



GENERAL HEALTH, SAFETY AND ENVIRONMENT PLAN

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I. REGULATION

This Health and Safety Plan is defined by the Royal Decree of 25 January 2001 in relation to temporary and mobile sites (Directive 1992/57) and under the scope of chapter 5 of the Law of 04 August 1996.

The aim of the General Health and Safety Plan (PGSS) is as follows:

- to give employers of external enterprises the information required by their workers on the risks and prevention measures applicable to the Beneo-Orafti site when going about their work;
- to coordinate the work of contracting companies and ensure that they collaborate with Beneo-Orafti in terms of applying the measures relating to worker well-being when going about their work.

The PGSS therefore includes the basic information needed by the external enterprises to ensure that they can fulfil their duties in optimal safety conditions.

Revisions will be sent to the e-mail address given to this end by the contractor. Each contractor is responsible for notifying its subcontractors of this PGSS and its revisions, and **for ensuring that the Specific Health and Safety Plans (PPSS) of each of its subcontractors are submitted to the Beneo-Orafti SIPP.**

The PGSS consists of:

- this document, which is entitled the General Health and Safety Plan (PGSS).
- the various annexes attached

II. USEFUL ADDRESSES

Name:	BENEO-ORAFI SA
Address:	Rue L. Maréchal 1 B-4360 Oreye, Belgium / Europe
VAT no.	BE413631556
Telephone numbers:	Tel.: + 32 19 67 94 11
All telephone numbers are given in Annex 01	Fax: + 32 19 67 83 35 info@BENEO-Orafti.com
Staff employed on site:	During season (mid-August to December): 300 people Off-season (January to mid-August): 250 people
Site surface area taken up by the plant:	16 hectares (plant) 15 hectares of tailing ponds
Business:	Production and marketing of food ingredients obtained from chicory and by-products intended for animal feed. Production of pearl sugar from the refined sugar produced in the Tienen Raffinerie Tirlémontoise

III. SITE PRESENTATION

The industrial site was opened in 1889. It joined the Raffinerie Tirlemontoise Group in 1936 and was integrated into the SÜDZUCKER Group, European leaders in sugar production, in 1989.

The company has been part of the BENEIO Group since 2007. This group consists of BENEIO-Orafti, BENEIO-Palatinit and BENEIO-Remy.



The main aim of the BENEIO-Orafti Group is on the one hand to supply consumers and the food industry with high-quality products, and on the other to gain standing within the EU as one of the most productive and innovative groups in the scope of functional food.

Since 1992, BENEIO-ORAFI has been producing the marketing 100% natural chicory-based nutritional ingredients, an industry of which it has become a world leader. On a more marginal level, it continues to produce pearl sugar and sugar for the food industry.

SITE ACCESS

The company is located in the centre of Oreye along the "Grand Route" (Route Nationale 3, or RN3), less than a kilometre from the crossroads of Route Nationale 3 and 69 (referred to as "Ramkin").

RN 69 is the closest (just 5 km) way of joining the E40 motorway (Brussels-Lieges/exit 29 "Waremme"). Exit 30 ("Crisnée") of the E40 also gives a quick connection (7 km) with the road network (taking the RN3 and a short stretch of the RN 614).



The site plan is given in annex 06: "General Health, Safety and Environment Plan" (PGSSE) All access by staff and vehicles to the site must be in compliance with the EHS work instructions in force: "Staff and vehicle access control" in annex 02.

This plan has the 2 site accesses available for external persons:

- **S1:** The main access to the site (HGVs and some staff vehicles) is via the guard station in Rue Louis Maréchal, from 06:30 to 20:00;
- **S2:** There is a second access via Rue Cokelette, which is **only authorised if the guard station is closed and, therefore, on weekends and public holidays;**

All workers accessing the site must have their social security card.

The contractor must declare all subcontractors and independent workers to recover their PPSS containing or to which at least the information mentioned in annex 04 is attached. All information must reach us before arrival of the workers on site.

External enterprises with no access badge must register individually on the Guard Station register, before entering the site.

IV.1 Working hours

Morning: from 07:30 at the earliest to 12:00

Afternoon: from 12:30 to 19:00 at the latest

By way of principle, working hours total 37 hours per week.

For internal staff, the start and end of work are announced each by two blasts of the siren at a five-minute interval.

External enterprise staff must respect the times established for the start and end of the day. An exception may be authorised on request.

In any case, hours spent on site will be specified in annex 07: "Risk analysis when opening a site".

IV.2 Parking

Access to the factory enclosure with a personal vehicle or company vehicle is strictly prohibited, unless exceptional authorisation has been granted. We ask you to please park in authorised places along public roads.

A vehicle carrying material may enter, as long as it has obtained written authorisation in the minutes of the site opening meeting. In this case, the vehicle may be weighed at entrance and exit.

Vehicles of staff of external enterprises must, in this case, be parked in the parking places provided on the General Health, Safety and Environment Plan in annex 06, or, alternatively, in the place established in the minutes of the site opening meeting.

The Beneo car park at the administrative building is reserved and only authorised staff vehicles may park here.

IV.3 Storage on site

Working materials needed for the activities of external enterprises is permitted on site.

However, it is agreed that it shall be stored in accessible areas, in such a way as to avoid any interference with production, safety and travel around the site.

Storage in the units is limited to the material strictly necessary for the day's works underway or which are imminent.

Material storage areas will therefore be defined and specified with the internal works manager when the site opens (annex 07).

Only use of compliant, controlled materials in accordance with current regulations, is authorised.

IV.4 Security

Both at the main entrance to the site and on site, both at arrival and departure, the guards are authorised:

- to weight vehicles at entrance and exit;
And, by agreement with the external enterprise:
- to inspect the contents of the vehicles and sacks;
- to take photographs of the inside of vehicles if there is material, to authorise the vehicle to exit.

Anyone found stealing will be expelled immediately and called to replace or reimburse the stolen materials.

Legal action will be taken against all theft.

IV.5 Recreational rooms and bathrooms

The whole of the Beneo-Orafti site is non-smoking, apart from the smoking points (the "yellow points") shown on the General Health, Safety and Environment Plan given in annex 06.

Remember:

In compliance with Belgian regulations, smoking is prohibited in recreational rooms and bathrooms.

Access to changing rooms and showers is reserved to internal staff or equivalent.

Factory WCs and canteens can be made available to works in accordance with the external enterprise workforce.

If the external enterprise workforce is considered to be too numerous, a dressing room, bathroom and canteen must be supplied and maintained by the contractor.

These measures will be determined and specified upon approval of the contract or at the site opening meeting.

Taking up accommodation on site or in the car parks is prohibited.

IV.6 Hygiene rules

All Quality instructions "HYGIENE RULES - WELCOMING VISITORS AND SERVICE PROVIDERS" given in annex 03 apply to all external enterprises and visitors to the site.

If it is impossible to apply a provision of the regulation, the external enterprise shall not take the initiative to relieve itself of this obligation; such action **MUST ALWAYS** be approved in advance by BENEIO-Orafti executive staff.

IV.7 Temporary workers

External enterprises shall comply with the Royal Decree of 15 December 2010 on temporary workers.

IV.8 Foreign workers

All foreign workers not contributing to the Belgian ONSS (National Social Security Organisation) must provide the LIMOSA declaration and form A1. These are attached to the PPSS of the external enterprise in question.

IV. COMPANIES AND WORKERS ON SITE

V.1 Specific Health and Safety Plan and Site Opening

BEFORE starting work, each company (contractor, subcontractor, independent worker, etc.) must gain awareness of our [General Health and Safety Plan](#), reach and complete annex 09 and promise to gain awareness of and comply with our company's internal accident prevention measures.

It must also provide us with its own [Special Health and Safety Plan \(PPSS\)](#), which must be approved, corrected or completed following the [Site Opening](#) meeting given in annex 07.

The PPSS focuses on the specific works envisaged and the associated dangers and risks: it specifically describes the prevention measures proposed by the company in compliance with legislation governing well-being and shall be jointly studied with Beneo executives during Site Opening.

The compulsory mentions attached to the PPSS are described in annex 04.

The Site Opening is a joint meeting:

- between the hierarchy of the external enterprise and Beneo
- between the giver of an order and the hierarchy of its subcontractor or independent worker

The Site Opening aims to examine the PPSS of the company in order to

- confirm compliance with the PGSS
- coordinate the specific prevention measures proposed
- give and obtain useful specifications
- complete if necessary.

Subcontractors and independent workers of the contracting company may be invited/convened to this site opening meeting, but the contracting company shall in any case

remain responsible for assuring the transfer of information/instruction/training to its subcontractors.

Written confirmation specifying the list of contracted parties and signed by all participants will sanction the holding of the Site Opening and a copy will be kept by the Beneo SIPP. the Site Opening may act as PPSS between the giver of an order and its subcontractors and independent workers, if the order giver responsible deems it appropriate. Signed, written confirmation sanctioning the holding of this Site Opening must be supplied to the Beneo SIPP before works start.

In the event of permanent, or almost permanent, presence on site, or where a place is required for repetitive works, an "annual" Site Opening may be held.

V.2 Work permit

Depending on the activities and/or risks, a general work permit may be completed by means of the sundry permits mentioned below:

- Fire Permit: compulsory for all works involving flames or hot points in EXAT zones (orange zones in the attached plans), less than 5m from a gas distribution network, or in the event of flammable products or combustive materials nearby.
- Confined and/or Operator Space Permit: for works/activities in a vat, closed or semi-open space or for an operator.
- Permit for Work above ground: for works/activities to be carried out at a height of more than 2m above ground where there is no fixed collective protection or when using an aerial lift.
- Atomisation Tower Permit: for works/activities to be carried out in an atomisation tower of the ATOMOR sector.

These permits must be prepared before embarking on any of the above activities and must be kept by the worker until works are complete.

V.3 Utilities

Site utilities can be used by an external enterprise, on request.

In this case, the authorisation must be obtained of the local manager or an executive.

This authorisation will be traced as it shall be recorded on the site opening risk analysis or Work Permit.

V.3.1 Site electrical power

Significant consumers, such as on welding stations, must have their own electrical supply. Beneo's electrical boxes are accessible for small consumption (**63A, 380V, without maximum neutral for the box**).

All electrical cables are:

- with a minimum section of 2.5 mm²,
- possibly placed at heights (in excess of 4 m)

- possibly protected permanently on the ground against all deterioration caused by the passage of vehicles and machines.

Electrical installations are compliant with the RGIE.
Distribution equipment is at least IP44.

Regular controls:

The generators comply with Article 76 of the RGIE: they are controlled prior to start-up by an external technical control service (SECT) and are controlled every 13 months (like a fairground installation).

The cabinets and boxes comply with Article 52 of the RGIE. The installation is controlled prior to start-up in accordance with Articles 270 to 273 of the RGIE.

Unqualified or non-appointed staff may not enter electrical rooms.

All works on electrical installations, repairs and electrical connections must be carried out by BA4 or BA5 qualified staff.

Staff of external enterprises may not disconnect electrical installations belonging to Beneo. These operations are carried out by a member of internal staff. The same applies for restoring the power supply.

All portable electrical tools must have a differential disconnecter situated between the power socket and the extension leads of the electrical tool. The tool must be double-isolated and compliant with Belgian standards.

Specific cases of vats and confined spaces:

Electrical materials to be used in a vat and/or confined and/or operator space is detailed in the "Permit for work in confined spaces" and is compulsory before any intervention.

If the external enterprise needs to intervene in an operating enclosure and/or confined area, the EHS work instruction "Work in confined and operating enclosures" must be known and respected.

V.3.2 Compressed air

Compressed air connections are available on site, after authorisation.

V.4 Tidiness and cleanliness

All work on site must comply with the Quality work instructions "Hygiene rules - Welcoming visitors and service providers" **described in annex 03**.

V.4.1 Cleaning the site

BATHROOM MAINTENANCE: Beneo is responsible for maintaining its internal recreational areas and bathrooms, the environment used by the contractors and subcontractors, site entrances, parking and the main site routes, but not for any abuse thereof, which will be sanctioned.

CLEANING THE WORKPLACE: Each company is responsible for cleaning its work stations. When work ends, this means that the work station has been cleaned and that any rubbish, tools, sweets and other consumables have been removed.

If the work station is not cleaned, Beneo-Orafti will have the station cleaned by a specialised company without notice and the costs will be charged back to the defaulting parties.

V.4.2 Waste management

Discarding all types of waste on the ground or site is strictly prohibited.

The location of containers, removal of waste that has been sorted into units, loading of containers and the elimination of waste are all organised by Beneo.

Each company is responsible for sorting its waste and depositing it in the places specified for each unit:

- Hazardous waste
- General, non-hazardous waste (class 2)
- Ferrous metals
- Non-ferrous metals
- Precious metals
- Paper/cardboard
- Wood
- Plastic films (polyethylene)

According to the quantity of waste generated by the external enterprise, Beneo may demand that the contractor be responsible for making bins available and emptying them in accordance with current legislation.

The pollution of a waste container will be charged to the contractor if fault is ascertained.

V. DANGERS, RISKS AND PREVENTION MEASURES

VI.1 Travel

Travel must always be calm and suitable to the circumstances. Do not run on site.

The travel route must be respected.

Access ways and corridors inside and outside production areas must be respected.

VI.1.1 For all vehicles on the Beneo-Orafti site

The Highway Code applies and maximum speed is limited to 20 km/h on site.

Employers shall inform their drivers of the risks involved in other activities, in order that they should watch out for pedestrians, aerial lifts, machines, scaffolding and operations underway.

The direction of travel authorised on site is detailed in the General Health, Safety and Environment Plan (annex 06).

VI.1.2 Lorries and semi-trailers

Numerous delivery lorries travel on site. In most cases, unloading areas are marked out on the ground. Respect unloading areas and do not encumber them.

VI.1.3 Pedestrians

Employers shall set an example and notify their workers to travel cautiously on site, due to the risks involved in connection with the travel of motorised vehicles.

Please, therefore:

- avoid exposure under loads or works above ground
- do not go against road markings
- do not venture into the range of action of machines and cranes
- attract the attention of crane or machines operators before approaching
- do not run machines without suitable training and authorisation of Beneo executives

VI.1.3 Road markings/Road closure

When occupying a road, the space taken will be marked out or closed off in such a way as to:

- leave sufficient, safe passage for vehicles and pedestrians
- prevent all such passage.

VI.2 Work above ground

Work above ground is subject to the rules established by the Royal Decree of 31 August 2005 (Directive 2001/45/EC).

The use of collective protection equipment, such as balustrades, ladders and scaffolding, gangways, safety nets, the marking out of trenches and openings made to the ground, permanent lifelines, etc. is compulsory any time the safety of the people at the workplace so requires.

If it is technically impossible to provide for collective protection equipment, supplementary personal protection equipment will be used by the worker (e.g. safety harnesses, provisional lifelines and authorised fall-breaking equipment, etc.).

Works above ground must be prepared and the equipment (personal or group) checked before used.

All works above ground can be postponed if weather and environmental conditions may constitute a risk for staff.

The use of ladders, in particular, is limited in accordance with the criteria of the AR mentioned previously.

Triple ladders are prohibited on site.

When using a ladder, the EHS work instruction "Ladders" must be read and respected.

Each external enterprise on site is responsible for providing the equipment needed for the work of its staff.

Beneo-Orafti cannot be held liable for delays due to the lack of suitable material.

For all works to be carried out at heights above ground, without collective balustrade or moulding of an agreed size type protection, a Permit for Work above ground is required.

VI.2.1 Use of scaffolding

Scaffolding is only assembled, altered and dismantled by the subcontractor of Beneo-Orafti.

Compliance of scaffolding is reported by the competent person by means of a label to be added to the scaffolding in question.

The red panel or lack of label means that use of the scaffolding is PROHIBITED.

The external enterprise can be authorised to assemble its own scaffolding as long as it can provide proof of the competence of its staff.

These elements will also be specified in the minutes of the site opening meeting.

Before the subcontractor company of Beneo-Orafti assembles scaffolding, a Permit for Work above ground must be prepared.

If assembling during an area where vehicles or machines travel, the subcontractor of Beneo-Orafti shall ensure the safety of their scaffolding against impact at the foot, protecting them with suitable means.

Any changes made to scaffolding already in position will result in PERMANENT EXCLUSION FROM THE SITE with no further warning or compensation.

The employer **using** scaffolding designates a "competent person" and monitors to ensure that this person accomplishes his duty, specifically including the following:

The competent person of the user

- monitors the certified training of the workers using the scaffolding
- monitors to ensure that the scaffolding is not modified

- receives, studies and ensures that the workers concerned understand the notes intended for users
- monitors the compliance of the scaffolding, which he inspects every day: balustrades, smooth, baseboards, joining boards, etc.
- monitors the prevention of people falling
- monitors the prevention of objects falling: avoids overlaying works, closes off areas that are threatened and makes use of safety helmets compulsory
- considers weather conditions
- considers admissible loads
- ensures compliance with prohibitions on access to parts that are not ready.

When using scaffolding, the EHS work instruction "Scaffolding" must be read and respected.

VI.2.2 Use of aerial lifts

Beneo-Orafti can, in certain conditions, prepare its aerial lift **for works planned to last for less than 4 hours**.

Use of the Beneo aerial lift is subject to written authorisation (annex 05) issued on the basis of a proof of training for operation (photocopy of licence/certificate of qualification).

If needed for more than 4 hours of work, the contractor must provide its own compliant material and its own trained staff.

Any contractor using the aerial hoists undertakes to comply, amongst others, with the following instructions:

- operation is entrusted to trained, qualified operators, proof of training will be provided at the site opening meeting or attached to the Specific Health and Safety Plan of the external enterprise
- a valid regular control report accompanying the aerial lift provided during the site opening meeting or attached to the Specific Health and Safety Plan of the external enterprise
- long-sleeved harnesses must be worn in the aerial lift
- the safety harness is continuously attached to a compliant anchorage point
- a user's manual in the operator's language is located under the aerial lift
- operators install identifiable, permanent road markings to avoid any impact at the base of the lift by other vehicles or machines
- operators identify traps in the area of movement
- movement must be at slow speed with the aerial lift in a low position
- operators know and comply with limits of inclination, loads and wind defined by the manufacturer
- an audible sound notifies any movement
- operators must be able to lower the failed aerial lift basket safely without a motor and without hydraulic pressure

When a PEMP (mobile staff lifting platform) is used by an external enterprise on site, a Permit for Work above ground must be completed and the EHS work instructions "Aerial lifts, baskets and automatic lifts with platforms for people" must be known and respected.

VL3 Use of machines and devices and equipment for lifting

Internal material:

The lifting machinery belonging to Beneo cannot be used by external staff.

Material is provided for by the contractor and must therefore be included in the bid.

However, for quick, current activities (maintenance of small items), a lifting machine with Beneo staff may be made available.

This information must be specified in the Specific Health and Safety Plan or attached to the minutes of the site opening meeting or in the Work Permit.

Use of our machines and staff in excess of 1 hour may result in hire charges being deducted from the order.

External material:

Use of all external lifting material is subject to authorisation given on the basis of proof of training for the operation of this type of machinery and a valid regular control report.

This information must be specified in the Specific Health and Safety Plan of the external enterprise or attached to the minutes of the site opening meeting.

No lifting machine, other than those envisaged to this end, must be used to lift people.

Hired material: The company using the hired material must ensure that the regular controls are carried out and that a copy of the valid control certificates is in the lifting machinery.

The external enterprise must also provide proof of its staff having been trained to operate this type of machine.

When using lifting equipment on site, the EHS work instructions "Lifting equipment and accessories" must be known and respected.

VL3.1 Cranes

Unless otherwise specified in the bid, Beneo cannot assure the lifting of loads using hydraulic cranes. Needs are coordinated during the site opening meeting.

Qualification: The names of the operators qualified to operate a crane with the corresponding maximum tonnage are given in the Specific Health and Safety Plan of the external enterprise or attached to the minutes of the site opening meeting.

The employer of the users undertakes to ensure compliance, amongst others, with the following instructions:

- movement of the crane must be coordinated with the Beneo-Orafti executives
- lifting takes place with all extensions out full and with division plaques on mobile floors
- operators monitor interference with other machines and in particular with aerial lifts
- suspended loads must not travel above workers

- suspended loads must not travel above "openings" in roofs or above light roofs, unless suitable prevention measures have been taken
- operators monitor the correct slinging of loads and refuse to lift loads slung in baskets
- operators shall cease lifting if several people give him command signals
- maintenance operations involving a crane are prohibited if wind exceeds 60km/h

VI.3.1 Hoists, block and tackle

The employer of workers required to use hoists, block and tackle to lift and hold loads above ground undertakes, amongst others, to ensure compliance with the following:

- designation of a competent person to carry out the operation safely
- justification of the capacity necessary for the hoists, block and tackle and chains or slings and accessories (the weakest part applies for the whole)
- Choice of load fixing points and hoist fixing points

VI.4. Installation and collection of collective protection

Shunting, bridging and removing a safety element is strictly prohibited without the authorisation of the executives and without having taken supplementary measures by which to avoid the risks.

Any deterioration to a safety element must be signalled to the sector manager, the works manager or a Beneo-Orafti SIPP.

All collective protection used to develop works by an external enterprise must be replaced in their original condition, after work is complete.

This collective protection can only be taken:

- **if a provisional or final collective protection is positioned simultaneously or immediately after collection (e.g. road markings);**
- **If other supplementary prevention measures have been taken to eliminate the risks (e.g.: delivery of equipment);**
- If collective protection has been positioned for work in a place that is normally inaccessible (they can be removed after work is complete).

The company creating the risk of falling installs the collective protection necessary.

In the absence of any protection against an immediate risk of falling created by a company, the members of the SIPP or the hierarchical line of Beneo shall demand **instant action on the part of the defaulting company. As necessary, **any protective measures required shall be implemented with no further notice and at the expense of the defaulting company**.**

Notice boards, prohibition or obligation signs or instructions cannot be eliminated, discarded or altered.

VI.5. Superimposed works

Superimposed works are prohibited unless protection is assured between the two levels of work.

The companies concerned by the superimposed works shall ensure that protection is installed or shall organise the times of work of their teams in such a way as to eliminate the risks. If in disagreement, Beneo has the authority to act as arbitrator and the instructions given must be respected by the companies.

If the risk cannot be eliminated by means of the use of collective protection, safety helmets may be required.

VI.6. Prevention of fire and explosion and protection of installations

The sugar and inulin used by our company give off combustible powders and may, therefore, potentially form EXplosive ATmospheres (EXAT).

The site also has flammable gas or vapour type EXAT zones or atmospheres with a concentration of explosives can form, like in the heating rooms or bio-methane production plants.

The areas concerned (EXAT zone) are marked in orange in annex 06 and can be recognised by the sign affixed at the building entrance. All works in these areas require special measures.



All works involving flames or hot points are subject to a Fire Permit, indicating the prevention measures to be respected and issued by an authorised person, for:

- all works in EXAT zones
- all works less than 5m from a gas distribution network
- flammable and combustible materials storage area (Central warehouse, Dangerous products warehouse, etc.)

Specific material must be used in EXAT zones. The category of materials according to the zone is given in annex II to the Royal Decree of 26 March 2003 (social EXAT). All tools that may run the risk of having sparks forming can only be accepted with the agreement of the EHS Beneo-Orafti or the production engineer of the sector concerned. If in any doubt, the Beneo-Orafti EHS service must be consulted.

The companies producing sparks, hot points (cutting using a grinder or blowtorch, welding) must provide for **fireproof covers** to reduce the risk of fire and protect against damages:

- cable ways and cables
- stainless steel tanks and reservoirs
- electrical cabinets

This measure is compulsory for piping and installation companies.

VI.7. Operator and/or confined space

All activities carried out in an operator and/or confined space are subject to a "Permit for Entering a Confined and/or Operator Space".

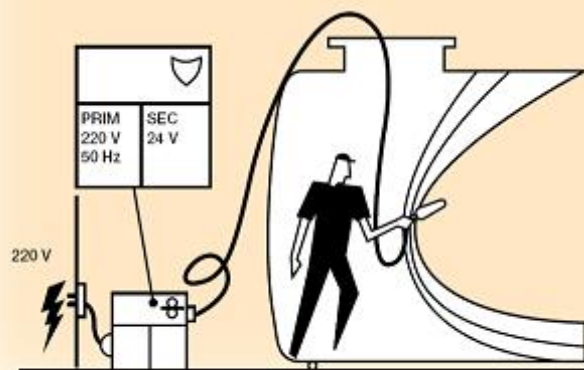
The use of specific protection and working materials in relation to the nature of the risks is then required.

It is important to distinguish between the lighting, electrical material with double isolation and welding.

For lighting:

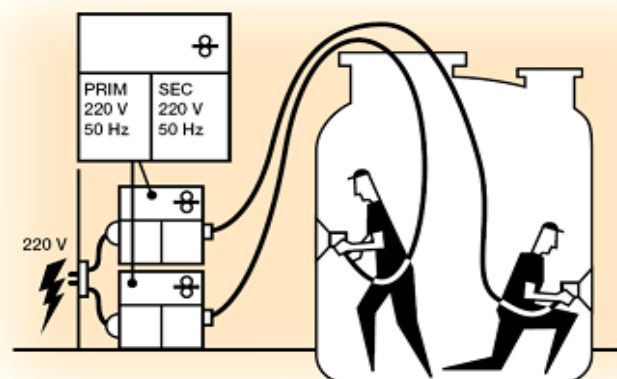
- 220-24 voltage separator outside the confined enclosure
- 24 V lighting extensions
- 24 V spot lighting

Etat du corps humain	Courant alternatif maximum
Peau partiellement immergée	12 V
Peau non immergée	24 V



For double-insulated electrical material (grinder, drill, sander, etc.):

- 220-220 voltage separator outside the confined enclosure **BY ELECTRIC MATERIAL**
- Electric material in the enclosed area along 220 extension after voltage separator



For the material to be welded:

- 50 V welding station outside the confined enclosure
- Earth as close as possible to the part to be welded

VI.8. Use of dangerous chemical products

All dangerous products used for works must be declared in the Specific Health and Safety Plan of the external enterprise or during the site opening meeting.

The safety data sheets and prevention measures against the risks of these dangerous substances must be described in the Specific Health and Safety Plans or supplied to the Beneo-Orafti SIPP.

If missing, the Beneo SIPP or the executive may demand supplementary measures.

All chemical products must have compliant, clearly visible labelling.

Dangerous substances are stored:

- either in the original packaging on a container (with a capacity that exceeds that of the largest recipient and one quarter of all recipients)
- or in the double-walled vats

ABSORBENT MATERIALS are kept close by to absorb any leaks.

Storage is organised considering the information given on these safety data sheets and the possible physical or chemical reactions that may increase danger.

In its Specific Health and Safety Plan, the company will specify the number of gas bottles (specify the nature of the gases) and the quantities of dangerous products (including paint, adjuvant, fuel, etc.) which will be on site, the space needed and method of storage.

All handling of gas bottles (transport or lifting) must be carried out using suitable baskets.

Unless specific exceptional authorisation is granted, the acceptable quantities at the place of work are limited to those necessary to the day's work.

VI.9. Environmental protection

Disposing of dangerous or pollutant substances such as solvents, oils and paints in the drains is strictly prohibited.

All external enterprises must undertake to eliminate any dangerous products and waste generated by their work in accordance with current regulations.

- If the soil or river (Geer) is polluted, or in the event of any incident that may have an environmental impact, the EHS service must be notified immediately in order that it shall take all measures necessary to remove said pollution. (See annex 01: Telephone numbers)
- The noise limit established at the perimeter of the site is 55dB.
If working by night, the limit is 45 dB. Work by night is only possible if authorised by Beneo and as long as the works are defined as: works producing little noise or inside buildings.
- Waste or other materials cannot be burned on site.

VI. INSTRUCTIONS IN THE EVENT OF AN INCIDENT

VII.1. Instructions in the event of an incident

VII.1.1 Instructions in the event of a minor incident

In the event of a minor incident involving the Beneo-Orafti site, as quickly as possible, ensure that one of the site Industrial First Aid Team acts to take charge of the victim.

These people can be identified:

- **by means of the safety valve panels;**
- **by means of a badge reading "Secouriste" (First Aider) on their working clothes.**

An Industrial First Aider may also be notified by calling a trained "Industrial First Aider" or "Refinery Supervision Station" (See annex 01: Telephone numbers), who will transfer the necessary information to the nearest Industrial First Aider.

VII.1.2 Instructions in the event of a serious incident

In the event of a serious incident, first call 112.

The witness or victim must also contact:

- a Beneo-Orafti Industrial First Aider
- the Refinery Supervision Station
- a member of the EHS Service

These will notify the "guard station" and manage the arrival and direction of the emergency services.

VII.1.3 In all cases

In all cases of incidents at work, after having taken care of the victim, the external enterprise must, within 24 hours, inform:





- **the Beneo Internal Works Manager or the Sector Manager**
- **the Beneo-Orafti SIPP (EHS Service)**
- **the Beneo-Orafti RH Service**

VII.2. Instructions in the event of fire

If a fire is detected, act as follows:

- **notify a member of the Emergency Team**
- **notify the Refinery Control Room**
- **if the fire is not quickly dominated, notify a member of the EHS service and break one of the fire break glass alarms.**

If putting out a fire using an extinguisher, never put yourself in danger and respect the classes of fire:

			
Fire of solid materials	Fire of liquids or liquefiable solids	Gas fire	Electric fire
Wood, paper, cardboard, fabric, waste, plastic, etc.	Hydrocarbons, alcohol, solvents, acetone, greases and oils, paints, etc.	Propane, butane, acetylene, natural gas, methane, manufactured gas, etc.	Electric motors, relays, transformers, etc.
<ul style="list-style-type: none"> • Water extinguisher 	<ul style="list-style-type: none"> • Water with additive or foam extinguisher • Powder extinguisher 	<ul style="list-style-type: none"> • Powder extinguisher 	<ul style="list-style-type: none"> • CO extinguisher

VII.3. Instructions in the event of accidental pollution

In the event of accidental pollution or leak of a dangerous product from confinement, it is important to:

- take all steps to ensure that the anomaly does not worsen
- notify the **Beneo Internal Works Manager, the Sector Manager or the person acting in his stead**
- notify a member of the EHS Service.

VII. SUPPLEMENTARY PERMITS AND PROCEDURES

This General Health and Safety Plan can be supplemented according to the nature of the works carried out at the Beneo-Orafti site.

In this case, you will be informed of the supplementary procedures to be known and respected during the site opening meeting to be held before starting any work.

The external enterprise must also request any site compulsory supplementary work permits from the Beneo executive, before starting work.

These can be done during the site opening meeting or when the work so requires.

Works needing a supplementary site work permit are:

- **Permit for Work above ground**
 - All works carried out at a height > 3m above ground, outside collective protection (such as balustrades or plinths)
 - All works needing the use of a staff mobile lifting platform (aerial lift)

- **Confined and/or Operator Space Work Permit**
 - All works carried out in an operating enclosure and/or confined space (vats, tanks, cisterns, silos, heaters, diffusion drums, canvas sheeting, underpasses, BMA, Nautilus, all semi-open spaces, etc.)

- **Atomisation Tower Work Permit**
 - All works carried out in an Atomisation Tower of the Atomor Sector

- **Fire Permit**
 - All works using flames or hot points in an EXAT zone
 - All works using flames or hot points < 5m from a gas network
 - All works using flames or hot points in a liquid or flammable materials storage zone

- **Delivery Form**
 - All works on equipment with energy sources (pneumatic, mechanical, fluid, electrical, chemical) to be mastered before intervention.







VIII. ANNEXES

IX.1. Useful telephone numbers

EXECUTIVES AND SECTORS:

Managing Director	Philippe DUMONT	019/679.400	Guard station	019/679.411
EHS Manager/Prevention Advisor	Jean CROQUET	0495 / 59.30.59	Staff Service	019/679.478
EHS Assistant	Jérémy MATTENET	0471 / 92.48.51	Agrochem	019/679.824 or 0496/581.654
Quality Manager	Stéphane GUSTIN	019/679.460	Agronomy	019/679.464
HR Manager	Bart TUYLS	019/679.517	Atomor 1&2 (Control room)	019/679.437 or 0478/782.653
HR Administrator	Anny WIJNANTS	0476 / 65.34.26	Atomor 3 / Refonte	019/679.453 or 0478/782.653
Supply Chain Manager	Eric GALAND	019/679.498	Extraction (Control room)	019/679.465
Logistics Manager	Damien TIMMERMANS	0485 / 56.81.11	HP	019/679.407
Purchasing Service Manager	Didier MICHEL	019/679.412	Central Warehouse	019/679.439
Central Warehouse Manager	Jacky NOIRFALISE	0476 / 64.91.26	Liquid Warehouse	019/679.433 or 0497/594.024
Mechanical Workshop Manager	Dimitri SPASKY	0471 / 38.31.71	Magor	019/679.403 or 0470/190.105
Mechanical Maintenance Manager	Denis SEVERINI	019/679.701	Pearl sugar plant	019/679.456
Utilities Manager	Frédéric OLIVY	0474 / 64.37.07	Refinery (Control room)	019/679.481 or 0496/581.653
Planner	Dany CREME	0471 / 76.16.11	STEP	019/679.484 or 0471/925.378
Subcontractor Management	Freddy BRENNE	0476 / 68.03.19		
Electrical Foreman	Jean-pierre RADOUX	0496 / 58.16.48		
Extraction Production Manager	Stephan VILANOY	019/679.470		
Extraction Production Engineer	Nathalie SADIN	0471 / 92.47.41		
Refinery Production Manager	Sébastien DOYE	019/679.414		
Atomor Production Engineer	Aurélien GURET	0479 / 97.84.09		
Packaging Production Engineer	Filipa RODRIGUES	0473 / 98.06.19		
Agrochem Production Engineer	Elise SCHUERMANS	0471 / 92.31.32		
Recasting/HP Production Engineer	Emmanuel RAVIGNAT	0476 / 98.28.19		
Liquid Warehouse Production Engineer	Sophie PAUQUAI	0478 / 87.84.89		
Refinery Production Engineer	Aline KHAMIS	0471 / 82.03.59		
Pearl Sugar Production Engineer	David WINAND	0473 / 73.57.41		

FIRST AID:

EMERGENCIES		100 / 112
RED CROSS		105
Crisnée Civil Guard		042/576.600
Police		101 / 112
Poisons Centre		070/245.245
Pollution SOS	NA	070/233.001
Plant doctors	Dr De Sart	019/677.073
	Dr Bleser	019/332.272
	Doctor station	019/544.840
Private ambulances	UMS Ambulance SPRL	042/787.059
Optician/Ophthalmologist	Dr Bodson	019/323.942
	Citadel emergencies	042/256.041
Electrician at rest		0495 / 59.38.33
Atomor Supervisor		0478 / 78.26.53
Laborantin Process		0471 / 92.23.51 0475 / 78.27.19

IX.2. Supply Chain Management Procedure "Site access conditions"



	MANAGEMENT PROCEDURE Supply Chain Procedure	Code : SCH-09
	SITE ACCESS CONDITIONS	Revision : 00 Issue : 02/05/2013 Page : 1 of 5

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1.2. SCOPE	2
2. RESPONSIBILITIES	2
3. DEFINITIONS	2
4. DESCRIPTION OF ACTIVITIES - DIAGRAM	2
5. REGISTER & ANNEXES	5
6. REFERENCES	5
7. CHANGE CONTROL TABLE	5

Documentation control	Preparation/Amendment	Approval by Procedure Owner	Approval of Quality Procedure
	M-E Pinte	E. Galand	S.Gustin
Office	Quality and Food Safety Manager	Supply Chain Manager	Total Quality Manager
Date			
Signature			

	MANAGEMENT PROCEDURE Supply Chain Procedure	Code : SCH-09 Revision : 00 Issue : 02/05/2013 Page : 2 of 5
	SITE ACCESS CONDITIONS	

1. OBJECTIVE & SCOPE

1.1. Objective

Control access to site by people not belonging to Beneo-Orafti

1.2. Scope

Access via the guard station of visitors, drivers, service providers and official organisations or certification bodies.

People with a badge (Beneo/Sudzucker staff or subcontractors) can enter the site via the guard station or by means of one of the three entries fitted with a turnstile with badge reader and are therefore not concerned by this procedure.

2. RESPONSIBILITIES


Janitor:

- welcomes all people needing to access the site and has them read and sign the registers, as described in paragraph 4 of this procedure
- notifies BENE0-Orafti contact staff of the arrival of the visitor or service provider and waits for confirmation of authorisation to access the site before guiding the latter to a meeting point.
- if a client, any authority, official entity or certifying body should arrive unexpectedly, the janitor contacts the contact person or his representative as quickly as possible, in accordance with annex SCH-09/A1.
- categorically refuses access to the site by any unauthorised persons (see also annex SCH-09/A1).
- The above registers shall be archived, completed, for a period of 5 years

3. DEFINITIONS

Does not apply

4. DESCRIPTION OF ACTIVITIES - DIAGRAM


	MANAGEMENT PROCEDURE Supply Chain Procedure	Code : SCH-09 Revision : 00 Issue : 02/05/2013 Page : 3 of 5
	SITE ACCESS CONDITIONS	

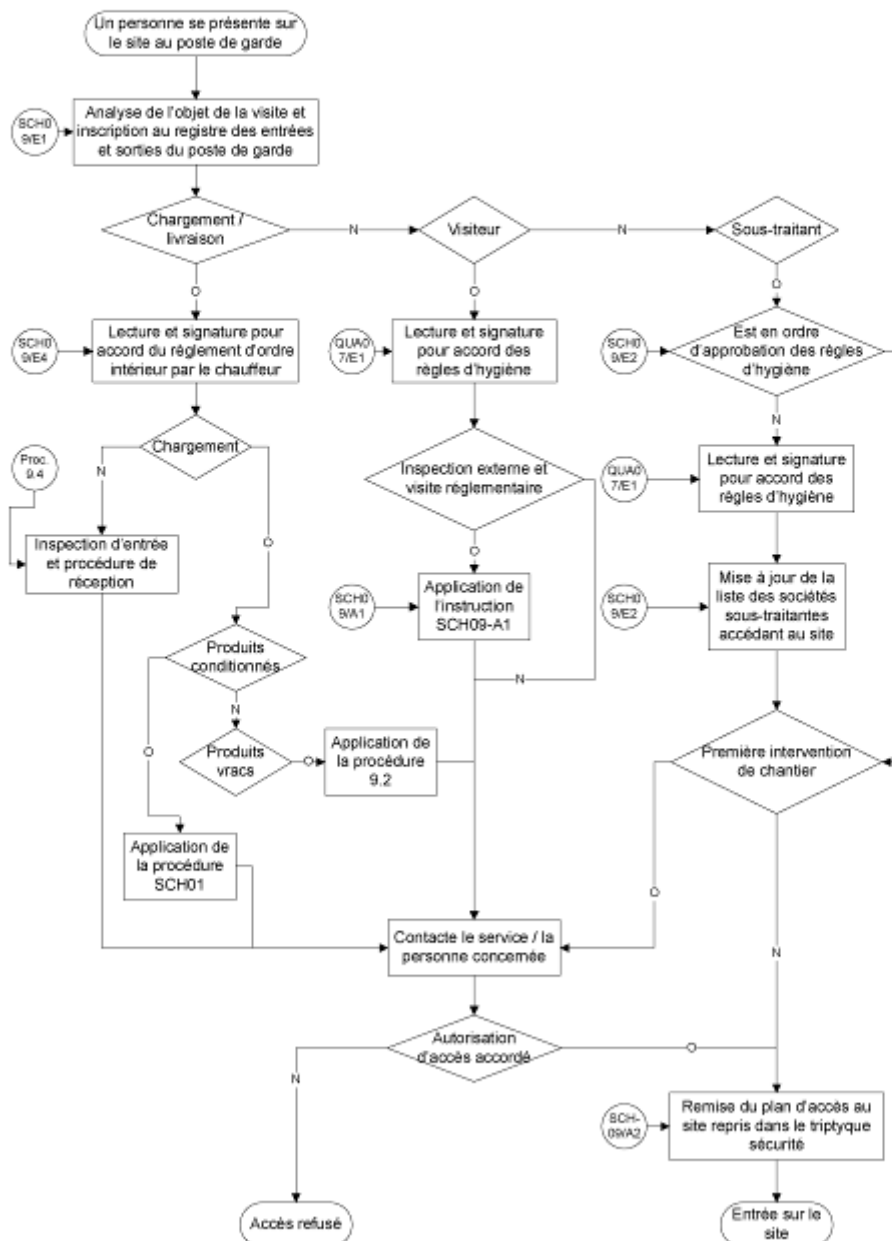
A person arrives on site at the guard station
 Analysis of the purpose of the visit and entry in the register of entries and exits of the guard station


Loading/dispatch
 Reading and signing of the Internal Rules by the driver, as a mark of agreement
 Loading
 Entry inspection and receipt procedure
 Conditioned products
 Loose products
 Application of procedure SCH01

Visitor
 Reading and signing of the hygiene rules as a mark of agreement
 External inspection and regulatory visit
 Application of instruction SCH09-A1
 Application of procedure 9.2
 Contact service/the person concerned
 Access authorised
 Access refused

Subcontractor
 Hygiene rules being approved
 Reading and signing of the hygiene rules as a mark of agreement
 Updating of the list of subcontracting companies accessing the site
 First site intervention
 Replacement of the site access plan given in the security trio
 Entry on site

	MANAGEMENT PROCEDURE Supply Chain Procedure	Code : SCH-09 Revision : 00 Issue : 02/05/2013 Page : 4 of 5
	SITE ACCESS CONDITIONS	



	MANAGEMENT PROCEDURE Supply Chain Procedure	Code : SCH-09
	SITE ACCESS CONDITIONS	Revision : 00 Issue : 02/05/2013 Page : 5 of 5

5. REGISTER & ANNEXES

SCH-09/E1: Register of entries and exits at the guard post
SCH-09/E2: List of subcontracting companies
SCH-09/E4: Internal rules
SCH-09/A1: Management of external inspections and regulatory visits
SCH-09/A2: Security trio

6. REFERENCES

SCH-01: Dispatch of conditioned Orafti products
Procedure 9.2: Inspection of dispatch of loose Orafti products
Procedure 9.4: Incoming inspection - receipt procedure
QUA-07/E1 "Rules of hygiene"
PGSS: General health and safety plan

7. CHANGE CONTROL TABLE

Rev. no.	Paragraph	Changes made	Old code	Date	Approved by
00	All	Procedure creation	NA	02/05/2013	SGN

IX.3. Quality work instruction "Hygiene rules - Welcoming visitors and service providers"



	MANAGEMENT PROCEDURE Quality Procedure	Code : QUA-07 Revision : 00 Issue Page : 07/05/2013
	HYGIENE RULES	: 1 of 6

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Documentation control	Preparation/Amendment	Approval by Procedure Owner	Approval of Quality Procedure
		M-E Pinte	S.Gustin
Office	Quality and Food Safety Manager	Total Quality Manager	Quality and Food Safety Assistant
Date			
Signature			

	MANAGEMENT PROCEDURE Quality Procedure	Code : QUA-07 Revision : 00 Issue Page : 07/05/2013 : 2 of 6
	HYGIENE RULES	

1. OBJECTIVE & SCOPE

Compliance with strict hygiene rules and with the personal and group plan is a basic pre-requisite for all companies that, like BENEEO-Orafti, produce food products. This procedure gives details on the hygiene methods (body and dressing) for all persons entering the site of BENEEO-Orafti, in application of Regulations (EU) 178/2002, 852/2004, 853/2004 and 882/2004.

2. RESPONSIBILITIES

Each person on site (internal staff of all departments, external companies, service providers, visitors) must follow the hygiene rules described in this work instruction;

The Team Manager: monitors that its workers and service providers intervening in his units comply with the hygiene rules;

The Quality Department: decides, implements and monitors compliance with good hygiene practice on site, in accordance with management procedure QUA-04 "Internal Audits"

Janitor:

- welcomes all persons needing to access in accordance with procedure SCH-09 "Site access conditions"

3. DEFINITIONS


Does not apply.

4. DESCRIPTION OF ACTIVITIES - DIAGRAM

4.1. zones concerned

All areas of the factory are concerned, with the exception of the administrative and technical offices.

4.2. Hygiene rules

	MANAGEMENT PROCEDURE Quality Procedure	Code : QUA-07 Revision : 00 Issue Page : 07/05/2013
	HYGIENE RULES	: 3 of 6

Generally speaking, the rules are in force 24 hours a day, for all persons present on site. Rules that only apply to internal staff are preceded by the wording "Internal staff only".


■ The general hygiene rules QUA-07/A1 are affixed in the control rooms and laboratories.

4.2.1 Personal hygiene

- Hand hygiene: hands must be washed after going to the bathroom and as often as necessary; this specifically includes, but is not limited to, washing hands before taking up the station, after having eaten and after having smoked (in compliance with Royal Decree of 22 December 2005 on food hygiene).
- Wearing jewellery, including piercings, is prohibited, except for a simple wedding ring and a watch in all routine work. If an intervention is to be carried out on equipment used to produce food, watches must also be removed. Stricter rules apply to zones marked out (see specific access conditions).
- Male staff must shave regularly.
- Hair must not be held in place by hair grips or pins. Long hair must be gathered up in an elastic band.
- Nail varnish, false nails and strong perfumes cannot be used in areas "at risk" (where contact with powder is possible). Nails must be kept short and clean.
- No medications can be brought into the production zones.
- Staff suffering from a serious disease that may affect staff and the product (diarrhoea, eczema, vomiting, etc.) are not authorised to enter the BENEEO-Orafti site.
- All open, visible injuries shall be covered by a blue/detectable metal medical dressing. For injuries to the hand, a disposable blue glove must be worn on top of the metal detectable blue dressing.

4.2.2 Work clothing

Generally speaking, suitable clothing shall not have any buttons or other closure systems that may detach.

	MANAGEMENT PROCEDURE Quality Procedure	Code : QUA-07
	HYGIENE RULES	Revision : 00 Issue Page : 07/05/2013 : 4 of 6

Internal staff only:

The complete outfit for BENEEO-Orafti staff, supplied by the factory, consists of:

- ✓ t-shirt and/or sweatshirt
- ✓ Trousers
- ✓ Jacket
- ✓ BENEEO cap or suitable head-covering gathering up hair
- ✓ Safety footwear

Production and maintenance staff must wear clean protection clothing as described above at all times. The minimum requirement is wearing shoes, trousers and t-shirt.

As an exception, staff required to enter the production and maintenance areas for only a limited time may simply wear shoes and an apron/long-sleeved jacket on top of their personal clothing.

Personal clothing cannot be worn on top of protective or working clothing. Each member of staff must change their protective clothing at least three times a week.


Dirty protective clothing must be placed in the specifically provided lockers for cleaning by an external company.

Please remember that staff may not leave the company wearing their working clothes.

Work clothes will be arranged in a specific locker and separate from the locker used for street clothing.

4.2.3 Food, drinks and tobacco

- The use of tobacco and smoking are strictly prohibited inside the buildings. Smoking is only permitted in the specific areas as marked out by the yellow dots in annex QUA-07/A2.
- All food and sweets, including chewing gum, are prohibited except in the control room, offices, canteens and specifically-designated eating areas. Food must be packaged for taking to these areas. Hands must be washed after eating.
- Alcoholic drinks, drugs and other such mind-altering substances are prohibited in the factory. Any person showing symptoms of being under the influence of such substances shall be denied access to the plants.

	MANAGEMENT PROCEDURE Quality Procedure	Code : QUA-07 Revision : 00 Issue Page : 07/05/2013
	HYGIENE RULES	: 5 of 6

4.2.4 Other rules


- Sanitary installations (toilets and showers) and changing rooms are available to workers, who are obliged to use them. These installations must be kept clean.
- All accesses (doors and shutters) to the production and storage areas, WCs and changing rooms must be kept shut when not in use.
- Sufficient precautions must be taken to prevent small materials (pencils, pens, tools, etc.) from falling into the product. Tools must not be put in a pocket, rather they must be carried in a suitable box that will be placed on the floor when handling is involved that may contaminate the product (opening of manholes, etc.). Tools will not be positioned on top of installations or machines. (Glasses cases, if necessary, must be without any detachable parts).
- All equipment, tools or other such devices going back into the plant must be clean, to avoid dirtying the areas concerned. This is everyone's responsibility!
- Any tools, equipment or other devices including wood or glass cannot be brought into the production areas.
- In order to avoid any product contamination, any used containers or casks in the production workshops must be identified (at least with the name of the contents).
- In production areas, a space of at least 50 cm must always be left from walls, packaging and products.

4.3 Specific access conditions for high hygiene areas:

- Refer to work instruction PRA-02/I-05 for access conditions to high hygiene areas of atomisation.
- Refer to work instruction PRR-02/I-01 for access conditions to the liquid warehouse drumming area.

4.4 Safety instructions:

Refer to the work instruction: SST-01/I-01

	MANAGEMENT PROCEDURE Quality Procedure	Code : QUA-07 Revision : 00 Issue Page : 07/05/2013 : 6 of 6
	HYGIENE RULES	

5. REGISTERS AND ANNEXES

QUA-07/E1: Hygiene rules
 QUA-07/A1: General hygiene instructions
 QUA-07/A2: ORAFTI General plan_smoking areas 7_11_2011

6. REFERENCES

QUA-00: BENE0-Orafti Quality Manual
 SCH-09: Site access conditions
 QUA-04: Internal audits
 SST-01/I-01: Personal protection equipment
 PRR-02/I-01: Preparation of conditioned liquid products
PRA-02/I-05: Access conditions/specific hygiene rules for high hygiene areas of atomisation

7. CHANGE CONTROL TABLE

Rev. no.	Paragraph	Changes made	Old code	Date	Approved by
00	All 4.3 4.3 (formerly 4.4)	Work instruction transformed into management procedure Elimination of the welcoming of visitors because covered by SCH-09 Former paragraph 4.3 eliminated because covered by SCH-09 Addition of the fact that food must be packaged for taking to areas where it can be eaten + reminder of obligation to wash hands after eating.	QUA-00/I-01	07/05/2013	VTS

IX.4 Compulsory attachments to the PPSS (Specific Health and Safety Plan)

Document prepared on / 20.....

By..... for

By..... for Beneo

the Specific Health and Safety Plan contains:

1. general information on the company and its activity on site;
2. the analysis of the SPECIFIC risks relating to the WORKS ENVISAGED ON THE Beneo-Orafti SITE:
 - the risks generated by the restrictions relating to the site
 - the risks generated for employees of other companies by the works envisaged
 - the risks generated by the other companies on the basis of the General Health and Safety Plan
 - the risks generated for the immediate site environment
3. the description of the specific working methods considering the specific risks identified.

Information on the company	
Company name	
Company address	
VAT number	
ONSS (Belgian Social Security) number	
Site title (brief description)	
Business units (Z, etc.)	
Name of the company with which the contract is stipulated	
Name of the Site Manager	
Details: tel. + e-mail	
If different: name of the French-speaking interlocutor	
Details: tel. + e-mail	
Prevention Advisor	
Details: tel. + e-mail	
Worker of the "Safety" team	
Means of communication	
Prevention organisations	
External Prevention and Protection Service in charge of medical surveillance	

Work Incident Insurer	+ policy no.
External Service for technical controls (lifting equipment, etc.)	
Civil Liability Insurer	+ policy no.
VCA certification or other?	
General information concerning the site	
Site planning	
Description of work to be carried out	
Dates envisaged for works start and end	
Positioning the construction facility Offices and stocks	
Working hours	
According to progress made on site: working Saturdays? Sundays? by night? in shifts?	
Number of people on site (average)	
Number of people on site (maximum)	
List of names of people specifying their company, office and nationality	Provide the Limosa and A1 declaration in the event of foreign workers
Number and type of vehicles used to carry the material on site	
Presence of workers on site not speaking either French or English? If so:	Yes/No Name: GSM: Docs. attached:
<ul style="list-style-type: none"> • Specify the name and GSM of the person in charge of ensuring an interface; • Attach the security documents translated into the workers' language 	
Subcontractors	
Names of subcontractors	
All subcontractors shall submit a Specific Health and Safety Plan giving the information required in this annex	
Name of the person responsible for the subcontracting company on site	
Are these subcontractors Belgian companies?	
Details: tel. + e-mail	
Name of qualified/competent persons:	
To provide first aid (first aider)	
To operate a forklift truck	Provide a photocopy of proof of training + Valid regular control report
To operate a telescopic forklift truck	Provide a photocopy of proof of training +

	Valid regular control report
To operate an auto-aerial lift	Provide a photocopy of proof of training + Valid regular control report
To operate a crane + maximum tonnage of crane	Provide a photocopy of proof of training + Valid regular control report
To work on electrical installations (BA4)	Provide a photocopy of proof of training
To work on electrical installations (BA5)	Provide a photocopy of proof of training
To weld (type of welding and position)	Provide a photocopy of proof of training
To control scaffolding for use	Provide a photocopy of proof of training
To monitor certain specific works (please specify)	Provide a photocopy of proof of training
To monitor weather conditions to authorise/interrupt work	
Organisation of work stations and risk prevention	
Risks of falling identified and measures taken to remedy them?	
Work at heights envisaged (in excess of 2m)? Access means envisaged?	
Measures envisaged for work station lighting	
Measures envisaged for the maintenance of material and products? (of which parts to be dismantled)	
Measures envisaged for the lifting of material and products?	
Marking out of the working area necessary? By what means?	
Storage necessary? Protection of these stocks?	
Fireproof covering envisaged	
Welding screens envisaged	
Details of quantities of materials delivered and unloading points? Unloading means?	
Activities requiring equipment tests: pressurisation, operation, etc.	
Excavation necessary?	
Work in a confined space necessary? Who supplies the lookouts?	
Superimposed work envisaged	
Use of flames? hot points? grinding?	
Use of dangerous substances? paints? solvents? gas? Name + Use + Safety data sheet + application methods.	
Storage of dangerous products and gas bottles Quantities on site, storage method, maintenance means up to the workplace Measures taken to limit the quantities of dangerous products to the needs of a workplace	
Noise emissions > 80 decibels? By which activities? Protection envisaged?	
Personal protection equipment appropriate to the activity?	
Electricity supply	

Type and quantity of waste envisaged	
Attach the assembly/dismantling plan and the stability calculation of the scaffolding with a pre-defined configuration	

In addition to the elements required above, the Specific Health and Safety Plan of the external enterprise must give an inventory of risks connected with the works as well as the prevention measures determined.


IX.5 Material loan form

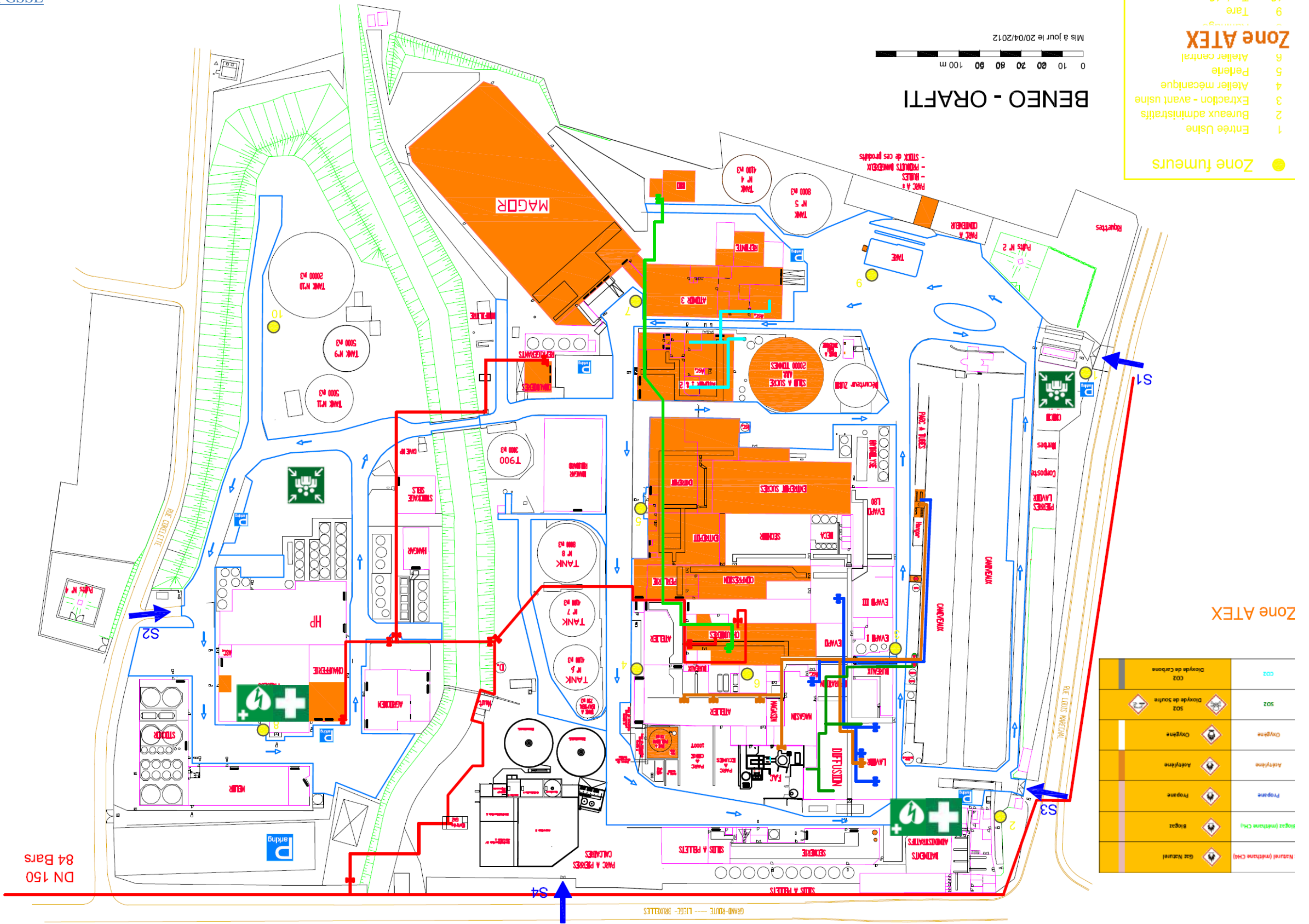
Agreement for the making available of work equipment by Beneo-Orafti

Name of the external enterpris		
Borrower name:		
Material made available:		
Date and time of loan:	on / /	at
Loan period:	from / /	to / /

1. The loan to an external enterprise of any machine is strictly prohibited with the exception of the aerial lift for works planned to last less than 4 hours.
2. The external enterprise undertakes to use the work equipment diligently, namely with all competence and prudence required and shall comply with the existing work instructions, of which it shall ensure it is aware.
3. The external enterprise undertakes to ensure that all information and instructions useful in relation to the technical characteristics of the work equipment in question is given to it by Beneo managers.
4. The external enterprise undertakes to ensure that prior to allowing its staff and subcontractors to use the work equipment, they have been given all appropriate information and instructions.
5. Upon receipt of the work equipment, the company shall check that it complies with the relevant legislation and ascertain that it is in good operating condition.
6. Use of the work equipment shall take place at the risk and responsibility of the company. It shall be responsible for taking care of the work equipment for the entire time for which it is made available in accordance with Article 1384, first subsection, of the Italian Civil Code.
7. The work equipment loaned shall only be used by trained, competent persons. **Proof of this training must be provided with this document.** If a machine is loaned, a photocopy of the licence or certificate of qualification must be provided and added to the documents of the site opening meeting.
8. If the aerial lift is used, a Permit for Work above ground is compulsory.
9. The work equipment must not be loaned or hired to any third party by the contractor.
10. Beneo-Orafti reserves the right to demand that the work equipment made available be returned at any time.
11. The work equipment loaned must be returned in the same condition in which it was made available. Any lost or damaged materials will be replaced or repaired at the expense of the external enterprise.

As a mark of acceptance,

Beneo-Orafti	The external enterprise
	Company name:
Name:	Borrower name:
Visa:	Visa:



- Zone fumeurs**
- Zone fumeurs
 - 1 Entrée Usine
 - 2 Bureaux administratifs
 - 3 Extraction - avant usine
 - 4 Atelier mécanique
 - 5 Perlede
 - 6 Atelier central
 - 7 Zone ATEX
 - 8 Tare
 - 9 Tank 10
 - 10 Tank 11

CO2	Di oxyde de Carbone	CO2
SO2	Di oxyde de Soufre	SO2
Oxygène	Oxygène	Oxygène
Acétylène	Acétylène	Acétylène
Propane	Propane	Propane
Biogaz (méthane CH4)	Biogaz (méthane CH4)	Biogaz
Naturel (méthane CH4)	Naturel (méthane CH4)	Gaz Naturel

DN 150
84 Bars


IX.7 Risk analysis when opening a site

MINUTES OF THE SITE OPENING MEETING

INTERNAL PREVENTION AND PROTECTION SERVICE (SIPP) OF BENE-ORAFTI

Tel.: 019/679 440 or 448

Fax: 019/678 335

Site opening meeting	Order no.	Held on:
Type:	Spot	Annual
Host company:		Represented by:
External enterprise (Contractor):		Represented by:
External enterprise (Subcontractor):		Represented by:
External enterprise (Subcontractor):		Represented by:
External enterprise (Subcontractor):		Represented by:
External enterprise (Subcontractor):		Represented by:

The Site Opening is a joint meeting:

- between the hierarchy of the company and Beneo
- between the giver of an order and the hierarchy of its subcontractor

The Site Opening aims to examine the PPSS of the company in order to

- confirm compliance with the PGSS
- coordinate the specific prevention measures proposed
- give and obtain useful specifications
- complete if necessary.

Subcontractors of the contracting company may be invited/convened to this site opening meeting, but the contracting company shall in any case remain responsible for assuring the transfer of information/instruction/training to its subcontractors.

Written confirmation specifying the list of contracted parties and signed by all participants will sanction the holding of the Site Opening and a copy will be kept by the Beneo SIPP.

the Site Opening may act as PPSS between the giver of an order and its subcontractors, if the order giver responsible deems it appropriate. Signed, written confirmation sanctioning the holding of this Site Opening must be supplied to the Beneo SIPP before works start.

In the event of permanent, or almost permanent, presence on site, or where a place is required for repetitive works, an "annual" Site Opening may be held.

Changes to risks during the execution of works or onset of new risks due to the work or production:

If, due to the Project Owner or contractor and any subcontractors, risks not initially envisaged should arise, they shall be analysed and the prevention measures decided will be attached to the initial site opening minutes.

COVERED WORKS: (to be completed by each company and each subcontractor)

1. Nature of work: (detailed description of the works to be carried out)

.....

2. Works schedule: (start, end and detailed week-by-week schedule with the different occupations)

.....

3. Site staff: (the workforce used on site)

.....

4. Site installation: (a plan with the installation of the site office, the sanitary container, the canteen and changing room).

.....

- Each room must be closed after working hours.

- The number of these rooms is according to the workforce to be envisaged on site. For this, we refer to legislation.

5. A description of the equipment and machines used: (all lifting machines: cranes, winches, hoists, block and tackle, etc., all electrical equipment, all pressurised machines).

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- Certificates of control by an authorised organisation will be submitted to the Internal Prevention and Protection Service of the RND before starting works.

6. Material storage areas: (the positions designated in advance will be marked out on a plan).

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Danger zones		Examples of dangers	Examples of risks	Examples of measures of prevention	Company in charge of application		
					Beneo-Orafti	EE (External Enterprise)	Specifications
Travel: Site access Interior On site Above ground Opening of floor	□	Bulk Slippery floor Uneven floor Stairs/Ladders	Collision Falling from above Tripping	Access marked according to the site plan	<input type="checkbox"/>	<input type="checkbox"/>	
				Separation of vehicle/pedestrian travel	<input type="checkbox"/>	<input type="checkbox"/>	
				Defined storage areas	<input type="checkbox"/>	<input type="checkbox"/>	
				Clear, defined travel	<input type="checkbox"/>	<input type="checkbox"/>	
				Implementation of secure accesses	<input type="checkbox"/>	<input type="checkbox"/>	
				Implementation of valves and balustrades, road markings in at-risk zones	<input type="checkbox"/>	<input type="checkbox"/>	
				Interference with use of EA to be avoided and/or limited	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Civil engineering works (underpinning, terracing, levelling): Machines Underground pipes Underground electric cables Working in a pit Banks Pits Excavations	□	Collapse Machine roll-over Falling of materials Explosion Contact with the overhead network Subsidence Sloping floor Slippery floor	Burying Collision Impact Crushing Burning Electrocutation Falling from above Tripping	Establishing of operating methods and design notes	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of material and machines that are compliant and checked, used by qualified, trained staff If using an external machine, the EE must provide:	<input type="checkbox"/>	<input type="checkbox"/>	
				• Valid regular control report by a SECT			
				• Proof of operator training			
				Delivery of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery" + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Tracking, marking out of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				Excavation permit	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out of zones at risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out of raised areas	<input type="checkbox"/>	<input type="checkbox"/>	
				Respect of safety distances	<input type="checkbox"/>	<input type="checkbox"/>	
				Shielding/shoring of pits and/or cones	<input type="checkbox"/>	<input type="checkbox"/>	
Placing of closures and crossing devices	<input type="checkbox"/>	<input type="checkbox"/>					
Other:	<input type="checkbox"/>	<input type="checkbox"/>					

					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Works above ground (> 2m): Roof Terrace Ladder Opening of floor Lift shaft doors Mobile people lifting platforms (aerial lift) Carpentry Scaffolding Overhead networks (fluid, electricity)	<input type="checkbox"/>	Fragile materials Falling of objects	Falling from above Falling through fragile materials Crushing	Implementation of secure accesses	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out of zones at risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of material that are compliant and checked, used by qualified, trained staff If using an external aerial lift, the EE must provide: <ul style="list-style-type: none"> Valid regular control report by a SECT Proof of operator training If using scaffolding, the EE must provide: <ul style="list-style-type: none"> Proof of installer training Proof of user training 	<input type="checkbox"/>	<input type="checkbox"/>	
				Delivery of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery) + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Tracking, marking out of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instructions "Aerial lifts, baskets and automatic lifts with platforms for people"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Ladders"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Scaffolding"	<input type="checkbox"/>	<input type="checkbox"/>	
				Permit for Work above ground	<input type="checkbox"/>	<input type="checkbox"/>	
				Implementation of protective nets (fall protection)	<input type="checkbox"/>	<input type="checkbox"/>	
				Implementation of valves and balustrades	<input type="checkbox"/>	<input type="checkbox"/>	
				Protection of shaft area with yellow plastic barriers	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
Mechanical and/or manual maintenance Load lift Hoist Sling Lifting platforms Crane	<input type="checkbox"/>	Load movement Machine roll-over	Collision Impact Crushing MSD	Use of material that are compliant and checked, used by qualified, trained staff If using an external lifting device, the EE must provide: <ul style="list-style-type: none"> Valid regular control report by a SECT Proof of operator training 	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Lifting equipment and accessories"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Maintenance - Slings"	<input type="checkbox"/>	<input type="checkbox"/>	

Manitou Overhead crane Lifting truck Manual maintenance (load carrying)				Marking out of zones at risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Compliance with overview prohibitions	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Portable tools Electrical/thermal/pneumatic Drill Grinder Milling machine Cutters Puncher Jack hammer Explosive actuated tool Hand tools	<input type="checkbox"/>	Parts in movement Noise Projections	Electrical shock Electrocution Cut Shock Burning Piercing Deafness MSD	Use of material that are compliant and checked, used by qualified, trained staff	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Machines (drills, grinders, saws, etc.)"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Hand tools and explosive actuated tools"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Electrical risk"	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out of zones at risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical works: High and low voltage Electrical extensions and chapel	<input type="checkbox"/>	Electricity	Electrical shock Electrocution	Delivery of installations	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery" + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of material that are compliant and checked, used by qualified, trained staff If using an external chapel, the EE must provide: • Certificate of acceptance by an SECT (to be developed on the Beneo-Orafti site)	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Electrical risk"	<input type="checkbox"/>	<input type="checkbox"/>	
				Trained, qualified staff (BA4)	<input type="checkbox"/>	<input type="checkbox"/>	
				Trained, qualified staff (BA5)	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Works using hot points: Arc welding	<input type="checkbox"/>	Fire/Explosion Smoke	Burning Intoxication	Use of material that are compliant and checked, used by qualified, trained staff	<input type="checkbox"/>	<input type="checkbox"/>	

Argon welding Cutting Grinding Blowtorch		Projections of incandescent particles	Eye injury	EHS work instruction "Risks connected with welding and cutting works using a blowtorch"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Risks connected with welding and cutting works using an arc"	<input type="checkbox"/>	<input type="checkbox"/>	
				Extinguishers on the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
				Fire Permit + EHS work instruction "General instructions for the Fire Permit"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Gas and dangerous fluids"	<input type="checkbox"/>	<input type="checkbox"/>	
				Elimination of nearby flammable/combustible materials	<input type="checkbox"/>	<input type="checkbox"/>	
				Room ventilation	<input type="checkbox"/>	<input type="checkbox"/>	
				Industrial suction unit	<input type="checkbox"/>	<input type="checkbox"/>	
				Protective screens	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
Presence of mechanisms in movement: Moving machine Motor Pulley, cable, strap Pumps Conveyor bands and belts Conveyor Transmission drive Alveoli Endless screw	<input type="checkbox"/>	Accidental start-up Bursting	Projection Traction Crushing	Electrical and mechanical lock-out	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery) + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Mechanical protective screen	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Automatic start-up engines"	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out and denotation of the risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
Use of dangerous products Poisonous Toxic Corrosive Flammable Mutagenic Carcinogenic Reprotoxic	<input type="checkbox"/>	Projection	Irritation Intoxication Burning Injury to health	Trained, qualified staff, monitored medically	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Gas and dangerous fluids"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Dangerous substances"	<input type="checkbox"/>	<input type="checkbox"/>	
				Respect of safety data sheets (FDS)	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Limitation of exposure time	<input type="checkbox"/>	<input type="checkbox"/>	

				Marking out and denotation of the risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Storage in specific, closed rooms	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Presence in buildings: of lead of any friable asbestos of any non-friable asbestos (according to DTA available in the EU) not complete	<input type="checkbox"/>	Asbestos Lead	Lead poisoning Blood lead Cancer	Advance diagnosis and analysis of risk: DTA to be consulted	<input type="checkbox"/>	<input type="checkbox"/>	
				No intervention near MCA (materials containing asbestos) without first evaluating the risks If suspected, more complete investigation	<input type="checkbox"/>	<input type="checkbox"/>	
				Trained, qualified staff, monitored medically	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Preparation of a withdrawal plan, if necessary	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Specific working conditions: Confined space Isolated space Work by night Work on a basin	<input type="checkbox"/>	Lack of first aid	Asphyxia Intoxication Injury to health Increased risk of accident Drowning	Preparation of a specific protocol of intervention	<input type="checkbox"/>	<input type="checkbox"/>	
				Confined space permit + EHS work instruction "Works in operating enclosures and confined spaces"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Electrical risk"	<input type="checkbox"/>	<input type="checkbox"/>	
				Registration and ventilation of the enclosed space	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery" + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of a gas/oxygen detector	<input type="checkbox"/>	<input type="checkbox"/>	
				Compliant electrical materials (see Confined space permit)	<input type="checkbox"/>	<input type="checkbox"/>	
				Making available of a means of communication	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of ITP	<input type="checkbox"/>	<input type="checkbox"/>	
				Wear life jacket	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>		

Operations of unloading and loading: Material Machine Hoist	<input type="checkbox"/>	Falling of load	Collision Falling Impact Crushing	Preparation of a specific protocol	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Lifting equipment and accessories"	<input type="checkbox"/>	<input type="checkbox"/>	
				Welcoming and aid with unloading	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Works nearby (< 5m): Low and high voltage electrical grid Pressurised fluid network Steam network Overheated water network Corrosive product network Flammable product network Explosive product network Toxic product network Infected material network	<input type="checkbox"/>	Explosion Projection of fluid Fire Explosion	Electrical shock Electrocutation Shock Burning Intoxication Infection	Delivery of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery) + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Mechanical protection of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				Trained, qualified staff	<input type="checkbox"/>	<input type="checkbox"/>	
				Fire Permit + EHS work instruction "General instructions for the Fire Permit"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "General safety signs and specific signs on the Beneo-Orafti site"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Gas and dangerous fluids"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Natural gas pipes"	<input type="checkbox"/>	<input type="checkbox"/>	
				Room ventilation	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of a gas/oxygen detector	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Works on: Steam network Overheated water network Corrosive product network Flammable product network Explosive product network Toxic product network Infected material network Pressurised fluid network	<input type="checkbox"/>	Fire Explosion Projection of fluid	Burning Intoxication Infection	Registration and inerting of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery) + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Trained, qualified staff	<input type="checkbox"/>	<input type="checkbox"/>	
				Fire Permit + EHS work instruction "General instructions for the Fire Permit"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "General safety signs and specific signs on the Beneo-Orafti site"	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Gas and dangerous fluids"	<input type="checkbox"/>	<input type="checkbox"/>	

				EHS work instruction "Natural gas pipes"	<input type="checkbox"/>	<input type="checkbox"/>	
				Room ventilation	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of a gas/oxygen detector	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Presence of unhealthy products	<input type="checkbox"/>		Infection Biological risk	Limitation of exposure time	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out and denotation of the risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Objects stored	<input type="checkbox"/>	Falling of objects	Crushing Impact Tripping	Respect of storage zones	<input type="checkbox"/>	<input type="checkbox"/>	
				Storage limitation	<input type="checkbox"/>	<input type="checkbox"/>	
				Storage in specific containers	<input type="checkbox"/>	<input type="checkbox"/>	
				Storage as sheaves limitation	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Demolition works: Construction stability Machines Networks	<input type="checkbox"/>	Collapse Roll-over of machine Falling of materials Explosion	Burying Collision Impact Crushing Burning Electrocution	Establishing of operating methods and design notes	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of material and machines that are compliant and checked, used by qualified, trained staff	<input type="checkbox"/>	<input type="checkbox"/>	
				DICT and neutralisation of networks	<input type="checkbox"/>	<input type="checkbox"/>	
				Closure of zones at risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Assembly of prefabricated elements heavy: Lifting machines	<input type="checkbox"/>	Collapse Falling of objects Roll-over	Collision Impact Crushing	Establishing of operating methods and design notes	<input type="checkbox"/>	<input type="checkbox"/>	
				Use of material and machines that are compliant and checked, used by qualified, trained staff	<input type="checkbox"/>	<input type="checkbox"/>	

		Falling of loads	Falling	EHS work instruction "Lifting equipment and accessories"	<input type="checkbox"/>	<input type="checkbox"/>	
				Compliance with overview prohibitions	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out of zones at risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Physical environment: Noise Lighting Cold Heat Dust Smoke Rays Electromagnetism	<input type="checkbox"/>		Damage to hearing Eye injury Injury to health Injury to lungs Irritation Intoxication Radiation Cancer	Trained, qualified staff, monitored medically	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Limitation of exposure time	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out and denotation of the risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
High pressure works: Sanding Cleaning	<input type="checkbox"/>	Projection of particles at high speed	Impact by hose Inhalation of dust	Use of material that are compliant and checked, used by trained staff	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out of zones at risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
Works nearby or using dangerous equipment: Laser Radioactive source	<input type="checkbox"/>		Injury to the eyes Radiation	Compliant, checked materials	<input type="checkbox"/>	<input type="checkbox"/>	
				Trained, qualified staff, monitored medically	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction "Ionising radiations"	<input type="checkbox"/>	<input type="checkbox"/>	
				Suitable PPE	<input type="checkbox"/>	<input type="checkbox"/>	
				Limitation of exposure time	<input type="checkbox"/>	<input type="checkbox"/>	
				Marking out and denotation of the risk	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

Works in EXAT zones: Works in all areas given in the EXAT plan Works at a distance of < 5m from a gas network (see EXAT plan and dangerous networks)	<input type="checkbox"/>	Fire Explosion	Burns Shock	Making available of the EXAT plan and dangerous networks	<input type="checkbox"/>	<input type="checkbox"/>	
				Registration of installation and cleaning or inerting of the working area	<input type="checkbox"/>	<input type="checkbox"/>	
				EHS work instruction (Delivery" + Annex 1 "Delivery - Return Form"	<input type="checkbox"/>	<input type="checkbox"/>	
				Works using flames and hot points carried out outside the zone	<input type="checkbox"/>	<input type="checkbox"/>	
				EXAT compliant material/tools	<input type="checkbox"/>	<input type="checkbox"/>	
				Fire Permit + EHS work instruction "General instructions for the Fire Permit"	<input type="checkbox"/>	<input type="checkbox"/>	
				Atomisation Tower Permit	<input type="checkbox"/>	<input type="checkbox"/>	
				Other:	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
MSD: Muscular-Skeletal Disorder PPE: Personal protection equipment				E.E.: External Enterprise D.T.A.: Asbestos technical file			
HOST COMPANY: BENE-ORAFTI Name and contact details of the Works Safety Coordinator: Date and Visa:		CONTRACTOR: Name and contact details of the Site Manager: Date and Visa:		SUBCONTRACTOR: Name and contact details of the company Site Manager: Date and Visa:			

OTHER: Name and contact details of the company Site Manager: Date and Visa:	OTHER: Name and contact details of the company Site Manager: Date and Visa:	OTHER: Name and contact details of the company Site Manager: Date and Visa:
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Prévention incendie / explosion	Yes	No	Extincteur	Préciser le type :			
Autres mesures de prévention / secours	Yes	No	Diphotérine				
Couverture ignifuge							
GSM strictement interdit							
Matériel électrique uniquement sur batterie							
Zone à hygiène renforcée : pas de bijou – lavage des mains en entrée de zone							
Balissage de la zone de danger / travail							
Nettoyage de la zone							
Garde-corps provisoire							

Protection auditive	<input type="checkbox"/>	<input type="checkbox"/>	Gilet / Blouse	Préciser :	<input type="checkbox"/>	<input type="checkbox"/>	Adoucteur d'air (masque autonome)	<input type="checkbox"/>
Lunettes de sécurité	<input type="checkbox"/>	<input type="checkbox"/>	Casque de sécurité		<input type="checkbox"/>	<input type="checkbox"/>	Cartouche filtrante ABEK3	<input type="checkbox"/>
Protection faciale	<input type="checkbox"/>	<input type="checkbox"/>	Coiffe de la tête (charlotte)		<input type="checkbox"/>	<input type="checkbox"/>	Protection respiratoire : Anti-poussière	<input type="checkbox"/>
Harnais de sécurité	<input type="checkbox"/>	<input type="checkbox"/>	Protection des mains	Préciser :	<input type="checkbox"/>	<input type="checkbox"/>	Vêtements de protection	<input type="checkbox"/>

2. Mesures de prévention / Prevention measures

Outils, Autorisations et Formations spécifiques / Specific tools <input type="checkbox"/> BA4 <input type="checkbox"/> BA5 <input type="checkbox"/> Permis chariot élévateur <input type="checkbox"/> Permis nacelle <input type="checkbox"/> Permis utilisateur échafaudages <input type="checkbox"/> Permis monte-échelle échafaudages <input type="checkbox"/> Certificats de contrôle périodiques équipements de levage <input type="checkbox"/> Autre formation, préciser :		<input type="checkbox"/> Outils spécifiques, préciser :	
Analyse des dangers / Hazards analyze Danger haute tension Danger électrique Danger de chute Véhicules de manutention Haute température Vapeurs chaudes Danger d'écrasement Danger pour les mains Danger d'asphyxie Co-activités		Produits utilisés / Utilised products Recupérer les Fiches de Données de Sécurité (MSDS) Le travail a-t-il lieu dans un espace confiné ? Toute enveloppe métallique (cuves, cheminées, évaporateurs,...) Le travail nécessite-t-il de l'outillage électrique ? Si les 2 cases sont cochées, Réaliser un permis d'entrée en Espace confiné et/ou conducteur Le travail a-t-il lieu dans un espace confiné ? Tout espace ne disposant pas d'aération naturelle ou forcée continue Tout espace ayant contenu un produit Tout espace présentant un risque de d'enfoncement / de noyade Si la case est cochée, Réaliser un permis d'entrée en Espace confiné et/ou conducteur Le travail a-t-il lieu en hauteur (> 2m) sans protection collective (garde-corps, acrotères, échafaudages,...) L'utilisation d'une échelle ou d'une escabelle présente-t-elle un risque pour le travailleur ? (Exemples : travail long, travail avec manutention ou utilisant d'outils dangereux avec risque de coupure majeure ou d'éclatement) Une société extérieure a-t-elle besoin d'utiliser une nacelle ? Si 1 case est cochée, Réaliser un permis de Travail en hauteur	
Utilisation de produits chimiques / Chemicals products Inflammable / Flammable Dangereux pour la santé / Dangerous for healthy Corrosif / Corrosive Sensibilisant / Making sensitive Gaz sous pression / Gas under pressure Polluant / Pollutant Comburant / Oxidizer Le travail a-t-il lieu en Zone ATEX ou dans une zone de stockage de combustibles (bois, papier, poudres inflammables,...) ou combustibles (oxygène, peroxydes organiques,...) ? Le travail nécessite une flamme nue ou un point chaud ? Si les 2 cases sont cochées, Réaliser un permis Feu Le travail a-t-il lieu en Tour d'Atomisation ? Si la case est cochée, Réaliser un permis Intervention Tour Atomisation		Permis complémentaires / Other work permits	

Externe : Contractant / Contractor Interne : Responsable du Travail Externe : Sous-traitants / Subcontractor Interne : Chargé de Travail		Externe : Société / Company Interne : Nom du personnel Externe : Représentée par / Represented by Interne : Secteur et Fonction	
Zone / Area Lieu-Niveau / Location-Level Equipement / Equipment		Type et description du travail / Type and description of work	
Valable du / Valid from .../.../20... au / to .../.../20... De / From à / to heure / time N° DT :		Externe : Contractant / Contractor Interne : Responsable du Travail Externe : Sous-traitants / Subcontractor Interne : Chargé de Travail	

Remarques / Remarks :		Extérieur - Nom et signature CONTRACTANT : <i>Name and signature</i>	Extérieur - Nom et signature SOUS-TRAITANT : <i>Name and signature</i>	Intérieur - Nom et signature Chargé de Travail : <i>Name and signature</i>	3 Initiales et paraphe responsable / On duty mark and sign with initials 2 Autorisation Zème au Tème Jour / Authorization day 2 to 7 1 5 4 7
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<p>Incident / Pollution Environnemental :</p> <ul style="list-style-type: none"> Essayer de contenir la pollution accidentelle ou de maîtriser l'incident Prévenir le service EHS : Jean CROQUET : 0495 / 593.059 ou JérémY MATTENET : 0471 / 924.851 Pollution des eaux : Claude LECOCC : 0476 / 653.491 		<p>Accident bénin :</p> <ul style="list-style-type: none"> Contactez un Secouriste Industriel en appelant au : 0495/593.833 Superviseur Atomor : 0478/782.653 Electricien de pause : 0471/922.351 ou 0475/782.719 Prévenir le service EHS en appelant au : 0495 / 593.059 Jean CROQUET : 0471 / 924.851 Jérémy MATTENET : 0471 / 924.851 Prévenir le responsable des travaux Beneo-Orafti en appelant au : 		<p>Accident grave :</p> <ul style="list-style-type: none"> Contactez le 112 Prévenir le poste de garde : 019 / 679.411 Contactez un Secouriste Industriel Beneo-Orafti Electricien de pause : 0495/593.833 Superviseur Atomor : 0478/782.653 Labourantin Process : 0471/922.351 ou 0475/782.719 Prévenir le service EHS en appelant au : Jean CROQUET : 0495 / 593.059 Jérémy MATTENET : 0471 / 924.851 Prévenir le responsable des travaux Beneo-Orafti en appelant au : 																	
<p>Consignes en cas d'accident / d'incident EHS</p>		<p>Consignes en cas d'incendie / évacuation</p>		<p>Prévenir l'équipe de Première Intervention : 019/679.411</p> <p>Utiliser du matériel adapté</p> <table border="1"> <tr> <td>Feux de matériaux solides</td> <td>Feux de liquides ou de solides</td> <td>Feux de gaz</td> <td>Feux de matériels électriques</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bois, papier, carton, tissus, déchets, plastique...</td> <td>Hydrocarbures, alcool, solvants, acétone, graisses et huiles, peinture...</td> <td>Propane, butane, acétylène, gaz naturel, méthane, gaz manufacturé...</td> <td>Moteurs électriques, relais, transformateurs...</td> </tr> <tr> <td>Eau avec additif</td> <td>Eau avec additif ou mousse</td> <td>Poudre</td> <td>CO₂</td> </tr> </table> <p>Ne pas se mettre en danger en combattant un incendie</p> <p>Prévenir les secours et déclencher l'alarme si le feu ne peut être maîtrisé : 100 ou 112</p> <p>Incendie/Explosion Alarme du site Evacuation Points de rassemblement</p>		Feux de matériaux solides	Feux de liquides ou de solides	Feux de gaz	Feux de matériels électriques					Bois, papier, carton, tissus, déchets, plastique...	Hydrocarbures, alcool, solvants, acétone, graisses et huiles, peinture...	Propane, butane, acétylène, gaz naturel, méthane, gaz manufacturé...	Moteurs électriques, relais, transformateurs...	Eau avec additif	Eau avec additif ou mousse	Poudre	CO ₂
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<p>Le travail a-t-il lieu sur ou à proximité d'équipements dont les énergies potentielles peuvent être à l'origine de risques pour le travailleur ?</p>		<p>3. Travail sur équipement / CONSIGNATION</p>	
<p>3.1 Quelles sont les sources d'énergie potentielles de l'installation auxquelles les intervenants peuvent être exposés ?</p>		<p>Consignation</p> <p>Points d'isolement de l'énergie</p> <p>Nb Etiquettes rouges de consignation rédigée</p> <p>Ensemble des étiquettes rouges posées (à cocher)</p>	
<p>3.2 Y'a-t-il encore de l'énergie résiduelle ?</p> <p>(énergie encore présente qui peut mettre soudainement l'installation en fonctionnement ou générer un risque pour les intervenants)</p> <p>Exemple : condensateurs chargés, atmosphère dangereuse, réseau isolé toujours sous pression... <input type="checkbox"/> Oui : Neutraliser l'énergie résiduelle et porter les équipements de protection adaptés <input type="checkbox"/> Non : Passer à l'étape 3.3 Vérifications</p>		<p>Énergie</p> <p>Mécanique</p> <p>Chimique (acide, base, solvants, désinfectants,...)</p> <p>Fluidique (vapeur, liquide, gaz,...)</p> <p>Pneumatique (air comprimé, air process,...)</p> <p>Arrêt de la pompe</p> <p>Fermeture de vannes :</p> <p>Brides / joints pleins</p>	
<p>3.3 Vérification d'absence d'énergie</p>		<p>Électrique</p> <p>En cas de consignation électrique : se référer à SST-03/1-01/AZ</p> <p>Éliminer physiquement le fluide résiduel de la zone isolée par : <input type="checkbox"/> Dépressuriser ou Dégazer / Mader pressure ou gas free <input type="checkbox"/> Vidanger, purger / <input type="checkbox"/> Nettoyer <input type="checkbox"/> Rincer à l'eau - vapeur <input type="checkbox"/> Inertier à l'azote - air <input type="checkbox"/> Neutraliser <input type="checkbox"/> Refroidir <input type="checkbox"/> Ventilation permanente</p> <p>Annuler les énergies mécaniques accumulées (détente d'un ressort ou câble métallique, mise en position basse une masse suspendue...) Lorsque la dissipation (désaccouplement) n'est pas possible ou insuffisante pour assurer la sécurité des intervenants, une immobilisation sûre des éléments mécaniques susceptibles d'entrer en mouvement accidentellement doit être réalisée. Elle s'effectue à l'aide de broches, de chandelles ou d'autres dispositifs de bridage adaptés.</p> <p>Mise à la terre et en court circuit des conducteurs (cette étape doit être réalisée après la vérification) <input type="checkbox"/> Mise à la terre des équipements <input type="checkbox"/> Décharge des condensateurs</p> <p>V.A.T. (Vérification d'absence de Tension) au plus près possible du lieu de l'intervention <input type="checkbox"/> Test de démarrage</p> <p>Contrôle d'absence de pression et d'écoulement du fluide au lieu de travail (évent et purge ouvert en permanence) <input type="checkbox"/> Contrôle spécifique éventuel (atmosphère, température, pH...) Préciser :</p> <p>Contrôle visuel d'absence d'énergie : <input type="checkbox"/> Tension <input type="checkbox"/> Pression <input type="checkbox"/> Mouvement...</p>	
<p>FIN D'INTERVENTION</p> <p>L'ensemble des interventions sur l'équipement sont-elles réalisées ? <input type="checkbox"/> Oui : L'équipement peut être déconsigné <input type="checkbox"/> Non et visa :</p> <p>Date et heure :</p>		<p>CONSIGNATION</p> <p>L'équipement est-il parfaitement en sécurité avant l'intervention ? <input type="checkbox"/> Oui : Procéder aux interventions <input type="checkbox"/> Non et visa :</p> <p>DATE DE DÉCONSIGNATION</p> <p>L'ensemble des étiquettes de consignations diffusées sont-elles récupérées ? <input type="checkbox"/> Oui : Remise en production de l'équipement <input type="checkbox"/> Non et visa :</p> <p>Nom et visa du chargé de déconsignation : L'équipement peut désormais être remis en production.</p> <p>Date et heure :</p>	

GENERAL HEALTH, SAFETY AND ENVIRONMENT PLAN
FOR EXTERNAL ENTERPRISES
AWARENESS

I, the undersigned, representative of

Company name:

Address:

declare that I have received and been made aware of the document and undertake to comply with the "General Health, Safety and Environment Plan for external enterprises" and its annexes of Beneo-Orafti.

At each Beneo-Orafti site, I undertake to give all the information contained herein and all appropriate instructions, particularly on risks to safety, health and the environment, to all workers and subcontractors to whom I may entrust the execution of the works to be carried out under the scope of these orders. I will check that they have been properly understood by all of them before starting works.

I hereby confirm that I will only use material compliant with legislation and the clauses of this General Health and Safety Plan on site and competent, physically fit staff to carry out the duties required for the execution of the works ordered by Beneo-Orafti.

I undertake to submit a Specific Health and Safety Plan resulting from my analysis of the risks on the workplace prior to having the works carried out by my staff and in compliance with the law on well-being at work of 04 August 1996 and to proceed with making the workplace safe according to this analysis.

Drawn up in:

Date:

Signature:

(the signature must be preceded by the words "lu et approuvé - read and approved")