



SAFETY AND ENVIRONMENTAL INSTRUCTIONS FOR CONTRACTORS



UPON SIGNING A CONTRACT WITH TIBOTEC LTD, VIRCO LTD OR TIBOTEC-VIRCO COMM. VA ONE COMMITS HIMSELF TO OBSERVE THE FOLLOWING REGULATIONS. PLEASE GO THROUGH THE INSTRUCTIONS AND COMMUNICATE THEM TO YOUR EMPLOYEES.

General

- Tibotec Ltd., Virco Ltd. and Tibotec-Virco comm.VA. expect their contractors not to perform any activity that is unsafe or that can cause any damage to the environment.
- The legal regulations in regard to safety and environment (ARAB, Codex, Vlarem, Vlarea ...) that apply should be known and considered as a minimum requirement.
- Contractors should have had adequate training and need to be competent to perform the work safely.
- In case of doubt, the safety officer or environmental coordinator should be consulted.
- Prior to start any work each individual needs to report to the reception desk. At the reception the contractor will receive the required safety information.
- Smoking is prohibited in all our buildings.
- Eating and drinking is only allowed in appropriate rooms (cafeteria, meeting rooms).
- The use of alcohol and drugs is forbidden.
- It's not allowed to bring in following products: Asbestos, CFC's, carcinogenic products, PCB's nor sound sources higher than 82dBA.
- At all times ergonomically aspects, legislation on confined spaces, general hygiene and prohibitive rules need to be considered.
- Incidents should always be reported to the sponsor of the contractor and the prevention dept.
- When directions are not followed, the work can be stopped and further access to the site can be denied without any costs for the customer.
- In case the contractor uses subcontractors it's the responsibility of the contractor to inform subcontractors of all the necessary information.
- If the contractor does not observe or observes inadequately the applicable safety requirements corrective actions can be made on the account of the failing party.
- The contractor should wear his badge visibly. This badge is strictly personal and may not be passed on to another person. The badge should be returned at the end of the work.



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Safety

- The contractor himself is responsible for necessary personal protective equipment (PPE). All employees - contractors are required to wear the P.P.E's as indicated.
- Tools should comply with legal requirements.
- Prior to execute any work the contractor is obliged to complete a risk analysis of the work and to turn this analysis over to the safety officer.
- The contractor is obliged to hand over to the contact person a SDS (safety data sheet) for each product and to have a SDS available for every used product.
- The contractor shall never open or close taps, use switches or change computer properties on his/her own initiative.
- At all times Lock-out and Tag-out (to secure outaged sources of energy) need to be applied.
- Within Tibotec-Virco there are different kinds of labs ex. BSL3 (biosafety level) and BSL2. These labs can only be entered after consultation of the contractor's sponsor who will take necessary action.

Fire safety

- At all times passages of stairs, emergency halls and fire equipment should remain accessible.
- Always take the necessary precautions to prevent fire.
- Always consult emergency procedures (evacuation routes, assembly points, ...)

Permits

- A permit should be issued for all work unless stipulated otherwise. Examples of exceptions are computer work, daily maintenance of offices etc.
- Welding, grinding and other work with open flame require a hot work permit. This permit needs to be requested from either the responsible project owner, the safety officer or the contractor's sponsor.
- Permits Required Confined Spaces may only be accessed when having a valid permit that can be obtained through the responsible project owner, the safety officer or the contractor's sponsor.
- The contractor needs to verify if he needs an (temporarily) environmental permit for executing work and needs to report this to either the responsible project owner, the environmental coordinator or the contractor's sponsor.



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Environment

- Unless agreed otherwise, the contractor himself is responsible for disposal of his/her waste and this according legislation requirements.
- Every unplanned environmental incident or contamination needs to be reported immediately.
- Spills of dangerous products need to be removed immediately using absorption material. The sponsor needs to be notified immediately.
- The contractor will comply with legal storage requirements for dangerous products (transport, drip-trays, labelling, fire safety...).

When above requirements are not fully met, payments can be blocked until all requirements are fulfilled.