



# WORK SITE REGULATIONS

ONDRAF/NIRAS	BELGOPROCESS
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## Table of contents

1	Purpose.....	5
2	Scope of application.....	5
2.1	General.....	5
2.2	Application conditions.....	5
3	Definitions.....	6
3.1	Temporary or mobile work sites.....	6
3.2	Client – Operator.....	6
3.3	Contractor.....	6
3.4	ONDRAF/NIRAS-Belgoprocess perational manager.....	6
3.5	External Technical Inspection Service – EDTC.....	6
4	Responsibilities.....	6
5	Contractor obligations [3].....	6
5.1	Legal Framework.....	6
5.2	Safety coordinator.....	7
5.3	Contractor’s representation at the workplace.....	7
5.4	Communication between ONDRAF/NIRAS-Belgoprocess and the contractor.....	7
5.5	Obligations in the event of incidents and accidents at work.....	8
5.6	Underground elements.....	8
5.7	Simultaneous projects.....	9
5.8	Access to the contractor’s workshops.....	9
5.9	Sanctions.....	9
6	Access to the work site.....	9
6.1	Administrative aspects.....	9
6.2	Regulation of personnel access to the ONDRAF/NIRAS-Belgoprocess work site [4] 10	
6.3	Access to the internal perimeter.....	11
6.4	Access to the controlled area.....	11
7	Rules and regulations.....	12
7.1	General police regulations.....	12
7.2	Circulation of vehicles on the work site.....	12
7.2.1	Traffic rules.....	12
7.2.2	Special vehicles and machinery for public works.....	13
7.2.3	Vehicles with special profiles.....	13
7.3	Regulations on the introduction and removal of equipment or materials.....	14
7.3.1	Deliveries.....	14
7.3.2	Bringing in equipment or materials.....	14
7.3.3	Identification of materials.....	14

7.3.4	Removal of equipments or materials.....	14
7.4	Inspections .....	15
7.4.1	Vehicles.....	15
7.4.2	Packages, parcels and cases.....	15
7.4.3	Anti-theft measures .....	15
7.5	Working hours.....	16
7.6	Work stoppages.....	16
8	Loading and unloading equipment.....	16
8.1	Permanent loading and unloading equipment.....	16
8.2	Temporary loading and unloading equipment provided by the contractor .....	17
9	Tools and consumables .....	17
10	Provisions relating to the environment .....	17
10.1	Nuisance.....	17
10.2	Hazardous products and storage.....	17
10.3	Earthmoving works .....	18
10.4	Dust emissions .....	18
10.5	Waste.....	19
11	Workplace safety.....	19
11.1	General .....	19
11.1.1	Collective protection equipment.....	19
11.1.2	Personal protective equipment.....	20
11.1.3	Various specific protections .....	20
11.1.4	The use of devices/materials that produce ionising radiation .....	21
11.2	Emergency planning .....	21
11.3	Work permits .....	21
12	Organisation of major works .....	21
12.1	General Provisions .....	21
12.2	Work site memorandum.....	22
12.3	Temporary or mobile work sites.....	22
12.4	Coordination structure .....	22
12.5	Work site meetings .....	22
12.5.1	Kick-off meeting .....	22
12.5.2	Technical meeting on the progress of the works.....	23
13	List of abbreviations.....	24
14	References.....	24
15	Appendices .....	24



By signing below, the contractor declares to have received, read and agree to the complete site rules.

**AGREEMENT ON THE WELL-BEING OF EMPLOYEES (Pursuant to the Law of 4/08/96 Ch. IV and V)**

**ONDRAF/NIRAS-Belgoprocess undertakes to provide the contractor and its employees with the necessary information about the risks and measures relating to the workers' well-being that are inherent to ONDRAF/NIRAS-Belgoprocess's activities. Depending on the works to be performed, the necessary training and instructions will be given.**

ONDRAF/NIRAS-Belgoprocess coordinates cooperation in the implementation of the measures to assure the well-being of workers in the execution of the works.

The contractor undertakes to meet his obligations as regards the well-being of his workers and the care for the environment that are specific for the organisation in which they carry out their duties.

He also provides ONDRAF/NIRAS-Belgoprocess with the necessary information about the risks inherent in his activities.

He shall cooperate with the coordination and collaboration regarding safety, the environment and the well-being of all his employees during the execution of the works.

If the contractor fails to comply with these obligations or fails to do so adequately, ONDRAF/NIRAS-Belgoprocess may itself take the necessary measures related to employee well-being at the contractor's expense. If it concerns specific risks peculiar to ONDRAF/NIRAS-Belgoprocess (e.g. nuclear risks), the two parties can determine by agreement who is responsible for implementing the necessary measures.

This agreement applies to work in the execution of:  
.....  
.....  
.....

Period of execution: from ..... to .....

For acceptance:

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

The contractor,  
(Name, date, signature)

Contractor's safety manager  
(Name, date, signature)

A copy of this agreement should be delivered to the Single Point Of Contact (SPOC) of ONDRAF/NIRAS-Belgoprocess.

# 1 Purpose

The present regulations, in addition to the other documents of a contract, define the working, supervisory, safety and environmental conditions imposed on contractors participating in the construction, remodeling, maintenance, etc. of facilities on the work site.

## 2 Scope of application

### 2.1 General

The present regulations apply to any contractor performing work on the work site, regardless of whether he is a holder of a contract or an order or is a subcontractor of a contractor, and consequently to all persons present on the work site.

The contractor, in accordance with his contractual documents, must comply with all these rules regarding the organisation of the contract and the special conditions for the execution of the works.

### 2.2 Application conditions

However, the obligation to apply the provisions of these regulations or the fact of complying with them does not relieve the contractor of his legal responsibilities. By accepting the order, the contractor is deemed to be familiar with the provisions of the present regulations. They are applicable to him from that time and he undertakes to enforce them with his own personnel and with the personnel of his subcontractors and suppliers. The subcontractors to whom the contractor subcontracts work, if any, must first be approved by ONDRAF/NIRAS-Belgoproces.

The contractor must immediately comply with any observation made by ONDRAF/NIRAS-Belgoproces regarding safety, environment and employee well-being, order and discipline in the workplace.

In a specific work site memorandum (see **Fout! Verwijzingsbron niet gevonden.**), an ONDRAF/NIRAS-Belgoproces manager may indicate in writing that certain sections of these regulations do not apply to the work site, or may impose additional measures and guidelines.

## 3 Definitions

### 3.1 Temporary or mobile work sites

All work sites covered by the RD of 25/01/2001 relating to temporary or mobile work sites [1] for which a safety coordinator for design and realisation must be appointed.

### 3.2 Client – Operator

ONDRAF/NIRAS  
Avenue des Arts 14  
B-1210 Brussel

Belgoprocess NV  
Gravenstraat 73  
B-2480 DESSEL

### 3.3 Contractor

Contractor or self-employed person whose professional activity contributes to the realisation of the works.

### 3.4 ONDRAF/NIRAS-Belgoprocess operational manager

The operational manager is the contact person for the contractor. In case of questions, problems or other consultations, the contractor will first contact the ONDRAF/NIRAS-BP operational manager. He is responsible for, among other things:

- communication between ONDRAF/NIRAS-BP and the contractor, information exchange (risks, planning, etc.);
- preparation of the necessary work permits (HSE, fire permit, etc.), see Chapter 11.3;
- coordination of works and attention to interference with operations within ONDRAF/NIRAS-BP or other works;
- supervision of the works and intervention if needed.

### 3.5 External Technical Inspection Service – EDTC

Independent body responsible for technical inspection of equipment.

## 4 Responsibilities

The ONDRAF/NIRAS-BP operational manager shall ensure compliance with these work site regulations and keep an overview of the work and ensure that it does not interfere with other works and/or operations.

## 5 Contractor obligations [3]

### 5.1 Legal Framework

The contractor must comply with the regulations in force (Among others, compliance with the Well-being at Work Act [3], Royal Decree on temporary or mobile work sites [1]), as well as the provisions of the present regulation]ns. In addition, in accordance with Chapters IV and V of the Well-being at Work Act, ONDRAF/NIRAS-Belgoprocess may, at the contractor's expense, take the necessary measures if the contractor fails to comply.

Applicable environmental legislation is also a concern. More specifically, ONDRAF/NIRAS-Belgoprocess attaches particular importance to legislation concerning earthmoving works, hazardous products and waste [6].

The contractor will inform ONDRAF/NIRAS-Belgoprocess of the possible use of one or more subcontractors. He will do the same for any subcontractors his subcontractors might call on.

## **5.2 Safety coordinator**

The contractor is obliged to immediately and fully implement the advice proposed by the safety coordinator-manager if the Executive Officer imposes it.

## **5.3 Contractor's representation at the workplace**

The contractor must be represented at the workplace by a representative with the necessary authority and knowledge to direct the works and make all necessary decisions. This representative is the sole liaison with ONDRAF/NIRAS-Belgoprocess. He is responsible for communication between the contractor and his employees and ONDRAF/NIRAS-Belgoprocess.

As a general principle, the contractor's representative must have sufficient command of the Dutch language (reading, speaking and writing). If the contractor speaks a different language (e.g. foreign firm or based in the French-speaking part of the country), communication can take place in English or French by mutual agreement. Service notices, adjustments and notes will be delivered to this representative and thereby considered as received by the contractor. The contractor must pass them on to his subcontractors if necessary.

In the case of a general contracting contract, this representative shall be assisted by sufficient personnel with the required skills to permanently exercise the necessary supervision and oversight of subcontractors, and to liaise with ONDRAF/NIRAS-Belgoprocess, receive its comments, take all necessary measures and give its personnel all necessary instructions:

- regarding safety, health and the environment;
- regarding quality;
- regarding discipline;
- regarding theft prevention.

The contractor's representative must have sufficient authority to be able, in general, to examine, carry out and bring to completion all acts necessary for the proper functioning of the workplace and compliance with the contractual obligation.

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

The contractor must obtain information on the specific hazards present at the workplace and locate alarms and signals, emergency exits and first-aid equipment before commencing work.

The required information must have been discussed with the ONDRAF/NIRAS-BP coordinator or operational manager before the work to be carried out begins. The contractor must communicate this information to his personnel and subcontractors, at the

same time as the guidelines and other safety and environmental issues that arise during the contractor's operations. This communication will take place at the kick-off meeting and any subsequent consultation meetings.

Moreover, as part of the contract, the contractor must carry out a task risk analysis for the works that will be carried out by him, his personnel or his subcontractors. The contractor will then determine the safety and environmental measures to be taken in his own specific safety, health, and environmental plan.

The contractor proposes a risk analysis and working method. These will be reviewed during the kick-off meeting at the start of the works in which the contractor and his work site manager participate. The risk analysis encompasses all risks to which workers are exposed, including those from hazardous substances. Hazardous substances must be reported before entry.

This risk analysis, together with the risk assessment of ONDRAF/NIRAS-Belgoproces, will form the basis of the LDW(s) and underlying procedures (locking, fire permit, scaffolding permit, working in confined spaces, etc.).

The contractor must ensure the safety organisation as far as works carried out by him or his subcontractors are concerned. Consequently, he must ensure proper coordination and supervision of all persons participating in the execution of the works on his behalf.

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## **5.5 Obligations in the event of incidents and accidents at work**

After attending to any casualties, the contractor will immediately take the necessary precautionary measures to secure the area. The contractor will also immediately report any incident or accident to the 'ONDRAF/NIRAS-BP operational manager'.

The contractor will arrange the initial investigation into the causes of the event as soon as possible (within 24 hours). In doing so, he will involve the IDPBW of ONDRAF/NIRAS-BP. The report of the events, the findings and the immediate measures taken will be forwarded by e-mail to the 'ONDRAF/NIRAS-BP operational manager' no later than the following working day. Incidents without any damages should be similarly investigated and reported within 5 working days.

## **5.6 Underground elements**

The contractor will obtain all necessary information regarding the correct location of underground elements such as cables, pipes (also via KLIP/KLIM), foundations, etc. before starting the works. Should he come across pipes or structures not indicated on the plans during execution of the works, he must immediately stop the works and inform ONDRAF/NIRAS-Belgoproces.

To prevent damage to underground elements, it is compulsory to use a soil vacuum truck unless the work takes place in the controlled area. Exceptionally, works may be allowed with an excavator.

Work in the controlled area can be carried out using a mini-excavator and a manual furrow. This procedure will be described in the excavation permit that is part of the hazardous work permit.



## **5.7 Simultaneous projects**

ONDRAF/NIRAS-Belgoprocess reserves the right to undertake or continue on the work site any works other than those forming part of the contract awarded to the contractor.

The Subcontractor shall take all necessary safety measures to ensure the safe execution of the works. Concurrent works are coordinated by the client.

In cases where several contractors use facilities or equipment owned by one of them or made available by ONDRAF/NIRAS-Belgoprocess, the modalities of use and the distribution of associated costs are the responsibility of the contractors. ONDRAF/NIRAS-BP can never be held responsible for misuse of material and/or equipment made available.

The contractor shall inform ONDRAF/NIRAS-Belgoprocess of the agreements made and of any problems or disputes that may arise and, if necessary, accept its arbitration.

The contractor cannot invoke the inconveniences caused by the simultaneous execution of other works to evade his obligations nor any requirements whatsoever.

The contractor undertakes to keep the work areas clean and in such a condition that other contractors can carry out their works without any particular difficulties.

## **5.8 Access to the contractor's workshops**

The representatives of ONDRAF/NIRAS-Belgoprocess, as well as all persons authorised by it, must have access at any time to the works, the workshops and any workplace and to the places where the materials and equipment used for the works are kept and located on the premises of ONDRAF/NIRAS-Belgoprocess.

The contractor must grant all necessary facilities to enable such access.

## **5.9 Sanctions**

Any breach of the provisions of the present work site regulations may result in the temporary or permanent withdrawal of the offender's access license to the ONDRAF/NIRAS-Belgoprocess work sites and possibly that of the contractor's work site representative, without prejudice to any criminal prosecution.

Under no circumstances shall these measures give rise to the payment of damages or an extension of the deadline for the execution of the works.

# **6 Access to the work site**

## **6.1 Administrative aspects**

The contractor shall submit all required legal documents relating to social security, taxation, insurance, Limosa declarations and A1 forms etc. of his personnel.

The contractor must report all work in accordance with Art. 30bis of the Social Security Act.

Moreover, all works with a total construction sum, excluding VAT, above €500,000 are subject to registration on checkinawork. All persons on the work site are required to register daily. <https://www.socialsecurity.be>

The client will inform the contractor if the work site is subject to registration.

## **6.2 Regulation of personnel access to the ONDRAF/NIRAS-Belgoprocess work site [4]**

Upon arrival at the work site, the external employee (EWN) must be able to present his identity card.

In the case of employees of foreign nationality, this may be replaced by another official document such as a passport.

The 'access to work site' application (document B 'identification sheet'[9]) must be submitted to ONDRAF/NIRAS-Belgoprocess 10 working days before effective on-site attendance.

In accordance with the Royal Decree of 17 October 2011 concerning safety certificates for the nuclear sector and regulating access to safety areas, nuclear material or nuclear documents, persons wishing to access ONDRAF/NIRAS-Belgoprocess facilities must have a "secret" level security clearance. In limited cases, the "confidential" level is sufficient.

The National Security Authority is the authority authorised to issue or revoke security clearances. A request for a security clearance must be reasoned and addressed to the National Security Authority through the company's own security officer (VO). Thereupon, a security screening is initiated, the scope of which depends on the requested authorisation level. In principle, a Belgian authorisation is valid for five years.

The National Security Authority – Rue des Petits Carmes 15, B-1000 Brussels  
Tel : 02/501.45.42 – Fax : 02/501.45.96 – Email: NVO-ANS@diplobel.fed.be

Given the long lead time of this investigation for security clearance (level secret 9 to 15 months), you should contact the Federal Agency for Nuclear Control (FANC) at the same time as this application to request temporary access for natural persons via a FANC security certificate for persons residing in Belgium or FANC access permit for persons residing abroad.

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

The contractor and operators must remain qualified throughout the duration of the performance of the contract. This means that the contractor must at all times continue to have either a valid security certificate or valid security clearance, for the company or companies concerned as well as for the persons involved.

The contractor must ensure that the same people are used as much as possible during the works, given the extensive procedure for obtaining security clearances/security certificates. The contractor must provide security clearances/security certificates for a sufficient number of personnel prior to commencement of the contract, in order to guarantee uninterrupted performance. In the bid, the contractor shall describe the measures it will take in this respect.

The contractor guarantees that all the operators are aware of the provisions of this contract and will effectively comply with these provisions. The contractor shall bear full responsibility in this regard and shall fully safeguard the contracting authority.

Federal Agency for Nuclear Control – Rue Ravenstein 36, B-1000 Brussels

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However, having a valid verification certificate in no way gives one permission to hold classified documents. Only "authorised persons" may view these documents. Authorisation must be obtained to work in the controlled area, inside the internal perimeter or in when in the possession of classified documents. As a result, the contractor must declare his organisational and procedural capacity to follow the legally mandated procedure regarding categorised documents and demonstrate the necessary trustworthiness.

Medical clearance is also required for working in the controlled area (document C1 or C2 [10]). This approval should be completed and sent to SCK/CEN by the contractor's occupational health department. It can also be obtained at SCK/CEN following medical examination. This medical examination must be arranged by the contractor and is valid for six months.

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

The internal perimeter is demarcated by fencing and acts as a first access to the controlled areas in the various buildings. Different access conditions apply here than in the rest of the domain. The access procedure "working or delivering within the internal perimeter" is described in an internal memorandum 2019-00935. [14]

Depending on the crowds, inspections can take between 10 and 30'.

### **6.4 Access to the controlled area**

A number of specific rules apply when entering the controlled area:

- For each employee wishing to carry out work within the controlled area of ONDRAF/NIRAS-Belgoprocess, you must submit Form 0434, duly completed and signed, to the access management department [11]
- Visitors and contractors must always report to a security supervisor.
- Wearing a helmet, overshoes or work boots that remain in the controlled area is mandatory.
- The step-over-bench is the boundary between controlled and non-controlled area; it should be passed in such a way that no transfer of any floor contamination to the outside is possible.
- The wearing of a TLD dosimeter and an electronic dosimeter (EPD) is mandatory. The TLD is generally collected at the guardroom. The EPD is located near the step-over-bench. The EPD should be logged in with the code on the personal access badge.
- Depending on the circumstances, the wearing of protective clothing and PPE is mandatory; this can range from overalls to intervention clothing.
- Upon leaving the controlled area, the electronic dosimeter (EPD) will be read and the dose recorded.
- When leaving the controlled area, workers should always check themselves for contamination; this can be done with a hand and foot monitor or with an integral monitor; in case of contamination, a safety supervisor should be notified immediately.
- In case of problems or questions, always seek advice from a safety supervisor.

## 7 Rules and regulations

### 7.1 General police regulations

Any serious infringement may be punished by the revocation of the offender's access permit.

The personnel of the contractor and his subcontractors shall not perform acts contrary to discipline and good order. The following are particularly prohibited on the premises of ONDRAF/NIRAS-Belgoproces:

- bringing in, carrying and possessing any type of weapon;
- bringing in, without the authorisation of ONDRAF/NIRAS-Belgoproces, alcoholic beverages;
- bringing in or being under the influence of drugs or any fact contrary to public decency;
- bringing in and using devices with a photo or video function without authorisation from ONDRAF/NIRAS-Belgoproces [12];
- bringing in animals;
- distributing newspapers, brochures or pamphlets of a political or religious nature;
- putting up posters or other documents, except in the places designated by ONDRAF/NIRAS-Belgoproces for this purpose and with the permission of ONDRAF/NIRAS-Belgoproces;
- all sales except with the written consent of ONDRAF/NIRAS-Belgoproces;
- all personnel meetings outside the contractor's own premises;
- hunting and poaching in any form, including snares or traps;
- even the temporary accommodation of the contractor's personnel or his subcontractors at the work site;
- meals outside the canteens provided by the contractor;
- communicating information or photographs outside the workplace relating to the work or to matters seen or heard at the work site;
- indiscriminate dumping of waste;
- lighting fires or destroying combustible waste;
- the discharge of substances or products that may contaminate soil, groundwater and watercourses or destroy planting.
- Smoking in any form.

The contractor is responsible for discipline and good order within his facilities, plots, administrative, assembly and storage areas, which he must have monitored if he deems it necessary. He will take the necessary theft prevention measures.

### 7.2 Circulation of vehicles on the work site

#### 7.2.1 Traffic rules

- Emergency vehicles (ambulances, fire brigade) have absolute priority.
- General traffic regulations apply to authorised vehicles and machines. Each contractor must, after approval from ONDRAF/NIRAS-Belgoproces, proceed with the installation of road signs, warning and prohibition signs according to the needs of his contract.
- Vehicle speeds are limited to 30 km/h across the work site.
- Parking is prohibited outside the provided parking spaces, except for loading and unloading.
- Workshop vehicles and machines must park or drive in the places or areas specified by ONDRAF/NIRAS-Belgoproces.

- ONDRAF/NIRAS-Belgoproces cannot under any circumstances be held liable for theft of or damage caused to the vehicles in the car parks or elsewhere, nor for costs due to driving outside the designated road network.
- Vehicles will be admitted to the workshop only for the time necessary to bring in personnel and to deliver or dispose of materials, tools or equipment.
- Except with the permission of ONDRAF/NIRAS-Belgoproces, vehicles of the contractor's personnel, its subcontractors or visitors may not park in the workshop.
- Breaches of the foregoing provisions may be grounds for ONDRAF/NIRAS-Belgoproces to temporarily or permanently deny the offender access to the work site.

## 7.2.2 Special vehicles and machinery for public works

### 7.2.2.1 *Control*

All persons performing safety functions as defined in the Codex must hold a training certificate and a medical fitness certificate. The contractor must be able to provide these certificates upon request. Vehicles (e.g. cranes) in which the driver's field of vision is insufficient to operate the vehicle safely in all directions shall be accompanied by a vehicle with warning lights or by a second person when driving.

The movement of special vehicles or machinery for public works not equipped with rubber wheels, tires or tracks are strictly prohibited on all constructed roads and footpaths of the work site. To transport them, machines with steel tracks must be loaded on trailers adequately equipped with rubber wheels or tires.

### 7.2.2.2 *Equipment*

The contractor may only use equipment, machinery, electrical installations (site hut, ventilation ducts, etc.) and mechanical tools that:

- comply with the general minimum requirements for work equipment as stated in the Codex;
- comply with AREI 2020;
- are in good condition.

All lifting and hoisting equipment may be brought onto the work site only if it has been periodically examined and inspected by an External Technical Inspection Service (EDTC). For their access, it is necessary to be able to present the commissioning reports and periodic inspection reports provided by the regulations. All equipment not in order will be refused.

The contractor must comply with the regulatory provisions on noise reduction of appliances.

## 7.2.3 Vehicles with special profiles

When special vehicles and machinery for public works belonging to the contractor which, due to their special dimensions, belong in the category of "exceptional transport" are moved on the work site, the applicable regulations must be complied with and all necessary measures must be taken in terms of guidance and signalling.

Auditory signals should be sufficiently different from the ONDRAF/NIRAS-Belgoproces distress signals.

## **7.3 Regulations on the introduction and removal of equipment or materials**

### **7.3.1 Deliveries**

During both delivery and removal, a dispatch note or loading inventory is prepared by the contractor and submitted by him to ONDRAF/NIRAS-Belgoproces.

### **7.3.2 Bringing in equipment or materials**

For all equipment or materials brought in on a road vehicle, the driver must have a delivery note indicating:

- ONDRAF/NIRAS-Belgoproces order number corresponding to the material supplied;
- the name of the sender and of the recipient;
- the packing list (loading inventory).

Identification of the supplied equipment must be carried out by the contractor for whom it is intended. If ONDRAF/NIRAS-Belgoproces takes the necessary measures to receive the material itself due to the contractor's non-compliance, its liability cannot be invoked.

### **7.3.3 Identification of materials**

On each delivery package, including spare parts, the following details must be clearly indicated:

- The ONDRAF/NIRAS-Belgoproces order number corresponding to the contents of the package;
- the name of the sender and of the recipient;
- content specifications;
- shipping number;
- package number;
- gross weight.

### **7.3.4 Removal of equipments or materials**

The contractor must be able to submit to ONDRAF/NIRAS-Belgoproces a load inventory drawn up and signed by him for all equipment or materials leaving the work site.

All demolition materials remain the property of ONDRAF/NIRAS-Belgoproces. They are taken by the contractor to a place designated by ONDRAF/NIRAS-Belgoproces. No demolition materials may be removed from the work site without written permission from ONDRAF/NIRAS-Belgoproces.

The principle 'in together = out together' applies to materials brought in by the contractor and to be taken back after completion of the works.

This also applies to waste generated by the contractor, such as packaging materials and surplus of used materials. An exception can only be made in exceptional cases and after ONDRAF/NIRAS-Belgoproces has granted permission.

The contractor will take the necessary steps to prevent the waste produced from scattering in case of adverse weather conditions.

The special rules on access and movement in controlled areas are described in the relevant procedures [4] and are briefly reiterated here:

- Safety supervisor: Specific procedures exist for bringing material into and out of the controlled areas, a safety supervisor must approve the material. All equipment brought in must be stripped of its packaging material. A minimum of use and consumable materials can be allowed into the controlled area. This is always done in consultation with a safety supervisor.
- For works in controlled areas, ONDRAF/NIRAS-Belgoprocess compensates the contractor for contaminated equipment at its residual value and based on the inventory of equipment used for the works:
  - if the contamination is declared within 10 working days of the occurrence;
  - if the equipment proves impossible to decontaminate.

## **7.4 Inspections**

### **7.4.1 Vehicles**

All vehicles can be searched at any time on the work site.

### **7.4.2 Packages, parcels and cases**

Each package brought into the work site must be submitted upon demand by ONDRAF/NIRAS-Belgoprocess.

All outgoing packages may be inspected under the same terms to check that they match the corresponding documents.

### **7.4.3 Anti-theft measures**

The contractor must take the necessary steps to protect against theft of its equipment and installations for which he remains fully responsible, even if ONDRAF/NIRAS-Belgoprocess arranges for inspections and surveillance rounds to be carried out at the workplace.

Any identified case of theft must be reported immediately to the ONDRAF/NIRAS-Belgoprocess surveillance department and declared to ONDRAF/NIRAS-Belgoprocess. To reduce the risk of theft, the contractor will be required to clearly mark and, wherever possible, keep all his material and equipment in locked places.

The above provisions do not relieve the contractor of his responsibility. More specifically, he must take all the steps provided for in his insurance contracts (reporting to the police, to his insurers, etc. ).

The access permit entitles ONDRAF/NIRAS-Belgoprocess to have all baggage, packages, etc. inspected upon entry and exit. In the event of a dispute, the baggage or package may be handed over for safekeeping subject to presentation of a consignment note drawn up in rebuttal.

All materials and/or objects, even personal ones, entering or leaving the work site are declared to the personnel in charge of access control.

## 7.5 Working hours

The usual opening hours of ONDRAF/NIRAS-Belgoprocess are 7am - 5pm. The reception guard will be present from 6:30 am onward.

Work in the control area can only be done during the presence of a safety supervisor between 7.45am and 4.15pm.

This may be subject to change if requested in advance.

Working outside normal working hours may never be performed by one single person.

## 7.6 Work stoppages

In case of work stoppages by its personnel, the contractor shall inform ONDRAF/NIRAS-Belgoprocess and provide it with the measures he intends to take for the safety of its workplace, the protection of the equipment entrusted to it and the deliveries whose installation is in progress.

Striking personnel may under no circumstances:

- remain on the work site;
- cause any damage, especially to buildings and equipment.

The contractor will inform ONDRAF/NIRAS-Belgoprocess as soon as possible.

ONDRAF/NIRAS-Belgoprocess may call on the police if the striking personnel break the law.

## 8 Loading and unloading equipment

Permanent means of loading and unloading such as bridges, lifts, goods lifts and winches, will be made available to the contractor in the cases provided for in the contract and according to availability.

With the exception of the available permanent loading and unloading equipment, the contractor will provide the customary or specially manufactured loading and unloading equipment necessary for the execution of his contract.

### 8.1 Permanent loading and unloading equipment

- Only authorised operators designated by name by ONDRAF/NIRAS-Belgoprocess have access to the operating cabins and panels of rolling bridges or monorails.
- Loading and unloading movements will take place at the expense and under the direction and responsibility of the contractor with the approval of the operator appointed by ONDRAF/NIRAS-Belgoprocess.
- Claims for compensation due to power failure, defects, accidental damage or planned stops will not be considered.
- The means of communication between the operator and the loading and unloading manager shall be borne by the contractor.
- The equipment may not be left suspended from lifting equipment when not in use.
- ONDRAF/NIRAS-Belgoprocess rejects all liability in connection with the chosen fastening method and the loading and unloading activities carried out by the contractor.



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

Such equipment, such as lifts, freight lifts, winches, nacelles and cranes, must comply with the requirements of the ARAB/Codex and any other regulations in force, and must meet construction standards and must undergo periodic inspections carried out by an External Technical Inspection Service (EDTC). Valid inspection reports must be available at the workshop.

Equipment for which an inspection report cannot be submitted to ONDRAF/NIRAS-Belgoproces upon request will be immediately taken out of service.

The contractor is responsible for loading and unloading manoeuvres.

All lifting operations should be supervised by trained riggers. Depending on the work, a lifting plan should be drawn up.

## 9 Tools and consumables

Unless otherwise agreed, the contractor shall provide all general and specific tools as well as all types of consumables necessary to carry out the installation works, and in particular:

- the tools and consumables required to fit, assemble, mount, check and adjust the equipment;
- lighting, ventilation and entrances;
- the temporary scaffolding and floors necessary for installation;
- the means of loading and unloading outside those that are permanently available.

All the contractor's own tools or equipment are clearly identified.

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

## 10 Provisions relating to the environment

### 10.1 Nuisance

- The contractor must take all necessary measures not to disturb the neighborhood due to odours, smoke, dust, noise and vibrations.
- He should also take all necessary measures to avoid all risk of pollution of air, water and soil.
- In case of an incident, which causes, or threatens to cause, nuisance or damage to the surrounding area, the contractor will immediately inform ONDRAF/NIRAS-Belgoproces via the ONDRAF/NIRAS-Belgoproces operational manager.
- All combustible materials such as grease, insulation, paper, cardboard and cloths, are temporarily stored in the places determined by ONDRAF/NIRAS-Belgoproces and must be regularly removed from the work site in accordance with the relevant legislation.

### 10.2 Hazardous products and storage

The storage of hazardous products may only be carried out in accordance with applicable environmental legislation. The Safety Data Sheets of hazardous substances, preparations and biocides must be present at the workplace. The maximum amount of hazardous products that may be present at the workplace is limited to a one-day supply. The

contractor will inform the client of the risks brought into his company by the execution of the work and communicate the preventive measures taken.

The volume of hazardous products stored must be submitted to ONDRAF/NIRAS-Belgoprocess for approval prior to supply.

Storage is at the contractor's risk. If storage takes place in a lockable space, the contractor shall provide a key with identification (number, name of the contractor, contact person, any risk of storage) to ONDRAF/NIRAS-Belgoprocess.

If several contractors use the same closed space, they are jointly liable for storage, in proportion to the value of their stored equipment.

Upon completion of the works, all assigned sites must be cleaned and restored to their original condition by the contractor(s), or failing that at his (their) expense. Debris and packaging should be disposed of by the contractor himself.

### **10.3 Earthmoving works**

In contracting works, among others, it is common to move excavated soil. Here, it is important that both the contractor and ONDRAF/NIRAS-Belgoprocess have insight into the possible contamination of this soil. An arrangement should be worked out in advance (before the kick-off meeting) between the contractor and the ONDRAF/NIRAS-Belgoprocess operational manager. This includes follow-up of soil from excavation, through transport to final destination. This rule applies to batches of soil from 250 m<sup>3</sup> (if deemed "not suspicious") and to all suspected soils in accordance with current VLAREBO legislation.

### **10.4 Dust emissions**

"Contractors are required to keep dust emissions as low as possible during open-air construction, demolition and infrastructure works. The aim is to reduce the fine dust released during works and limit nuisance to the surrounding area.

General:

- Debris, from crushing, sandblasting, polishing, grinding, drilling, milling, sawing and demolition, is cleaned up regularly. Preference is given to working methods that limit the production, release and dispersion of dust (dust extraction, water etc.);
- Machined parts (for crushing, sandblasting, polishing, grinding, drilling, milling, sawing, demolition etc.) will be moistened, precipitating the dust formed;
- The source of dust formation will be sealed off to limit the spread of dust;
- During dry weather or in winds that give rise to visually perceptible dust dispersion; operations shall be carried out with extra caution in order to avoid dust blowing up.

In addition, to limit dust dispersion during crushing, sandblasting, polishing, grinding, drilling, milling, sawing and demolition, the contractor must take at least one of the following dust-reducing measures:

- the shielding of the location where the activities are carried out, with cloths or tarpaulins so as to prevent the spread of dust to the surrounding area;
- the misting of the location where the activities are carried out;
- moistening of equipment leading to dust formation;
- the use of direct dust extraction on crushers, polishers, grinding wheels, drills, milling machines and sanders.

## 10.5 Waste

Upon completion of the works, the contractor will proceed to restore the temporarily used locations to their original state. Such restoration to its original state includes, in particular:

- the disposal of surplus or used materials, in accordance with 7.3.4;
- the demolition and disposal of equipment at the workplace;
- the waste generated by the contractor, e.g. packaging material, surplus used material and/or products, will be removed from the work site by the contractor himself.

## 11 Workplace safety

### 11.1 General

The following hierarchy of preventive measures imposed by the Belgian Law of Act of 4 August 1996 on the well-being of workers should be followed:

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

Efforts should therefore be made to eliminate risks and hazards as much as possible.

If this hierarchy is not followed, it can be imposed by the ONDRAF/NIRAS-BP operational manager, the safety coordinator or the executive officer.

#### 11.1.1 Collective protection equipment

The use of collective protective equipment such as handrails, safety nets, sealing holes and openings in the floor and the shielding of work tools is mandatory where they are needed to ensure the safety of those present in the workplace. Ladders serve to move from one level to another and exceptionally for carrying out works where other means cannot be employed.

If works are performed that pose a danger or an obstacle to other persons, including excavation works, works over thoroughfares and welding works, the contractor must install roadblocks, as well as the necessary signs.

Before making openings in the walls and floors, the contractor will install sturdy barricades around those areas. Premature removal of these barricades is prohibited. Moreover, the openings should be resealed as soon as possible.

The contractor must install temporary protection devices for the entire duration of the works at the places where he has to remove the permanent protection during the execution of his work. He will arrange for the installation of sturdy handrails around openings and in places where access may be hazardous. These areas must be adequately lit and bear the required markings, in accordance with the relevant legislation. After the works, all protections, railings, etc. must be restored to their original condition by the contractor.

The contractor must report all hazardous obstacles in the workplace to ONDRAF/NIRAS-Belgoproces.

ONDRAF/NIRAS-Belgoprocess may provide adapted collective protective equipment in exceptional cases. The cost of this provision will be charged to the contractor.

### 11.1.2 Personal protective equipment

If it is technically impossible to provide collective protective equipment, the contractor shall provide personal protective equipment such as safety belts.

Personal protective equipment complies with the requirements of RD 30/08/2017. The wearing of helmet, safety shoes and high visibility clothing is compulsory at every ONDRAF/NIRAS-Belgoprocess work site in all circumstances. Green helmets are not allowed within the internal perimeter, these are reserved for Belgoprocess safety supervisors.

Wearing shorts is prohibited, as is working with a bare torso.

The wearing of specific personal protective equipment such as eye, ear or mouth protection can also be imposed through work permits, local guidelines, SHE plans, etc.

The contractor shall ensure the provision of all necessary personal protective equipment for its workers and shall monitor their proper use and ensure their maintenance.

ONDRAF/NIRAS-Belgoprocess may provide adapted personal protective equipment in exceptional cases. Standard radiological protective equipment is provided by ONDRAF/NIRAS-Belgoprocess (Full facemask, overshoes, etc.).

Personal protective equipment complies with the applicable regulations and, with regard to fall protection, must undergo periodic inspections by an External Technical Inspection Service (EDTC). Reports must be available on request.

### 11.1.3 Various specific protections

The specific protection measures in accordance with applicable legislation concern:

- the storage of hazardous substances and flammable liquids, in accordance with applicable legislation;
- the use of biocides, explosives, heaters;
- the installation and operation of tower cranes, goods lifts, etc.;
- the use of drilling equipment in the open air, bolt cutters, oxygen-acetylene burners;
- the lighting and maintenance of the workshops in accordance with the commissioning of the permanent lighting by ONDRAF/NIRAS-Belgoprocess;
- the means of fire-fighting; here it is recalled that all temporary spaces such as offices, warehouses, workshops and the workshops as well as tarpaulins and canvases must be made of flame-resistant materials.
- noise abatement equipment;
- the implementation of underground works (traffic, demarcation, signaling, ventilation, falling rocks, power supply, etc.).

## 11.1.4 The use of devices/materials that produce ionising radiation

In addition to compliance with the requirements of the ARBIS regarding devices/materials producing ionising radiation, the contractor must liaise with the Health Protection Service to make specific arrangements. Radiation protection agents will monitor compliance.

## 11.2 Emergency planning

A work site where an operation is in operation may require the application of an evacuation plan to be followed by work site personnel. The emergency plan is described in Instruction 0957 [13].

The emergency plan is declared by means of a modulated signal. Precise instructions are communicated through the public address system.

Every person present on the work site is obliged to participate in (emergency plan) drills, announced or not.

In the event of an emergency (fire, accident, etc.) being observed, the emergency number 014/33 4444 should be called immediately.

## 11.3 Work permits

The work permit system used is explained at the kick-off meeting at the start of the works.

Hazardous Work Permit (H&S Permit) [5]: this permit is based on the risk analysis, imposes additional preventive measures and is signed by 3 parties: the contractor, the work site manager and the VEM department. If necessary, subsequent permits will be added to this Hazardous Work Permit.

- Fire permit [7]: this authorises the use of spark- or heat-producing tools, goes through a checklist of possible sources of danger and records precautionary measures; it is signed by the contractor and the client.
- The LOTO procedure [8]: this is similar to the fire permit, it is signed by the contractor and the work site manager. It is generally linked to a SHE.
- Bypassing safety systems [8]
- Work only
- Excavation permit
- Temporary certificate of competence BA4
- Working at heights
- Enclosed spaces
- Working in EX areas
- Other instructions applicable depending on the work situation and risks.

## 12 Organisation of major works

### 12.1 General Provisions

If required by the scope of the works, ONDRAF/NIRAS-Belgoprocess may additionally establish the following organisational structures:

- work site memorandum;
- Temporary and Mobile Work Sites coordination structure;

- work site meetings;
- ...

## **12.2 Work site memorandum**

This work site memorandum will stipulate the practical provisions applicable at the work site in question. This may include:

- structure and responsibilities;
- planning and coordination, meetings, etc.;
- The coordinates of the ONDRAF/NIRAS-BP operational manager;
- the details of the safety coordinator
- the details of the contractor(s) representative(s);
- demarcation of working areas, parking areas, loading and unloading bays, etc.;
- Financial arrangements (pro-rata account, payments, etc.);
- which legislation and additional provisions apply;
- ...

## **12.3 Temporary or mobile work sites**

If the RD of 25/01/2001 applies in relation to temporary or mobile work sites [1], ONDRAF/NIRAS-Belgoprocess will appoint a safety coordinator for design and realisation. The contractor is obliged to immediately implement all advice issued by the safety coordinator in connection with safety on site if ordered to do so by the Executive Officer.

## **12.4 Coordination structure**

If the RD of 25/01/2001 applies in relation to temporary or mobile work sites [1], ONDRAF/NIRAS-Belgoprocess will appoint a safety coordinator for design and realisation. The contractor is obliged to immediately implement all advice issued by the safety coordinator in connection with safety on site if ordered to do so by the Executive Officer.

## **12.5 Work site meetings**

ONDRAF/NIRAS-Belgoprocess will manage communication between the contractor and ONDRAF/NIRAS-Belgoprocess through two types of meetings, namely:

- the kick-off and follow-up meeting;
- the technical meeting on the progress of the works.

These meetings are held in the presence of employees delegated and authorised by both ONDRAF/NIRAS-Belgoprocess and the contractor, who hold decision-making powers.

Minutes of the meetings are prepared by ONDRAF/NIRAS-Belgoprocess and provided to all parties. The contractor will have 10 working days to provide any comments, unless the next meeting takes place within this period. In this case, the next meeting is the deadline for comments.

### **12.5.1 Kick-off meeting**

This meeting is designed to go over all the practical and technical contractual details that the contractor needs to take into account:

- projections related to staffing requirements;

- the distribution of deliveries and storage conditions;
- the availability of land for site facilities and storage;
- utility needs (electric power, water, etc.);
- the procedures relating to invoicing, surveys, progress reports, service notices, notes, implementation reports, audited expenditure, delivery of works, etc.;
- ONDRAF/NIRAS-Belgoprocess' work site organisation;
- the contractor's work site organisation, with:
  - the company's identification sheet;
  - the internal regulations applicable to his work site;
  - the contractor's organisation chart;
  - the identity of the personnel employed (including the personnel of the subcontractor(s));
  - the nature and quantity of materials and hazardous equipment, radioactive sources and explosives, if any, for which a storage facility is to be provided;
  - the general implementation planning prepared by the contractor, which is part of the coordination planning of ONDRAF/NIRAS-Belgoprocess;
  - the contractor's works file;
  - the copies of permits from official bodies and reports submitted to Social Security;
  - the insurance policies and proof of their payment.

The kick-off meeting will take place no later than two weeks before the work site opens. It is repeated at least every other month (progress meeting). In this way, stakeholders will be kept informed of the overall implementation plan and the resolution of contractual issues.

## 12.5.2 Technical meeting on the progress of the works

These meetings, the frequency of which will be determined by ONDRAF/NIRAS-Belgoprocess, are intended in particular for the following:

- organising the coordination between contractors;
- approving the works file;
- identifying the points where ONDRAF/NIRAS-Belgoprocess should intervene;
- analysing and approving the planning of the works;
- Handling faults, deviation requests and interfaces;
- checking compliance with specifications.

## 13 List of abbreviations

EDTC	External Technical Inspection Service
VEM	Safety, Health and Environment department
VGW	Hazardous Work Permit
FANC	Federal Agency for Nuclear Control
TLD	Thermoluminescence dosimeter
SCK-CEN	Belgian Nuclear Research Centre Mol/Belgium

## 14 References

These are available from ONDRAF/NIRAS-Belgoproces upon request:

- [1] RD on temporary or mobile work sites 25 January 2001 + amendments
- [2] Instruction 1025 "Working with contractors"
- [3] Act of 4 August 1996, Belgian Official Gazette 18 September 1996 + amendments
- [4] Instruction 0547 "Procedure for access of non- ONDRAF/NIRAS-BP personnel to the work site and controlled area of ONDRAF/NIRAS-BP "
- [5] Instruction 0259 "Permit for hazardous work"
- [6] Instruction 0258 "Materials release: general"
- [7] FORM 0618: Fire permit
- [8] FORM 0753: Locking card - LOTO
- [9] FORM 0432: Document B 'identification sheet'
- [10] FORM 0435: Document C1 and C2 'Medical sheet'
- [11] FORM 0434: Document D 'Dose file of workers with occupational exposure to ionising radiation' '
- [12] Instruction 1109/Form 1339: Photography and the use of mobile phones within installations
- [13] Instruction 0957: Internal emergency plan - Module 1.1: General guidelines for personnel
- [14] Interne nota 2019-00935: Access procedure for works or deliveries within the internal perimeter at Belgoproces

## 15 Appendices

- 1) Document B 'Identification sheet', (FORM\_0432) to be sent to Belgoproces
- 2) Document C1 and C2 'Medical Fiche', (FORM\_0435) documents to be downloaded from the SCKCEN website and completed by your occupational health service (AGD) to be delivered to the AGD SCK-CEN
- 3) Document D 'Dose file of workers with occupational exposure to ionising radiation', (FORM\_0434), completed by your occupational health service (AGD) to be delivered or brought to Belgoproces on the first day of work
- 4) Emergency plan overview
- 5) Specific instructions for the benefit of the external employer

All ONDRAF/NIRAS and Belgoproces instructions, forms and specifications are available on request.