



PRAYON

GENERAL SAFETY REGULATIONS FOR SUBCONTRACTORS

REG. 45.316 – NOVEMBER 2020 VERSION
ENGIS SITE

RÈGLE DE BASE :

 **Je le fais en
Sécurité
ou je ne le fais pas**

Owner : G. VANAUBEL - SIPP

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1. Definitions:

- Subcontractor: any **supplier** providing **services** on site (see the General Conditions for Services Purchases - Article 2).
- Operative: any person working on behalf of the subcontractor.

2. For all subcontractors:

1) Prayon's safety rules

- **The five safety rules must be strictly adhered to.** (See annex)

Note the following:

- All operatives must have the **standard PPE** listed in the five Prayon rules as well as that indicated in the risk assessment of the work to be carried out.
- The subcontractor is responsible for providing this PPE. If a subcontractor does not have this PPE, Prayon will supply it but will charge the subcontractor **twice** the cost price + a fee of €100 for administrative costs.
- Prayon will provide specific PPE (gas suits, breathing apparatus, escape masks) free of charge as long as it is returned in good condition.



- **Smoking is prohibited** including in vehicles, except for designated smoking areas.
- Carrying or consuming alcoholic beverages (zero tolerance) or narcotic substances on site is strictly prohibited.
- Taking photographs is only permitted with written authorisation and in the presence of a Prayon officer.

2) Staff working on site

2.1. Service, access ¹

- Prayon allows a maximum of **one level of subcontracting**.
- If a subcontractor appointed by Prayon wishes to employ its own subcontractor, it must **obtain prior written authorisation** (e.g. by email) from Prayon. In such cases, the subcontractor is required to submit the list of subcontractors to Prayon.
- The proportion of temporary agency workers among the subcontractor's workforce performing the work may not exceed 50% of the total.
- All our subcontractors (and their subcontractors) must **adhere to all laws and standards** in force in Belgium. In particular, we stress that working hours and **rest times** must comply with the legal requirements at all

¹ See General Terms and Conditions for the Purchase of Services: Art. 7.2. and Art. 10



times. Under no circumstances may anyone start work at Prayon if they have exceeded the maximum working hours, including services rendered at Prayon and any other hours worked for another customer.

- No later than the works start date, the contractor must send (in writing, e.g. by email) the Prayon site manager a list of names of all individuals who will need to access the site.
- All individuals **must register** (and clock in and out) when they enter and exit, using an individual 'subcontractor' badge. If there is more than one person in a vehicle entering the site, they must all swipe in with their own badge. On-site staff must wear a **clearly visible badge at all times**.

2.2. Training, authorisations

- To access the site, subcontractor staff must have undergone training (safety film screening at the gatekeeper's lodge) and passed the test (valid for six months).
- Before entering the worksite during annual shutdowns, subcontractor staff must attend the training on site-specific risks organised by Prayon.
- Languages: at least one person on each team must speak **French or English**.
- Subcontractor staff must have the skills and **authorisations** required for the task.
- The subcontractor must inform its staff of the safety requirements at Prayon and ensure that they strictly adhere to them.

3) Traffic

- The site's speed limit is **30km/h** and trains have **priority**.
- Subcontractor staff are required to use **authorised car parks** (see plan in the annex).
- Only vehicles transporting material, equipment or tools needed on site may access the plant. Personal vehicles and those used for transporting people must be parked in the visitors' car park at the plant entrance.
- Vehicles driven on site must be authorised by Prayon, licensed and up-to-date with maintenance and technical checks. They must also be clearly identifiable, with the company name and telephone number visible. If the vehicle is only to be driven on site, it must be configured so as not to exceed 30 km/h, with proof of this being submitted to Prayon.

4) Risk assessments

- A **risk assessment** must be provided for work that are **not** considered as temporary and mobile sites ²(using the Prayon document 'Risk Assessment Prior To Order - RAPTO - PAPI 45.329') during the call for tenders. This document must be validated by the person handling the order **BEFORE** work begins at the site.
- During the site visit, the contractor and the Prayon officer must determine the specific safety measures to be taken.
- In the risk assessment, subcontractors must indicate the hazardous substances used/stored and/or transported on site, for which they must have the relevant **Material Safety Data Sheets (MSDSs)**.
- The subcontractor must conduct a Last-Minute Risk Analysis among its staff (known as '**One Minute**' at Prayon).

5) Work permits and other authorisations

The subcontractor must have all required permits completed and signed by Prayon before starting work.

5.1. Work permits

- Work permits are required for any and all work.
- The subcontractor may only accept work permits that are signed at the place where work is to be performed and witnessed by the operatives.
- Permits are valid for the shift/work day.

² For temporary and mobile sites it is necessary to refer to the risk assessment describe in paragraph 10 (see page 8)



- Operatives must report to the control room or foremen's room **BEFORE** entering the facilities **AND when the work is over** or they leave the facility.
- All operatives must comply with all preventive **measures** imposed by the work permit and any additional authorisations required.
- For any work performed on Engis site, your operatives must to use a safety padlock to lock out a box when they sign the work permit near the security coordinator of Prayon Engis. The padlocks is distributed by Prayon. Two particular cases may occur:
 - In case of work with several persons simultaneously with a teamleader who stay permanently on the site, only one padlock will be distributed to the teamleader
 - If the teamleader doesn't stay on the site permanently each worker will receive a padlock and will have to lock out the lockbox.

By placing their padlock on the lock box, each person involved will undertake to ensure that the instructions on the Work Authorisation are respected/respected.

- As in the past your operatives have to close the work permit at the end of the work and to remove their padlocks from the lockbox. If they have forgotten to remove their padlocks, Prayon will contact a representative of your company who will be asked for the authorisation to cut the padlock. A corrective action will be sent by Prayon to the subcontractor.

5.2. Fire permit

- A fire permit must be issued and signed for any activity that generates heat, a naked flame or sparks (e.g. piercing, disc-sawing, welding, grinding, drilling, cutting with a blowtorch and heating with a heat gun).
- **In the work area**, the subcontractor must have its own extinguishers, flexible hoses with couplings and nozzles, fire blankets and similar items in sufficient numbers and subject to periodic inspections.
- Moving fire equipment belonging to Prayon is strictly prohibited. In particular, unsealing the cabinets housing the fire equipment is prohibited.

5.3. Other authorisations

- A confined-space entry permit must be issued and signed before a worker may enter a piece of production machinery, cistern, tank, container, trench, sewer, well, or similar. **Measures must be taken to test the atmosphere and a buddy must keep watch outside.** A risk assessment must be performed to determine the appropriate provisions: ventilation, access and rescue routes, and so on.
- Any activities involving excavation, earthworks, digging a trench or drilling require excavation permits.

6) Use of equipment

- No one may use a Prayon handling vehicle without **official written authorisation** (e.g. bulldozer, Clark, cherry picker). Furthermore, users must have an ad hoc **permit**, which the site coordinator must be able to view at any time.
- The subcontractor's personnel using handling equipment provided by the subcontracting firm must be in possession of the appropriate permit/authorization
- All containers must be **identified** and labelled in accordance with legislation (in particular CLP).
- **Gas cylinders** must be properly **secured** at all times. Gas cylinder connection pipes and fittings must be in perfect condition and inspected annually. Proof of inspection must be provided on request.
- Portable electric **tools** must be **compliant** (e.g. no tape on the cords) and must be inspected at least once a year by qualified staff. Proof of inspection must be provided on request.
- All **equipment** brought on site must be listed and **labelled** with the name of the company that owns it and must have a system for checking its compliance. For lifting gear and accessories, a copy of the most recent visit report by an external technical inspection body must be available on site.

7) Collective Protective Equipment

- The subcontractor must ensure that collective protective equipment is suitable for the risks involved, guarantee that it is installed and used in accordance with the instructions and keep it in good condition throughout the project.
- The subcontractor is responsible for:
 - Demarcation and protection against all risks posed by the site's activity, such as falls from height (e.g. roofs, floors, openings in the ground, excavations), falling or flying objects. In all cases, the demarcation must have the same protective features as fixed collective protection. Demarcation tape is prohibited in these cases. The subcontractor must attach a sign to the markers indicating the company's name, site manager and telephone number, and the specific risks.
 - Demarcation tape is acceptable where the demarcation only serves as a warning and none of the above-mentioned risks are involved.

8) Surrounding area

8.1. Order and cleanliness

- The subcontractor is required to keep the surrounding area clean throughout the project and clean it thoroughly when the project is completed.

8.2. Noise

- The level of noise from supplied or hired site equipment must comply with the relevant regulations.

8.3. Discharge of liquid

- Any discharge into the sewer is strictly prohibited. The contractor shall ensure full compliance with all relevant regulations, for which it shall be wholly liable.

8.4. Waste

- The contractor is liable for any environmental damage resulting from pollution caused by any mishandling whatsoever by one of its employees.
- All **recyclable waste** (wood, metal and plastic) must be **sorted** into the relevant recycling category and taken to Prayon's waste recycling centre after prior written agreement is obtained from an Environment Department officer.
- The subcontractor requires prior written consent from the head of the Environment Department to remove **excavated earth** (earthworks).
- The subcontractor must remove (or arrange the removal of) all other waste, in compliance with the legislation in effect.

8.5. Waste processing:

- The contractor must be familiar with the type of waste and composition of products that Prayon requires to be transported and removed, having examined and approved them by signing the order or contract. Used products and other site waste must be packaged and transported using methods appropriate for the type of waste, to a place chosen by the contractor and approved by the Walloon Region for disposal. The packaging and transport of waste undertaken by the contractor at its expense and under its sole responsibility must not harm the environment inside or outside our plants (avoid transportation in urban centres). The subcontractor must be familiar with the relevant legislation and the most suitable disposal techniques, and must have the necessary permits.
- By accepting the order, the subcontractor undertakes to comply with waste legislation.
- When disposing of hazardous waste, a certificate of destruction issued by an approved centre must be submitted to the Prayon site manager.

9) Emergency situations, accidents and incidents

In case of medical emergency or accident :

- single number **13** from any Prayon landline phone number
- **0497 591 220** (Mobile)

9.1. Emergency situations

- If a potential or imminent dangerous situation arises while work is being carried out, contractor staff must stop what they are doing, immediately notify control room staff and the Prayon site manager, and follow the evacuation or lockdown instructions given to them by Prayon staff.
- If there is an obvious risk or imminent grave danger and the contractor is off site, Prayon will take the necessary emergency measures. The costs incurred will be charged to the contractor.
- Subcontractors must familiarise themselves in advance with the emergency instructions specific to the unit or workplace (e.g. warning signals, location of the safety shower and lockdown shelter).
- At Silox and in the areas defined for Bi, Fertilizers and P2, the wearing of an escape mask may be required.

9.2. Accidents, incidents

- All **accidents, incidents** and **anomalies** must be **reported** to the Prayon site manager immediately.
- "All injuries must be treated at the infirmary and reported in the first aid book either by a first-aid officer of Prayon (accompanied or not by a first-aid officer of the contractor) or by a member of Prayon's Medical Department during the opening hours of the infirmary".
- if the health care provider considers that external care is necessary, the person concerned must comply.
- In the event of an accident, the subcontractor is required to forward a copy of the accident report in writing within **24 working hours** to Prayon's Internal H&S Department (SIPP).
- **For any workplace accident** (serious³ or not), the root cause analysis must be conducted as quick as possible, ideally in the working day following the accident. In order this analysis to be as pertinent as possible Prayon-Engis will invite the subcontractor employing the victim as well as the victim if he can move. The subcontractor could delegate any person who has the power to represent itself for this analysis.
- In case of serious workplace accident, the subcontractor must also:
 - immediately notify Prayon's SIPP;
 - provide the DCRC⁴ with a detailed report within **ten days** of the accident.
- In the event of an accident involving Prayon plant, machinery or facilities, the Prayon site manager must be notified immediately and will complete an internal accident report form (PAPI.26.013 "accident report"). This report is signed **by both parties**.
- Subcontractors must notify the Procurement Department (SAT) annually of:
 - their **frequency rate** – FR (number of lost-time accidents involving their workers and temporary staff * 1,000,000/number of hours worked);
 - their **severity rate** – SR (number of days that their workers and temporary staff were off work* 1,000/number of hours worked).
- When selecting its suppliers, Prayon favours companies with low FRs and SRs.
- When choosing subcontractors, Prayon favours those that are VCA-certified.

³ According to the criteria set out in the Royal Decree of 24 February 2005.

⁴ DCRC: Belgian Federal Department for the Supervision of Chemical Risks - Directorate-General for Supervision of Welfare at Work of the FPS Employment, Labour and Social Dialogue - address: rue Ernest Blérot, 1 – B-1070 Brussels

10) Temporary or mobile sites

10.1. When submitting prices

Prices must be submitted together with a Health and Safety Plan (HSP) completed by the subcontractor. If the subcontractor does not have its own template, it shall use the HSP template provided by Prayon.

The HSP must give precise and accurate answers (= planned safety measures) to the questions asked in the safety questionnaire.

In particular, it will include:

- a presentation of the proposed working methodologies;
- the expected on-site workforce;
- any intention to use subcontractors, in which case the list will be attached.

The completed HSP is to be returned to Prayon's Technical Procurement Department along with the submission of prices.

The Health and Safety Coordinator will use these documents to submit an evaluation of the bidder to the owner based on the occupational safety criterion (Art. 11 4).

10.2. When ordering

During operations and before work begins, the following documents are to be forwarded to the site Health and Safety Coordinator:

- annexes detailing the costs of the preventive and protective measures required by the HSP;
- analysis of health and safety coordination offers pursuant to Art. 30 of the Royal Decree of January 2001 and its amendments;
- signed and dated confirmation of receipt of the Prayon HSP;
- declaration of good intentions regarding compliance with and enforcement of the HSP;
- copy of the prior notification sent to the Directorate-General for Supervision of Welfare at Work and the Belgian national committee for health and safety in the construction sector (CNAC);
- copies of the lifting gear inspection reports;
- copy of the compliance review of the site's temporary electrical connections by an external technical inspection body (Belgian General Regulation on Electrical Installations (RGIE) Articles 270 to 273 inclusive);
- works schedule;
- HSP from the subcontractor and any other parties involved, with work dates;
- list and technical sheets of all products used.

The subcontractor must also respond to the Health and Safety Coordinator's requests, suggestions and opinions. All documents must be provided. Part of the payment will be linked to the delivery of these documents.

10.3. CHECK-IN AT WORK: registration of those present on site

If the cost of the project exceeds €500,000, the subcontractor is required to organise a system called Check-in At Work to register people present on the site for the National Social Security Office.

11) Rules for ATEX areas⁵

- Safety shoes must have antistatic soles.
- Works in explosive-atmosphere areas must be performed by staff trained in the risks (ATEX BA5 among others).

⁵ ATEX zone : work place where explosive atmospheres can form (gas or dust) can occur.



- The use of mobile phones is strictly prohibited in ATEX areas (except ATEX-certified mobiles). The works must be carried out under the conditions set out in the permits and authorisations (e.g. using explosion-proof tools).

3. For subcontractors with a specific **AUTHORISED** area at the Engis site:

- Subcontractors with a dedicated area at Prayon must be VCA-certified⁶ or in the process of becoming certified.
- The subcontractor must submit a **set-up plan** for its area to the SIPP, including safety, environmental and welfare at work restrictions.
- The contractor must provide its staff with suitable sanitary facilities, canteens and changing rooms in accordance with statutory hygiene requirements.
- Water, compressed air and other utilities may be provided by Prayon from existing sources following prior and formal authorisation and subject to certain conditions.
- Power supplies must be switched off at the end of the working day; water and air supplies must be closed.
- The area must be **clean** and **tidy** at all times.
- All liquids must be stored in retention tanks and labelled.
- There must be enough **extinguishers** and they must be **up-to-date** with the relevant regulatory inspections. Proof of inspection must be provided on request.
- The **wiring** of site cabins must be **compliant** and inspected with appropriate frequency. Proof of inspection must be provided on request.
- All **anomalies** and **incidents** must be **reported** to the area manager immediately.
- In the event of **pollution**, immediately **notify** the Environment Department foreman on 0496 58 62 86 or Thierry Garnavault on 04 273 92 16 or 0499 98 74 18.

4. For subcontractors working at FTP, Bi and Zéoline (food safety rules):

- **Workwear and protective clothing**

⁶VCA: Health, safety and environment checklist for contracting companies

- Staff working in or entering in those departments must wear **suitable, clean work clothes** in good condition (e.g. no snags, tears or fraying). These work clothes must be changed regularly and there must be enough for all employees.
- **Clothes** worn for hygiene or food protection purposes must **not** be used under **any other circumstances**.
- Work clothes must not have **any buttons** and must not have **exterior pockets** above the waist. Zips and snap fasteners are acceptable. Otherwise, disposable overalls must be worn.
- Work clothes must be **laundered** in accordance with trade practice at a **frequency suitable** for the intended use of the clothing.
- Tools used must meet food-handling requirements, be kept away from any risk of **contamination** and be kept perfectly clean.
- When **personal protective** equipment is required, it must be designed so as to prevent the product from being contaminated and must **be maintained and disinfected** to remain perfectly hygienic.
- **Gloves** used to touch products must be **clean** and **intact**. Latex gloves should be avoided where possible but in all cases gloves must be suitable for contact with food, **disposable**, have a **distinctive colour** and not lose fibres. These gloves must be changed regularly.



- **Health**

Employees must undergo a medical examination **before** being hired for work that would bring them into contact with foodstuffs. Such medical examinations must be performed **once a year**.

- **Illness and injuries**

- The service provider's employees and temporary staff are asked to **notify** Prayon if they have the following **illnesses** in case they need to be denied access to food-handling areas: jaundice, diarrhoea, vomiting, fever, sore throat and fever, visibly infected skin lesions (burns, cuts or wounds) and discharge from the ears, eyes or nose.
- People **infected** or **suspected** of being infected with or carrying an illness or disease transmissible through food must be **denied entry** to areas where food is made and packaged or which contain food contact materials.
- In food handling areas, staff suffering from **injuries** or **burns** must **cover** them with the specified dressings. Prayon must be notified immediately of any lost dressings. Dressings used should be brightly coloured and detectable by a metal detector. Prayon can provide these dressings.

- **Personal cleanliness**

Staff in food production areas must **wash** and, if necessary, **disinfect their hands**:

- a) **before** working with food in any way;
- (b) immediately after using the **toilet** or blowing their nose;
- (c) immediately after handling any potentially **contaminated material**.

Staff must refrain from sneezing or coughing over materials or products. Spitting is prohibited.

Fingernails must be **clean** and **short**.



- **Staff behaviour**

- a) It is forbidden to smoke, to eat, to drink (except water) and to chew.
- b) Staff are **not permitted** to wear watches, piercings or jewellery, except for smooth wedding rings.
- c) Medication is **not allowed**.
- d) Nail polish, false nails and false eyelashes are **not permitted**.
- e) It is **forbidden** to keep writing utensils behind your ears.
- f) It is **mandatory** to only use food-grade lubricants when there may be an inadvertent risk to foodstuffs. If in doubt, contact a member of Prayon.
- g) It is **compulsory** to only use cleaners and disinfectants authorised for use with foodstuffs.
- h) Urinating in or around the facilities is **prohibited**. Toilets are provided for this purpose.
- i) Littering in the facilities is **prohibited**. Bins are provided for litter.
- j) Doors, gates and shutters **must** be closed after any use of the premises.

- **Staff training**

All service provider staff must be properly **trained** in **hygiene rules** for areas where food is produced. This training must be completed **before** the member of staff starts works and renewed at regular intervals (at least **once a year**). Prayon must be provided with records of all training completed, including at least:

- a) the name of the person trained and confirmation of attendance;
- b) the date and duration of the course;
- c) the course title and content;
- d) the trainer.



5. Inspections and sanctions:

Prayon reserves the right to carry out inspections at any time on members of staff, vehicles leaving the site and on site premises to ensure compliance with its requirements. Any violations will be subject to a Corrective Action Request (D.A.C. - PAPI.42.003) and handled by the Technical Procurement Department.

1. **Verbal notification**, Technical Procurement Department (SAT), SIPP + subcontractor management team informed.
 2. **Official letter** from SAT to the subcontractor + action plan to be provided.
 3. Subcontractor **member of staff** or temporary staff temporarily or permanently **banned from entering** any part of the site + confirmation by post from SAT to the subcontractor indicating the duration + action plan to be provided.
 4. **Subcontractor** temporarily or permanently **banned from entering** any part of the site + confirmation by post from SAT to the subcontractor. If the ban is permanent, the subcontractor will be **blacklisted**.
- All notifications and sanctions will be taken into account in the **annual appraisal** of suppliers conducted by SAT.::
 - Depending on the severity, Prayon reserves the right to bypass the first two levels of sanction and proceed immediately to a higher level.
 - **Major violations** (e.g. smoking in a methanol storage area at Silox) will immediately incur a **level-4** sanction.

6. Final provisions

- If you have any questions, please contact:
 - SIPP - Medical Department :Dr Ernesto Sanchez: ESanchezDiez@prayon.com
 - SIPP - Risk Management Department : Mr Gérard Vanaubel: GVanaubel@prayon.com
 - Environment Department: Mr Thierry Garnavault: TGarnavault@prayon.com
 - CTM Projects Investment Advisor: Mr Hicham Lazrak: HLazrak@prayon.com
 - Quality Department – food requirements : Mr Pierre Sibret : PSibret@prayon.com
 - SAT: Technical Procurement Department : Mr Stéphane Coolen : SCoolen@prayon.com
- If you do not respond within 10 days, you will be understood to have agreed to these requirements.

1 LE PORT DES EPI

Toute personne adhérent sur les sites (personnel Proton, réparateurs, sous-traitants, camionneurs, visiteurs, etc.) doit porter les EPI en suivant les règles ci-après.

En plus de ces règles concernant les EPI standards, toute personne doit porter les EPI supplémentaires spécifiés sur les fiches de postes, sur les autorisations de travail ou indiqués localement par un pictogramme.

a) LE CASQUE

Le port du casque est obligatoire dans la "zone de production" reprises sur le plan propre à chaque site.

- Sauf dans les voitures, camionnettes, camions...
- Sauf sur les parkings officiels, dans les locaux sociaux (vestiaires, sanitaires, réfectoires...), les bureaux, les salles de contrôle, les salles d'analyses, les labos de la recherche et des pilotes.



c) LES VÊTEMENTS DE TRAVAIL

Le port des vêtements de travail (vêtement à manches longues et pantalon fournis par Proton, par l'employeur s'il s'agit de sous-traitants ou d'intermédiaires, ou salopettes jetables pour les visiteurs) est obligatoire dans la "zone de production" reprise sur le plan propre à chaque site.

- Sauf dans les voitures.
- Sauf sur les parkings officiels, dans les locaux sociaux (vestiaires, sanitaires, réfectoires...) et sur les voies d'accès à son vestiaire en début et en fin de journée de travail (les parkings à manches courtes et shorts ne sont pas autorisés).

b) LES LUNETTES DE PROTECTION

Le port des lunettes de protection est obligatoire dans la "zone de production" reprise sur le plan propre à chaque site.

- Sauf dans les voitures, camionnettes, camions...
- Sauf sur les parkings officiels, dans les locaux sociaux (vestiaires, sanitaires, réfectoires...), les bureaux, les salles de contrôle.



d) LES CHAUSSURES DE SÉCURITÉ

Le port des chaussures de sécurité est obligatoire dans la "zone de production" reprises sur le plan propre à chaque site.

- Sauf dans les voitures.
- Sauf sur les parkings officiels, dans les locaux sociaux (vestiaires, sanitaires, réfectoires...) et sur les voies d'accès à son vestiaire en début et en fin de journée de travail (les chaussures souvètes ne sont pas autorisées).

e) EPI DANS LES ENGINES (PARMI LES AUTOMOBILES, CAMIONS...)

Le port de la ceinture de sécurité est obligatoire.

- Sauf si la fiche de poste de cette tâche le mentionne clairement.
- Le port des lunettes de sécurité est obligatoire.
- Sauf si l'engin est équipé d'une cabine fermée.



2 LES AUTORISATIONS DE TRAVAIL

Avant d'entrer dans les installations, il faut se signaler au local des brigadiers ou en salle de contrôle.

Une autorisation de travail est obligatoire pour tout travail.

- Y compris dans les labos, les bâtiments, les routes internes.
- Sauf pour les travaux spécifiques pour lesquels il existe une fiche de poste ou un mode opératoire auquel le travailleur a été formé (ex: Auto-Maintenance (Belgique), Maintenance de 1^{er} niveau (France)).

- Sauf pour les travaux réalisés par du personnel de Maintenance dans l'atelier de Maintenance pour lesquels il existe une fiche de poste ou un mode opératoire auquel le travailleur a été formé.

Une analyse de risque préalable est obligatoire avant la rédaction de l'autorisation de travail. Elle doit être rédigée et signée avant chaque intervention. La respon-

sable-signé (autorisation sur place en présence des intervenants. Lorsque le travail est terminé, l'autorisation de travail doit être signée pour clôture.

Un permis de feu doit être rédigé et signé pour tout travail générant de la chaleur, une flamme nue ou des étincelles (grincer, disquer, souder, meuler, forer, découper au chalumeau, chauffer avec un décapeur thermique...).

Une autorisation de pénétrer en espace confiné doit être rédigée et signée avant d'entrer dans un équipement, une fosse, un réservoir, etc. Les mesures de contrôle de l'atmosphère sont obligatoires. Une analyse de risques doit être faite pour déterminer les moyens appropriés: ventilation, sensibilité, moyens d'accès et de sauvetage...

Tout travail d'excavation, de terrassement, de creusement de tranchée, de forage nécessite un permis de fouille.

