



1.1. Organizational Safety, Health and the Environment:

- Where appropriate, the safety coordinator shall be in charge of coordinating safety, health, welfare and the environment for the whole of the work at the site. Any agreements between different enterprises regarding safety, health, welfare and the environment at the site are subject to his approval.
- Before starting work, each enterprise must discuss and coordinate its planned safety, health, welfare and environmental measures (including the risk analysis) with the safety coordinator. During this start-of-work meeting, the safety coordinator will, where necessary, explain the site regulations and any additional regulations.
- Each enterprise that performs work on the site shall designate its own responsible for that site, who shall be present on the site during the work. It is this person who primarily oversees the safety of his staff and ensures compliance with these regulations.
- Each enterprise arranges the holding of "Toolbox meetings": short meetings at which a safety, health, welfare and environmental aspect is discussed. At least one Toolbox meeting will be held per month and per site, with registration of the topic and the participants.
- Intervening parties undertake to be present at the safety, health, welfare and environment coordination meetings organized periodically by the safety coordinator.
- Each enterprise shall ensure that its employees have the necessary training and/or professional experience, are physically fit to perform their duties safely, and will use their equipment and machinery in a completely safe manner. The necessary certificates, attestations, etc. must be presented at the request of the safety coordinator.
- Any condition on the job site that could endanger safety, health, welfare and the environment must be reported immediately to the Safety Coordinator.
- Each enterprise is responsible for ensuring that its subcontractors and visitors comply with these regulations.
- As the general contractor has the final responsibility for his construction sites, the guidelines and instructions of the safety coordinator are binding on the enterprises as far as safety, health, welfare and the environment are concerned.
- Visitors will only obtain access to the yard after reporting to the safety coordinator.
- The Safety Coordinator and the representative of the client are authorized to deny access to the site to any person who fails to apply the site regulations and/or whose conduct endangers safety, health, welfare and the environment.

1.2. Accidents and First Aid:

- Any lost-time accident at work must be reported immediately to the Safety Coordinator. A written report, including an accident investigation, must be delivered to the safety coordinator, the client's prevention advisor and the general contractor within 3 working days.
- Care: the data regarding external care provision (emergency numbers, telephone numbers of doctor, hospital, etc.) are available with the safety coordinator where necessary.
- Near-accidents and incidents relating to safety, health, welfare and the environment must also be reported in writing to the safety coordinator or the client's representative within one week, with a copy to the prevention advisor of the main contractor.
- Each enterprise shall ensure the presence of the legally required first aid equipment on the work site.
- Each enterprise must respect the procedure established by the implementing safety coordinator with regard to first aid and accidents.
- For every 20 workers on the site, there must be at least one person with the certificate of emergency worker or industrial helper present on the site.



1.3. Working with open flame and spark forming work equipment:

- Before starting work, the company asks the safety coordinator - realization whether a fire permit is necessary, if so, this must of course be respected.

1.4. Roofing works (fires):

- When installing roofing with the assistance of an open flame, special precautions must be taken to prevent the occurrence and spread of fire.
- The equipment used (burner, regulator, 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 be present in the immediate vicinity of the work, with a minimum of 2 extinguishing units. These devices must carry a valid inspection label.
- The personnel using the equipment must have been instructed in the use of these extinguishers.
- At least 1 evacuation route must be provided that allow for the safe evacuation of the roof in the event of a fire.
- The person in charge of the roofing works at the location must be in possession of a working mobile phone.
- In the event of the start of a fire, the person in charge must immediately notify the public fire brigade (112) and the person placed in charge by the building owner. The locally applicable emergency procedures shall be requested and applied prior to the commencement of work.
- If a fire is reported at a lower level, the roof will be immediately evacuated.
- Warming up gas cylinders with an open flame is prohibited.
- The use of lying bottles is prohibited (see also the use of gas cylinders)

1.5. 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 solar radiation and from the action of other heat sources.
- Gas cylinders that are in use, together with their hoses, must be protected from the impact of open flames and sparks.
- During use, the bottles must be at an angle of at least 35 degrees.
- When using of gas cylinders, the key must be present on the valve.
- The hoses, flame check valves, pressure-release valves and pressure gages must all be in perfect condition.
- At the end of use, the valves must be closed, and the hoses and manometers depressurized.
- Protective caps must be present on the cylinders during transport.
- Throwing cylinders is always prohibited.

1.6. Fire and Emergency Procedures:

- Any emergency procedures and related regulations of the building owner/client shall apply in full to all companies.
- The locally applicable emergency procedures shall be requested and applied prior to the commencement of work.
- Any hazardous condition found on the job site must be reported immediately to the Safety Coordinator.
- In case of fire hazards (welding, grinding, burning...) all necessary measures must be taken to prevent the occurrence of fire.
- An extinguisher must be present in the immediate vicinity of fire hazards.



- Adequate and compliant firefighting equipment must also be available at all times. For some works, in consultation with the safety coordinator - achievement a fire permit is required. If applicable to the site, the specific work permit for fire hazardous works will be applied.
- The safety coordinator - accomplishment establishes an evacuation plan for the site.

1.7. Collective protective equipment (CPE):

- To prevent occupational accidents, each company must provide the CPE necessary for its operations at its own expense. The choice of the CBM is determined in accordance with the regulations in force.
- The use of CPE is always preferred over the use of PPE.
- The placement and/or removal, even temporary, of CPE is determined in consultation with the Safety Coordinator. When removing CPE, replacement PPE must be provided and used.

1.8. Personal Protective Equipment (PPE):

- Wearing PPE on site in accordance with the legal requirements and the requirements of the building owner / client is mandatory for everyone.
- In case of discussion concerning the wearing of PPE, the instructions of the safety coordinator are binding.
- The following regulations apply regarding the requirement to wear a helmet:
 - A permanent requirement to wear a helmet applies on the site during the construction phase.
An exception is granted for the persons present on the highest level of the site (roof), unless they are exposed to contact with objects, machines, hanging loads, etc. The requirement to wear a helmet shall also apply to them from the moment they leave the highest level.
 - During the finishing phase (in the building), the requirement to wear a helmet always applies if there are risks of exposure to falling objects, impact hazards, contact hazards with machinery, suspended loads, etc.
 - Visitors: the above regulations apply in full to visitors who are present on the site.
- Each company shall provide PPE to its staff and visitors at its own expense. The respective individual site manager shall ensure their correct use, as well as their maintenance and timely replacement.
- Workers must properly use and maintain PPE in accordance with statutory and additional requirements,

1.9. Working at heights - fall protection:

- Protective measures must be taken when working where there is a risk of falling from more than 2 m: CPE and/or PPE.
- Openings in floors and work surfaces must be properly screened. This also applies to construction pits and excavations.
- Openings that are necessarily open for execution of works should be effectively indicated. These openings must be re-closed immediately after the completion of these works.
- If there is a risk of objects falling on third parties at a lower level during the performance of work at height, zone protection must be provided.
- Hazardous conditions must be reported immediately to the Safety Coordinator.

1.10. Ladders:

- Any ladder that is used must be in good condition, be free of damage and have non-slip feet. Ladders that are not in order or are damaged must not be used.



- Ladders should be set up on a stable surface, at an angle of approx. 75 degrees. They must extend a minimum of 1 meter above the working surface to be reached.
- Access ladders or ladders with more than 25 steps, or which are set up for long periods of time must be secured against slipping and/or tipping.
- There should never be more than 1 person on a ladder at a time.
- Ladders must be inspected periodically by a competent person, at least annually, depending on their use.

1.11. Scaffolding:

- Scaffolding must be set up on a stable and firm surface.
- High scaffolding (height > than 3 times the smallest base) must be equipped with additional side supports or anti-tipping devices.
- Any scaffolding that is more than 2 m in height must be equipped with handrail, intermediate handrail and skirting. The work floor must be completely sealed and be of sufficient strength for the intended load.
- Calculations must be carried out for scaffolding > 8 meters in height and exposed to extraordinary forces or there must be standard references (to be submitted to the implementing safety coordinator).
- Access to the work floor of tall scaffolding is by one or more (possibly fixed) ladders.
- The stability of scaffolding must be absolutely and permanently assured.
- All parts of the scaffolding must be in perfect condition. Damaged parts must be replaced immediately.
- Before commissioning and at least once a week thereafter, the scaffolding must be checked by a competent person /the safety coordinator.
- Do not erect scaffolding in front of exits, passageways or emergency facilities.
- Additional regulations apply to mobile scaffolds:
- When using a mobile scaffold tower, all the wheels must be blocked using a wheel brake.
- Moving mobile scaffolds is prohibited when there are still people on them.

1.12. Lifting operations general:

- The use of lifting tools to perform lifting work and to move loads is reserved for authorized persons.
- The lifting plan shall be sent to the implementing safety coordinator in advance.
- All lifting machines, tools, and auxiliary equipment must be inspected periodically in accordance with the statutory provisions.
- The reports of periodic inspection must be present with the equipment.
- When using multiple devices with an overlapping working range, there must be consultation and a user procedure must be established (advise the implementing safety coordinator).
- Never exceed the specified workload!
- Remove damaged equipment from service immediately!
- There shall be no persons under a suspended load.

1.13. Hoisting mobile sites

- Ropes and tools to be used will be checked before use.
- The necessary blocking devices are used so that if the rope is released the load does not fall down.
- The users of these rope hoisting techniques have received the necessary training (GOF)



1.14. Excavation work:

- Excavations must be carried out by experienced /skilled persons,
- In accordance with current regulations, if there is a risk of soil subsidence, shoring must be used.
- Excavations should be covered or clearly signaled.

1.15. Order and cleanliness - hygiene:

- Each enterprise shall clean up its workstations daily, collect waste and disposes of it or remove it. In doing so, they shall act in accordance with the statutory provisions and any additional requirements of the client. If an enterprise does not do this, the safety coordinator may, after a prior reminder, have the workstations cleaned up by third parties and have the waste removed, all at the expense of that company.
- In any case, waste must be prevented from ending up outside the site and/or on public roads.
- Pathways, passages and stairs must at all times be kept clear of obstacles and obstructions that could cause falls.
- Materials must be stacked in an orderly and stable manner, in consultation with the safety coordinator, in the zones provided and, where necessary, must be protected from the weather and/or damage.

1.16. Products with hazardous properties:

- All products used in the yard must have the regulatory labels; their use must be mentioned in the risk analysis as well as the necessary preventive measures to be taken.
- The storage and disposal of packaging must be carried out in accordance with legal requirements and in consultation with the implementing safety coordinator.
- A copy of the SDS sheets (Safety Data Sheet)/ SDS (Safety Information Sheet) must always be on site and given to the safety coordinator - accomplishment (details see site layout).
- Work in which harmful fumes or gases are released must be reported in the risk assessment, and the safety, welfare and health plan must be adapted if this is not mentioned in it. These fumes should be effectively extracted, and PPE should be worn if necessary.

1.17. Environment:

- Burning of garbage on the site is strictly prohibited.
- Disposal of waste and soil must be done in accordance with applicable legal requirements and any additional requirements of the client.
- The storage and use of fuels, chemicals and other harmful or hazardous products must be carried out in accordance with the applicable legal regulations. (see also construction site layout). The necessary measures must be taken for the prevention of soil, air and water contamination, as well as the occurrence of fire.
- Any incident in which environmental damage occurs or may occur must be immediately reported to the safety coordinator and to the environmental manager of the general contractor.

1.18. Electrical Installations:

- Site cabinets and any other electrical installations must be inspected by an authorized inspection body, in accordance with the provisions of the AREI, before being put into service. The inspection report shall be transmitted to and retained by the Safety Coordinator.
- All work on electrical installations must be carried out "de-energized" and by authorized persons.
- Any defect must be immediately reported to the safety coordinator.



- The site boxes must remain closed at all times. Connection is only allowed 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 secured against damage (e.g. by hanging or shielding them).
- Site boxes should be placed in such a way that they are protected as much as possible from any kind of damage.
- The lighting of workstations is carried out by each company individually according to the legislation in force. The implementing safety coordinator organizes the general lighting and the emergency lighting.

1.19. Work equipment:

- Only electrical equipment in accordance with AREI may be used on site and be connected to the provided site cabinets.
- Each enterprise must identifiably mark its own work equipment.
- Work equipment must be suitable for the work to be carried out, must be operated by a competent employee and be in a good state of repair, so that safety, health, welfare and the environment are permanently assured.
- Upon request from the safety coordinator - accomplishment, instructions must be present and able to be presented.
- When using third-party work equipment, the user is responsible for safety, health, welfare and the environment.
- All lifting and hoisting equipment, arresting devices and earthmoving machinery that is used to hoist loads and is present on the site must be inspected on a 3-monthly basis by an approved inspection body at the expense of the owner/user. A copy of the most recent inspection report must be present with the devices/machines. Failing this, the safety coordinator may take the device/machine in question out of service.

1.20. General information:

- Emergency facilities (emergency exits, fire extinguishers, entry, exit and passageways for emergency services, etc.) should never be blocked.
- The use of alcoholic beverages and stimulants on the site is prohibited.
- There is a general ban on smoking in the yard.
- An employee who takes medications that may affect their performance and thereby affect safety, health, welfare and the environment shall notify the Safety Coordinator of this.

1.21. Site equipment:

- The general contractor shall organize the site layout, including the arrangement of site trucks and desks, sanitary facilities, storage areas, etc., but shall always consult the safety coordinator and/or the representative of the client for this purpose.
- Each enterprise must, at its own expense, provide its employees with the health facilities provided by law and maintain them.
- The use of the main contractor's facilities is permitted only after clear agreements with the safety coordinator - realization.
- Each company is required to provide the legally provided health facilities and to maintain them on a daily basis. Food may only be consumed in the places provided for this.
- The planting plan is always provided in the safety, welfare and health plan, and includes at least the following information:
 - entrances, roads, parking lots and roadways,



The construction site regulations

Page 7 of 7
Version: 6.
Date: 28/02/2022

- the location of the necessary utility lines (LS, HS, water, gas, etc.),
 - First Aid posts,
 - erected electricity distribution boards,
 - location of hoisting equipment and the direction of rotation.
- The general contractor shall provide the necessary site signs along the public road and/or at the site entrance. This site signage will remain in place until the end of the works.
- The signs that are necessary at the workstations will be placed by the respective company.
- Fire hydrants, emergency exits and/or other emergency facilities must never be blocked.