HEALTH, SAFETY, SECURITY AND ENVIRONMENTAL REQUIREMENTS (HSSE)

The purpose of this document is to define, in outline, the Health, Security, Safety and Environmental standards that are to be complied with by all Contractors and Third Party personnel working within the confines of BP Chembel N.V. located in Geel.

This Document is the translation of the “Eisen voor Gezondheid, Beveiliging, Veiligheid en Milieu voor BP Chembel N.V.” of which the Supplier can ask a copy. In case of an inconsistency between this Document and the “Eisen voor Gezondheid, Beveiliging, Veiligheid en Milieu voor BP Chembel N.V.”, the latter prevails.

1. Introduction.

The BP Chembel site at Geel is a world scale chemical complex producing over 1 million tonnes a year with purified tereftalic acid being the finished product. The Site operates 24 hours a day 7 days a week. Final product chemicals and raw materials are transported to and from the Site by pipeline, road tanker, train and ship. The Site has a number of operating units which are supported by tankage and utility infrastructure. The Site employs around 350 full time BP employees but also has employees which vary in number according to workload to be performed.

As a consequence of its business the Site contains a number of hazards and the Site has been categorized as SEVESO unit type 2. The materials that are involved in the production processes give rise to the following generic hazards:

- Flammable
- +Corrosive
- Toxic
- Explosive
- Potential carcinogenic

BP has developed a number of systems and procedures to eliminate, reduce and control these hazards so that the overall risk to those working on the Site is minimized. It is important therefore that any visitor to the Site, who is required to carry out a specific job of work, understands and fully complies with the requirements of these systems and procedures.

2. Policies.

The BP Group HSSE policy simply stated is ‘No accidents, No harm to people and No damage to the environment’. At Geel this principle has been incorporated into the Site’s own HSSE Policy.

As part of the implementation of this policy the Site has established a Zero Tolerance policy which aims to raise the understanding of all personnel who work on Site to ensure they operate and behave in a way that seeks to achieve zero accidents, injuries and environmental harm.

Any contractor, who works on the Site, for whatever period of time, is expected to align themselves with the site HSSE policy and the philosophy of Zero Tolerance policy.

To achieve this, the Contractor is expected to draw up a HSSE plan to support and implement this BP HSSE policy. The scope and depth depends on the degree of risk of the work to be performed, the complexity of the tasks to be performed, the frequency and duration of the work to be performed and the competence of the personnel deployed.
Prior to the execution of the works the responsible person of the Contractor guarantees the notification to – and the discussion with the relevant BP responsible person of the work, the scope, the detailed job plans, the scheduling, the risks and the corresponding prevention measures during specific consultation meetings.

The site is accredited to ISO 14001. This is an international standard covering environmental management systems. Contractors working on the Site need to be aware that their activities may affect the environment and that they must work within the environmental management system of the Site. Environmental considerations must be included in the risk assessment of tasks to be undertaken, and the use, storage and disposal of materials must not compromise the environmental systems of the Site.

3. **BP Geel procedures concerning Safety, Security and Environment.**

This Document is intended to provide an overview of the Geel Site Safety Management System to allow Third Parties and Contractors, who intend to carry out work or who are preparing bids as part of the contractual process, to gain an appreciation of the standards and processes and procedures they will need to comply with. This Document does not have all the detailed requirements of the Safety Management System as these are defined in the BP Geel procedures. These are maintained by the relevant Site experts and are held on the Geel Site website.

The following list shows the index of Procedures:

- **VV/A:** Administrative Procedures
- **VV/PB:** Personal Protective Equipment
- **VV/NT:** Emergency Procedures
- **VV/EI:** Electrical Installations
- **VV/MU:** Mobile Equipment and Vehicles
- **VV/P:** Procedures regarding Safety
- **VV/C:** Working with Third Parties
- **VV/H:** Industrial Hygiene
- **VV/U:** Equipment and Material
- **VV/SM:** Special Materials
- **MV/AF:** Waste Handling

In assessing what will be required to fully comply with these requirements for any particular work activity, the Contractor should familiarise themselves with the specific details of the relevant procedures. Uncontrolled paper copies of these documents can be viewed by agreement with the Procurement Section or the relevant Site Contact.

4. **Competence of the Contractor.**

4.1. By the act itself of submitting the tender, the Contractor is deemed to have a perfect knowledge of the scope of the Work and the Terms of Service, including the safety precautions to be taken resulting from a risk-analyses.

4.2. The Contractor declares that he is qualified for the type of contract Work requested of him and that he is professionally involved in similar contract work. Subsequently, therefore, he cannot in any way argue that there are mistakes in his calculations or in his plans or mistakes in the plans or specifications of BP if he has not mentioned any of this before signing the Contract, which applies to this Agreement.

Before fulfilling this formality, he is under obligation to submit all proposals for modification or refinement, all objections he may formulate, and to ask for all the information he wishes to obtain. In short, the Contractor acknowledges that he has omitted nothing and forgotten nothing and he undertakes, within the limits assigned to
him in the Special Specifications and/or the Technical Specifications, to carry out a perfectly executed, entirely finished job, which permits the correct operation of the installation.

4.3. Furthermore, if the nature of the Contracted Work so requires, the Contractor is deemed to have visited the places where the Work is to be carried out, to have investigated the possibilities of access and to have taken into account all local features and specific regulations, which might influence the correct execution of his Work.

The Contractor is deemed to have fully taken into account any on-site difficulties he might encounter in this respect.

5. **Regulations and Laws.**

5.1. **General Regulations.**

The execution of the Work by the Contractor shall comply in all respects with:

5.1.1. The "General Regulations for Health and Safety at Work in Belgium (known by its abbreviation: A.R.A.B.) and CODEX, as well as the Welfare Act

5.1.2. The "General Regulations for Electrical Installations" (known by its abbreviation: A.R.E.I.), K.B. of 02.09.81; B.S. of 30.09.81.

5.1.3. The Flemish Regulations concerning Environmental licensing (abbreviated : VLAREM)

5.2. **Laws.**

5.2.1. The Contractor undertakes to submit to and comply with all existing legal regulations regarding protection and safety at work, the protection of the environment, social legislation, employee insurance, medical examinations, working hours, etc.

BP does not accept any responsibility for any infringement of these regulations, which may be committed at the plant by the Contractor. In the event of infringement of the legal regulations, BP reserves the right to terminate the contract with the Contractor immediately and without compensation.

5.2.2. The apparatus, machines, etc. supplied by the Contractor shall also comply with the regulations below in conjunction with the Safety, Health and Environmental procedures (document attached)

5.2.2.1. The used material, the material to be supplied and/or the installation to be built shall comply in all respects with the current Belgian laws and regulations regarding health and safety at work. In particular, the General Regulations on Safety and Health at Work and all its attachments are applicable, as are the General Regulations on Electrical Installations. (See Article 54 quarter 2 of the K.B. [Royal Decree] of 20 June 1975.)

5.2.2.2. Materials and Equipment must comply with all requirements concerning protection of the environment (Noise Levels, emissions, protection of bottom and ground water etc.)

5.2.2.3. Upon delivery, instructions shall be supplied regarding the working principle, operation, inspection and maintenance of the subject of the order.

These instructions must be written in the Dutch language.
5.2.2.4. An authorised agent of the Contractor/Supplier confirms in the attached certificate that the Equipment, machines, etc. supplied comply with the stipulations of point 1. The issue of this certificate forms an integral part of the agreement.

5.2.3. Excavation Work: The Contractor is obliged to notify the Belgian Governmental Inspection Services before commencing excavations 1.20 metres deep (or deeper), which remain open for longer than one week.

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5.2.4. Working at Height: The Contractor undertakes the necessary steps to install adequate collective protection (i.e. guard elements or other collective protection) against falling from height, in case the employees are likely to be exposed to a fall of more than two meters.

6. BP Geel Internal Rules and Regulations.

The Contractor and his Sub-Contractor(s) undertake to submit to and comply with the rules issued by BP. BP does not accept any responsibility for the infringement of these regulations committed by the Contractor at the BP plant.

The attention of the Contractor shall be expressively directed to the fact that specific risks may be associated with his Work and therefore he undertakes to provide the BP Representative with all the necessary information about the Work to be executed by him beforehand, including the job plan and risk analyses. He will equally inquire all risks about the factory or the execution of specific jobs of the BP Representative. The workers will need to be informed on these risks by the Contractor prior to the start of the work.

The Contractor will live up to all requirements of the legislation and regulations for his employees and Sub-Contractors.

During the execution of the Work on Site, all information about Health, Safety and Environment must be obtained from the BP Representative. The employees of the Contractor and those of his Sub-Contractor(s) shall comply strictly with all the safety and environment regulations imposed on them by BP. Depending on the nature of the work to be carried out, specific safety and environmental regulations may be added.

It is the responsibility of all contracting companies to ensure that all of their employees have been medically assessed and are fit to conduct their normal work activities, prior to attending the Site. Additional hazards and risks that are presented by the Site activities will be identified by the Site contact as part of the contract discussions.

A specific risk assessment for that individual and the task(s) to be performed must be provided by the Employer of the Contractor. The risk analyses also need to be agreed upon with the relevant Site Representative.

6.1. Identification Form for Contractors/Service Providers.

Permission to enter and stay on the BP premises is subject to prior Approval. This Approval is required for all employed members of staff, supervisors, inspectors, etc. as
well as for all vehicles required for the execution of the Work.

The form "Identification form for Contractors/Service Providers" contains all the information which is to be supplied by the Contractor.

A separate identification form shall always be drawn up for sub-Contractors. It is not permissible to add the names of employees of sub-Contractors to the identification forms of the main contractor.

The identification forms must be made available to BP's gatekeeper, by email, at least 48 hours prior to the starting date of the Work. They must be signed by the authorised representative of the Contractors with a clear indication of the name and position of this representative.

The Contractors / Service providers and their employees, sub-contractors and sub-contractors’ employees are responsible for the badge, received at first entry. If this badge happens to be lost, damaged or not returned at the end of the work period, BP will claim a reimbursement of 12.5 EUR.

6.2. Young or inexperienced workers.

It is forbidden for youngsters (this means younger than 18) to work on the BP Site. New employees must have a VCA 1 basic training certificate if it is mandatory according to our procedure VV/A-08 “Access and Exit procedure site” or an VCA VOL for supervisors. Deviation of this rule can only be accorded in writing by a BP responsible person of the HSE department. The Contractor must at least have 6 months of experience in the concerning activity, before they can independently execute works at the plant. This is described in BP Procedure VV/C-04.

6.3. Safety Induction.

All Contractors requiring access to the Site will be required to attend the appropriate level of induction and satisfactorily complete the induction assessment.

The purpose of the induction is to ensure that all Personnel entering the Site understand the essential health and safety requirements for working on the Geel Site. All employees of the Contractor as well as those of his Sub-Contractors are obliged to attend the Safety Introduction Training on the first day work starts. All the costs of this are to be borne by the Contractor for all jobs at a fixed sum. If the Agreement relates to the performance of jobs on an hourly rate basis, the time required for attending the safety training shall be paid at the agreed hourly rate.

6.4. Work permit.

Geel operates a Permit to Work System, which provides a safe system of work for maintenance or construction activities carried out on Site. For each job that has to be executed on the BP Site, a work permit is required.

No work can be started without a completed, approved and accepted work permit. This work permit can be obtained from the BP Representative and has to be explained to and signed by all persons related to the execution of the Work. A work permit is valid for maximum 12 hours, this implies that for every working day a new work permit is required.

Contractors are not allowed to perform any other work or manipulations, other than the ones covered in the scope of the work permit.

Details of the work permit requirements are to be consulted in procedure VV/P3.
6.5. **Safety Supervision by the Contractor and periodic Safety Audits/Toolboxes/Inspections by BP at the Site.**

The safety supervision on its own Personnel and possible Sub-Contractors lies primarily with the supervisors of the Contractor/Supplier. They need to create the conditions so their personnel can work safely. The Contractor/Supplier shall have himself supported if needed by one or more trained security experts on the site. The specific supervision requirements and their responsibilities are aligned in a kick-off meeting with BP, and will depend on the following criteria: degree of risk of the work to be performed, complexity of the tasks to be performed (based on BP’s checklist Complex Jobs), frequency and duration of the work to be performed, experience and competence of the personnel deployed.

Prior and during the execution of the Works, toolbox meetings will be organised on a frequent basis with working shifts; BP will be informed prior to such execution to enable BP to participate in those meetings if desired by BP. Participation in the Contractor safety working group meetings will be noted in the kick-off meeting.

BP shall organise on regular basis safety and environment inspections at the site/workplace. A BP representative, whether or not in addition with a representative of the BP safety and/or environmental department and representatives of the Contractor shall be present. All comments shall be reported in writing to the Contractor asking him to carry out the required modifications without delay.

6.6. **Accidents – treatment of accidents - reporting.**

Any accident, incident, near miss, damage or case of occupational ill health as a consequence of any person working on Geel Site - whether for BP or Contractor - must be reported without delay to their supervisor, and in the case of Contractors also to their appropriate BP Representative. This is to ensure that all accidents and incidents are fully investigated. Formal reporting of specific incidents and accidents to the appropriate external parties will need to be completed by the Contractor as per current legislative requirements.

The Site Emergency Response team can be called via the internal telephone system on 222. They will provide immediate First Aid as required. For each medical care, no matter how trivial they may appear, Contractor’s workers have to go to the medical department of BP. An injured person may never leave the Site without having informed our medical department first.

Within the Zero Tolerance policy, in addition to incidents and accidents, the site reports Near Misses. These are events that have the potential to cause an accident or incident even though no actual loss occurs. This is a proactive monitoring system, used to identify unsafe acts and conditions in the workplace, which in turn allows BP to implement corrective actions. All Personnel, including Contractors, are required to report any near miss, however trivial it may appear, so that the information can be captured and analysed, and appropriate lessons learned.

All incidents and near misses are investigated, with the level of investigation appropriate to the associated potential severity. Full cooperation should be provided to BP to assist with the investigation. All details of the incident / accident are entered into Traction, which is the BP Group incident / accident reporting system, access is available via the BP intranet. Near misses are recorded separately according to the local system details of which can be obtained from the BP Representative.

As soon as an accident meets the definition of a Serious Industrial Accident a detailed report will be prepared in accordance with the law. All parties commit to the full cooperation and the sharing of this report.
Full details of incident/accident reporting and investigation are found in Procedure VV/A5 ‘Incident Reporting And Investigation’.

6.7. Traffic inside the BP installations.

Motorised traffic on our premises must be limited to the minimum.

It is forbidden for the employees of the Contractor and/or those of his Sub-Contractors, to drive or to be found inside the enclosed areas or on the building sites of BP, except in the following places:
- those places where, by virtue of the contract itself, they have to work;
- the access roads to the above places (these access roads may be stipulated by the local superintendent whose job it is to supervise the execution of the Work, according to the needs and possibilities at that moment);
- the places indicated by the superintendent, for specific purposes.

Vehicles are only admitted on the Site after approval from the department plant security and after obtaining a Car Permit, if the vehicles comply with the vehicle specifications. Besides Belgian traffic laws and rules BP has implemented a few more restrictions applicable when entering the BP Site. Maximum speed is 25 km/h. Safety belts must be worn by all passengers when vehicles move. Mobile phones must be turned off when vehicles move. Extra vehicle options are mandatory such as acoustic reversing alarm on mini-busses, forklifts, cranes and trucks. If not present, a second person must be responsible for the physical supervision of the vehicle. All drivers must be in the possession of a valid driver’s licence and may never drive under the influence of alcohol or drugs, or when they are overtired.

After complying with the BP specifications and after prior approval of the bicycle(s) in the Garage at the Site the bicycles can be used on the premises. Annual inspection is still required.

Details on traffic in the company can be consulted in procedure VV/A-02.


BP reserves the right to dismiss immediately any Employee or Contractor, or one of their Sub-contractors if this person does not observe or refuses to comply with these General Regulations of BP or instructions from BP. Such dismissal does not release the Employee from his responsibilities in cases where the attitude or behaviour of the said person has or could have damaging consequences for BP or third parties.


The Contractor shall, if physically possible, close off his building site completely with sturdy fencing elements (height 2 m). The entrances to the building site shall be locked outside working hours. The Contractor shall erect, in clearly visible places, the necessary instruction and prohibition signs. For roadwork, the necessary demarcations and lighting appliances shall be fitted and put into operation and shall BP be prior informed about this in order to establish the appropriate communication. The Contractor is entirely responsible for the organisation of safety.

At all times, the BP Representative, may and can force his entry onto the building site in case of emergency situations. From the moment employees of the Contractor are at work on the BP Site, or when it is physically impossible to seal off the building site, the Safety Department and BP superintendent are allowed to demand all necessary additional safety measures from the
Contractor at the latter’s expense. This means, among other things: that all the Contractor’s statutory test certificates must be in order and BP has the right of inspection; that all the required mechanical and electrical safety and protection devices have been fitted and adjusted by the Contractor and at his expense in accordance with Belgian legislation and regulations, (ARAB, A.R.E.I. etc.).

6.10. Language.

The foremen ("foremen/sergeant") and supervisors of the Contractor and its Sub-Contractors will be able to communicate in the Dutch or English language as well as in the language of their subordinates.

For some specific tasks, such as manhole watch, the person concerned must be able to communicate in the Dutch language.

For special and/or not recurring assignments of limited size, e.g. start-up or maintenance of machinery, for which cannot be called upon Dutch speaking personnel, the responsible of the Contractor must communicate directly with BP Chembel N.V. supervisory personnel, preferably in English or this should be arranged through a translator/interpreter.

6.11. Waste handling by Contractors.

The Contractor is responsible for managing, cleaning up and ultimately removal of all waste material, liquid or otherwise, resulting from the Work done by the Contractor or the work defined in this Contract or any Purchase Order. For this purpose he may use the containers that are provided by BP on the Site grounds after consulting the BP Representative and according to the regulations of the BP Environmental Regulations AF-4 (Separation of waste). If waste material is put in a container, which doesn’t belong there, the Contractor shall remove these waste materials at own costs.

This does not change the legal responsibilities of the Contractor as producer of waste materials.

Waste materials, for which BP has not provided any containers, will be disposed of by the Contractor according to all relevant legal regulations.


The Contractor shall take all the necessary precautions to prevent the pollution of bottom and ground water. The Contractor is responsible for all the bottom and ground water pollution, which occur at the BP Site during the proceedings. BP can check at any time the quality of the ground water by taking a sample from the existing groundwater control wells at the Work Area of the Contractor at BP. The groundwater control wells, which are damaged during the constructions or other procedures of the Contractor, must be replaced at its own expense.


The Contractor will comply with the regulations of VLAREM. More specific will he notify the city council of Geel or Laakdal, according to the location of the well point. The Contractor will put back the withdrawn ground water outside the withdrawal zone. If this is technically not possible the Contractor will discuss an alternative solution with BP.


No waste water (sanitary or other) may be drained off without written permission of BP. The BP Representative will show the location where a possible draining off may occur.
6.15. **Radioactive sources.**

If the Contractor wishes to use radioactive sources, a prior notification should be made of the type of source, the activity and the isotope. A valid license in accordance with the legalisation for these activities must be presented to BP at request. Details on radioactive sources can be consulted in procedure VV/SM-01.

6.16. **Asbestos/Ceramic fibres.**

BP has an asbestos and ceramic fibres register that can be consulted at all times. In case of doubt, each Contractor shall have his personnel stop all works and in consultation with the BP Representative determine which immediate actions should be taken. Demolition/Removal Works may only be carried out by Approved Removers. Also a valid license in accordance with the legalisation for these activities must be presented to BP at request. Details on asbestos and ceramic fibres can be consulted in procedure VV/SM-07.

7. **Products and Machinery Brought on Site by the Contractor.**

7.1. **Product information card (MSDS) - Dangerous, toxic and harmful substances.**

If goods or auxiliary substances which form the subject of the Agreement are within the scope of the existing national and international laws and regulations on the labelling, transportation, storage, handling and packaging of dangerous, toxic or harmful substances, the Contractor undertakes to comply strictly with the current regulations.

Furthermore, the Contractor shall in any event inform BP in writing before the Agreement is concluded, and before said goods or auxiliary substances are brought onto the Site, of the dangerous, toxic and harmful properties of these goods and auxiliary substances, as well as all relevant data relating to these goods, including precautionary measures for safe and healthy working regarding storage, handling and packaging and for the protection of the environment.

This notification and request for approval for use must be made by means of a “Material Safety Data Sheet” (MSDS) of the manufacturer of the product.

Dangerous, toxic and harmful substances and those, which are dangerous to the environment, may only be used by the Contractor after the consulting BP.

All costs and damages which may arise from failure to comply with these provisions are to be borne by the Contractor and must, if necessary, be recovered from him by any interested party. In addition, BP reserves the right, if these regulations are not complied with, by ordinary letter or fax:

- either to terminate the Agreement and demand compensation for the damages suffered by BP as a result;
- or to ask for the continuation of the Agreement at the agreed price, after temporary stoppage of the Contracted work, once the Contractor has complied with the regulations in force.

If BP imposes on the Contractor the use of dangerous, toxic and harmful substances, or substances harmful for the environment or if the Contractor is likely to come into contact with such substances, BP shall supply the Contractor with all the relevant data relating to these commodities, including the precautionary measures to be taken.

7.2. **Storage of Fuels, Chemicals, Paint etc.**
The storage of goods that are classified as dangerous is permitted only if prior approval is obtained from BP. The Contractor is responsible for complying with the legislation of Vlarem, such as e.g. the regulations about liquid tight clamping.

Barrels containing lubricants, disposal lubricants, or other dangerous goods can only be stored in a tub or drip-cup of which the safety risks contribute to the determination of the storage location.

7.3. Certification of Hoisting Equipment, Hoisting Accessories

The Contractor undertakes to use only hoisting equipment, hoisting accessories, cranes, ladders, platforms, etc. for which a valid test certificate has been issued by a recognised testing body. For each of these items of equipment, accessories, etc. the test certificate shall be available at the Site. BP has the right to inspect the test certificates and the Contractor shall be obliged at his own cost to remove from the Site those hoisting appliances, hoisting accessories, cranes, ladders, platforms, etc. for which no test certificate has been issued or the validity of which has expired.

The materials and equipment should be in good and safe operating condition and the operator should know the work instructions and will be able to apply these in both daily operational activities and in emergency situations.

It is a requirement to follow the 3-point contact rule in case of use of (cage)ladders. By use of stairs always hold the handrail with at least one hand. Bringing materials from and to a higher level should be done by bags/backpacks – within the stated working limits. If this is not possible it will be discussed with BP Representative if by means of a crane or by any other working method materials and suchlike can be brought to a right level.

7.4. Procedure for the Testing and Inspection of Tools

The Contractor shall prepare, in duplicate, an inventory of all tools required for the execution of the Work. Excluded for breakdown services & service departments.

The term 'tools' includes:
- All personal tools of the different trades and professions such as spanners, pliers, hammers, etc. which are normally kept in toolboxes or bags.
- All accessories such as pulley blocks, slings, ladders, wheelbarrows, etc.
- All appliances such as welding transformers, compressors, drills, grinding machines, cranes, trucks, bulldozers, etc.
- All tools which have to be tested by law.

These must always be accompanied by a valid test certificate from a recognised testing body.

The Contractor shall:
- On arrival at the Site:
  - Report to the gatekeeper, preferably the day before the start of the Work.
  - Submit a list in duplicate with material for inspection to BP's gatekeeper and inform him on the way the tools are marked.
  - One copy remains with the material; the other is retained by gatekeeper.
  - Personal toolboxes must be presented open.
- On departure from the Site:
  - Report to the gatekeeper.
  - In the case of partial removal of tools: delete the relevant tools from the list of the gatekeeper.
• In the case of removal of complete appliances or toolboxes: The gatekeeper checks the contents and the list are returned. The Contractor remains fully responsible for damages or lost tools.

All Work Equipment used on the Site shall be suitable for the purpose for which it is intended. The work equipment shall only be used for that purpose and it must be used by a competent person. All Work Equipment must be maintained in a serviceable condition, and inspected and certified safe for use in compliance with current legislation. In specific cases the Contractors Work Equipment will be required to be inspected, tested and certified safe for use by the appropriate Site Representative before it can be used on the Site.

7.5. Welding generators.

Every welding generator (electrical or equipped with an engine) and air compressor has to be equipped with a fire extinguisher 9 kg ABC in good working order.

This fire extinguisher must remain with the above-mentioned machine at all times, so that it can be used immediately in case of fire.

Each welding generator or compressor operated by an engine has to be provided with a valve (Chalwin or similar) which causes an automatically enclosure of the engine when there is a failure. Also a spark-catcher must be put on the exhaust of the motor.

8. Personal protection equipment.

8.1. General requirements.

As pedestrian or cyclist one must guarantee high visibility by wearing a HIVIS frock. This is possible by wearing adjusted clothing (e.g. with reflecting and fluorescent strips on the fire retardant clothing).

Details are described in VV/PB-01 Personal Protective Equipment (PBM “Persoonlijke BeschermingsMiddelen” or PPE “Personal Protective Equipment”); in most areas on the Site, the minimum PPE’s must be worn. Only on a limited number of roads, it is sufficient to only wear HIVIS clothing. Panels indicate as of where the minimum PPE’s are obliged.

While executing work at the BP premises, and in most areas, it is obliged to wear the following protection as a minimum:

- safety helmet
- safety glasses with side-protection
- high, antistatic safety shoes
- Inherent fire retardant clothing / High Visibility frock: working clothes must be made of inherent fire retardant fibres (IFR). The upper part of the clothing must contain reflecting and fluorescent parts. This can be a high visibility frock, according to EN471 standard. In case of welding/grinding work specific fire retardant overalls need to be provided.
- Gloves (when executing work considering the degree of risk attached to the work)

PPE requirements will have been identified as part of the risk assessment prepared by the Contractor undertaking the Work activity. BP will provide additional help and advice on the selection of PPE if required.

For opening of all process lines or systems, and at certain mechanical (grinding, polishing, welding, burning) a face shield has to be combined with safety glasses.
The Contractor, himself, is responsible to provide all the necessary protective equipment to his employees except in a few exceptional cases when prior explicitly agreed between both parties. He is also responsible for a registered training in the use of this protection.

A personal lock, containing the name of the operator and the company name, is required when equipment (electrical/process technical) needs to be safeguarded and should be provided by the Contractor for each of his operational employees.

For a detailed description of the personal protection gear we refer to our procedure VV/PB-01.

8.2. Use of breathing apparatus.

To ensure maximum protection for Employees who are compelled to wear protective breathing apparatus, beards and moustaches located between the face and the closing edge of the mask are not permitted. This also includes plaits of hair or a low hairline.

Furthermore, any growth of facial hair must not be of such a length as to prevent closing the facemask.

This directive applies to tightly fitting facemasks, which are adjusted to positive or negative pressure.

In case of doubt, the medical service of BP shall carry out a gas tightness test on the facemask. The result of this test is binding.

Extra protection, like breathing apparatus and special protection clothes, can be necessary. At each job it has to be determined which protection is needed to execute the job safely. By way of the work permit will the specific protection be determined.

The Contractor is also responsible for organising a suitable training course for all employees on the subject of wearing protective breathing apparatuses.

For a detailed description of the possibilities and requirements, see procedure VV/PB-02: Breathing protecting equipment.


The Site has its own 24/7 “Emergency Response” (ER) team, which is responsible for attending all accidents and incidents. The team is led by a full time shift supervisor. Initiation of this team can be achieved by phoning internal number 222. This number must be called for all injuries.

Especially when the injury is caused by a fall from height, it is mandatory not to move the person. The ER team will provide immediate First Aid treatment. Further treatment can be provided at the Medical Service where qualified nursing staff is on duty during normal day hours. Should the injuries require medical treatment, which exceeds that, which can be provided on site then the local ambulance service will be called by BP and the casualty will be transferred to the local hospital accident emergency department.

The ER team will also respond to incidents such as fire, gas leak, explosion.

Any employee who witnesses or is part of such incidents must raise the alarm immediately by phoning 100.

10. Site Rules.

Some general Site rules are discussed below.
Scaffolds can only be used when they have a valid inspection card (scaffold tag): this card is based on weekly inspection by the scaffolding company, validity dates are indicated on the inspection card.

No one is allowed to make changes to scaffolds, except the employees of the scaffolding company which have the competence to do so.

For more details on the requirements of scaffolds: ref VV/U7.

Mobile phones should preferably not be taken on Site. Clear agreement has to be made on the areas where use is allowed, and this must be before the Work starts. Ex-proof mobile phones can only be used after prior approval by the HSSE-manager.

Cameras should not be brought on Site unless you have been authorised and have the appropriate permit/pass.

Smoking is only allowed in specified and dedicated smoking kiosks.

Geel Site has a Drugs and Alcohol policy. Alcohol and drugs are not allowed on Site. You are not permitted to enter the Site if you are under the influence of such substances.

If temporary accommodation is required, other than the accommodation already available on Site, then this should be stated during the contract discussions. The design and location of Occupied Portable Buildings shall conform to RM-GP 04-30.
# Attachment 1:

## Indexes Safety and Environment procedures

<table>
<thead>
<tr>
<th>NO. AND TITLE SAFETY PROCEDURE</th>
<th>Date issued</th>
</tr>
</thead>
</table>

### 1. ADMINISTRATIVE PROCEDURES

<table>
<thead>
<tr>
<th>NO. AND TITLE SAFETY PROCEDURE</th>
<th>Date issued</th>
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</thead>
<tbody>
<tr>
<td>VV/A-01 Risk analysis</td>
<td>01 Dec 2009</td>
</tr>
<tr>
<td>VV/A-02 Traffic at the company and Traffic Assignment of BP Employee outside the company</td>
<td>01 Feb 2007</td>
</tr>
<tr>
<td>VV/A-03 Regulation regarding smoking</td>
<td>01 Dec 2012</td>
</tr>
<tr>
<td>VV/A-04 Safety Tours</td>
<td>01 Apr 2009</td>
</tr>
<tr>
<td>VV/A-05 Near misses &amp; injury accidents and environmental accidents investigation</td>
<td>01 Apr 2009</td>
</tr>
<tr>
<td>VV/A-06 Use of and modifications to the use of chemical agents</td>
<td>21 Feb 2011</td>
</tr>
<tr>
<td>VV/A-08 Entrance and exit procedures Site</td>
<td>15 May 2012</td>
</tr>
<tr>
<td>VV/A-12 Procedure road closure</td>
<td>12 Mar 2008</td>
</tr>
<tr>
<td>VV/A-13 Advisory and purchase proceedings for HSSE-related (re)employments</td>
<td>01 Dec 2008</td>
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</table>

### 2. PERSONAL PROTECTION EQUIPMENT

<table>
<thead>
<tr>
<th>NO. AND TITLE SAFETY PROCEDURE</th>
<th>Date issued</th>
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<tbody>
<tr>
<td>VV/PB-01 Personal Protective Equipment</td>
<td>01 Feb 2013</td>
</tr>
<tr>
<td>VV/PB-02 Protective Respiratory Equipment</td>
<td>15 May 2007</td>
</tr>
<tr>
<td>VV/PB-03 Personal Fall Protection Equipment</td>
<td>01 Aug 2008</td>
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### 3. EMERGENCY PROCEDURES

<table>
<thead>
<tr>
<th>NO. AND TITLE SAFETY PROCEDURE</th>
<th>Date issued</th>
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</thead>
<tbody>
<tr>
<td>VV/NT-01 Notification, warning, action and reporting of incident in the factory</td>
<td>01 May 2013</td>
</tr>
<tr>
<td>VV/NT-02 Internal reporting and treatment of injury accidents</td>
<td>01 Apr 2011</td>
</tr>
<tr>
<td>VV/NT-04 Procedure of evacuation</td>
<td>01 May 2013</td>
</tr>
<tr>
<td>VV/NT-05 Spill procedure for solids and liquids</td>
<td>01 Oct 2012</td>
</tr>
</tbody>
</table>
### 4. ELECTRICAL INSTALLATIONS

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>VV/EI-01</td>
<td>Electrical switching to 6kV systems or higher</td>
<td>01 Dec 2008</td>
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<tr>
<td>VV/EI-02</td>
<td>Working on or in the proximity of electrical installations</td>
<td>01 Jul 2013</td>
</tr>
<tr>
<td>VV/EI-03</td>
<td>Working with electricity in conductive enclosed areas</td>
<td>31 Dec 2009</td>
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### 5. EQUIPMENT AND MATERIAL

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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<tbody>
<tr>
<td>VV/U-01</td>
<td>Intervention equipment and fire detection</td>
<td>25 Sep 2013</td>
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<tr>
<td>VV/U-03</td>
<td>Cylinders with compressed industrial gasses</td>
<td>01 Jun 2009</td>
</tr>
<tr>
<td>VV/U-04</td>
<td>Security of elevators</td>
<td>01 Jun 2009</td>
</tr>
<tr>
<td>VV/U-05</td>
<td>Use of flexible hoses</td>
<td>01 Aug 2008</td>
</tr>
<tr>
<td>VV/U-06</td>
<td>The use of portable ladders and stepladders</td>
<td>01 Apr 2009</td>
</tr>
<tr>
<td>VV/U-07</td>
<td>The use of scaffolds</td>
<td>01 Aug 2011</td>
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<tr>
<td>VV/U-08</td>
<td>Labeling of expanded equipment</td>
<td>01 Aug 2011</td>
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<tr>
<td>VV/U-09</td>
<td>Transmitter with “man down” alarm</td>
<td>01 Jun 2011</td>
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<tr>
<td>VV/U-10</td>
<td>Personal Oxygen Monitor (POM)</td>
<td>05 May 2006</td>
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<tr>
<td>VV/U-11</td>
<td>Explosion meters</td>
<td>01 Jun 2010</td>
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<tr>
<td>VV/U-12</td>
<td>Diphoterine</td>
<td>01 Jun 2011</td>
</tr>
<tr>
<td>VV/U-13</td>
<td>Signaling ribbon</td>
<td>02 Oct 2012</td>
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<tr>
<td>VV/U-14</td>
<td>Mobile phones</td>
<td>28 Aug 2007</td>
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### 6. MOBILE EQUIPMENT AND VEHICLES

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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<tbody>
<tr>
<td>VV/MU-02</td>
<td>Working with forklift trucks</td>
<td>02 Feb 2007</td>
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### 7. PROCEDURES

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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<tbody>
<tr>
<td>VV/P-03</td>
<td>Work permits for maintenance and construction works</td>
<td>01 Dec 2009</td>
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<tr>
<td>SMPM/TP-01</td>
<td>Mechanically lifting and moving of weights</td>
<td>08 Jul 2013</td>
</tr>
<tr>
<td>Document</td>
<td>Title</td>
<td>Date</td>
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<tr>
<td>VV/P-05</td>
<td>Manual lifting and moving of weights</td>
<td>13 Mar 2008</td>
</tr>
<tr>
<td>VV/P-07</td>
<td>Entering enclosed areas</td>
<td>01 Jun 2012</td>
</tr>
<tr>
<td>VV/P-08</td>
<td>Release of energy and isolation of machinery and process equipment</td>
<td>13 Mar 2008</td>
</tr>
<tr>
<td>VV/P-09</td>
<td>Working with suction vehicles</td>
<td>01 Aug 2010</td>
</tr>
<tr>
<td>VV/P-10</td>
<td>High-pressure cleaning of process equipment</td>
<td>01 Aug 2010</td>
</tr>
<tr>
<td>VV/P-11</td>
<td>Excavation works</td>
<td>01 Aug 2010</td>
</tr>
<tr>
<td>VV/P-12</td>
<td>Secluded work</td>
<td>05 May 2006</td>
</tr>
<tr>
<td>VV/SM-01</td>
<td>Management of radioactive sources</td>
<td>01 Jun 2009</td>
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<tr>
<td>VV/SM-02</td>
<td>ADR/AND(R)-requirements at the site</td>
<td>01 Jul 2013</td>
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<tr>
<td>VV/SM-02</td>
<td>ATTACHM. 02 Directives for ADR transportation</td>
<td>29 Mar 2013</td>
</tr>
<tr>
<td>VV/SM-02</td>
<td>ATTACHM. 03 Form ship-shore, loading-, unloading agreement</td>
<td>01 May 2013</td>
</tr>
<tr>
<td>VV/SM-07</td>
<td>Asbestos and asbestos containing materials, ceramic fibers</td>
<td>01 Jun 2009</td>
</tr>
<tr>
<td>VV/SM-08</td>
<td>Labeling of packaging and recipients</td>
<td>16 Jan 2006</td>
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</table>

### 9. WORKING WITH THIRD PARTIES

<table>
<thead>
<tr>
<th>Document</th>
<th>Title</th>
<th>Date</th>
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<tbody>
<tr>
<td>VV/C-03</td>
<td>Temporary or mobile construction sites</td>
<td>26 May 2012</td>
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<tr>
<td>VV/C-04</td>
<td>Mentorship and guidance of new Contractor personnel</td>
<td>01 Jun 2011</td>
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</table>

### 10. INDUSTRIAL HYGIENE

<table>
<thead>
<tr>
<th>Document</th>
<th>Title</th>
<th>Date</th>
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<tbody>
<tr>
<td>VV/H-01</td>
<td>Information procedure benzene</td>
<td>01 Jul 2013</td>
</tr>
<tr>
<td>VV/H-02</td>
<td>Legionella prevention and fighting</td>
<td>01 Jun 2012</td>
</tr>
<tr>
<td>VV/H-03</td>
<td>Risk analysis for and exposure to chemical agents</td>
<td>01 Apr 2009</td>
</tr>
<tr>
<td>VV/H-04</td>
<td>Information procedure cobalt manganese acetate</td>
<td>01 Aug 2011</td>
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</table>
### 11. ENVIRONMENT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV/A-00</td>
<td>System plan prevention of environmental nuisance</td>
<td>28 Jan 2009</td>
</tr>
<tr>
<td>MV/AF-01</td>
<td>Removal of - and notification requirement of - waste and waste containers</td>
<td>31 Jan 2010</td>
</tr>
<tr>
<td>MV/AF-02</td>
<td>Removal of waste to an external processing site</td>
<td>31 Jan 2010</td>
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<tr>
<td>MV/AF-03</td>
<td>Waste of Contractors</td>
<td>01 Feb 2013</td>
</tr>
<tr>
<td>MV/AF-04</td>
<td>Separation of waste</td>
<td>31 Jan 2010</td>
</tr>
<tr>
<td>MV/B-01</td>
<td>Protection of soil and groundwater</td>
<td>31 Jan 2010</td>
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<tr>
<td>MV/B-02</td>
<td>Soil transport</td>
<td>31 Dec 2010</td>
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<tr>
<td>MV/E-01</td>
<td>Control on guided gaseous emissions</td>
<td>01 Feb 2013</td>
</tr>
<tr>
<td>MV/E-02</td>
<td>Control on fugitive emissions</td>
<td>15 May 2012</td>
</tr>
<tr>
<td>MV/E-03</td>
<td>Wintersmog periods</td>
<td>01 Feb 2013</td>
</tr>
<tr>
<td>MV/EN-01</td>
<td>Management of energy consumption and greenhouse gas emissions</td>
<td>29 May 2012</td>
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<tr>
<td>MV/EN-02</td>
<td>CO2MP – Internal procedure for the enforcement of the monitoring protocol</td>
<td>16 Jan 2009</td>
</tr>
<tr>
<td>MV/I-01</td>
<td>Directives concerning external communication with police</td>
<td>01 Apr 2009</td>
</tr>
<tr>
<td>MV/I-02</td>
<td>Green telephone</td>
<td>01 Dec 2011</td>
</tr>
<tr>
<td>MV/O-01</td>
<td>Pollution Prevention Committee</td>
<td>22 Dec 2010</td>
</tr>
<tr>
<td>MV/V-01</td>
<td>Application for an environmental permit</td>
<td>01 Jun 2012</td>
</tr>
<tr>
<td>MV/V-02</td>
<td>Permit ionizing radiation sources</td>
<td>01 Aug 2012</td>
</tr>
<tr>
<td>MV/V-04</td>
<td>Application for an urban planning permit</td>
<td>01 Feb 2011</td>
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<tr>
<td>MV/W-01</td>
<td>Quality control of the purified waste water</td>
<td>31 Jan 2010</td>
</tr>
<tr>
<td>MV/W-02</td>
<td>Quality control of the soil and groundwater</td>
<td>31 Jan 2010</td>
</tr>
</tbody>
</table>
Attachment No.2

Order no. : ....
Contractor/Supplier/ : ....
Supplier : ....
Date : ....

HEALTH- AND SAFETY CERTIFICATE

Additional conditions to the order which form an integral part thereof

1. The material to be supplied and/or the installation to be built have to comply in all respects with the effective Belgian laws and regulations concerning safety, hygiene and environmental care.

   In particular:
   - “Algemeen reglement voor de Arbeidsbescherming” (A.R.A.B.); general regulations for Protection at work with all its annexes applicable.
   - The Codex and the Welfare Act
   - “Algemeen reglement op de Elektrische Installaties” (A.R.E.I.); technical regulations for Electrical installations.
   - Safety of machines Vlarem
   - Vlarebo
   - Vlarea
   - Other conditions:
     *
     *

2. The Contractor/Supplier will supply, along with the goods, following documents in the Dutch
   - Declaration of the Contractor/Supplier stating that the goods and/or installations delivered comply with all formulated conditions on the Purchase Order.
   - An EC-declaration of compliance for machines.
   - Operating and using instructions.
   - Dutch-language Users & Maintenance instructions.

3. Not handing over the above mentioned documents at delivery will be considered by law and without notice of default as an uncompleted delivery. Payment will only be executed after completion of the order.

Legal Safety Advisor

CERTIFICATE OF THE SUPPLIER

Undersigned, ............................................................., confirms that the delivered goods comply with the above-mentioned regulations.

Date: ........................................
Signature: ............................