



ANNEX 6: Building site regulations.

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1. Safety, health and environmental organisation:

- ❑ 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, well-being, 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



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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. Collective protective equipment (CPE):

- 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 the obligation to wear a helmet:
 - A permanent obligation to wear a helmet on the building site will apply during the construction phase.
An exception is allowed for persons at the highest level of the building site (the 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 the finishing phase (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.
 - Visitors: 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.



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13. Excavation work:

- Excavation work must be carried out by experienced/trained persons, in accordance with ARAB Art. 435.
- 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. Hazardous products:

- 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 (**S**afety **D**ata **S**heet) / VIB (**V**eiligheids**I**nformatie**B**lad) 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.



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19. General:

- ❑ 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.