



# SITE REGULATIONS

**ONDRAF/NIRAS**  
**Kunstlaan 14**  
**1210 Brussels**

**Belgoproces**  
**Gravenstraat 73**  
**B-2480 DESSEL**

By signing the declaration below, the contractor confirms that it has received a copy of the site regulations, and that it has read the document in full and agrees to the application of its provisions.

**EMPLOYEE WELFARE AGREEMENT (in accordance with the Belgian Act of 4/08/96, chapters IV and V)**

**ONDRAF/NIRAS/Belgoprocess undertakes to provide the contractor and its employees with all required information on risks and measures intended to safeguard employee welfare in relation to the specific activities that are performed at ONDRAF/NIRAS/Belgoprocess. The contractor will be provided with the necessary training and instructions, depending on the type of work to be carried out.**

ONDRAF/NIRAS/Belgoprocess will coordinate the joint implementation of the measures to safeguard employee welfare during the performance of the work.

During the performance of the work by its employees, the contractor undertakes to comply with its employee welfare obligations that are specific to the organisation in which its employees work.

The contractor will inform ONDRAF/NIRAS/Belgoprocess of any risks that are specific to its field of work.

The contractor will cooperate in the coordination and implementation of measures relating to safety, environmental protection and employee welfare during the performance of the work.

If the contractor fails to properly meet these obligations, ONDRAF/NIRAS/Belgoprocess may implement the measures required to safeguard employee welfare at the contractor's cost. Where measures relate to risks that are specific to ONDRAF/NIRAS/Belgoprocess (e.g. risks relating to nuclear technology), both parties may reach a joint agreement as to which party is responsible for implementing the required measures.

This agreement applies to work carried out as part of the following operation:

.....  
.....

Period of work: From ..... to .....

Agreed and signed:

ONDRAF/NIRAS/Belgoprocess,  
(Name, date, signature)

The contractor,  
(Name, date, signature)

Contractor's appointed safety representative  
(Name, date, signature)

A copy of this agreement must be submitted to the Single Point Of Contact (SPOC) at ONDRAF/NIRAS/Belgoprocess.

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## 1. Objective

These regulations are provided as a supplement to all other contract documentation. They set out the rules that apply on the site and in relation to supervision, safety and environmental protection for contractors undertaking construction, renovation and maintenance work on site installations.

## 2. Scope

### 2.1 Scope

These regulations apply to all contractors performing work on the site, irrespective of whether the contractor is in direct possession of an order or contract or is a subcontractor working on behalf of a contractor; this document therefore applies to all persons on the site.

In accordance with its contract documentation, the contractor must comply with all of these rules in relation to the organisation of the work and the specific conditions that apply to the performance of the work.

### 2.2 Applicability conditions

The obligation to apply the provisions of these regulations or actual compliance with these regulations does not release the contractor from its obligation to fulfil its legal obligations. By accepting the contract, the contractor is deemed to understand the provisions of these regulations; the regulations apply to the contractor immediately upon acceptance of the contract and the contractor undertakes to ensure that its own employees, as well as employees of its subcontractors and suppliers, comply with the regulations. Any subcontractors completing work on behalf of the contractor must be approved in advance by ONDRAF/NIRAS/Belgoprocess.

**The contractor must immediately follow up on any comments made by ONDRAF/NIRAS/Belgoprocess in relation to safety, environmental protection, employee welfare and order/discipline in the workplace.**

An authorised person from ONDRAF/NIRAS/Belgoprocess may issue a specific organisational notice for the site (see 12.2) to indicate, in writing, that certain sections of these regulations do not apply to the site, or that additional measures and guidelines apply.

## 3. Definitions

### 3.1 Temporary or mobile construction site

Any construction site that falls under the Royal Decree dated 25/01/2001 in relation to temporary and mobile construction sites, for which a design and implementation safety coordinator must be appointed.

### 3.2 Client – Operator

ONDRAF/NIRAS  
Kunstlaan 14  
B-1210 Brussels

Belgoprocess NV  
Gravenstraat 73  
B-2480 DESSEL

### 3.3 Contractor

A contractor or independent party whose work contributes to the completion of construction work.

### **3.4 ONDRAF/NIRAS/Belgoproces project manager**

The project manager acts as the contact person for the contractor. If the contractor has any questions, issues or points for discussion, the ONDRAF/NIRAS/BP project manager is the initial point of contact. His/her responsibilities include:

- acting as a communication interface between ONDRAF/NIRAS/BP and the contractor, exchanging information (on risks, scheduling, etc.);
- arranging the required work permits (VGW [hazardous work permit], hot work permit, etc.), see chapter 11.3;
- coordinating the work and monitoring impact on operations within ONDRAF/NIRAS/BP or on other work;
- supervising the work and intervening as required.

### **3.5 External Department for Technical Checks – EDTC**

Independent organisation responsible for performing technical checks on equipment.

## **4. Responsibilities**

The ONDRAF/NIRAS/BP project manager is responsible for ensuring that the site regulations are followed. He/she maintains an overview of the work and ensures that the work does not interfere with any other work and/or operations on site.

## **5. Obligations of the contractor [2]**

### **5.1 Legal framework**

The contractor must comply with the applicable legal regulations (including the Welfare Act [3], Royal Decree on temporary and mobile construction sites [1]), as well as with the rules and guidelines in these regulations. Furthermore, in accordance with chapters IV and V of the Welfare Act, ONDRAF/NIRAS/Belgoproces may implement the measures required at the contractor's cost, if the contractor fails to comply with the legal requirements.

The applicable environmental protection law must also be considered. More specifically, ONDRAF/NIRAS/Belgoproces places particular emphasis on legislation relating to earth-moving work, hazardous substances and waste [6].

The contractor must inform ONDRAF/NIRAS/Belgoproces if it employs any subcontractors. This also applies to subcontractors employed by its subcontractors.

### **5.2 Safety coordinator**

The contractor is required to comply, immediately and in full, with any advice issued by the project safety coordinator if so required by the lead official.

### **5.3 Contractor representation in the working area**

The contractor must appoint a person to represent it in the working area. This person must possess the necessary authority and skills to manage the work and make all required decisions. This representative is the only point of contact for ONDRAF/NIRAS/Belgoproces. This person acts as a communication interface between the contractor and its employees and ONDRAF/NIRAS/Belgoproces.

The representative should possess an adequate level of competence in the Dutch language (reading, speaking and writing). If the contractor does not master the Dutch language, it is possible, in mutual agreement, to communicate in an other language.

All announcements, changes and notes will be passed to this representative and immediately deemed to have been received by the contractor; the contractor must pass the information on to its subcontractors if necessary.

In general contracts, this representative will be assisted by an appropriate number of employees who possess the required skills in order to ensure the required continuous supervision and monitoring of the subcontractors, and to maintain contact with ONDRAF/NIRAS/Belgoprocess, take note of its comments, implement any necessary measures and pass on any and all instructions to employees as required:

- ◆ in relation to health, safety and environmental matters;
- ◆ in relation to quality;
- ◆ in relation to discipline;
- ◆ in relation to theft prevention.

Generally, the contractor's representative must possess sufficient authority to consider, implement and successfully conclude any action necessary to ensure that activities in the working area progress smoothly and that contractual obligations are fulfilled.

#### **5.4 Communication between ONDRAF/NIRAS/Belgoprocess and the contractor**

Before commencing the work, the contractor must obtain information regarding the specific hazards that are present in the working area and locate the alarm systems and trigger points, the emergency exits and the first aid equipment.

The required information must have been discussed with the coordinator or the ONDRAF/NIRAS/BP project manager before the work commences. The contractor must share this information with its employees and subcontractors, along with any guidelines and other information on safety and environmental issues that relate to the contractor's activities. This information is communicated via the kick-off meeting and any update meetings held at a later stage.

Furthermore, as part of the contract, the contractor must carry out a job-based risk assessment for the work to be performed by it, its employees or its subcontractors. The contractor must then determine the safety and environmental protection measures to be implemented.

The contractor must submit a risk assessment. The risk assessment will be examined during the kick-off meeting at the start of the work; the contractor and its site manager must attend this meeting. The risk assessment must include an assessment of all risks to which employees are exposed, including risks posed by hazardous substances. Hazardous substances must be reported before being brought onto the site.

Together with the risk assessment compiled by ONDRAF/NIRAS/Belgoprocess, this risk assessment will form the basis for the hazardous work permit(s) and underlying procedures (lockouts, hot work permits, scaffolding tags, working in confined spaces, etc.).

The contractor is responsible for organising safety measures for the work carried out by it or its subcontractors. The contractor must therefore ensure that the work is coordinated effectively and that all persons performing work on its behalf are adequately supervised.

## **5.5 Obligations in the event of incidents and accidents in the workplace**

Once any victims have been provided with medical assistance, the contractor must immediately take the necessary steps to make the area in which the incident occurred safe. The contractor must also report any incident or accident to the ONDRAF/NIRAS/BP project manager as soon as possible. The contractor must organise an initial investigation into the causes of the incident as soon as possible (within 24 hours). The contractor will involve the ONDRAF/NIRAS/BP internal health and safety team in this process. A report setting out the facts, the findings and the measures implemented with immediate effect must be submitted to the ONDRAF/NIRAS/BP project manager by email, at the latest on the next working day. Incidents that do not result in any actual damage must be investigated and reported in the same way within a period of five working days.

## **5.6 Underground components**

Before commencing the work, the contractor will obtain all required information on the exact location of underground components, such as cables, pipes (including via the KLIP/KLIM cable and pipeline information/reporting portals), foundations, etc. If, during the course of the work, the contractor strikes any pipes or constructions not marked on the plans, it must cease work immediately and inform ONDRAF/NIRAS/Belgoproces.

## **5.7 Parallel contracts**

ONDRAF/NIRAS/Belgoproces reserves the right to perform or continue to perform any other work on the site in addition to the work awarded to the contractor.

The contractor must take any required steps to ensure that the performance of such work is not hindered.

If various contractors use installations or materials that belong to one of the contractors or have been provided by ONDRAF/NIRAS/Belgoproces, the usage and distribution of the associated costs will be determined by the contractors. ONDRAF/NIRAS/BP cannot be held liable for the improper use of any equipment or materials provided.

The contractor will inform ONDRAF/NIRAS/Belgoproces of the agreed arrangements and of any problems or disputes that may arise, and will accept the decision of ONDRAF/NIRAS/Belgoproces as the arbitrator in such disputes.

The contractor may not use any inconvenience caused by the parallel execution of other work on the site as justification to be released from its responsibilities, nor as grounds to make any demands.

The contractor undertakes to keep the working areas clean and in a condition which allows the other companies to complete their work without any difficulty.

## **5.8 Access to contractor working areas**

Access to the work, the working areas and all work spaces, and to locations on ONDRAF/NIRAS/Belgoproces sites used to store the materials and equipment required to perform the work, must be granted to all representatives of ONDRAF/NIRAS/Belgoproces and any persons authorised to access such locations on its behalf.

The contractor must make any arrangements necessary to facilitate such access.



## 5.9 Sanctions

Any breach of the provisions in these site regulations may result in the temporary or permanent withdrawal of the non-compliant party's right, and potentially that of the contractor's appointed representative, to access the sites of ONDRAF/NIRAS/Belgoproces; the right to initiate prosecution proceedings remains unaffected.

In no case do these measures justify the payment of compensation for damages or an extension to the deadline for completing the work.

## 6. Access to the site

### 6.1 Administrative aspects

The contractor must submit all legally required documentation in relation to social security, tax, insurance, Limosa foreign worker registration documents, A1 forms, etc. for its employees.

The contractor must report all work to the relevant competent authorities.

Furthermore, all work with a total construction value in excess of EUR 500,000 (excluding VAT) must be registered via checkinatwork. All persons working on the site must register daily.

<https://www.socialsecurity.be>

All contractors must therefore find out whether the site is subject to registration requirements and pass this information to any subcontractors.

### 6.2 Regulation of employee access to the ONDRAF/NIRAS/Belgoproces site [4]

**On arrival at the site, external employees must be able to present their identity card.**

Employees from another country may present another official document such as a passport instead of an identity card.

A request for 'Access to the site' (document B, 'identification sheet', [1]) must be submitted to ONDRAF/NIRAS/Belgoproces 10 working days before the employee arrives on site.

In accordance with the Royal Decree dated 17 October 2011 on safety certificates for the nuclear sector and regulations for access to safety zones, core material and nuclear documents, persons requiring access to installations at ONDRAF/NIRAS/Belgoproces must hold security clearance at 'secret' level. In exceptional cases, the level of 'confidential' may be sufficient.

The Belgian National Security Authority (NSA) is the authority responsible for issuing and withdrawing security clearances. An application for security clearance is submitted to the NSA, with reasons to justify why clearance is required, via the company's security officer (SO). The authority will then commence a security check, the scope of which will depend upon the level of clearance requested. Security clearances issued in Belgium are generally valid for five years.

**National Security Authority – Karmelietenstraat 15 – 1000 Brussels**

**Tel.: +32 (0)2 501 45 42 – Fax: +32 (0)2 501 45 96 – Email: NVO-ANS@diplobel.fed.be**

As the security checks required to obtain security clearance can take a long time (9 to 15 months for 'secret'-level clearance), when you submit your application, you should also contact the Federal Agency for Nuclear Control (FANC) to request temporary access for natural persons via a FANC security certificate for persons residing in Belgium, or a FANC access permit for persons residing abroad.

In view of the different deadlines necessary for obtaining these documents and approvals, the contractors are requested to complete the necessary documents as soon as possible and send them to the competent bodies. In view of the duration of the contract, it is recommended to do this for a sufficiently large number of persons.

The contractor and the operators must remain qualified for the whole duration of the execution of the contract. This means that the contractor must at all times have either a valid safety certificate or a valid safety clearance, both for the company or companies involved and for the persons involved.

The contractor must ensure that the same operators are used as much as possible while providing the service, in view of the extensive procedure for obtaining security certificates/clearances. The contractor must provide sufficient personnel with security certificates/clearances before the start of the execution of the contract to ensure uninterrupted execution. In the offer, the contractor shall describe the measures he is taking in this respect.

The contractor guarantees that all operators are aware of the provisions of this contract and will comply with them effectively. The contractor shall bear full responsibility for this and fully indemnify the contracting authority.

**Federal Agency for Nuclear Control – Ravensteinstraat 36 – 1000 Brussels**  
**Tel.: +32(0)2 289 21 11 – Fax: +32 (0)2 289 21 12**

If an employee holds a valid verification certificate, this does not entitle the employee to hold classified documents. The employee may only view such documents if accompanied by a "cleared" person.

An employee must hold clearance to work in the controlled zone or within the internal perimeter of the site, or to hold classified documents. As a result, the contractor must declare that he is capable, both organisationally and procedurally, of following the legally imposed method of working regarding categorised documents and of offering the necessary safety guarantees (trustworthiness).

An employee must also hold medical clearance in order to work in the controlled zone (document C1 or C2 [10]). This clearance must be completed and sent to the SCK/CEN (the Belgian nuclear research centre) by the contractor's company doctor. Following a medical examination, clearance can also be obtained from the SCK/CEN. Medical examinations must be organised by the contractor and are valid for a period of six months.

### **6.3 Access to the internal perimeter**

*The internal perimeter is demarcated by a fence and acts as a first barrier to the controlled areas of the various buildings. There are different access conditions applied in this area, other than the ones on the rest of the domain. The access procedure "working or delivering within the internal perimeter" is described in internal note 2019-00935. [14]*

*Depending on the crowd, the control formalities can increase from 10 to 30 '.*

### **6.4 Access to the controlled zone**

A number of specific rules apply for access to the controlled zone:

- For all workers who wish to carry out work within the controlled area of ONDRAF/NIRAS and Belgoprocess, you must send Form 0434, duly completed and signed, to the Access Management Service [12]
- Visitors and contractors must always report to a safety manager.
- Shoe covers or work shoes that remain in the controlled zone must be worn.

- The step-over bench marks the boundary between the controlled and non-controlled zones; you must step over the bench in such a way that no contaminants present on the floor can be transferred outside of the controlled zone.
- A TLD dosimeter and an electronic dosimeter (EPD) must be worn. In certain zones, you must also wear a critical dosimeter. TLDs are generally collected in the waiting room. EPDs and critical dosimeters are stored near the step-over bench. You must log into the EPD using the code on your personal access badge.
- You must wear appropriate protective clothing and PPE for the circumstances; such clothing may range from overalls to a full protective suit.
- Upon leaving the controlled zone, the electronic dosimeter (EPD) is read out and the dose recorded.
- Upon leaving the controlled zone, the employee must always check him/herself for signs of contamination; these checks are carried out using a hand or foot monitor or an integral monitor. If contamination is discovered, a safety manager must be informed immediately.
- Should any issues or questions arise, ask a safety manager for advice.

## 7. Housekeeping rules

### 7.1 General policies

Any serious breach of the policies below may result in the withdrawal of the non-compliant party's access permit.

Employees of the contractor and its subcontractors may not perform any action that is incompatible with the appropriate level of discipline and good order. Specifically, the following actions are prohibited on ONDRAF/NIRAS/Belgoproces sites:

- ◆ bringing onto the site, carrying or being in possession of any kind of weapon;
- ◆ bringing alcoholic drinks onto the site without the permission of ONDRAF/NIRAS/Belgoproces;
- ◆ bringing onto the site or being under the influence of drugs or alcoholic drinks and engaging in indecent behaviour;
- ◆ bringing onto the site and using devices with camera or video camera function without the permission of ONDRAF/NIRAS/Belgoproces [12];
- ◆ bringing animals onto the site;
- ◆ distributing newspapers, brochures or leaflets of a political or religious nature;
- ◆ putting up posters or other documents, except in the locations that ONDRAF/NIRAS/Belgoproces has designated for this purpose and with the permission of ONDRAF/NIRAS/Belgoproces;
- ◆ any sales activity, except with the written permission of ONDRAF/NIRAS/Belgoproces;
- ◆ any employee meetings taking place outside of the contractor's own areas;
- ◆ hunting and poaching in any form, including setting snares or traps;
- ◆ providing accommodation for employees of the contractor or its subcontractors on the site, even temporarily;
- ◆ eating outside of the canteen areas provided by the contractor;
- ◆ swimming on site;
- ◆ sharing information or photographs off site relating to the work or things seen or heard while on the site;
- ◆ unauthorised dumping of waste;
- ◆ lighting fires or destroying flammable waste;
- ◆ releasing substances or products that could pollute the ground, ground water and water courses or destroy plant life;
- ◆ smoking in any form.

The contractor is responsible for maintaining discipline and good order on its premises and within its installations and administrative, assembly and storage zones; it must arrange for these areas to be supervised if deemed necessary. The contractor must take all necessary steps to prevent theft.

### 7.2 Vehicle traffic on site

#### 7.2.1 Traffic rules

Emergency service vehicles (such as ambulances and the fire brigade) have absolute priority.

The traffic rules that apply to permitted vehicles and machines are taken from the traffic regulations. After obtaining the approval of ONDRAF/NIRAS/Belgoproces, all contractors must erect road signs and mandatory/prohibition signs as required for its activities.

A speed limit of 30 km/h applies to all vehicles across the entire site.

Parking is prohibited except in the designated parking spaces and during loading and unloading.

Work vehicles and machines must be parked or driven in the spaces/zones indicated by ONDRAF/NIRAS/Belgoproces.

ONDRAF/NIRAS/Belgoproces cannot be held liable under any circumstances for the theft of or damage to any vehicle parked in a parking area or elsewhere, or for any costs incurred for driving in areas outside the designated road system.

Vehicles are permitted in the working area only for the length of time required to transport employees to the site or to deliver or remove materials or equipment.

Unless permission has been obtained from ONDRAF/NIRAS/Belgoproces, vehicles belonging to employees of the contractor or its subcontractors and visitors may not park in the working area.

Breaches of the above provisions may result in ONDRAF/NIRAS/Belgoproces temporarily or permanently refusing the non-compliant party access to the site.

## 7.2.2 Special vehicles and machines for public works

### 7.2.2.1 Driving

All persons performing a role that has a direct impact on safety (drivers and operators of cranes, vehicles, forklift trucks, etc.) as defined in the Codex must be in possession of a medical suitability certificate. The contractor must be able to submit medical suitability certificates on request.

Vehicles (such as cranes) in which the driver's field of vision is not clear in all directions to safely drive the vehicle must be accompanied by a vehicle with warning lights during travel.

Special vehicles or machines for public works that are not fitted with rubber wheels, tyres or tracks are strictly prohibited from driving on all roads and footpaths on the site.

Machines with steel tracks must be loaded onto trailers with adequate rubber wheels or tyres for transport purposes.

### 7.2.2.2 Equipment

The contractor may only use equipment, machines and mechanical tools that:

- ◆ meet the general minimum requirements for work equipment as mentioned in the Codex;
- ◆ are in good condition.

Lifting and hoisting equipment may only be brought onto the site if it has been regularly inspected and checked by an External Department for Technical Checks (EDTC). For such equipment to be permitted on site, the commissioning reports and regular inspection reports required under the regulations must be able to be presented for verification. Any equipment that is not deemed to be in order will be refused access to the site.

The contractor must comply with all legal requirements in relation to equipment soundproofing.

### 7.2.3 Vehicles with a special profile

If the contractor brings onto the site any special vehicles and machines for public works that are classified as "abnormal vehicles" due to their dimensions, the applicable regulations must be complied with and all of the relevant measures implemented in terms of accompanying vehicles and signalling. Sound signals must be sufficiently different from the ONDRAF/NIRAS/Belgoproces emergency signals.

## 7.3 Regulations for bringing and removing equipment and materials to or from the site

### 7.3.1 Deliveries

Whether delivering or removing goods from the site, the contractor must prepare a dispatch statement or consignment inventory and submit this document to ONDRAF/NIRAS/Belgoproces.

### 7.3.2 Bringing equipment or materials onto the site

Any equipment or materials brought onto the site on a road vehicle must be itemised on a delivery statement carried by the driver. This statement must indicate:

- ◆ the ONDRAF/NIRAS/Belgoproces order number that corresponds with the materials delivered;
- ◆ the name of the sender and the recipient;
- ◆ the packing list (consignment inventory).

The delivered materials must be identified by the contractor for whom the delivery is intended. If ONDRAF/NIRAS/Belgoproces is required to take measures to accept materials due to a failure to do so on the part of the contractor, it shall accept no liability for the goods.

### 7.3.3 Identification of materials

Each package in a consignment, including spare parts, must be clearly labelled with the following information:

- ◆ the ONDRAF/NIRAS/Belgoproces order number that corresponds with the contents of the package unit;
- ◆ the name of the sender and the recipient;
- ◆ specifications of the content;
- ◆ consignment number;
- ◆ package number;
- ◆ gross weight.

### 7.3.4 Removing equipment or materials from the site

When any equipment or materials are removed from the site, a consignment inventory compiled and signed by the contractor must be available for presentation to ONDRAF/NIRAS/Belgoproces. All demolition materials remain the property of ONDRAF/NIRAS/Belgoproces. Such materials must be transported by the contractor to the location indicated by ONDRAF/NIRAS/Belgoproces. Demolition materials may not be removed from the site without the written permission of ONDRAF/NIRAS/Belgoproces.

Any materials brought onto the site by the contractor must be removed by the contractor upon completion of the work.

This rule also applies to waste generated by the contractor, such as packaging materials, excess used materials, etc. Exceptions to this rule are permitted only in exceptional cases and with the approval of ONDRAF/NIRAS/Belgoprocess.

The contractor will take the necessary measures to prevent the waste produced from disseminating in the event of bad weather conditions.

Different rules apply to the controlled zones.

The specific rules relating to access and traffic in controlled zones are described in the relevant procedures and summarised here:

- Safety manager: When bringing materials into or removing materials from controlled zones, specific procedures apply; a safety manager must check and approve the materials. All materials being brought into controlled zones must have been removed from their packaging. The materials and consumables admitted into controlled zones must be kept to a minimum. All entries into controlled zones must be coordinated with a safety manager.
- For work in controlled zones, ONDRAF/NIRAS/Belgoprocess will reimburse the contractor for the residual value of contaminated material and based on the inventory of the material used for the work:
  - ◆ if the contamination is reported within 10 working days of the incident;
  - ◆ if it is impossible to decontaminate the material.

## 7.4 Checks

### 7.4.1 Vehicles

Any vehicle on the site may be subject to a search at any time.

### 7.4.2 Packages and cases

All packages brought onto the site must be presented at the request of ONDRAF/NIRAS/Belgoprocess.

All outgoing packages may be checked in the same way in order to verify that their contents correspond with the accompanying documents.

### 7.4.3 Theft prevention measures

The contractor must take the necessary steps to protect its materials and installations against theft; the contractor retains full responsibility for taking such steps even if ONDRAF/NIRAS/Belgoprocess performs checks and security inspections in the working area.

Any confirmed case of theft must be immediately reported to the security team at ONDRAF/NIRAS/Belgoprocess and ONDRAF/NIRAS/Belgoprocess itself.

To limit the risk of theft, the contractor will be required to clearly mark all of its materials and equipment with a company logo and, where possible, to store its materials and equipment in secure storage locations.

The aforementioned provisions do not release the contractor from any of its responsibilities. More specifically, the contractor must take all steps described in its insurance contracts (reporting to the police and insurers, etc.).

By granting access, ONDRAF/NIRAS/Belgoprocess acquires the right to inspect all bags, packages, etc. entering or exiting the site. In the event of any doubt, bags or packages may be deposited for storage, subject to the submission of a consignment note agreed by both parties.

All materials and/or objects, including personal items, that are brought onto or removed from the site must be declared to the employees tasked with access control.

## **7.5 Working hours**

The normal opening hours of ONDRAF/NIRAS/Belgoprocess are 07:45–16:15. These hours may be changed on request subject to the provision of 48 hours' notice.

Any person working on site outside of normal working hours must be accompanied by at least one other person.

## **7.6 Work interruptions**

If the work is interrupted by the contractor's employees, the contractor must keep ONDRAF/NIRAS/Belgoprocess updated and provide details of the steps it intends to take to secure its working area and to protect materials entrusted to it and deliveries for which installation is in progress. The striking staff may not, under any circumstances:

- ◆ remain on the site;
- ◆ inflict any damage, particularly to buildings and materials.

The contractor must inform ONDRAF/NIRAS/Belgoprocess of the strike as soon as possible. ONDRAF/NIRAS/Belgoprocess may involve the police if the striking employees break the law.

## **8. Loading and unloading equipment**

Permanent loading and unloading equipment such as bridges, lifts, goods lifts, hoists, etc. will be made available for the contractor's use as required for the contracted work and subject to availability. With the exception of the available permanent loading and unloading equipment, the contractor must provide the standard or specially made loading and unloading equipment required to perform its contracted work.

### **8.1 Permanent loading and unloading equipment**

Only the named operators authorised by ONDRAF/NIRAS/Belgoprocess may access the operator cabs and platforms of rolling bridges and monorails.

Loading and unloading takes place at the contractor's cost; the contractor manages and assumes responsibility for this process, with approval from the operator appointed by ONDRAF/NIRAS/Belgoprocess.

Claims for damages resulting from power supply interruptions, faults, accidental damage or planned stoppages will not be considered.

The costs of the equipment required for communication between the operator and the loading/unloading manager shall be borne by the contractor.

When not in use, the equipment must not be left attached to lifting devices.

ONDRAF/NIRAS/Belgoprocess accepts no liability in relation to the selected method of attachment or the loading and unloading activities performed by the contractor.

### **8.2 Temporary loading and unloading equipment provided by the contractor**

This equipment, which includes lifts, goods lifts, hoists, gondola lifts, cranes, etc., must meet the requirements of ARAB/the Codex and of all other applicable regulations, must satisfy the relevant construction standards and must undergo regular inspections carried out by an External Department for Technical Checks (EDTC). The valid inspection reports must be available in the working area.



Equipment for which no inspection report can be presented to ONDRAF/NIRAS/Belgoprocess on request will be decommissioned with immediate effect.  
The contractor is responsible for loading and unloading manoeuvres.

## 9. Tools and consumables

Unless otherwise agreed, the contractor must provide all general and specific tools and all consumables required to perform the assembly work, specifically:

- ◆ the tools and consumables required to attach, assemble, install, check and adjust the equipment;
- ◆ the lighting, ventilation and access equipment;
- ◆ temporary scaffolding and flooring required for assembly;
- ◆ loading and unloading equipment that is not permanently available.

All tools and equipment belonging to the contractor must be clearly marked for identification purposes.

The relevant provisions of 7.3 also apply to the contractor's own tools and equipment.

## 10. Environmental provisions

### 10.1 Nuisance

The contractor must take all necessary steps to prevent odours, smoke, dust, noise or vibration causing nuisance in the local area.

The contractor must also take all necessary steps to prevent air, water and soil contamination.

In the event of an incident that causes or threatens to cause nuisance or damage to the environment, the contractor must immediately inform ONDRAF/NIRAS/Belgoprocess via the ONDRAF/NIRAS/Belgoprocess project manager.

All flammable materials, such as greases, insulation, paper, cardboard, cloths, etc., must be temporarily stored in the locations designated by ONDRAF/NIRAS/Belgoprocess and must be removed from the site at regular intervals in accordance with the applicable law.

### 10.2 Hazardous products and storage

Hazardous products may only be stored in accordance with the applicable environmental legislation.

The Safety Data Sheets of the dangerous substances, preparations and biocides must be present at the workplace. The maximum quantity of dangerous products allowed at the workplace must be limited to one day's stock. The contractor informs the principal of the risks brought inside his company by the execution of the work and of the preventive measures taken.

The volume of stored hazardous products must be reported to ONDRAF/NIRAS/Belgoprocess for approval before the products are transported to the site.

Products are stored at the contractor's risk. If the products are being stored in a room that can be locked, the contractor must provide a key (accompanied by a label stating the key number, name of the contractor, contact person and any risks connected to the stored products) to ONDRAF/NIRAS/Belgoprocess.

If various contractors use the same locked room, each contractor is jointly liable for the storage, in proportion to the value of the goods stored by each party.

At the end of the work, all allocated spaces must be cleaned and returned to their original state by the contractor(s) or at its cost, if the contractor(s) fail(s) to satisfy this requirement. The contractor himself must dispose of any residues and packaging.

### 10.3 Earth-moving

During e.g. the performance of contracted work, soil that has been excavated from the ground often needs to be moved to another location. During this process, it is important that both the contractor and ONDRAF/NIRAS/Belgoproces take into account that this soil may be contaminated. The procedure must be agreed in advance (before the kick-off meeting) between the contractor and the ONDRAF/NIRAS/Belgoproces project manager. This procedure must include monitoring of the soil during excavation and transport until it reaches its end destination. This rule applies to volumes of soil of 250 m<sup>3</sup> and above (if soil is not suspected of being contaminated) and to all soil that is suspected of being contaminated.

### 10.4 Dust emissions

During construction, demolition and infrastructure work in the open air, the contractor must keep dust emissions at the lowest possible level. Contractors must aim to reduce the volume of fine dust released during the work and limit the nuisance caused to the surrounding area.

General:

- Rubble generated during demolition, sand-blasting, polishing, grinding, drilling, milling, sawing and dismantling work must be regularly cleared up. Methods of working that limit the production, release and distribution of dust (dust extraction, water, etc.) are preferred.
- Processed parts must be moistened (before demolition, sand-blasting, polishing, grinding, drilling, milling, sawing, dismantling, etc.) to prevent the dust from rising into the air.
- The source of the dust must be sealed off to limit the spreading of the dust.
- During periods of dry weather or in windy conditions where dust distribution is clearly visible, prevention measures must be implemented with particular care to prevent dust from blowing into the air.

To further limit the spreading of the dust, the contractor must implement at least one of the following dust reduction measures when performing demolition or dismantling work, sand-blasting, polishing, grinding, drilling, milling or sawing:

1. seal off the location where the activities are being performed using cloths or sheets to prevent dust escaping into the wider environment;
2. mist the area where work is being carried out;
3. moisten the equipment causing the dust;
4. use direct dust extraction equipment on demolition hammers, polishing machines, grinding discs, drills, milling machines and cutting machines.

### 10.5 Waste

Upon completion of the work, the contractor must return the areas it temporarily used for the work to their original condition. Returning an area to its original condition includes:

- the removal of excess or used materials, in line with 7.3.4;
- the disassembly and removal of installations in the working area;
- the removal from the site of waste generated by the contractor, such as packaging materials, remnants of used material, etc.

## 11. Safety in the working area

### 11.1 General

The following hierarchy of preventative measures, as required by the Welfare Act of 4 August 1996, must be followed:

- elimination of risk;
- collective protective equipment;
- personal protective equipment;
- instructions.

Wherever possible, you should aim to eliminate risks and hazards.

If this hierarchy is not followed, it may be enforced by the ONDRAF/NIRAS/BP project manager, the safety coordinator or the lead official.

#### 11.1.1 Collective protective equipment

The use of collective protective equipment such as railings, safety nets, closing holes and openings in the ground and screening off machine tools is mandatory, where such equipment and procedures are essential to ensuring the safety of the persons present in the working area. Ladders will be used to move from one level to another and, exceptionally, to carry out work where other means cannot be used.

When performing work that presents a hazard or nuisance to other persons, such as digging work, work above passages, welding work, etc., the contractor must erect barriers and install signalling as required.

Before making openings in the walls and floors, the contractor must erect stable barriers around the affected areas. The premature removal of these barriers is prohibited. The openings must also be resealed as soon as possible.

For the entire duration of the work, the contractor must install temporary protective equipment in the areas where it is necessary to remove the permanent protective equipment during the performance of its work. The contractor must install strong railings around openings and in places where passage may be hazardous. Such areas must be adequately lit and bear the markings required by the applicable law. Upon completion of the work, all protective screens, railings, etc. must be returned to their original state by the contractor.

The contractor must report any dangerous obstacles in the working area to ONDRAF/NIRAS/Belgoprocess.

ONDRAF/NIRAS/Belgoprocess may, in exceptional circumstances, provide adjusted collective protective equipment. The costs of this equipment will be charged to the contractor.

#### 11.1.2 Personal protective equipment

If it is not technically possible to provide collective protective equipment, the contractor must provide personal protective equipment such as safety harnesses, etc.

The personal protective equipment shall meet the requirements of the Royal Decree of 30 August 2017. Wearing helmets, safety shoes and high-visibility clothing is mandatory in all circumstances at every ONDRAF/NIRAS/Belgoprocess building site. Green helmets are not allowed: These are reserved for ONDRAF/NIRAS and the safety controllers of Belgoprocess.

The wearing of shorts, and working without any clothing on the upper body, are prohibited.

Work permit conditions or local guidelines may also require you to wear specific personal protective equipment such as eye, ear or mouth protection.

The contractor must provide all required personal protective equipment for its employees, monitor their correct use and ensure that they are properly maintained.

ONDRAF/NIRAS/Belgoproces may, in exceptional circumstances, provide adjusted personal protective equipment. The standard radiation protective equipment (filter masks, shoe covers, etc.) will be provided by ONDRAF/NIRAS/Belgoproces.

The personal protective equipment must comply with the applicable regulations; fall protection equipment must undergo regular inspections carried out by an External Department for Technical Checks. The associated reports must be available for inspection on request.

### 11.1.3 Other specific protection

The specific protection measures required by the applicable legislation relate to:

- ◆ the storage of hazardous materials and flammable liquids, in accordance with the applicable law;
- ◆ the use of biocides, explosives, heating equipment;
- ◆ the installation and use of tower cranes, goods lifts, etc.;
- ◆ the use of drilling equipment in the open air, stud guns, oxygen acetylene burners;
- ◆ the lighting and maintenance of working areas in line with the commissioning of the permanent lighting system by ONDRAF/NIRAS/Belgoproces;
- ◆ equipment for firefighting; remember that all temporary areas such as offices, storage spaces, workplaces and workshops, as well as their canopies and tarpaulins, must be constructed from materials that are not easily flammable;
- ◆ noise control equipment;
- ◆ the performance of underground works (traffic, closing off, signalling, ventilation, falling rocks, power supply, etc.).

### 11.1.4 Use of devices/equipment that produce ionising radiation

In addition to complying with the requirements of the General Regulation on the Protection of the Public, Workers and Environment Against Ionising Radiation (ARBIS) with regard to the devices/equipment that produce ionising radiation, the contractor must make contact with the Physical Control department in order to make specific arrangements. The radiation protection agents will monitor compliance with this requirement.

## 11.2 Emergency planning

Operationally active sites may require the implementation of an evacuation plan that must be followed by employees on the site. The emergency plan is described in **Fout! Verwijzingsbron niet gevonden..** The emergency plan is set in action via a modulated signal. Precise instructions will be provided via the public announcement system.

All persons present on the site must act in accordance with the applicable instruction 0957 **Fout! Verwijzingsbron niet gevonden.**

When an emergency (fire, accident, etc.) is detected, the emergency number 014 33 44 44 must be called immediately.

### 11.3 Work permits

The work permit system employed will be explained at the kick-off meeting at the start of the works. The most important work permits are:

- Hazardous work permit (VGW) [5]: This permit is based on a risk assessment. It stipulates additional prevention measures and is signed by three parties: the party carrying out the work, the installation manager and the HSE department.
- Hot work permit [7]: This permit allows the use of equipment that generates sparks or heat. It is based on a checklist of potential hazard sources and stipulates preventative measures; it is signed by the party carrying out the work and the client.
- Interlocking card [8]: This card works in a similar way to the hot work permit. It is signed by the party carrying out the work and the installation manager; generally, it is linked to a hazardous work permit.
- Other instructions that may apply, depending on the work situation and the risks involved.

## 12. Organisation of larger-scale work

### 12.1 General provisions

If required due to the scope of the work, ONDRAF/NIRAS/Belgoprocess may also establish the following organisational structures:

- ◆ site organisational notice;
- ◆ coordination structure for temporary and mobile construction sites;
- ◆ site meetings;
- ◆ etc.

### 12.2 Site organisational notice

The site organisational notice provides practical information applicable to the relevant site. This information may include:

- structure and responsibilities;
- planning and coordination, meetings, etc.;
- the contact details of the ONDRAF/NIRAS/BP project manager;
- the contact details of the contact person(s) representing the contractor(s);
- closing off work zones, parking spaces, loading and unloading points, etc.;
- financial arrangements (pro rata invoicing, payments, etc.);
- applicable legislation and additional provisions;
- etc.

### 12.3 Temporary and mobile construction sites

If the Royal Decree dated 25/01/2001 on temporary and mobile construction sites [1] applies, ONDRAF/NIRAS/Belgoprocess will appoint a design and implementation safety coordinator. The contractor is required to comply immediately with any site safety advice issued by the project safety coordinator if so required by the lead official.

## 12.4 Coordination structure

For any temporary or mobile construction site with a value above EUR 2,500,000 excl. VAT and/or 5000 labour days, a coordination structure must be established. Meetings under this structure are led by the project safety coordinator. All contractors present on the construction site must attend the meetings.

The frequency of the coordination structure meetings will be determined by the project coordinator.

## 12.5 Site meetings

ONDRAF/NIRAS/Belgoprocess will arrange communication between the contractor and ONDRAF/NIRAS/Belgoprocess via two types of meeting:

- ◆ kick-off and follow-up meetings;
- ◆ technical meetings on the progress of the work.

These meetings are attended by employees nominated by and authorised to represent and make decisions on behalf of ONDRAF/NIRAS/Belgoprocess and the contractor.

Minutes of the meetings will be drawn up by ONDRAF/NIRAS/Belgoprocess and distributed to all parties. The contractor has a period of 10 working days to make any comments, unless the next meeting takes place within this period. In such cases, the next meeting is the final deadline for the submission of comments.

### 12.5.1 Kick-off meeting

This meeting is arranged to discuss all of the practical and technical aspects of the contract that the contractor must take into account:

- ◆ predicted staffing requirements;
- ◆ distribution of deliveries and storage requirements;
- ◆ the availability of space for site installations and storage;
- ◆ requirements in terms of utilities (electricity, water, etc.);
- ◆ procedures relating to invoicing, bill of quantities, bill of requirements, service announcements, notes, implementation reports, controlled publications, work hand-off, etc.;
- ◆ the site organisation of ONDRAF/NIRAS/Belgoprocess;
- ◆ the site organisation of the contractor, with:
  - ◆ the company's identification sheet;
  - ◆ the housekeeping rules that apply on its site;
  - ◆ the contractor's organisational diagram;
  - ◆ the identities of the employed staff (including employees of any subcontractor(s));
  - ◆ the nature and quantity of the materials and hazardous materials, radioactive sources and any explosives for which a storage location must be provided;
  - ◆ the general work plans drawn up by the contractor within the framework of ONDRAF/NIRAS/Belgoprocess coordination planning;
  - ◆ the contractor's work file;
  - ◆ copies of permits from official bodies and reports submitted to the National Action Committee for Occupational Safety and Health in Construction (Nationaal Actiecomité Veiligheid en Hygïene Bouwbedrijf [N.A.V.B.]); social security and Federal Public Service for Employment, Labour and Social Dialogue (FOD WASO);
  - ◆ insurance policies and proof of payment for these policies.

The kick-off meeting must take place at least two weeks before the site opens. The meeting is reconvened at least once a month (follow-up meetings). These meetings ensure that the involved parties are kept up to date with the general work plan and solutions for problems arising during the contract.

#### 12.5.2 Technical meeting on the progress of the work

These meetings, the frequency of which is stipulated by ONDRAF/NIRAS/Belgoprocess, are primarily intended as an opportunity to:

- ◆ coordinate contractor activities;
- ◆ approve the work file;
- ◆ identify any issues for which ONDRAF/NIRAS/Belgoprocess is required to act as an arbitrator;
- ◆ analyse and approve the work plans;
- ◆ deal with any issues, requests for deviations and interfaces;
- ◆ check that the work is compliant with the specifications.

### 13. List of abbreviations

EDTC	External Department for Technical Checks
HSE	Health, Safety and Environment department
VGW	Hazardous work permit (Vergunning voor Gevaarlijk Werk)
FANC	Federal Agency for Nuclear Control
TLD	Thermoluminescent dosimeter
SCK-CEN	Nuclear research centre (Studiecentrum voor Kernenergie/Centre d'Étude Nucléaire), Mol/Belgium

### 14. References

The documents listed below may be obtained from ONDRAF/NIRAS/Belgoprocess upon simple request:

- [1] RD Temporary and mobile construction sites, RD 25 January 2001, BS 7 February 2001
- [2] Instruction-1025 "Working with contractors"
- [3] Act of 8 August 1996, BS 18 September 1996 + amendments
- [4] Instruction -0547 "Procedure for access of non-ONDRAF/NIRAS/BP personnel to the site and controlled zone of ONDRAF/NIRAS/BP"
- [5] Instruction -0259 "Hazardous work permits"
- [6] Instruction -0258 "Approval of materials: General"
- [7] FORM 0618: Hot work permit
- [8] FORM 0753: Interlocking card
- [9] FORM 0432 : Document B 'Identification sheet'
- [10] FORM 0435 : Documents C1 and C2 'Medical sheet'
- [11] FORM 0434 : Document D 'Dose record for employees exposed to ionising radiation in the workplace'
- [12] Instruction 1109/Form 1339: Taking pictures and using mobile phones in the installations.
- [13] Instruction 0957: Internal emergency plan – Module 1.1: General instructions for the personnel.
- [14] *Internal note 201-00935: access procedure when working or delivering within the internal perimeter at Belgoprocess*

## 15. Appendices

- 1) Document B 'Identification form', (FORM\_0432) to be sent to Belgoproces.
- 2) Documents C1 and C2 'Medical form', (FORM\_0435) documents to be downloaded from the SCK•CEN website, completed by your occupational medicine service (AGD) and sent to the SCK•CEN AGD .
- 3) Document D 'Dose overview of workers professionally exposed to ionizing radiation', (FORM\_0434), completed by your occupational medicine service (AGD), to be sent to Belgoproces or brought with you on the first day of work.
- 4) Overview of the emergency plan.
- 5) Specific instructions for the external employer.

All instructions, forms and specifications of ONDRAF/NIRAS and Belgoproces can be obtained upon simple request.