 5.14. RISKS AND MEASURES FOR THIRD PARTIES ON THE SITES OF UTILITY COMPANIES

See Annex 3

### 5.15. RISKS AND MEASURES WHEN WORKING ON THE COAXIAL NETWORK AND/OR CONNECTIONS.

See Annex 4

### 5.16. RISKS AND MEASURES WHEN WORKING ON THE FIBRE OPTIC CABLE NETWORK.

See Annex 5

#### 5.17. THE RISK ANALYSIS OF THE DESIGNER

The designer carries out the step-by-step plan described in Chapter 5.1.1, and prepares a specific risk assessment prior to the start of the work (Design Phase). This is added to each file.



#### 6. ANNEXES TO THE HEALTH AND SAFETY PLAN

THE SPECIFIC RISK ASSESSMENTS, METHODS AND CONTROL MEASURES FOR WORKING ON BUILDINGS ARE DEFINED AND ADDED FOR EACH PROJECT.

ANNEX 1: ACCIDENT FORM

ANNEX 2: KINNEY METHOD

ANNEX 3: RISKS AND MEASURES FOR THIRD PARTIES ON THE SITES OF UTILITY COMPANIES.

ANNEX 4: RISKS AND MEASURES WHEN WORKING ON THE COAXIAL NETWORK AND/OR CONNECTIONS.

ANNEX 5: RISKS AND MEASURES WHEN WORKING ON THE FIBRE OPTIC CABLE NETWORK.

ANNEX 6: BUILDING SITE REGULATIONS.

ANNEX 7: BUILDING SITE FACILITIES

ANNEX 8: USEFUL TELEPHONE NUMBERS IN THE EVENT OF DAMAGE OR REPAIRS

ANNEX 9: WARTIME MUNITIONS AT THE WORKPLACE

ANNEX 10: HAZARDOUS PRODUCTS – CONCORDANCE TABLE FOR LABELLING



ANNEX 11: FIRE & FIRST AID EMERGENCY PROCEDURES

ANNEX 12: LMRA (LAST MINUTE RISK ANALYSIS) FOR WORKING IN CONFINED SPACES

ANNEX 13: PRACTICAL INFORMATION FOR CONTRACTORS WORKING NEAR PIPELINES

ANNEX 14: LMRA COVID-19

ANNEX 15: STATEMENT OF INTENT

#### If you can't fill in the file, go to "View" and select "Edit Document"

Reserved for internal prevention service

#### Communication – Analysis report Incident (first aid) Work related Accident Situation / Dangerous Action



Entity												
□ Telenet □ Telenet Retail □ Telenet Group						oup		Other: I	Firm	name		
				Details	s of th	e victim						
Name, First Name	t Nam	ne				D	ate entry	y into	o service	Date		
Function	Function						Ρ	ersonne	el nu	umber	Number	
Department	Department						G	ender :			🗆 male 🗆 female	
Roster day of accident	From hou	r	to	hour	-	& from	h	hour to			hour	
Type communication												
Almost accident / dang	erous situatior		First aid incident					Accide	ccident on the way work/home with incap.			
Accident without inca	pacity		Mate	rial da	mage			Accident on the way work/home without incap.				
□ Accident with incapa	city		Accio	dent w	ith thir	d party		Environmental incident				
			Da	ate &	Exact	Locatio	n			-		
Date / hour of the incider	nt	Dat	te & ho	bur			Day	/		Day of th	ne week	
Date / hour notification to e	mployer	Dat	te & ho	our			How	+ to who	om	How and	d name	
Street + n°, village		Ad	ress									
Building		Spe	ecify bu	uilding								
Description (as exactly a of the place / surrounding	s possible) gs	De	scribe 1	the pla	ace & s	surround	ings	(as deta	aileo	l as possib	le)	
	Desc	riptior	n incide	ent / a	accide	nt / dang	gero	<mark>us situ</mark>	atio	n		
What were you doing just	t before the i	ncider	nt / acc	ident?	)							
Click or tap here to ente	r text.											
How did the incident / ac	cident happe	en? (de	escribe	what	went v	vrong) +	how	did the	vict	im get hur	t?	
Click or tap here to enter text.												
What was the cause of the	ne incident / a	accide	ent?									
Click or tap here to enter text.												
				Da	ata inj	ury						
Pla	ce							<u> </u>	Ту	ре		
☐ Head Arm L □ /	R 🗆   Foot	$L \sqcup /$	′ R ∐		」 cut			⊔ c	rush	ning	☐ fracture	
$\square$ Trunk $\square$ Hand L $\square$ /	Trunk Hand L 🗆 / R 🗆 Leg L 🗆 / R				□ □ glancing w			□ d	islo	cation	internal pain	
Back		🗆 burn				🗆 nausea			ea	□ faint		
Other: Click or tap he	re to enter to	ext.	xt. 🗆 contusion				□ straining				$\Box$ open wound	
□ Other: Click or tap here to enter text.												
Issue of urgent aid / First aid (to be filled in by the person that administers first aid)												
First Aid	o D	Date & Hour Date & Hour By whom? By whom?										
Description first aid Describe the type of first aid you received												
Follow up / send to: For exemple: doctor, emergency, specialist												
1 <sup>er</sup> treatment by doctor	🗆 yes 🗆 n	No Name/Address Name & address of doctor										
1 <sup>er</sup> treatment at the hospital	🗌 🗆 yes 🗆 n	o N	lame/Ac	dress	Nam	ie & addr	ress (	of hosp	ital			
Consequences												
No work incapacity	🗆 With wo	rk incapacity Numb				Numbe	lumber of days Numbe			mber of da	ays of incapacity	
Start of incapacity	Date & hour				Resump	esumption of work			Date & hour			

If you can't fill in the file, go to "View" and select "Edit Document"

Witnesses								
Type witness n°1	Direct* Indirect**							
Name, First name	Name of witness	Name, First Name	Name witness					
Contact details	Mail or phone number	Contact details	Mail or phone number					
Prevention								
What prevention measures were taken immediately after the accident / incident?								
Click or tap here to enter text.								
What measures would you suggest to prevent this type of accident / incident in the future?								
Click or tap here to enter text.								



Send this document together with the medical certificate, police report and accident statement to <a href="mailto:preventie-telenet@telenetgroup.be">preventie-telenet@telenetgroup.be</a> and <a href="mailto:href="

Direct witness: someone who saw the accident happening

Indirect witness: someone to whom the victim immediately afterwards told that he / she had an accident

\* Always send medical certificate. Police report / Accident statement: only when applicable (accident road, aggression,...)

## Page 3 (see below) => must be completed by the supervisor when it is a workrelated accident (not when it is an accident on the way to work/home)
ANALYSIS			To be filled in by the supervisor
	code	9	Questions
		1.	Does the executer have enough knowledge? Click or tap here to enter text.
		2.	Was there enough information / too little training? Click or tap here to enter text.
		3.	Did the victim have the right qualifications? Was there a bad interpretation of the risk? Click
			or tap here to enter text.
		4.	Situation (pressure, fatigue, inattentive)? Click or tap here to enter text.
		5.	Behavior: why not a safe behavior? Click or tap here to enter text.
		6.	Bas communication? Click or tap here to enter text.
MAN		7.	Didn't the victim follow the instructions / procedures? Click or tap here to enter text.
		8.	Not enough supervising? Did he / she take short cuts? Click or tap here to enter text.
		9.	Lack of motivation? Inattention? Click or tap here to enter text.
		10.	Equipment (work equipment, collective and individual protection equipment) in good
			working order? Good maintenance? Controlled? Click or tap here to enter text.
		11.	Personal Protection Equipment (PPE) was the correct type ? Click or tap here to enter
			text.
		12.	Were the turning piece (of the machine) protected? Click or tap here to enter text.
		13.	Were the right security equipment installed? Did they work? They weren't short-circuited?
FOLIDMENT			Click or tap here to enter text.
EQUIFINIENT		14.	was the mechanical energy protected (pressure, heath,)? Click or tap here to enter
	_	4 -	text.
		15.	Was electrical energy, chocs possible? Click or tap here to enter text.
		16.	There was orderliness?Click or tap here to enter text.
÷.		17.	State of the building, environment? Lighting? Climate? Noise? Climate conditions? Click or
		40	tap nere to enter text. The demonstrate comparison of a local sector text is an text of the sector text.
		18.	The danger zones are protected? Click or tap here to enter text.
		19.	Safety signs are present? Enough? Click or tap here to enter text.
ENVIRONMENT		20.	Dangerous products: present? Click or tap nere to enter text.
		21.	Place of work: uneven surface, cutting corner / edges ? Click or tap here to enter text.
		22.	Small spaces, accessibility, emergency exits, excavation? click of tap here to enter text.
		23.	Sharp? Dangerous? Heavy?Click or tap here to enter text.
		24.	Hot materials, explosive, flammable materials (low flash points) Click or tap here to enter
		~ 5	text.
		25.	Building up pressure / releasing? Click or tap here to enter text.
PRODUCT /		20.	Protonged exposure? Click of tap here to enter text.
PROCES		21.	Physical agents (noise, vibrations, radiation, pressure,) Click of tap here to enter text.
		20.	to optor toyt
		20	Communication and clear information? Click or tap have to optar taxt
		29.	Burchasing and bring into convice? Working with third party? Click or tap here to enter text.
(aberrary) (Million		30.	Safety agreements? Discussion before starting the work? Click or tap here to enter text.
unipatiento		32	Risk analysis / procedures and / or incomplete instructions? Click or tap here to enter text.
tagi seri		32.	Time pressure? Click or tap here to enter text
doelgroepen 1 (conditioner en tagen		3/	Observations / supervision of hierarchy: insufficient or inevistent? Click or tan here to enter
		54.	text
ORGANISATION		35	Exemplar behavior of the hierarchy? Inadequate leadership? Click or tan here to enter
			text.

# If you can't fill in the file, go to "View" and select "Edit Document"

	36. Securing (Lockout & Tag) is applied? Click or tap here to enter text.
	37. Not enough resources / equipment at disposal? Click or tap here to enter text.



< 30

D

Acceptable risk.

Acceptable.

**ANNEX 2: Kinney method.** Revision status of the form: 07 2020 – version 6

# **Kinney Factors**

Durt				The second se		Г	_		
Prop	ability P =			Exp	exposure duration			Seve	rity S =
				Frequency B =					
0.1	Can be expected			0.5	Very rare, very brief, indirectly			1	Occupational accident without absence from work, temporary problems or discomfort without absence from work, material damage < 250 €.
0.2	Practically impossible.		1	Several times a year, short ( mostly indirect.	< 1 hour),		5	Occupational accident with more than 1 day absence from work, short-term absence from work of more than 1 day through illness, material damage > $250 \in$ .	
0.5	Conceivable, but very unlikely.		2	Monthly, limited (< 25% worki occasionally direct.	ng hours),		10	Occupational accident with more than 1 week absence from work, prolonged problems or sick leave of more than 1 week, material damage > 2,500 €.	
1	Only possible in the long term.		3	Weekly or occasionally, part-t 75), regularly direct.	ime (25 to		15	Occupational accident with more than 1 month absence from work, prolonged sick leave > 30 days or permanent discomfort, material damage > 5,000 €.	
3	Unusual, but possible.		6	Daily during working hours, fut to 100%), almost continuously	ll-time (75 direct.		25	Occupational accident with permanent disability, permanent incapacity for work or several cases of illness, material damage > 25,000 €.	
6	Quite possible.		10	Continuous (100%), continuou	sly direct.		50	Fatal accident, fatal illness or several cases of serious illness, material damage > 250,000 €.	
10	Is to be expected, almost certain.								
	Pick voluo								
		Drier	Dialclayed		Evolution lovel				
ity			Evaluation level	Level of a	actic	n			
> = 300		Α	Very high risk.		Unacceptable.	Substantia	al ris	k ma	nagement measures required – immediate action required.
> = 120 and < 300		В	High risk.		Above the acceptance level.	Additional required.	Additional risk management measures should be taken – short-term actic required.		nagement measures should be taken - short-term actions
> = 30 and < 120		С	Low risk.		Acceptable if compliance is monitored and systematic improvement	Specific i approach	mea is re	sures equire	s for risk management – special focus – a systematic

General measures – normal caution required.



**ANNEX 2: Kinney method.** Revision status of the form: 07 2020 – version 6



Risk assessment enables us to express the level of the risk. A risk is a function of (R = f (P, B, S)):

If specific operations take place, as described in the Royal Decree of 25 January 2001, including:

- the hazard of being buried;
- the hazard of sinking in or falling;
- > exposure to chemical or biological agents;
- ➢ ionising radiation;
- > work in the vicinity of electrical high-voltage lines or cables;
- drowning hazard;
- underground and tunnel work;
- diving equipment; overpressure;
- > explosives;
- > the assembly or disassembly of prefabricated elements;
- > the digging of trenches or pits with a depth of more than 1.20 m, and work on or in these pits;
- > work in the immediate vicinity of conditions such as quicksand or sludge;
- > work with a danger of falling from a height of 5 m or more

the **specific prevention measures** required for these conditions will then also be described in the safety and health plan.



He	eadings	Risks	Preventive measures by the contractor	Preventive measures by all third parties
Ex	cavation work			
	Trenches and pits			
	Building site machinery.	Collisions.	Orange flashing light on the building site vehicles – ALWAYS.	
			Acoustic signals when reversing.	
			Use of high visibility clothing obligatory.	High visibility clothing mandatory.
			Placement of signs in consultation with the project manager. The signalling can consist of: pre-signalling, main and post- signalling, mannequins fitted with flashing lights, orange signalling nets, etc.	
		Moving machines.	Orange flashing light on the building site vehicles – ALWAYS.	
			Acoustic signal when reversing.	
			Prohibition of entering the turning radius of the machine.	Prohibition of entering the turning radius of the machine.
			Use of the safety helmet obligatory.	Safety helmet obligatory.
			Extra attention by the driver when swivelling the machine.	Extra attention by the driver when swivelling the machine.
	Trench and pit	Subsidence / collapse.	Carry out the trenches with slopes or steps.	
	walls.		Install well pointing where necessary.	
			Supports for trenches and pits by the contractor.	
			Demarcation of the trenches and pits, with the distance from the edge depending on the depth.	Maintain an adequate distance.
			Stack materials at least 1 metre from the trench.	
		Stumbling / twisting /	Demarcation of the trenches and pits with a distance from the edge that depends on the depth.	Maintain an adequate distance.
		falling.	Tidy up the building site on a daily basis.	Dispose of waste in the containers provided for this purpose.
			Use of safety shoes obligatory.	Safety shoes obligatory.



He	eadings	Risks	Preventive measures by the contractor	Preventive measures by all third parties
Excavation work				
	Trenches and pits			
	Removed pavements.	Tipping over of stacked items.	If possible, transport the materials immediately, either to a storage area or to another building site.	
			Do not stack materials in the vicinity of the trench.	Maintain an adequate distance.
		Stumbling / twisting / falling.	Demarcation of the trenches and pits, with the distance from the edge depending on the depth.	Maintain an adequate distance.
			Level the building site after removing the pavement.	
			Use of safety shoes obligatory.	Safety shoes obligatory;
	Excavated soil.	Subsidence.	Angle of the elevation < 45°, or carry out stepped excavation.	
			Demarcation of the excavated soil at a distance that depends on the height.	Maintain an adequate distance.
		Stumbling / twisting /	Demarcation of the excavated soil at a distance that depends on the height.	Maintain an adequate distance.
		falling.	Level the building site after excavation.	
			Use of safety shoes obligatory.	Safety shoes obligatory;



adings	Risks	Preventive measures by the contractor	Preventive measures by all third parties	
nstruction work				
Excavating the				
oundation				
Building site	Collisions.	Orange flashing light on the building site vehicles – ALWAYS.		
machinery.		Acoustic signals when reversing.		
		Use of high visibility clothing obligatory.	High visibility clothing mandatory.	
		Placement of signs in consultation with the project manager.		
		The signalling can consist of: pre-signalling, main and post-		
		signalling, mannequins fitted with flashing lights, orange		
		signalling nets, etc.		
	Moving	Orange flashing light on the building site vehicles – ALWAYS.		
	machines.	Acoustic signals when reversing.		
		Prohibition of entering the turning radius of the machine	Prohibition of entering the turning radius of the	
			machine	
		Use of the safety helmet obligatory.	Safety helmet obligatory.	
		Extra attention by the driver when swivelling the machine	Extra attention by the driver when swivelling the machine	
Pit walls.	Subsidence /	Supports for pits by the contractor.		
	collapse.	Demarcation of pits with orange signalling nets at a distance from the edge that depends on the depth.	Maintain an adequate distance.	
		Close pits as far as possible with material of adequate load bearing capability (steel sheet).		
		Stack materials at least 1 metre from the trench.		
	Stumbling /	Use of safety shoes obligatory.	Safety shoes obligatory.	
	twisting / falling.	Demarcation of pits with orange signalling nets at a distance	Maintain an adequate distance.	
		from the edge that depends on the depth.		
		Working with a trench shoring system.		
Removed	Tipping over of	If possible, transport the materials immediately, either to a		
pavements.	stacked items.	storage area or to another building site.		
		Do not stack materials in the vicinity of the trench.	Maintain an adequate distance.	



He	eadings	Risks	Preventive measures by the contractor	Preventive measures by all third parties
Сс	onstruction work			
	Excavating the			
	foundation			
			Demarcation of the trenches and pits with orange signalling nets at a distance from the edge that depends on the depth.	Maintain an adequate distance.
	Excavated soil.	Subsidence.	Angle of the elevation $< 45^{\circ}$ , or carry out stepped excavation.	
			Demarcation of the excavated soil with orange signalling nets at a distance that depends on the height.	Maintain an adequate distance.
		Stumbling / twisting / falling.	Demarcation of the excavated soil at a distance that depends on the height.	Maintain an adequate distance.
			Level the building site after excavation.	
			Use of safety shoes obligatory.	Safety shoes obligatory.



Headings		Risks	Preventive measures by the contractor	Preventive measures by all third parties
Co	onstruction work			
	Working at a			
	height			
	Building site	Collisions.	Orange flashing light on the building site vehicles – ALWAYS.	
	machinery.		Acoustic signals when reversing.	
			Use of high visibility clothing obligatory.	High visibility clothing mandatory.
		Moving	Orange flashing light on the building site vehicles – ALWAYS.	
		machines.	Acoustic signals when reversing.	
			Prohibition of entering the turning radius of the machine.	Prohibition of entering the turning radius of the machine.
			Use of the safety helmet obligatory.	Safety helmet obligatory.
			Extra attention by the driver when swivelling the machine	Extra attention by the driver when swivelling the machine
	Ladders.	Set up.	Prohibition of the use of metal ladders.	
			Demarcation of the work area.	Maintain an adequate distance.
			Set up ladders at a 75° angle.	
			Secure ladders.	
			Only use ladders that have been inspected by an accredited external inspection body.	
			Use of the safety helmet obligatory.	Safety helmet obligatory
		Use.	Make use of the positioning harness, if possible.	
			Avoid prolonged operations on ladders by making use of an elevated platform or a scissor lift.	
	Elevated	Set up.	Demarcation of the work area.	
	platforms and	-	Install the necessary signalling.	
	scissor lifts.		Ensure that the machine cannot sink into the ground.	
		Use.	Only use equipment that has been inspected by an	Inspection certificates must be present on the
			accredited external inspection body.	building site before the work can be started.
			Workers operating an elevated platform or a scissor lift must	Medical inspection certificates must be submitted to
			have a medical certificate.	the project manager.



Headings Construction work Working at a height		Risks	Preventive measures by the contractor	Preventive measures by all third parties	
			Always use an (approved) safety harness when carrying out work that requires a harness.		
	Materials.	Falling	Demarcation of the work area.	Maintain an adequate distance.	
		materials.	Provide a separate stacking area.		
			Stack materials properly, and not too high.		
			Use of the safety helmet obligatory.	Safety helmet obligatory.	
		Equipment/ materials rolling away.	Ensure that equipment/materials cannot roll away.		
		Stumbling / twisting / falling.	Demarcation of the work area with Heras fencing or orange signalling nets.	Maintain an adequate distance.	
			Use of safety shoes obligatory.	Safety shoes obligatory.	



Headings Materials and products		Risks	Preventive measures by the contractor	Preventive measures by all third parties
	Flexible lines			
	Storing stock.	Stumbling / twisting / falling.	Demarcation of the stacked materials depending on the height.	Maintain an adequate distance.
			Use of safety shoes and safety helmet obligatory.	Safety shoes and safety helmet obligatory.
		Tipping over of stacked items.	Demarcation of the stacked materials depending on the height.	Maintain an adequate distance.
			When stacking materials, ensure that they cannot fall over.	
	Placement.	Stumbling /	Demarcation of the line reels and line loops.	Maintain an adequate distance.
		twisting / falling.	Use of safety shoes obligatory.	Safety shoes obligatory;
		Falling over of reels.	Secure line reels on the materials reel truck.	
			Demarcation of space around the reel truck.	Maintain an adequate distance.
			Place reels on a stable surface.	
	Cleaning agents			
	Storage.	Fire risk.	Store hazardous products in a separate, ventilated room.	
			Attach labels to the packaging of hazardous products.	
	Use.		Make use of the prescribed PPE.	
			Smoking forbidden.	No smoking
			Prohibition of working in the vicinity of an open flame.	
			Prohibition of carrying out welding and grinding work.	
			Removal of all other inflammable materials.	
			Ensure a well-ventilated workspace.	
			Wash your hands after working with a hazardous product.	



Hea	adings	Risks	Preventive measures by the contractor	Preventive measures by all third parties
Eqι	ipment			
C	Senerator sets			
	Use.	Set up.	Place the generator set on a stable surface, far from any excavation.	
		Sound.	Use of ear protection obligatory.	Ear protection obligatory.
		Air pollution.	Set up the exhaust away from passageways.	Maintain an adequate distance.
		Electrocution.	Use protection with ground-fault circuit interrupter on all cables.	Do not touch the cables.
		Heat.	Shield any access to hot parts.	Maintain an adequate distance.
Cor inst	nmissioning allations			
E	lectricity			
	Short-circuit	Fire risk	Removal of all inflammable materials.	
			Demarcation of the work area.	Maintain an adequate distance.
		Explosive	Remove everyone from the workplace.	Maintain an adequate distance.
		material.	Demarcation of the work area.	Maintain an adequate distance.
	Faulty insulation	Electrocution.	Use double-insulated machinery.	
			Use IP44 approved materials.	
			Remove everyone from the workplace.	Maintain an adequate distance.
			Demarcation of the work area.	Maintain an adequate distance.
			Carry our regular checks of the installation.	



headings		Risks	Preventive measures by the contractor	Preventive measures by all third parties	
С	ovid-19				
	Work in				
	accordance with				
	Covid-19 directive				
	All works on Telenet footprint	Spreading Corona among employees and third parties	If you feel and/or show the following symptoms of illness (e.g. (dry) cough, fatigue, muscle and joint pains, sore throat, headache, diarrhoea, nausea and vomiting, fever (>38°C) or shortness of breath or respiratory problems) stay at home.	If you feel sick, stay at home and contact the doctor and follow his instructions.	
			Read carefully the information (including toolbox, instructions, infographics,) received from your employer about the risks and the preventive measures to be taken in connection with the Corona virus.	Read the applicable instructions	
			Move to and from the construction site, but also on site (aerial platform, construction crane,) taking into account the social distancing (1.5 m distance) (max. 1 person per mono-cab or private vehicle, or max. 2 person per bicabine vehicle.	Limit the number of persons present to the minimum	
			If the social distancing of minimal 1,5 m can't be kept adjust your work method if you can	Limit the number of persons present to the minimum	
			If the social distancing of minimal 1,5 m can't be kept and your work method can't be alteredyou are obligated to wear a mouthmask in combination with safety goggles or a face shield if necesary	Limit the number of persons present to the minimum	
			Clean your hands regularly with soap and water (or alcohol- based hand gel) according to the specific hand hygiene guidelines.	Hand hygiëne	
			Use your own tools to perform your task and disinfect them after use	Use cleaned tools	



h	eadings	Risks	Preventive measures by the contractor	Preventive measures by all third parties		
С	ovid-19					
	Work in					
	accordance with					
	Covid-19 directive					
			Protect the workplace (work area) adequately (with fences, nadar,) in order to minimise interaction (prevention of social distancing of at least 1.5 m) with local residents and third parties.	Keep your distance		
			Inform subcontractors about the applicable Telenet rules	Read instructions to prevent Covid 19		



Risks	Preventive measures						
Damage to cables in general							
Damage to cables	Request location maps of all cables from all utility companies and utility network managers						
	Dig manual test trenches						
	Identify the various utility cables (call in the support of the utility network manager if necessary)						
	Cover the utility cables with sand that is free of rubble or debris						
	Cover the utility cables with signalisation tape and cover plates						
Damage to electricity cables							
Electrocution	Notify the electricity network operator in case of damage						
	Do not touch the cables						
Damage to gas pipes							
Air displacement	Notify the gas network operator in case of damage						
	In the event of a gas leak, allow the gas to escape into free air, never cover it with sand						
	Ensure that the gas cannot penetrate into buildings						
Ignition / explosion	Ensure that the gas cannot spread through the protective tubes of optical fibre and coaxial networks.						
	Avoid any sparks or flames in the vicinity						
	No smoking						
	Demarcate the area, and keep bystanders at a safe distance						
	Don't try to stop a burning leak from burning						
Damage to water pipes							
Drowning	Notify the water supply network operator in case of damage						
	Evacuate the trench as quickly as possible						
Becoming buried as a result of erosion of the	Evacuate the trench as quickly as possible						
trench walls	Demarcate a safety zone and keep bystanders at a safe distance						



Risks	Preventive measures						
Damage to fibre-optic cables							
Blinding through laser light	Notify the fibre optic network operator in case of damage						
	Do not look into the ends of glass fibres						
Penetration of glass-fibre splinters into the skin	Do not touch the fibres						
Damage to sewage systems							
Contact with biological agents	Contact the sewage system manager in case of damage						
	Preventive vaccination against hepatitis and tetanus						
	Demarcate a safety zone and keep bystanders at a safe distance						
Becoming buried when working in the trench							
Erosion of the trench walls	Ensure a sufficient gradient of the trench walls						
	Support the walls where necessary						
	Keep vehicles and heavy equipment at a safe distance from the edge of the trench.						
Becoming buried by tubes and/or cables	Ensure that materials are placed at a safe distance from the edge of the trench.						
Falling into the trench							
Due to erosion of the edge	Stay at a safe distance from the trench						
	Demarcate the building site with nets						
By tripping	Keep the site free from clutter						
Incurring cutting injuries							
Cuts caused by waste left in the trench	Wear appropriate working gloves						
Cuts caused by cables during work	Wear appropriate working gloves						
Incurring back injuries							
During excavation work	Use the correct excavation tools.						
	Don't pick up too much soil at once						
When drawing cables through	Use a sufficient number of people.						
	Use cable guides when drawing cables through						



Revision status of the form: 07 2020 - version 6

Risks	Preventive measures					
Incurring foot injuries						
Twisting a foot	Wear high safety shoes to support the ankles					
Penetration of nails	Wear safety shoes with steel or Kevlar midsole					
Collisions						
Collisions on the open road	Demarcation of, and signalling for the building site					
	Wear high visibility clothing					

#### Surface networks

Risks	Preventive measures						
Touching an exposed electricity network							
Electrification/electrocution	Ask the energy supplier to cut off power to the mains while the work is being carried out						
	Maintain a safe distance from the electricity mains						
	Shield the cables						
	Wear a safety helmet						
Burns caused by an electric arc	Ask the energy supplier to cut off power to the mains while the work is being carried out						
	Maintain a safe distance from the electricity mains						
	Wear fire-retardant protective clothing						
Falling from heights							
Falling from a ladder	Ensure the ladder is set up solidly in accordance with the work instructions on the use of ladders						
	Use of fall protection						
Falling from platform lift	Set up the platform lift in compliance with the best practices. (see instructions on the use of a platform lift)						
	Use fall protection						
	Do not leave the cab						
Incurring cut injuries							
Cuts caused by fastening brackets	Wear appropriate working gloves						
Cuts caused by cables during work	Wear appropriate working gloves						



Risks	Preventive measures					
Incurring back injuries						
When drawing cables through  Use a sufficient number of people.						
	Use cable guides when drawing cables through					
When carrying ladders	If possible, do not use a ladder but some different method					
	Use a ladder that is less heavy					
	Learn the techniques for carrying ladders					
Incurring foot injuries						
Twisting a foot	Wear high safety shoes to support the ankles					
Penetration of nails	Wear safety shoes with steel or Kevlar midsole					
Collisions						
Collisions on the open road	Demarcation of, and signalling for the building site					
	Wear high visibility clothing					



headings		Risks	Preventive measures by the contractor	Preventive measures by all third parties
Covid-19				
	Work in			
accordance with				
	Covid-19 directive			
	All works on	Spreading	If you feel and/or show the following symptoms of illness (e.g.	If you feel sick, stay at home and contact the doctor
	Telenet footprint	Corona among	(dry) cough, fatigue, muscle and joint pains, sore throat,	and follow his instructions.
		employees and	headache, diarrhoea, nausea and vomiting, fever (>38°C) or	
		third parties	shortness of breath or respiratory problems) stay at home.	
			Read carefully the information (including toolbox, instructions,	Read the applicable instructions
			infographics,) received from your employer about the risks	
			and the preventive measures to be taken in connection with	
			the Corona virus.	
			Move to and from the construction site, but also on site (aerial	Limit the number of persons present to the minimum
			platform, construction crane,) taking into account the social	
			distancing (1.5 m distance) (max. 1 person per mono-cab or	
			private vehicle, or max. 2 person per bicabine vehicle.	
			If the social distancing of minimal 1,5 m can't be kept adjust	Limit the number of persons present to the minimum
			your work method if you can	
			If the social distancing of minimal 1,5 m can't be kept and	Limit the number of persons present to the minimum
			your work method can't be alteredyou are obligated to wear a	
			mouthmask in combination with safety goggles or a face	
			shield if necesary	
			Clean your hands regularly with soap and water (or alcohol-	Hand hygiëne
			based hand gel) according to the specific hand hygiene	
			guidelines.	
			Use your own tools to perform your task and disinfect them	Use cleaned tools
			after use	
			Protect the workplace (work area) adequately (with fences,	Keep your distance
			nadar,) in order to minimise interaction (prevention of	
			social distancing of at least 1.5 m) with local residents and	
			third parties.	



**ANNEX 4: Risks and measures when working on the coaxial network and/or connections.** Revision status of the form: 07 2020 – version 6

(	hea Cov V a C	dings rid-19 Vork in ccordance with covid-19 directive	Risks	Preventive measures by the contractor	Preventive measures by all third parties
				Inform subcontractors about the applicable Telenet rules	Read instructions to prevent Covid 19



Act	vity	Risks	Ρ		В	Е	R	Preventive measures
Site	e visit							
	Walking around on the building site.	Falling material.		3	2	25	150	Follow the building site instructions, wear a helmet and safety shoes, do not walk underneath moving loads.
		Tripping over obstaceles.		3	3	5	45	Wear safety shoes / daily tidying up of the building site.
		Falling into pits.		3	2	10	60	Wear safety shoes, wear a helmet, screen pits off with orange signalling nets.
		Knocks/cuts caused by objects.		3	2	1	6	Use appropriate work clothing, wear gloves.
		Electrocution hazard from exposed lines.		1	1	25	25	Do not leave the demarcated zones, wear safety shoes, ensure that no unauthorised persons enter the demarcated zone.
		Eye injuries caused by flying objects.		1	1	25	25	Avoid hazardous zones, wear safety glasses
		Hearing damage caused by a noisy environment.		3	2	10	60	Use ear protection.
		Collision caused by building site traffic.		3	2	25	150	Avoid traffic zones as far as possible, wear reflective clothing, plan adapted signals
	Walking around in existing buildings.	Accident in company buildings in which hazardous activities are carried out (e.g. chemical sector).		1	1	15	15	Compliance with local prevention measures.
		Hearing damage caused by a noisy environment.		3	1	10	30	Use hearing protection.
		Electrocution hazard in technical areas (heating room, electrical installation, etc.).		1	1	25	25	Wear safety shoes, avoid contact with the installations, comply with the specific prevention measures.
	Moving around in cellars/	Head impacts in low passageways.		3	2	5	30	Wearing a safety helmet.



Activity		Risks	Ρ	В	Е	R	Preventive measures
shafts.		Tripping/impacts due to poor lighting.	3	2	10	60	Wear a safety helmet and safety shoes, use a flashlight (of the type that can be mounted on a helmet -> both hands remain free), or install provisional lighting.
		Suffocation/gasification due to poor ventilation.	1	1	25	25	Ventilate the area first, always have a second person monitor the situation from outside the area (safety duty), ask to see the permit for working in confined spaces, bring an oxygen meter.
		Electrocution hazard in damp cellars.	1	1	25	25	Wear safety shoes/insulating boots, use material that meets the IP44 standard, use insulated tools, avoid putting the cables on the ground, preferably suspend them.
Checking th environmen sites.	ne outdoor It of company	Collision with a company vehicle/forklift truck.	3	2	25	150	Avoid traffic zones as far as possible, wear reflective clothing, use orange flashing lights for building site traffic and an acoustic signal when reversing.
Checking th the public re	e environment of bad.	Collision.	6	6	25	900	Provide adequate signalling, impose speed limits, wear reflective clothing.
Opening a d	catchpit	Collision.	6	3	25	450	Provide adequate signalling, wear high-visibility clothing.
		Injuries by being cut by edges.	3	3	5	45	Use safety gloves.
		Back injury due to tight covers/screws.	3	3	10	90	Learn/use appropriate lifting techniques.
		Injury caused by a falling cover.	3	3	10	90	Wear safety shoes and safety gloves.
		Falling into an open pit.	3	3	10	90	Demarcate the pit, install signalling, close pits with sufficient material of adequate load bearing capability, wear safety shoes and helmet.
Accessing a installation.	a roof for wireless	Falling off the roof.	1	2	50	100	Avoid walking close to the edge. If the risk is high: use fall protection.
		Being blown off the roof.	1	2	50	100	Do not access the roof in poor weather conditions.



Activity		Risks	Р	В	E	R	Preventive measures
	Climbing ladders.	Falling off a ladder.	3	2	25	150	Use approved ladders, wear non-slip shoes,
							ensure that the ladder is properly set up.
Exc	cavation and jetting work						
	Carrying out work on public	Traffic hazard.	6	6	25	900	Provide adequate signalling, wear high-visibility
	roads.						clothing
	Opening a catchpit	Collision.	6	3	25	450	Use high-visibility clothing.
		Injuries by being cut by edges.	3	3	5	45	Use safety gloves.
		Back injury due to tight covers/screws.	3	3	10	90	Learn/use appropriate lifting techniques, work
							together.
		Injury caused by a falling cover.	3	3	10	90	Wear safety shoes and safety gloves.
		Falling into an open pit.	3	3	10	90	Demarcate the pit, wear safety shoes and
							helmet
	Rolling cable off the reel.	Injury caused by swaying reel.	3	3	5	45	Maintain distance, use a helmet, safety shoes
		Injury caused by a snapped cable.	1	3	5	15	Wear a helmet and safety shoes, always
							concentrate while carrying out the work.
		Injury caused by a false move/too much	3	3	10	90	Minimize manual operations, use the
		strain.					appropriate lifting techniques, work together.
	Cable jetting under high	Injury caused by a broken/dislodged	3	3	10	90	Maintain a safe distance, wear gloves, wear a
	pressure (10 bar).	compressed air cable.					full-face mask.
		Injury caused by a projected cover (if it	0.5	2	50	50	Wear a helmet and safety shoes, wear a full-
		had not been opened).					face mask.
Ind	oor installation						
	Walking around on the	Falling material.	3	3	15	135	Follow the building site instructions, wear helmet
	building site.						and safety shoes, do not walk underneath
							moving loads.
		Tripping over obstacles.	3	6	1	18	Wearing safety shoes, daily tidying up of the
							building site.
		Falling into pits.	3	6	10	180	Demarcate the pit, install signalling, close pits
							with sufficient material of adequate load bearing
							capability, wear safety shoes and helmet.
		Knocks/cuts caused by objects.	3	3	1	9	Use appropriate work clothing, use gloves.



Activity		Risks	Р	В	Е	R	Preventive measures
		Electrocution/electrification hazard from	1	2	25	50	Do not leave the demarcated zones, wear safety
		exposed lines.					shoes, ensure that no unauthorised persons
					45	00	enter the demarcated zone, use insulating tools.
		Eye injuries caused by flying objects.	1	2	15	30	Avoid nazardous zones, wear safety glasses
		Hearing damage caused by a noisy environment.	3	2	1	6	Use hearing protection.
_		Collision due to building site traffic.	3	2	25	150	Avoid traffic zones as far as possible, wear reflective clothing, use orange flashing lights for building site traffic and an acoustic signal when reversing.
	Walking around in existing buildings.	Accident in company buildings in which hazardous activities are carried out (e.g. chemical sector).	1	1	15	15	Compliance with local prevention measures, making arrangements with the local prevention service.
		Hearing damage caused by a noisy environment.	3	1	10	30	Use hearing protection.
		Electrocution hazard in technical areas	1	1	25	25	Wear safety shoes, avoid contact with the
		(heating room, electrical installation, etc.).					installations, make use of insulating tools.
	Moving around in	Head impacts in low passageways.	3	2	1	6	Wearing a safety helmet.
	cellars/shafts.	Tripping/impacts due to poor lighting.	3	2	5	30	Wear a safety helmet and safety shoes, use a flashlight (of the type that can be mounted on a helmet -> both hands remain free), or install provisional lighting.
		Suffocation/gasification due to poor ventilation.	1	1	25	25	Ventilate the area first, always have a second person monitor the situation from outside the area (safety duty), ask for the permit for working in confined spaces, bring an oxygen meter.
		Electrocution hazard in damp cellars.	3	2	25	150	Wear safety shoes/insulating boots, use material that meets the IP44 standard, use insulated tools, avoid putting the cables on the ground, preferably suspend them.



Act	ivity	Risks	Ρ	В	Е	R	Preventive measures
	Installing cables in cable ducts.	Injury caused by cuts through sharp edges.	6	3	1	18	Use appropriate work clothing, use gloves.
		Falling when working at a height.	6	3	25	450	Use a platform lift with fall protection; if a ladder is used: only use an approved ladder, always use a safety harness.
	Using power tools (e.g. drilling machine).	Electrocution/electrification	3	3	15	135	See H&S plan: section 7.2 §1.10,CE, use approved machines.
		Respiratory problems / health hazard by inhaling dust.	3	2	1	6	Use a mask, use machines fitted with an extraction system, ensure adequate ventilation.
		Injury caused by flying objects (eyes, hands, etc.).	6	2	10	120	Use safety goggles and safety gloves.
		Hearing damage caused by noise.	3	2	5	30	Use hearing protection.
	Installing a rack.	Injury caused by a false move.	3	3	10	90	Use the appropriate lifting technique, work together.
		Injuries by being cut by edges.	3	3	1	9	Use appropriate work clothing, use gloves.
		Injury caused by falling off a ladder.	3	3	5	45	Use approved ladders, wear non-slip shoes, ensure that the ladder is properly set up.
	Installing a 230-volt outlet in a rack.	Electrocution/electrification hazard	3	2	25	150	Wear safety shoes, avoid contact with the installations, make use of insulating tools.
Welding work							
	Opening a catchpit	Collision.	6	3	25	450	Use high-visibility clothing.
		Injuries by being cut by edges.	3	3	5	45	Use appropriate work clothing, use gloves.
		Back injury due to tight covers/screws.	3	3	10	90	Use/learn the appropriate lifting technique, work together.
		Injury caused by a falling cover.	3	3	10	90	Wearing safety shoes and safety gloves.
		Falling into an open pit.	3	3	10	90	Demarcate the pit, install signalling, close pits with sufficient material of adequate load bearing capability, wear safety shoes and helmet.
	Opening the welding sleeve.	Injuries by being cut by edges.	3	3	1	9	Use appropriate work clothing, use gloves.
	Cable stripping.	Cuts.	3	3	1	9	Wear appropriate work clothing, wear gloves, use a safety knife.



Activity		Risks	Р	В	Е	R	Preventive measures
		Poisoning due to inhaling hazardous vapours.	3	3	1	9	Ensue adequate ventilation, wear a mask.
	Installing a gate.	Burns.	6	3	5	90	Wear protective gloves, provide a fireproof blanket, ensure there are fire extinguishers in the vicinity.
	Securing the welding sleeve.	Crushing injuries.	3	3	5	45	Use the appropriate techniques, provide the necessary training.
	Breaking of fibres.	Eye damage caused by an illuminated cable.	6	3	25	450	Turn off the laser light if possible, otherwise wear laser safety goggles, don't look into the cable.
		Injuries caused by glass fragments.	3	3	25	225	Wear safety gloves, pick up glass fragments using a piece of adhesive tape.
Bui	ilding site visit						
	Walking around on the building site.	Falling material.	3	3	15	135	Follow the building site instructions, wear helmet and safety shoes, do not walk underneath moving loads.
		Tripping over obstacles.	3	6	1	18	Wearing safety shoes, daily tidying up of the building site.
		Falling into pits.	3	6	10	180	Demarcate the pit, install signalling, close pits with sufficient material of adequate load bearing capability, wear safety shoes and helmet.
		Knocks/cuts caused by objects.	3	3	1	9	Use appropriate work clothing, use gloves.
		Electrocution/electrification hazard from exposed lines.	1	2	25	50	Do not leave the demarcated zones, wear safety shoes, ensure that no unauthorised persons enter the demarcated zone, use insulating tools.
		Eye injuries caused by flying objects.	1	2	15	30	Avoid hazardous zones, wear safety glasses
		Hearing damage caused by a noisy environment.	3	2	1	6	Use hearing protection.
		Collision due to building site traffic.	3	2	25	150	Avoid traffic zones as much as possible, wear reflective clothing, use orange flashing lights for building site traffic and an acoustic signal when reversing.



Act	ivity	Risks	Ρ	В	Е	R	Preventive measures
	Walking around in existing	Accident in company buildings in which	1	1	15	15	Compliance with local prevention measures,
	buildings.	hazardous activities are carried out (e.g.					attending a safety introduction.
		Hearing damage caused by a poisy	3	1	10	30	Use bearing protection
		environment.			10	00	
		Electrocution hazard in technical areas	1	1	25	25	Wear safety shoes, avoid contact with the
		(heating room, electrical installation, etc.).					installations, make use of insulating tools.
	Moving around in	Colliding with low passageways.	3	2	1	6	Wearing a safety helmet.
	cellars/shafts.	Tripping/impacts due to poor lighting.	3	2	5	30	Wear a safety helmet and safety shoes, use a
							flashlight (of the type that can be mounted on a
							helmet -> both hands remain free), or install
		Suffocation/gasification due to poor	1	1	25	25	Ventilate the area first, always have a second
		ventilation.			20	20	person monitor the situation from outside the
							area (safety duty), ask for the permit for working
							in confined spaces, bring an oxygen meter.
		Electrocution hazard in damp cellars.	3	2	25	150	Wear safety shoes/insulating boots, use
							material that meets the IP44 standard, use
							ground, preferably suspend them.
	Building site visit to outdoor	Collision with a company vehicle/forklift	3	2	25	150	Avoid traffic zones as much as possible, wear
	company sites.	truck.					reflective clothing, use orange flashing lights for
							building site traffic and an acoustic signal when
	Ruilding site visit on the public	Collision	6	2	25	450	reversing.
	road		0	3	25	450	wear renecting clothing.
	Presence during excavation	See risks associated with excavation					
	work.	work.					
	Presence during jetting work.	See risks associated with jetting work.					
Me	asuring the fibre optic						
COL							



Act	livity	Risks	Р	В	Е	R	Preventive measures
	Walking around on the building site.	Falling material.	3	3	15	135	Follow the building site instructions, wear helmet and safety shoes, do not walk underneath moving loads.
		Tripping over obstacles.	3	6	1	18	Wearing safety shoes, daily tidying up of the building site.
		Falling into pits.	3	6	10	180	Demarcate the pit, install signalling, close pits with sufficient material of adequate load bearing capability, wear safety shoes and helmet.
		Knocks/cuts caused by objects.	3	3	1	9	Use appropriate work clothing, use gloves.
		Electrocution/electrification hazard from	1	2	25	50	Do not leave the demarcated zones, wear safety
		exposed lines.					shoes, ensure that no unauthorised persons
							enter the demarcated zone, use insulating tools.
		Eye injuries caused by flying objects.	1	2	15	30	Avoid hazardous zones, wear safety glasses
		Hearing damage caused by a noisy environment.	3	2	1	6	Use hearing protection.
		Collision caused by building site traffic.	3	2	25	150	Avoid traffic zones as far as possible, wear reflective clothing, use orange flashing lights for building site traffic and an acoustic signal when reversing.
	Walking around in existing buildings.	Accident in company buildings in which hazardous activities are carried out (e.g. chemical sector).	1	1	15	15	Compliance with local prevention measures, attending a safety introduction.
		Hearing damage caused by a noisy environment.	3	1	10	30	Use hearing protection.
		Electrocution hazard in technical areas (heating room, electrical installation, etc.).	1	1	25	25	Wear safety shoes, avoid contact with the installations, make use of insulating tools.
	Moving around in	Colliding with low passageways.	3	2	1	6	Wearing a safety helmet.
	cellars/shafts.	Tripping/impacts due to poor lighting.	3	2	5	30	Wear a safety helmet and safety shoes, use a flashlight (of the type that can be mounted on a helmet -> both hands remain free), or install provisional lighting.



Act	tivity	Risks	Ρ		В	E	R	Preventive measures
		Suffocation/gasification due to poor ventilation.	-	1	1	25	25	Ventilate the area first, always have a second person monitor the situation from outside the area (safety duty), ask for the permit for working in confined spaces, bring an oxygen meter.
		Electrocution hazard in damp cellars.	(	3	2	25	150	Wear safety shoes/insulating boots, use material that meets the IP44 standard, use insulated tools, avoid placing cables on the ground, preferably suspend them.
	Using a ladder to reach the highest positions in the rack.	Falling off a ladder.		3	3	10	90	Use approved ladders, wear non-slip shoes, ensure that the ladder is properly set up.
		Ladder tipping over.		3	3	10	90	Ensure the ladder is set up in a stable manner, secure the ladder.
	Measuring the fibre connection.	Eye damage caused by laser light	6	5	6	25	900	Turn off the laser light if possible, otherwise wear laser safety goggles, don't look into the cable.
		Injury caused by being cut by sharp edges.		3	3	1	9	Use safety gloves.



headings		Risks	Preventive measures by the contractor	Preventive measures by all third parties
Covid-19		-		
	Work in accordance with Covid-19 directive			
	All works on Telenet footprint	Spreading Corona among employees and third parties	If you feel and/or show the following symptoms of illness (e.g. (dry) cough, fatigue, muscle and joint pains, sore throat, headache, diarrhoea, nausea and vomiting, fever (>38°C) or shortness of breath or respiratory problems) stay at home.	If you feel sick, stay at home and contact the doctor and follow his instructions.
			Read carefully the information (including toolbox, instructions, infographics,) received from your employer about the risks and the preventive measures to be taken in connection with the Corona virus.	Read the applicable instructions
			Move to and from the construction site, but also on site (aerial platform, construction crane,) taking into account the social distancing (1.5 m distance) (max. 1 person per mono-cab or private vehicle, or max. 2 person per bicabine vehicle.	Limit the number of persons present to the minimum
			If the social distancing of minimal 1,5 m can't be kept adjust your work method if you can	Limit the number of persons present to the minimum



he	eadings	Risks	Preventive measures by the contractor	Preventive measures by all third parties	
С	ovid-19				
	Work in accordance with Covid-19 directive				
			If the social distancing of minimal 1,5 m can't be kept and your work method can't be alteredyou are obligated to wear a mouthmask in combination with safety goggles or a face shield if necesary	Limit the number of persons present to the minimum	
			Clean your hands regularly with soap and water (or alcohol-based hand gel) according to the specific hand hygiene guidelines.	Hand hygiëne	
			Use your own tools to perform your task and disinfect them after use	Use cleaned tools	
			Protect the workplace (work area) adequately (with fences, nadar,) in order to minimise interaction (prevention of social distancing of at least 1.5 m) with local residents and third parties.	Keep your distance	



h	eadings	Risks	Preventive measures by the contractor	Preventive measures by all third parties
С	ovid-19			
	Work in accordance			
	with Covid-19			
	directive			
			Inform subcontractors about the applicable Telenet rules	Read instructions to prevent Covid 19



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## 1. <u>Safety, health and environmental organisation:</u>

- The safety coordinator is in charge of the coordination of safety, health, well-being and the protection of the environment for all work on the building site. Any arrangements between the various companies regarding safety, health, well-being and the protection of the environment at the building site are subject to his approval.
- Prior to starting work, each company must discuss and align their planned measures with regard to safety, health, well-being, and the protection of the environment (including the risk analysis) with the safety coordinator. During this kick-off work meeting, the safety coordinator will explain the building site regulations and any additional regulations, as required.
- Every company that carries out work at the building site is required to appoint their own building site manager, who will be present at the building site during the work. This manager will, in the first place, be responsible for the safety of his workforce and for compliance with these regulations.
- Each company will organise "toolbox meetings": short meetings during which safety, health, well-being and environmental issues are discussed. There will be at least one toolbox meeting per month and per building site, and the subject and participants will be registered.
- □ The involved parties undertake to attend the safety, health, well-being and protection of the environment coordination meetings that are regularly organised by the safety coordinator.
- Each company shall ensure that their workforce has the required training and/or the necessary professional experience, that they are physically fit to carry out their job in a safe manner, and can use the equipment and machines in a completely safe manner. As evidence, the necessary certificates, licenses, etc. must be presented to the safety coordinator on his request.
- □ Any condition at the building site that could jeopardise the safety, health, wellbeing, and protection of the environment must immediately be reported to the safety coordinator.
- □ Each company is responsible for the compliance of their sub-contractors and visitors with these regulations.
- □ As the main contractor bears the ultimate responsibility for his building sites, the guidelines and instructions of the safety coordinator with regard to safety, health, well-being and the protection of the environment are binding for the companies.
- Visitors will only have access to the building site after they have reported to the safety coordinator.
- The safety coordinator is authorised to deny access to the building site to any persons who do not comply with the building site regulations and/or who endanger the safety, health, well-being, and protection of the environment through their conduct.

### 2. Accidents and First Aid:

Any occupational accident resulting in absence from work must be immediately reported to the safety coordinator. A written report, including the accident



investigation, must be forwarded to the safety coordinator, the prevention consultant of the principal and the main contractor within 3 working days.

- Medical care: information regarding external care (emergency numbers, phone numbers of doctors, hospitals, etc.) is available from the safety coordinator.
- Near accidents and incidents with regard to safety, health, well-being and the protection of the environment must also be reported in writing to the safety coordinator, at the latest within one week, with a copy to the prevention consultant of the main contractor.
- Each company must ensure the presence of the statutory first aid equipment on the building site.
- Every company will comply with the procedure prepared by the implementation safety coordinator with regard to first aid and accidents.
- □ For every 20 workers, at least one person with a first aid certificate or an industrial first aider must be present on the building site.

### 3. Working with open flames

- □ Prior to the start of the work, the company will ask the implementation safety coordinator whether a fire permit is required, and, if this is the case, this requirement will be complied with.
- □ When in use, oxygen and fire gas cylinders are placed vertically or inclined at a 35° angle, mounted on a cylinder trolley; the valves must be turned off and the manometers depressurised at the end of the task.
- □ The cylinders must be stored outside the buildings wherever possible, and the empty and unused gas cylinders must also always be protected with a protective cap and be kept out of direct sunlight. Smoking is prohibited while gas cylinders are being used!

## 4. Fire and emergency procedures:

- Any emergency procedures and the corresponding instructions of the contracting party/principal are fully applicable to all companies.
- □ The locally applicable emergency procedures are to be requested prior to the start of the work, and must be applied.
- Any hazardous situation that is observed at the building site must be immediately reported to the safety coordinator.
- □ All necessary precautions must be taken to prevent the occurrence of fire when work is carried out that implies the risk of fire (welding, grinding, burning, etc.).
- A fire extinguisher must be available in the immediate vicinity of any work entailing the risk of fire.
- Sufficient appropriate and compliant means of firefighting must also be available. A fire permit is obligatory for some work; the implementation safety coordinator should be consulted in this respect. Where applicable on the site, the specific work permit for work entailing the risk of fire will be required.
- □ The implementation safety coordinator will prepare an evacuation plan for the building site.



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## 5. Roofing work (using open flames):

- □ When installing roofing with the aid of open flames, special precautions must be taken in order to prevent a fire starting and spreading.
- □ The equipment that is used (burner, shutter, hoses, etc.) must be in perfect condition.
- The necessary extinguishers (powder extinguishers, type 9 kg ABC powder, or water-foam extinguishers, type 9 l) must always be present in the immediate vicinity of the work, with a minimum of 2 fire-fighting units. These devices must have a valid inspection label.
- Operatives must be trained in the use of these extinguishers.
- At least 2 evacuation routes must be available to ensure safe evacuation from the roof in case of fire.
- □ The person responsible for the roofing work on site must have a mobile phone in proper working order.
- If a fire starts, the responsible person must immediately alert the public fire brigade
  112 and the manager representing the principal. The locally applicable emergency procedures are to be requested prior to the start of the work, and must be applied.
- □ The roof will be immediately evacuated if any fire is reported at a lower level.
- □ Warming up gas cylinders using an open flame is prohibited.
- The use of cylinders in a horizontal position is prohibited (also see the use of gas cylinders).

## 6. Gas cylinders:

- □ Gas cylinders must be stored in a safe place, be protected from falling over, be fitted with the protective cap, and be protected from direct sunlight and from the effects of other heat sources.
- Gas cylinders that are in use, and their connecting hoses, must be protected from the effects of open flames and sparks.
- During use, the cylinders must be kept upright at an angle of at least 35 degrees.
- During the use of the cylinders, the wrench for the valve must be present on the valve.
- Hoses, flame non-return valves, pressure shutters and manometers must be in perfect condition.
- After use, the valves must be immediately closed and the hoses and manometers must be depressurised.
- **□** The protective caps must be fitted to the cylinders during transport.
- Throwing cylinders is forbidden at all times.

### 7. <u>Collective protective equipment (CPE):</u>

- In order to prevent occupational accidents, each company must provide the CPE necessary for its work, at its own expense. The selection of the CPE is determined in accordance with the applicable regulations.
- □ The use of CPE always has preference over the use of PPE.



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The placement and/or removal of CPE, even temporarily, may only take place in consultation with the safety coordinator. If CPE is removed, replacement PPE must be provided and used.

## 8. Personal protective equipment (PPE):

- Everyone on the building site is obliged to wear PPE in accordance with the legal requirements and the regulations of the contracting party / principal.
- □ If a discussion arises with regard to wearing PPE, the instructions of the safety coordinator will be binding.
- □ The following regulations apply with regard to <u>the obligation to wear a helmet</u>:
  - A permanent obligation to wear a helmet on the building site will apply <u>during</u> the construction phase.
    An exception is allowed for persons at the highest level of the building site (the reaf), we have a supported to construct with chiests.

roof), unless they are exposed to contact with objects, machines, suspended loads, etc. From the moment they leave the highest level, the obligation to wear a helmet is also applicable to them again.

- During <u>the finishing phase</u> (in the building), the obligation to wear a helmet always applies when there is a risk of exposure to falling objects, risk of impact, contact risks with machines, suspended loads, etc.
- <u>Visitors</u>: the above requirements also fully apply to visitors who are present on the building site.
- Every company must provide PPE for its workforce and visitors at its own expense. The company's site manager will ensure the correct use of the PPE, as well as maintenance/inspection and the timely replacement thereof.
- Workers must use and maintain the PPE in the appropriate manner, in accordance with the legal and additional requirements.

### 9. Working at heights – fall safety:

- Protective measures must be taken for all work involving the risk of a fall from more than 2 m: CPE and/or PPE.
- Openings in floors and work surfaces must be professionally screened off. This also applies to building pits and excavations.
- Openings that must be kept open in order to carry out the work must be effectively marked. They must be closed immediately after the completion of this work.
- Zone protection must be provided if third parties at a lower level are subject to the risk of falling objects while work is being carried out at a height.
- □ Any hazardous situations must be immediately reported to the safety coordinator.

### 10. Ladders:

- Every ladder that is used must be in proper working order, free from damage and be fitted with non-slip feet. Ladders that are not in proper working order or that are damaged must not be used.
- □ Ladders must be set up on a stable surface, at an angle of about 75 degrees. They must extend at least 1 metre above the work surface to be reached.


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- Access ladders or ladders with more than 25 steps, or ladders that are set up for a longer period of time, must be secured against slipping and/or tipping over.
- □ There should never be more than one person on the ladder at the same time.
- Ladders must be inspected by an authorised person periodically, in accordance with their use, but at least annually.

#### 11. Scaffolding:

- Scaffolding must be placed on a stable and solid surface.
- □ High scaffolding (elevation > 3 times the smallest base) must be fitted with additional side supports or protection against tipping over.
- Scaffolding exceeding a height of 2 m must be fitted with a handrail, a middle railing and a baseboard. The work floor must be completely closed, and must be sufficiently strong for the anticipated load.
- Scaffolding > 8 metres that is exposed to extraordinary forces must be built according to calculations or have standard references (to be submitted to the implementation safety coordinator).
- Access to the work floor of high scaffolding takes place by one or more (possibly fixed) ladders.
- The stability of the scaffolding must be absolute and permanently assured.
- □ All parts of the scaffolding must be in perfect condition. Damaged parts must be replaced immediately.
- The scaffolding must be inspected by an authorised person / the safety coordinator prior to use and at least once a week subsequently.
- Do not place scaffolding in front of exits, passageways or emergency facilities.
- □ The following additional regulations apply for mobile scaffolding:
  - if mobile scaffolding is used, all wheels must be blocked using wheel brakes.
  - it is forbidden to move mobile scaffolding while there are people on it.

#### 12. Lifting operations:

- □ The use of lifting equipment for the implementation of lifting operations and for moving loads is restricted to authorised persons.
- The hoisting plan must be forwarded to the implementation safety coordinator in advance.
- All lifting machines, equipment and tools must be inspected regularly in accordance with the legal provisions.
- □ The periodic inspection reports must be kept with the equipment.
- Consultation must take place and user procedures must be prepared (advice from the implementation safety coordinator) when using multiple devices with an overlapping operating range.
- Never exceed the indicated workload!
- □ Ropes are forbidden as lifting equipment.
- Damaged equipment must immediately be taken out of service!
- There should never be any persons underneath a suspended load.



#### 13. Excavation work:

- Excavation work must be carried out by experienced/trained persons, in accordance with ARAB Art. 435.
- **u** Trench shoring must be used if there is a risk of ground subsidence.
- Excavations must be covered or be clearly marked.

#### 14. Order and cleanliness – hygiene:

- Each company is responsible for tidying up its workstations on a daily basis, and for collecting and depositing / removing waste. They thereby act in accordance with the legal provisions and any additional instructions from the principal. If a company does not comply with this, the safety coordinator is entitled to have the workstations tidied and waste removed by a third party, after prior notice and at the expense of the company in default.
- □ In any case, it must be ensured that no waste ends up outside the building site and/or on public roads.
- The roads, passageways and staircases must at all times be kept clear of obstacles and any obstructions that could cause falls.
- □ In consultation with the safety coordinator, materials must be stacked in an orderly and stable manner in the zones provided for this purpose and, if necessary, be protected from unfavourable weather conditions and/or damage.

#### 15. <u>Hazardous products:</u>

- All products on the building site must have regulatory labels, and their use must be stated in the risk analysis, together with the preventive measures to be taken.
- □ The storage and disposal of packaging must take place according to the legal provisions, in consultation with the implementation safety coordinator.
- □ A copy of the SDS sheets (<u>S</u>afety <u>D</u>ata <u>S</u>heet) / VIB (VeiligheidsInformatieBlad) must always be present on the building site, and must be handed to the implementation safety coordinator (see Building Site Facilities for details).
- In the case of work during which hazardous fumes or gases are released, this must be stated in the risk analysis, and the safety, well-being and health plan should be amended accordingly if this fact is not stated there. These fumes must be extracted efficiently, and, where necessary, PPE must be worn.

#### 16. Environment:

- Burning waste at the building site is strictly prohibited.
- The removal of waste and soil must be carried out according to the applicable legal provisions and according to any additional instructions from the principal.
- □ The storage and use of fuel, chemicals and other harmful or hazardous products must take place in accordance with the applicable legal regulations. (see also Building Site Facilities). The necessary measures must be taken to prevent contamination of the soil, air and water, and the occurrence of fire.



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Any incident in which environmental damage occurs or may occur must be immediately reported to the safety coordinator, the environment officer of the main contractor, and the principal.

#### 17. Electrical installations:

- Prior to use, building site distribution boxes and any other electrical systems must be inspected by an accredited inspection body according to the AREI provisions. The inspection report is forwarded to the safety coordinator, who will keep it in his files.
- Any work on the electrical systems must be carried out "power-free" and by authorised persons.
- □ Any faults must be immediately reported to the safety coordinator.
- The building site distribution boxes must remain closed at all times. Connections are only permitted with appropriate plugs in perfect condition. All connections (plugs sockets) must be suitable for use in humid conditions (at least IP 44).
- Cables, extension cords, etc. must be protected against damage (e.g. by suspending or screening them).
- Building site distribution boxes must be positioned in such a way that they are optimally protected against any kind of damage.
- □ The illumination of the workstations is provided separately by each company, according to the applicable legislation. The safety coordinator-implementation organises the overall lighting and the emergency lighting.

#### 18. Work equipment:

- Only electrical equipment in conformity with AREI may be used on the building site and be connected to the provided distribution boxes.
- □ Each company must label their work equipment in an identifiable manner.
- □ The work equipment must be suitable for the work to be carried out, must be operated by trained personnel, and must be in a properly maintained condition to ensure that safety, health, well-being and care for the environment are permanently assured.
- □ The instructions must be available, and must be presented on the request of the implementation safety coordinator.
- □ If the work equipment of third parties is used, the user will be responsible for safety, health, well-being and the care of the environment.
- All lifting and hoisting equipment, slinging gear and earth moving machinery that is used for lifting loads and that is present on the building site must be inspected by an accredited inspection body every 3 months, at the expense of the owner/operator. A copy of the most recent inspection report must be available with the equipment/machines. Failing this, the safety coordinator is entitled to take the equipment/machine in question out of service.



#### 19. <u>General:</u>

- □ Emergency facilities (emergency exits, fire extinguishers, entrances, exits and passageways for the emergency services, etc.) must never be blocked.
- □ The consumption of alcoholic beverages and stimulating substances is forbidden on the building site.
- There is a general ban on smoking on the building site.
- Workers who take medication that may have an impact on their performance, and thereby on safety, health, well-being and the environment, must inform the safety coordinator accordingly.

#### 20. Building site facilities:

- □ The main contractor will arrange the site facilities, including the set-up of the site vehicles and offices, the sanitary facilities, the storage zones, etc., but will always consult the safety coordinator in this respect.
- □ Each company must provide and maintain the statutory health facilities for their workforce, at their own expense.
- □ The use of the facilities of the main contractor is only permitted on the basis of clear agreements with the implementation safety coordinator.
- □ Each company is required to make the statutory health facilities available, and to maintain them on a daily basis. Eating is only permitted in the designated location.
- The installation plan is always integrated into the safety, well-being and health plan, and includes at least the following information:
  - entrances, roads, car parks and roadways,
  - situation of the necessary utility lines (LS, HS, water, gas, etc.),
  - First Aid stations,
  - installed electricity distribution boards,
  - the location of the lifting equipment and the direction of rotation.
- The main contractor provides the necessary building site signs along public roads and/or by the building site entrance.
- Excavations that entail the risk of falling must be screened off and/or be clearly marked.
- □ The signs that are necessary at the workstations will be installed by the relevant companies.
- Hydrants, emergency exits and/or other emergency facilities must never be blocked.



Before starting the work, a building site layout plan must be submitted to the safety coordinator. This plan will indicate the location of the following:

- the construction shed
- the staff cabins
- □ the car park
- the sanitary facilities for the workers
- the storage place for materials
- □ the waste container
- the storage place for hazardous products
- the storage place for the gas cylinders (with a separation between full and empty cylinders)
- □ the location of the tap
- □ the use of public roads
- □ traffic on the building site
- □ signalisation

The building site must be adequately screened off and be fitted with the required icons (<u>entering</u> the building site is prohibited for unauthorised parties, obligation to wear a safety helmet and <u>safety shoes</u>) in order to prevent third parties from entering the building site (unless they make use of mechanical tools, such as metal cutting shears, etc.).

#### Office and staff cabins:

These should be situated to ensure that they can be accessed from the public road without the need of personal protective equipment. This zone must also be demarcated, and the required icons must be displayed to ensure that anyone leaving this zone is aware that the wearing of personal protective equipment is now required.

A minimum distance of 80 cm is required between the construction shed and the public road, in order to ensure that any pedestrians can walk along the building site easily without having to walk on the road.

The rooms must meet all standards regarding health and safety. They must be adequately ventilated, lit and heated.

<u>The office and staff cabins</u> in particular must be fitted with changing and washing facilities. The changing rooms and washing facilities must be laid out in one room, or in adjacent, interconnected rooms.

The sanitary drains must be connected to the public water network in accordance with the local regulations.

The main contractor appoints a person to be responsible for the maintenance of the cabins. The cabins must be cleaned whenever this is deemed necessary, and at least once a day (depending on the number of workers on the site).

<u>The sanitary facilities</u> must be disinfected, and dustbins with lids must be provided in appropriate areas. These must be emptied every day.

Keeping the cabins/sheds clean not only means cleaning the floor and tables, but also the walls, windows and other furniture.

The cabins/sheds must be fitted with an adequate number of appropriate <u>fire-fighting equipment</u> <u>with the required icons</u>. They must be placed in an easily accessible location. They must be inspected annually.



#### Storage place for materials.

The main contractor is required to determine in advance where materials will be stored (as indicated on the building site layout plan). The co-contractors and sub-contractors must store their materials in consultation with the main contractor, and, if necessary, liaise with the safety coordinator. These zones may be demarcated depending on the location.

A **minimum passageway of 80 cm** must be ensured between the different stockpiled materials. It should be noted that the various materials must be clearly separated from each other, in order to maintain order and tidiness at the building site, and that **stacking should be done in a stable manner**. It must also be ensured that tubes, for example, cannot roll away.

#### Storage place of the waste container.

The location of the waste containers must be planned - and indicated on the building site plan - to ensure that they are easily accessible to everyone and to guarantee that the building site is kept free from waste. Their location should also ensure that they can be easily removed from the building site.

Waste materials should be collected separately, i.e. concrete and stone chips, metals and miscellaneous.

#### Storage of, and working with hazardous products and gas cylinders.

Prior to using hazardous products, the availability of alternative products in the market that are less or not hazardous should be checked.

If this is not the case, an SDS sheet (Safety Data Sheet) should be provided on the building site for <u>each product</u>. These should preferably be included in a safety instruction card that is included in the safety, well-being and health plan before the product arrives at the building site.

<u>The storage place for hazardous products</u> must be established jointly with the safety coordinator. In the first place, it must be as far away as possible from the places where work is carried out, and especially when the work implies a fire hazard.

It is strictly forbidden to store hazardous products inside the building, except for a small quantity for immediate use. All products that are used must be in their original recipients, and be **clearly labelled**.

The label must have the following information:

- a symbol;
- the name and address of the manufacturer or distributor
- hazard statements (hazard phrases or H statements)
- precautionary statements (prevention statements or P phrases)

#### H & P phrases:

H and P statements are standardised phrases that give a description of the hazards (H) ('risks','hazards') and the safety recommendations (P) ('Prevention). They provide an initial idea of the required personal protective equipment.

Full and empty **gas cylinders** must be kept separated from each other. This should be done in a well-ventilated area out of the sun, and in which the air can escape upwards. The cylinders must be secured by an appropriate fastening system.



They should always be positioned or used upright, or at an angle of 30°. They must **NEVER** be stored flat (this also applies to empty cylinders).

Transport must always take place using appropriate gas cylinder vehicles, which must always be fitted with a powder extinguisher.

Every contractor must mark his cylinders by labelling them with his company name. The area must be protected with powder extinguishers located at a safe distance.

The label is an important source of information for the user, enabling him to identify the product and gain an initial impression of the potential hazards, as well as the main protection and prevention measures.





**ANNEX 7: The building site facilities.** 

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#### hazard pictogram



#### SAFETY DATA SHEET (SDS):

The SDS is a safety data sheet that provides a wide range of data. The law requires everyone who brings a hazardous product onto the market (manufacturer, supplier, importer, distributor, etc.) to provide an updated SDS with the supplied product, at no extra cost and without the professional user having to request this. The format (lay-out) can be freely chosen, but the following headings are obligatory in any case:

- 1 chemical product and company identification
- 2 composition of/information on ingredients
- 3 hazards
- 4 First Aid measures
- 5 fire fighting
- 6 leak measures
- 7 handling and storage
- 8 exposure / personal protection
- 9 physical and chemical properties
- 10 stability & reactivity
- 11 toxicological information



ANNEX 7: The building site facilities. Revision status of the form: 07 2020 – version 6

- 12 ecological information
- 13 disposal
- 14 transport information
- 15 regulatory information
- 16 other information

### PERIODIC INSPECTIONS OF LIFTING EQUIPMENT:

Lifting equipment must be inspected by an accredited inspection body (EDTC).

- □ When the equipment is **put into service** (commissioning report).
- □ After every assembly.
- **Every three months** (the main safety components, such as brakes, pawls, etc.)
- □ The crane **frame** must be inspected **annually**.

#### THE USE OF PUBLIC ROADS.

The use of the public roads must be minimised. A waiting area for trucks should be planned on the building site, if possible. If this is not possible, the police of the municipality or city concerned must be consulted prior to starting the work, in order to obtain their approval for the use of public roads and of the **signalling plan** that is to be submitted. See also the provisions of Ministerial Decision no. 7/5/1999, or, in Flanders, State Resolution SB250 under Chapter 10, if applicable.

A copy of this signalling plan must be submitted to the safety coordinator, who will approve the plan in consultation with the construction management. The plan is then included in the dossier.

The safety coordinator explicitly requests that signs should only be placed in areas where the local conditions require this, and that any excess signs should be screened off in order to prevent unsafe and/or unclear traffic situations.



	Emergency medical service Tel. / mobile phone <b>112</b>	Give a reference point and the street name State the nature of the injury State whether the victim is breathing State whether the victim has a pulse Give the name of your company and your own name If the condition is life-threatening, immediately request assistance from the MUG (Medical Urgency Group) via
Η	Hospital with 24/24 emergency services	100 Where possible, use the 100 emergency service to transport injured persons, in view of the risk of shock during transport
	Family doctors See 100 emergency service or 24/24 emergency services Hospital	Ophthalmologist See 24/24 emergency services
	Poison Control Centre <b>070/245 245</b> Military hospita Neder-over-Heembeek	Do not wait for symptoms to appear before calling Do not administer milk, milk is not an antidote Do not induce vomiting! Vomiting is usually inappropriate, call the Poison Control Centre first Rinse abundantly after a hazardous substance has been splashed into the eyes or onto the skin Ventilate the room well if an irritating or toxic gas has been released
	Fire Brigade Tel. / mobile phone <b>112</b>	Indicate the location of the fire and the place and street name where the fire brigade will be met Report the nature of the fire (gas, liquid, solids, etc) Indicate the extent, the availability of extinguishing water, the presence of injured, the availability of First Aid
<b>Ž</b>	Police services Tel. <b>101</b> (general number)	



# Measures to be taken if electricity is found to be present in the network

#### 1. Ensure that nobody touches the installations



Inform the persons who are also present on the building site that they must not touch the installations

Demarcate the dangerous installation.

#### 2. Alert the network operator

wins. 078/35.35.00

Sibelga 02/274.40.66

Otia 0800/95.062 incident with high-voltage line or cable

3. Alert the NOC, your supervisor, or the Head of Security



ANNEX 8: Useful numbers: Revision status of the form: 07 2020 – version 6





The Internal Department for Prevention and Protection at Work (IDPPW), with its main and statutory mission being to provide Telenet with advice regarding the well-being of the workforce in the areas of occupational safety, occupational health, ergonomics, psychosocial aspects, occupational hygiene, embellishment of the workplaces and care of the environment, as well as participation in the analysis of accidents and incidents.

Dirk De Brucker(Operations Safety)+32 477 61.93.35Danny Baetens(Prevention Advisor Level I)+32 15 335 902 +32 477 48 62 54Helga Kunert(Manager Prevention & Safety – Level I)+32 15 333 802 +32 498 53.79.48Chantal Eyckmans(Prevention Advisor Level II)+32 15 335 903 +32 476 97 11 33Stijn Smouts(Prevention Advisor Level I)+32 474 44 79 11Filip Peeters(Prevention Advisor Level I)+32 495 58 30 37	Davy Van Dooren	(Safety Coordinator – TIO)	+32 493 51 05 11
Danny Baetens(Prevention Advisor Level I)+32 15 335 902 +32 477 48 62 54Helga Kunert(Manager Prevention & Safety – Level I)+32 15 333 802 +32 498 53.79.48Chantal Eyckmans(Prevention Advisor Level II)+32 15 335 903 +32 476 97 11 33Stijn Smouts(Prevention Advisor Level I)+32 474 44 79 11 +32 475 58 30 37Filip Peeters(Prevention Advisor Level I)+32 495 58 30 37	Dirk De Brucker	(Operations Safety)	+32 477 61.93.35
Helga Kunert(Manager Prevention & Safety – Level I)+32 15 333 802 +32 498 53.79.48Chantal Eyckmans(Prevention Advisor Level II)+32 15 335 903 +32 476 97 11 33Stijn Smouts(Prevention Advisor Level I)+32 474 44 79 11Filip Peeters(Prevention Advisor Level I)+32 495 58 30 37	Danny Baetens	(Prevention Advisor Level I)	+32 15 335 902 +32 477 48 62 54
Chantal Eyckmans(Prevention Advisor Level II)+32 15 335 903 +32 476 97 11 33Stijn Smouts(Prevention Advisor Level I)+32 474 44 79 11Filip Peeters(Prevention Advisor Level I)+32 495 58 30 37	Helga Kunert	(Manager Prevention & Safety – Level I)	+32 15 333 802 +32 498 53.79.48
Stijn Smouts(Prevention Advisor Level I)+32 474 44 79 11Filip Peeters(Prevention Advisor Level I)+32 495 58 30 37	Chantal Eyckmans	(Prevention Advisor Level II)	+32 15 335 903 +32 476 97 11 33
Filip Peeters(Prevention Advisor Level I)+32 495 58 30 37	Stijn Smouts	(Prevention Advisor Level I)	+32 474 44 79 11
	Filip Peeters	(Prevention Advisor Level I)	+32 495 58 30 37

In their absence, please contact:

Security Department Telenet (24/24)

+32 15 365 900 or 901



## Wartime munitions at the workplace

Actions for the contractor / Telenet technician

Do not manipulate the munition

Stop work immediately



And state

Your identity

Call101

- What has been found, where and how much
- What activities have been carried out ≻
- Are there any utility lines in the vicinity
  Are there any sensitive zones in the vicinity (school, hospital, busy traffic arteries)



Close off the site of the find, and alert any third parties that are present

Await the arrival of the police, or until the police lets you know that you may leave

## Actions for the police



Draw up the official report of the finding

Forward a request to DOVO (the Belgian Bomb Disposal Squad) "Immediately" for immediate action OR Routine" for action within 2 or 3 working days

## Actions for DOVO



Carry out the risk analysis and handling the munitions

"Can be manipulated/transported": transportation and processing "Cannot be manipulated": local destruction or emergency transportation

"Toxic": wrapping in medical plaster and transportation



# **ANNEX 10: Hazardous products** – concordance table for labeling. Revision status of the form: 07 2020 – version 6

FYSISCHE GEVAREN						
Gevarenklassen en -categorieën *	Elementen van etik	ettering NIEU	N ••	Elementen van et	ikettering OU	D
Ontplofbare stoffen: • Instabiele ontplofbare stoffen • Ontplofbare stoffen, subklassen 1.1 tot 1.3 Zelfontladende stoffen en mengsels, type A, B Organische peroxides, type A, B		H200 H201, H202, H203 H240, H241 H240, H241	Gevaa r	餐	(R2, R3)	Ontplofbas r
Ontplofbare stoffen, subklasse 1.4		H204	Waa nchuwing	geen pictogram	geen indeling	
Ontplofbare stoffen, subklasse 1.5		H205	Gevaa r	geen pictogram	geen indeling	
Ontplofbare stoffen, subklasse 1.6				geen pictogram	geen indeling	
Ontviambare gassen, categorie 1 Ontviambare aerosolen, categorie 1 Ontviambare vioeistoffen, categorie 1 Ontviambare vioeistoffen, categorie 2 Ontviambare vaste stoffen, categorie 1 Ontviambare vaste stoffen, categorie 2	٢	H220 H222 H224 H225 H228 H228	Gewaar / Waa is chuwley	<b>8</b>	(R12) (R12) R12 R11 (R11) (R11)	Licht Zeer licht ontvlambaar ontvlambaar
Ontvlambare aerosolen, categorie 2 Ontvlambare vloeistoffen, categorie 3		H223 H226	chuwing	geen pictogram	(R10) R10	Onivia m- baar
Ontvlambare vloeistoffen, categorie 3		H226	Waars	geen pictogram, vlampunt 56-60°C	geen indeling	
Pyrofore vloeistoffen, categorie 1 Pyrofore vaste stoffen, categorie 1 Stoffen en mengsels die in contact met water ontvlambare gassen ontwikkelen, categorieën 1, 2 en categorie 3		H250 H250 H260, H261 H261		٢	R17 R17 (R15), (R15) (R15)	Licht ont Nambaar
Zelfontledende stoffen en mengsels type B Zelfontledende stoffen en mengsels type C, D en type E, F Voor zelfverhitting vatbare stoffen en mengsels, categorie 1 en categorie 2	٢	H241 H242 H242 H251 H252	Gener/Waarschwing	٢	R11 R11	Licht ont Mambaar
Organische peraxides, type B Organische peraxides type C, D Organische peraxides type E, F		H241 H242 H242		8	R7 R7	Ox iderend
Oxiderende gassen, categorie 1 Oxiderende vloeistoffen, categorieën 1, 2 en categorie 3 Oxiderende vaste stoffen, categorieën 1, 2 en categorie 3	٢	H270 H271, H272 H272 H272, H272 H272	0 waar/Waarschuving	•	R8 R8, R9 R8, R9	Ociderend
Gassen onder druk • Samengoperste gassen • Vloeibaar gemaakte gassen • Sterk gekoelde vloeibare gassen • Opgeloste gassen	$\diamondsuit$	H280 H280 H281 H280	Waarschuwing	geen pictogram	geen indeling	
Bijtend voor metalen, categorie 1		H290	Waarschuwing	geen pictogram	geen indeling	

t EU-GHS pl rcategorieër 1g 284/2011

Verordening 1272/2008/EB, gavijzigd door verordening 284/2011

FEDERALE OVERHEIDSDIENST WERKGELEGENHEID, ARBEID EN SOCIAAL OVERLEG



### **ANNEX 10: Hazardous products** – concordance table for labeling. Revision status of the form: 07 2020 – version 6

	GEZONDH	EIDSGEVAR	EN			
Gevarenklassen en -categorieën * Elementen van etikettering NIEUW ** Elementen van etikettering OUD						
Acute toxiciteit, categorieën 1,2 • oraal • dermaal • inhalatie Acute toxiciteit, categorie 3 • oraal • dermaal		H300 H310 H330 H301 H311	Cavair		R28 R27 R26 R25 R24	ittig ZoorgFtig
Innatatie Mutageen in geslachtscellen, cat. 1A, 1B Kankerverwekkend, categorieën 1A, 1B Voortplantingstoxiciteit, categorieën 1A, 1B STOT***, eenmalige biootstelling, categorie 1 STOT***, herhaalde blootstelling, categorie 1		H331 H340 H350, H350i H360F, H360D H370 H372	Genar		R46 R45, R49 R60, R61 R39 R48	6449
Ansinkusztie van de luchwegen, categorie 1 Aspiratiegevaar, categorie 1 Mutageen in geslachtscellen, categorie 2 Kankerverwekkend, categorie 2 Voortplantingstociciteit, categorie 2 STOT***, eenmalige blootstelling, categorie 2 STOT***, herhaalde blootstelling, categorie 2	✓	H334 H304 H341 H351 H351f, H361d H371 H373	Waarschuwing	×	R42 R65 R68 R40 R62, R63 R68 R48	Schafelijk
Acute toxiciteit, categorie 4 • oraal • dermaal • inhalatie		H302 H312 H332	Waarschuwing	×	R22 R21 R20	Shadelijk
Huidcorrosie, categorieën 1A, 1B, 1C		H314	à		R34, R35	Bjtend
Ernstig oogletsel, calegorie 1		H318	- Contraction of the second se	×	R41	Initerend
Huidirritatie, categorie 2 Dogirritatie, categorie 2 Sensibilisatie van de huid, categorie 1 STOT***, eenmalige biootstelling, categorie 3 • Irritatie van de luchtwegen • dampen kunnen slaperigheid en duizeligheid		H315 H319 H317 H335 H336	Waarschuwing	geen pictogrum	R38 R36 R43 R37 R67	Irriterand
veroorzaken (narcotische effecten)	MULT					
Gevaarlijk voor het aquatisch milieu, acuut, categorie 1 Gevaarlijk voor het aquatisch milieu, chronisch, categorie 1 Gevaarlijk voor het aquatisch milieu, chronisch, categorie 2		H400 H410	Waarschuwing/ -	¥∠ ¥∠	R50 R50/53 R51/53	Mikugewarijk
Gevaar voor de ozonlaag		H420	Waanse kuwing	¥_	R59	Milieugevaartijk

FEDERALE OVERHEIDSDIENST WERKGELEGENHEID, ARBEID EN SOCIAAL OVERLEG

What to do in case of	<b>FIRE o</b>	n tempo	rary or mo	bile building sites
1 112	Report Warning	t Fire brigade 112 mobile phone Internal emergency no +32.15.333.600 (Telenet SOC) Or other confirm arrangements Ng signal Be prepared for events		State clearly Who you are Where it burns What is burning Casualties Extent of the fire
2	Extingu	lish	One attempt – if pr Own safety first Spreading fire/expl	operly trained osion only by emergency services
3	Evacuation signal		Activate the evacuation button, if there is one. Give the evacuation signal in any way whatsoever (calling, megaphone, public address system, radio phones, etc.) if there is no evacuation siren	
4 4 1	Evacuate building site		Stay calm, avoid panic Leave everything behind, and evacuate immediately Evacuate visitors and third parties Follow the evacuation signs via a secure path Never use lifts - Never go back Follow the instructions of the emergency services Ensure the reception of external emergency services	
5 7 <b>K</b>	Assembling Assembly point		At the indicated Assembly Location or, if not available, at a safe distance from the incident	
6 Report		Always fill in the Report accordin	analysis report for a g to the instructions	ccidents/incidents
What to do in case of	f First /	Aid on te	mporary o	r mobile building
<b>1</b> Dangerous situation	1	Stay calm and a Ensure your owr Make sure that t Provide first aid,	void panic n safety and that of b he victim is safe, and or call in profession	bystanders d ensure the vital functions al assistance
2 Situation secured?	Call Ambulance 112 in case of a life condition		e-th reaten ing	State Clearly Who you are Where you are What happened Condition of the victim Arrangements for meeting the emergency services
		First Aid Kits Thirth parties: own first aid pr or specific agre	S rovisions eements	Telenet employees: own first aid kit
<b>3</b> Wait for help		Stay with the vic Give guidelines Ensure the victin	tim to the bystanders n is not unnecessaril	y moved
4 After the incident		Medical follow-u Always fill in the Report accordin your own emplo	up care by the family analysis report for a ing to the instructions byer for the reporting	doctor accidents/incidents and also follow the procedures of

# LMRA working in confined spaces



## Step 1 Work through the questionnaire

		Yes	No
	Does this apply to work that takes an uninterrupted maximum time of up to approximately 30 minutes?		
	Does it apply to a confined space in a private building, in an office building, or in a sewer trench with a depth of maximum 80 cm?		
$\triangleright$	Is there a headroom of at least 60 cm in the confined space?		
$\triangleright$	Do I have enough information about the work?		
	Is someone present in the vicinity of the confined space (a colleague or a manager/ resident/user) for the entire duration of the work?		
	Have I provided the person in the vicinity of the confined space with adequate instructions for calling assistance in an emergency?		
$\triangleright$	Do I have to enter less than 5 metres into the confined space?		
$\succ$	Can the confined space be easily entered and exited?		
$\triangleright$	Is there adequate ventilation in the confined space?		
	Is the floor of the confined space sufficiently clean, so that I will not come into contact with contaminants?		
$\triangleright$	Is there adequate lighting within the confined space?		
$\triangleright$	Is the risk of electrocution ruled out in the confined space?		
$\triangleright$	Are no open flames required during the work?		
$\triangleright$	Is there any risk of an explosion?		
	Does the available PPE provide adequate protection?		

## Evaluate the items to which you answered 'no'

> If these items can easily be solved, do so

Step 2

Step 3

- > If these items can be solved in the longer run, postpone the work
- If these items cannot be solved, contact your manager. Alternative solutions should be developed in consultation between the manager and the customer.

## All items were answered with yes

> Carry out the work according to the rules of good craftsmanship.



**ANNEX 13: Practical information for working near pipelines.** Revision status of the form: 07 2020 – version 6

Click on the **hyperlink** to download the information over the Internet.

Brochure of the Federal Public Service Economy, SMEs, Self-Employed and Energy: Carrying out work in the vicinity of pipelines for the transport of gaseous and other products (PDF) <a href="http://statbel.fgov.be/nl/binaries/Werken\_in\_de\_nabijheid\_van\_pijpleidingen\_tcm325-152372.pdf">http://statbel.fgov.be/nl/binaries/Werken\_in\_de\_nabijheid\_van\_pijpleidingen\_tcm325-152372.pdf</a>

Publications by pipeline operators:

Natural gas distributor Fluxys:

<u>https://belgium.fluxys.com/belgium/en/Fluxys%20nearby/WorksNearPipeline</u>

Fluvius:

https://partner.fluvius.be/sites/fluvius/files/2019-04/1002872-folder-graven-doe-jemet-zorg-fluvius.pdf

ORES:

https://www.ores.be/entreprises-et-industries/votre-securite

## LMRA CoViD-19 Protection against influences of biological agents on the

construction sites





ANNEX 15: Statement of intent.

Revision status of the form: 07 2020 - version 5

### SAFETY & HEALTH PLAN: THE STATEMENT OF INTENT

Statement of intent: to be sent before the start of the work:

Field reserved for the implementation safety coordinator or the prevention consultant, respectively

Date sent:
Receipt:
No.:

IDENTIFICATION OF THE INTERVENER: O Contractor / O Sub-contractor / O Secondary Contractor:

Name:				
Street	No.:	Post Code:	Municipality	
Tel.:	Fax:	E-m	nail:	
Activity:				
,				

Will you call in sub-contractors? YES / NO (\*) Will you call in any self-employed persons? YES / NO (\*) If yes, list the contractors who are already known; and list the self-employed persons separately. (\*\*)

#### **IDENTIFICATION OF THE BUILDING SITE**



#### **ANNEX 15: Statement of intent.**

Revision status of the form: 07 2020 - version 5

#### **GENERAL INFORMATION:**

Internal prevention consultant: Name: Street. Tel.: Fax	No.:	Post	Code: E-mail:	Municipality
The safety officer on the building site Name: Street	No.:	Post	Code: E-mail:	Municipality
First Aid providers on the site: Number: Names:				
External PPW service: Name: Street	No.:	Post	Code: E-mail:	Municipality
Occupational accidents insurer: Name: Street Tel.: Fax	No.:	Post	Code: E-mail:	Municipality

#### STATEMENT OF THE INTERVENER:

The undersigned certifies **having received the building site regulations from Telenet safety coordinator**, and states that he will take the responsibility of informing all personnel who will be working for him regarding the content of these building site regulations, and to give them appropriate instructions. The undersigned also confirms that these regulations, in addition to those of the ARAB, its annexes, the Codex regarding well-being at work and the AREI, which must be complied with by his workforce and sub-contractors, have

been clearly understood and applied by him. The undersigned confirms having read the General Coordination Plan for Safety and Health on the building site, and that he agrees to comply with it. The undersigned confirms that he will explain his specific SHE plan to his workforce and similar persons by

The undersigned confirms that he will explain his specific SHE plan to his workforce and similar per means of a toolbox meeting.

#### SAFETY AND HEALTH PLAN:

The specific safety and health plan: see annex

Date:	Date:
Signature:	Signature:
	7. 050

The safety officer on the building site

The CEO

(\*) Cross out whatever is not relevant (\*\*) Add the list as an annex, if necessary