

# General Safety Regulations for Fluxys, Fluxys Belgium and Fluxys LNG



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## Preface

### **About safety and wellbeing policy**

Fluxys considers "safety" as one of its core values and with this in mind has introduced a dynamic, proactive policy on wellbeing at work for all staff, the industrial safety of our facilities and respect for our environment.

This policy forms the basis for the safety requirements detailed in the Fluxys Quality & Safety Management System (QSMS). This information is also available to contractors upon request from their contract manager.

### **Purpose of this document**

This document describes the Safety, Health and Environmental prescriptions for the execution of works.

### **Application**

All staff (whether Fluxys employee, contractor or subcontractor) are expected to apply and abide by these safety requirements.

The line management of Fluxys, the contractor and any subcontractor alike must all ensure that these regulations are applied and implemented.

For Fluxys LNG, these General Safety Regulations apply to the LNG terminal, namely the area enclosed by the double perimeter fence, the West quay with Jetty 1 (process area), the pipe rack from the end of the north-south rack up to Jetty 2, Jetty 2 itself (process area), the flare and the water intake point.

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# 1 Fluxys' values and HSE policy

Fluxys conducts a dynamic, proactive policy on wellbeing at work for all staff, the industrial safety of our facilities and respect for our environment. This policy is aligned with our five values and structured around four important pillars.

## 1.1 Values

- **Customer focus:** we make sure we know what our internal and external customers want, and we keep our promises.
- **Respect for safety and the environment:** our shared priority is keeping our facilities safe bearing in mind that we are responsible for the transmission and transportation of a form of energy which poses risks. In this same spirit of sustainability, we monitor wellbeing at work and do everything we can to minimise the impact of our activities on the environment.
- **Cohesion:** we aim to foster cooperation and team spirit, both within Fluxys and with external partners, to help us together achieve our desired results.
- **Good neighbourly relations:** we provide a public utility service and our infrastructure is part of the environment. We rely on open dialogue to maintain good relations with all those affected by the activities involved in building and operating our facilities.
- **Professionalism and Commitment:** we are committed to achieving our desired results via an efficient approach and following best practices as the basis for everything we do. Developing and expanding our expertise is part and parcel of our work, and we are always looking for creative and cost-effective solutions.

## 1.2 Pillars

- We are a **responsible company** in all our activities: designing, building, operating and dismantling our facilities and marketing our public utility services.
  - To achieve this, we operate a proactive H&S policy, and for every technical project we undertake risk analyses and assessments that form the basis for the design, implementation, operation and dismantling processes.
  - We draw up full details of the risks to our own facilities.
  - We learn from internal and external experience.
  - We use natural resources rationally.
  - We encourage our contractors, co-contractors and subcontractors to apply our rules and regulations on wellbeing, safety and the environment.
- We take a **constructive approach** to our HSE policy, based on transparency and dialogue.

- We firmly believe that the **efficiency** of our processes is inextricably linked to **wellbeing** at work for our staff, the **safety** of our **facilities** and managing our impact on the **environment**.
- We make sure that **our staff are familiar with this HSE policy**, are committed to it and apply it at all levels, and, in particular, that everyone fully understands their role and their personal responsibility associated with this.

## 2 Safety culture

### 2.1 Safety behaviour

In addition to the safety rules, it is crucial that all individuals act safely so as to enhance the safety culture within Fluxys.

Safety should be 'part of our very soul' and must form an integral part of everything we do, both consciously and subconsciously. In other words, safety should be a collective value shared by each and every one of us. This requires a degree of leadership from all of us. When we talk of 'safety' we mean it in the broadest sense: safety of Fluxys' facilities and safety in the workplace as well as process safety and environmental safety more widely.

### 2.2 How to achieve safety behaviour?

We firmly believe that we can achieve this by handling risks responsibly (**PREPARE**), sharing our knowledge and experience with our colleagues and with contractors (**TALK**) and taking responsibility for our job (**ACT**).

		
<ul style="list-style-type: none"> <li>• Be prepared. Ask yourself ahead of time whether everything will be able to run smoothly and take the appropriate action.</li> <li>• If you find yourself in a dangerous situation, report it and work with your colleagues and line management to identify a safer alternative.</li> <li>• Do not become complacent: always remain vigilant as to potential risks.</li> </ul>	<ul style="list-style-type: none"> <li>• Be open to receiving feedback from your colleagues, and ask them for it, too.</li> <li>• Learn from your experiences and discuss them openly so that everyone can benefit.</li> <li>• Talk to your colleagues constructively if you disagree with their working methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Twijfels? Ik stop en denk na.</li> <li>• Ik organiseer mijn werk zodat ik mijn beloften nakom, binnen de afgesproken tijd.</li> <li>• Ik respecteer de procedures en instructies en aarzel niet om mogelijke verbeteringen te melden.</li> </ul>

### 3 Contractor's commitment

Contractors must:

- Employ only **officially declared and competent personnel (trained and informed)**.
- Be **responsible** for **safety organisation** on their construction site or in their workplace.
- Ensure that their employees **comply** with such **preventive measures** as are necessary to protect those present on the construction site or in the workplace.
- Notify both their own personnel and the personnel of their subcontractors present on the construction site or in the workplace of:
  - the **rules** contained in these General Safety Regulations.
  - the **instructions** to be followed to ensure that the work is performed in such a way as to **prevent occupational accidents** and incidents (fires, leaks, damage, etc.).
  - the **procedures to follow** in the event of an **accident or incident**.
- Before carrying out any works, provide Fluxys with the necessary information concerning any risks inherently associated with the activities entrusted to them or to the products, machinery, equipment, tools, and so on used.
- Cooperate in coordinating activities being carried out by different teams operating on the same construction site or in the same workplace.
- Before commencing the works:
  - Participate in the opening of the construction site or workplace and attend the meeting held prior to commencement of works (kick-off meeting).
  - Examine on site the nature of the works to be carried out and factor in the conditions and the environment in which the said works are to be performed.
  - Take such measures as agreed or necessary to guarantee the safety of both persons and goods.
- Comply both with the **legislation** on the wellbeing of workers applicable at Fluxys and in this document. Fluxys reserves the right to take such measures as it deems necessary for the wellbeing of the contractor's workers at the contractor's expense, should the latter fail to fulfil its obligations.
- Inform the **Internal Workplace Health and Safety Department (SIPPT/IDPBW) as promptly as possible** of **any accident, incident or any dangerous situation** concerning its own personnel or that of any subcontractor at/in the Fluxys construction site or workplace.



## 4 General rules

### 4.1 Do not smoke or light up

- All Fluxys' buildings, sites, facilities and vehicles are no-smoking zones. Smoking huts or specially designated smoking areas are provided for smokers.
- 'E-cigarettes' are also considered to be cigarettes and are therefore subject to the same provisions as apply to 'conventional' cigarettes and prohibited everywhere except in designated smoking areas.
- It is strictly prohibited to start a fire or generate sparks without a valid permit:
  - in locations where gas may be released.
  - in locations where flammable products or substances are present.
  - while working with gas.
- [Extra provision for LNG Terminal](#)

### 4.2 Always report undesirable events (incidents) and accidents

#### 4.2.1 Accidents

- **Report** the accident to the Fluxys representative.
- Ensure the safety of any victim to prevent any further harm (interim measures).
- Administer first aid to the victim: treat any wound or injury, however small. Accidents requiring first aid must be recorded in the First-Aid Logbook.
- The Fluxys representative registers the accident in the Fluxys system.
- Where an individual requires doctor's or hospital treatment, the Medical Certificate form must be issued to the victim and completed by the attending doctor (for Fluxys staff). The Fluxys representative ensures the form is uploaded in the Fluxys system.
- The accident must be analysed by an investigation team comprising the line manager, the staff member(s) involved, and, where appropriate, the safety coordinator or relevant H&S advisor, within eight calendar days.
- The HEEPO (Human, Equipment, Environment, Product, Organisation) analysis model is the standard model used to investigate an accident. In the case of serious occupational accidents, a causal-tree analysis will be conducted and, as required by law, a detailed report will be produced within 10 calendar days.
- For Fluxys personnel: see also CORP-OHSA-PR-16.01.00.00 "Notification, analysis and follow-up of accidents"

## 4.2.2 Incidents

- Stop what you are doing immediately and safely
- **Inform** immediately the Fluxys representative in attendance. In the case of incidents at unmanned facilities or if no Fluxys representative is in attendance, notify Fluxys Dispatching (+32 (0)800 90 102 or +32 (0)2 282 70 03).
- Remain calm, speak calmly and clearly, and give clear information (location, nature of the incident, damage caused).
- Follow the instructions issued by the Fluxys representative or Dispatching.
- Take all appropriate measures to keep both people and property safe:
  - in the case of serious damage at a gas facility: evacuate the area to a radius of at least 50 m
  - in the case of a gas leak, to a radius of at least 200 m and where possible, take shelter.
- Be sure to avoid sources of ignition in the event of a gas leak. Stop all ongoing works.
- An analysis (inspection report) must be conducted and at the very least contain a description of the facts and a summary of the remedial and preventive measures taken. Submit this report to the Fluxys representative within the deadline specified by the latter.
- For Fluxys personnel: see also CORP-HSEQ-PR-16.02.00.00 "Follow-up of undesirable events"

## 4.3 Do not consume alcohol or drugs on the site or work under their influence

- Alcohol:
  - All employees and any other persons who may be in the workplace must use their common sense and behave responsibly.
  - Possession and consumption of alcohol in **Dispatching**, at specific Fluxys sites, in particular **Seveso facilities**, and on **work sites**, is **not allowed**.
- **Drugs are not allowed** on any Fluxys site.
- Persons manifestly under the influence of alcohol, drugs or other narcotics when arriving for – or during – work will be immediately denied access to the Fluxys workplace or construction site.

## 4.4 Fire prevention

### 4.4.1 Preventive measures to be observed at all times

- It is strictly forbidden within gas facilities without Fluxys' express permission:
  - to start a fire or generate sparks (e.g. by burning waste);
  - to use non-explosion-proof electrical equipment (including mobile phones and cameras, etc.)
- Keep the amount of stored flammable material down to a minimum.

- Flammable materials must not be stored in rooms not intended for this purpose (e.g. the boiler room).
- Keep releases of substances down to a minimum in the event of a leak. Use double-walled containers/tanks where possible. Where this is not possible, place drip trays under containers holding flammable liquids and under pumps and generators with combustion engines.
- Check the workplace before leaving to make sure there are no fires starting and no hazardous situations which could result in a fire.
- Access to hydrants, hydrant cabinets, fire hose reels, rescue equipment cabinets, emergency showers, portable fire extinguishers and electrical cabinets must be kept clear at all times.

#### 4.4.2 Firefighting equipment

- Must be **be suitable for the type of activities, controlled every year** and **determined by means of a risk analysis** (quantity, type and location) and/or in line with the provisions stipulated in the relevant permit to work and hot-work permit. Contractors must foresee their own firefighting equipment.
- Is mandatory when performing welding, grinding or cladding work and where flammable products are being used.
- Must be installed and maintained in line with the provisions below:
  - It must be inspected annually.
  - It must be easily accessible (located close to where the activities are being performed) and available at all times.
  - It must be removed and replaced immediately once it has been used (even if only partially) or if it is defective.
- Site huts must be equipped with appropriate portable fire extinguishers placed in an obvious position near the entrances.

#### 4.4.3 Trained personnel

- Firefighting equipment must be used by trained and competent personnel. Their number will depend on the activity being performed at a given site and the number of staff operating there at any given time.
- The names of these individuals and their certification details must be included in the HSE Plan.

## 4.5 Always follow the rules governing alarms and evacuation

### 4.5.1 Actions to take when the evacuation signal is given

- Remain calm, stop what you are doing at once and leave your work area safe: switch off appliances, seal gas cylinders and ensure that there are no sources of ignition.
- **Take the safest route to the assembly point.** Where possible, take a route in a direction perpendicular to the wind direction.
- Report to the Fluxys representative at the assembly point and report any missing persons (use the roll-call list).
- Await instructions from the Fluxys representative.

### 4.5.2 Evacuation Plan

- An [Evacuation Plan](#) is to be drawn up and posted in a sufficient number of locations on all Fluxys sites.
- In the case of Fluxys construction sites, the plan is detailed in the HSE Plan. It may be amended by either the site manager or the safety coordinator. The contractor must ensure that the Evacuation Plan is displayed in a sufficient number of clearly visible locations.
- Building entrances and exits must always be kept clear.
- Emergency exits must always be kept clear and exit doors must swing out in the direction of escape.
- Access to fire brigade garages must always be kept clear.
- Fire doors that cannot be held open with an automatically releasing magnet must never be blocked open (e.g. tied in place, wedged open, held open with a fire extinguisher).

### 4.5.3 Testing of the Evacuation Plan and signal

The evacuation signal must be tested monthly. An Evacuation Plan drill must be performed at least once a year. During this drill, at least the following must be assessed:

- Whether the evacuation signal is audible or visible wherever individuals may be on the site, regardless of what they are doing.
- How long the evacuation takes.
- Whether all those involved performed their roles correctly and whether everyone reported to the assembly point immediately.

#### 4.5.4 Means of communication

- A list of evacuation officers and industrial first-aiders (and their contact numbers) must be displayed clearly on all Fluxys sites.
- On Fluxys construction sites, the contractor must ensure that this information is displayed in a sufficient number of clearly visible locations. The contractor is responsible for ensuring that the workplace or construction site is equipped with the required means of communication, as detailed in the HSE Plan.

#### 4.6 Obey signs and security tags and do not remove them

Everyone present in Fluxys buildings, on Fluxys construction sites or at Fluxys facilities must **obey all the signs** there:

- Always follow warning and prohibition signs, and do not cross barriers.
- If you do need to access a cordoned-off area, be sure that you are fully aware of the risks.
- Do not remove security tags.

#### 4.7 First aid

##### 4.7.1 First-aid arrangements

- At least one trained and competent industrial first-aidер (or first-aid officer) must be in attendance at all times on any work site or construction site with a permanent workforce of six or more. The risk analysis may stipulate **more such individuals, depending on the activities** being performed and the number of staff operating on a given site at any given time.
- First-aiders or first-aid officers are also responsible for the first-aid kit at the workplace or construction site.
- Any injury, however minor, must always be treated and reported to the Fluxys representative. Details must be entered in the first-aid register before continuing work or leaving the work site.
- First-aiders or first-aid officers are not responsible for determining whether any particular medication should be administered. If an individual wishes to take medication, s/he shall do so at their own risk.

##### 4.7.2 Equipment

- The minimum first-aid equipment for small sites and work teams (fewer than six people) may be basic.
- For workplaces with six or more people the first-aid equipment must be determined by means of a risk analysis.

## 4.8 Cleanliness and tidiness

- Keep all **work areas, passageways, staircases and thoroughfares clear at all times**. Electrical extension cables and pressurised-air cables must be positioned away from passageway areas and must be carefully protected.
- Cleaning up and tidying are especially important to keep facilities and their surrounding area in immaculate condition. To this end, the site manager should conduct a daily tour of inspection.
- The contractor is responsible for the cleanliness of any public and private roads which become soiled as a result of the works. They are to be kept free from obstacles at all times. Roads, cycle paths and footpaths covered in mud or water are to be brushed off at least once a day by the contractor.
- Fluxys may have the workplace or the construction site cleaned by third parties each day at the contractor's expense, should the latter fail to do so.

## 4.9 Waste disposal

- Waste disposal shall be discussed at the kick-off meeting or at the work-launch meeting.
- A waste register shall be kept on the work site or construction site and updated by the various operating entities.
- **All waste must be removed in accordance with environmental regulations and best practices** (sorting waste, etc.).
- Dumping waste materials and discharging wastewater of any kind into trenches or working pits is not permitted.
- Hazardous waste must be removed by approved carriers to a recognised dump or processing facility. Waste-processing certificates must be included in the HSE Plan.
- Any damage(s) or costs resulting either directly or indirectly from the non-observance of these stipulations, or failure to observe them correctly, shall be charged in full to the contractor.
- All waste must be deposited into the appropriate containers.
- [Extra provision for LNG Terminal](#)

## 4.10 Environmental pollution

- To prevent environmental damage, all necessary steps must be taken to avoid contaminating the ground, air or water as per the relevant legislation in force.
  - Drip trays are to be provided under fuel tanks, welding generators, and so forth. These drip trays must be protected from humidity and rainwater.
  - Pursuant to the relevant rules in force, hazardous products and empty receptacles must be stored in places where few activities are to be carried out. Absorbent material (absorbent granules, carpeting, etc.) must be provided at such storage facilities.
- In the event of any form of environmental pollution, works must be halted and the further spread of said pollution must be prevented as far as possible by taking the appropriate measures immediately. The environmental coordinator and Fluxys H&S advisor must be informed.

## 4.11 Preparing for works – risk assessment

- Without special measures **hazardous works** may lead to accidents with extremely serious consequences.
- As such, the operating entity is required to compile an **implementation file** for the works and submit it to Fluxys at least one week before they commence.

### 4.11.1 Content implementation file for the works

- A detailed description of the working methods to be used during each phase of the works.
- A **risk analysis**.
- Details of necessary equipment and materials.
- Details of personnel being deployed (qualified and designated in a list).
- A schedule of works and details of precautionary measures taken.

### 4.11.2 Content risk analysis

- Details of the hazards and risks.
- A **risk assessment**.
- Details of the precautionary measures taken to keep the risks down to an acceptable level.
- An assessment of any residual risks (along with details of any additional measures to reduce damage).

#### 4.12 Health monitoring

- Any individual performing work for Fluxys which entails a health risk must undergo a medical examination by his/her employer's occupational physician:
  - Upon being hired or switching to a new position.
  - Periodically (depending on the risk).
  - In the event of a work-related medical problem.
  - Upon resuming work following four weeks or more of incapacity as a result of illness or an accident.
- The occupational physician will complete a health-assessment form after the examination stating whether the person is fit to perform his/her work. **Only persons who have been declared fit will be authorised to work.**

#### 4.13 Procurement procedure

- Fluxys operates a strict procedure in terms of procuring work equipment, personal protective equipment (PPE), collective protective equipment (CPE), chemicals and works by third parties. The procedure is designed to ensure that the company does not expose itself to any unacceptable risks.
- To achieve this, risks are managed in 3 stages:
  - Preliminary study: investigation of the risks at the tender stage.
  - Order – Supply: investigation of the applicable legal provisions and the imposition of safety requirements upon the recommendation of an H&S advisor (endorsement by the H&S advisor). Upon delivery, checks should be performed to ensure that all these requirements are being met.
  - Commissioning: formal **commissioning report** compiled by the H&S advisor before the product is used.
- Fluxys expects all contractors to comply with these legal requirements.

#### 4.14 Violence and other bullying or sexual harassment in the workplace

- Fluxys operates a strict policy in terms of **inappropriate conduct in the workplace**: such behaviour will **not be tolerated**.
- Fluxys staff who fall victim to violence or other bullying or sexual harassment should report the matter to their line manager, the occupational support officer or the specialist H&S advisor for psychosocial issues.
- Fluxys expects all its contractors to take every appropriate measure to show that they do not tolerate such behaviour. Fluxys may deny access to any individuals acting inappropriately.
- Pressurised gas or liquids, laser beams, and so on must never be pointed at a person.
- Horseplay, bullying, violence (both verbal and physical), sexual harassment, alcohol and drug consumption and practical jokes are not permitted.



## 5 Rules within gas facilities and on sites

### 5.1 Access to fenced facilities and sites

- It is not allowed to bring any individuals onto the work site or construction site who are not familiar with the safety rules. Make sure they have the standard PPE and the safety sticker for the current year.
- Contractors, Fluxys personnel or agents not forming part of the department in charge need a valid permit to perform any work at or within facilities.

### 5.2 Deliveries to fenced facilities

- As far as possible, deliveries should be made outside process facilities.
- Deliveries within process facilities and involving a vehicle must be agreed in advance with the operator.
- Small packages should be delivered to the local supervisor or security office.
- Larger items should be delivered to the location designated by the Fluxys representative. The latter must be present to supervise the entire delivery.
- [Extra provision for LNG Terminal](#)

### 5.3 Use personal and collective protective equipment

- To deal with any safety risks, in every circumstance the use and maintenance of collective protective equipment should be preferred to that of personal protective equipment.
- In most cases, collective protective equipment prevents the risks themselves, while personal protective equipment is specifically designed to limit the consequences in the event of an incident (damage-limitation measures).

#### 5.3.1 Collective protective equipment (CPE)

- Fitting and/or removal is not permitted and may only be arranged in close consultation with the Fluxys representative.
- Is not to be removed without alternative temporary or permanent protective measures being taken instead.
- Must fulfil their proposed purpose, but may not provide a false sense of security
- Certificates or measurement results for the protective equipment must be submitted to the Fluxys representative, who may require modifications to be made.
- All staff present in the workplace/on the construction site are duty-bound to ensure that [collective protective equipment](#) is maintained.

### 5.3.2 Personal protective equipment (PPE)

- Must comply with specific EN or NBN standards and its use-by date must not have expired.
- Must be in good condition. This should be checked before use.
- Fluxys and all contractors shall make personal protective equipment available to their own personnel and ensure that it is used as a matter of course.
- Some protective equipment no longer provides protection after being used only on a single occasion. This is the case, for instance, for shock absorbers in a safety line or safety helmets that have been impacted by a heavy object. Such equipment must be replaced immediately.
- Some protective equipment has a limited service life and care should be taken here, too, to ensure that it is not exceeded.
- There [are PPE generally required as standard](#) and [additional PPE mandatory depending on the task or the location](#).
- For Fluxys personnel: **Personal Protective Equipment** must be worn in accordance with [CORP-OHSA-IN-08.05.03.00 – Wearing Personal Protective Equipment at Fluxys](#).

## 5.4 Use work permits

### 5.4.1 When is a work permit required?

- For works being carried out within all Fluxys' fenced gas facilities and for works in tunnels and confined spaces within Fluxys' piped network.
- Carrying out works without a valid hot-work permit (or if the works carried out are of a different nature and a different operating method is used from those described), or outside the working area stated in the permit will be considered a serious breach of the safety rules.
- [Extra provision for LNG Terminal](#)

### 5.4.2 Content / goal of the work permit

- A permit grants (permit to work, hot work permit, exempted-area permits) grants **final approval** for performance of the works described in it:
  - Via a clearly defined method.
  - By a specified responsible operator (Fluxys staff member or a contractor).
  - Within a clearly defined work area.
  - Within an agreed time period.
- A permit contains provisions concerning identification, communication, performance and monitoring of safety regulations with regards to:
  - Securing the facility prior to commencement of works.
  - Performing the works safely.
  - Making the facility fit for use again once works have been completed.

### 5.4.3 How to submit a permit application?

- The contractor must consult the (local) Fluxys representative to find out which works require a permit.
- A permit application must be submitted to the Fluxys representative at the relevant facility (operator) no later than 24 hours/one working day (for manned sites) or no later than 48 hours/two working days (unmanned sites) prior to the commencement of the works.

### 5.4.4 Validity

- All applicable conditions will remain in force for the duration of the permit's validity.
- In the event that the working conditions or situation deviate from the conditions stipulated, works must be halted immediately. Any individual noticing an anomaly must also stop work.
- In the event of emergency situations or where an alarm is sounded, permits will be suspended. Works may only recommence once the permit(s) has (have) been reinstated.

### 5.4.5 Completion of the works

- The responsible operator must leave the area where the permitted works were performed in safe and good condition.
- He returns his permit.

### 5.4.6 Supervision permit conditions

- While works are being carried out, the works supervisor is responsible for ensuring that all permit conditions are being met.
- Upon completion of the works, the works supervisor checks whether the work area has been left in good and safe conditions.

## 5.5 Do not operate or make alterations to any facilities without authorisation to do so

- It is not permitted to operate or alter any facilities belonging to Fluxys or a third party, on a Fluxys site, without a valid permit. Facilities may only be operated by authorised personnel.
- Nor may any utilities (electricity, water, compressed air, etc.) be used without the formal approval of the Fluxys representative. Permission to use such services must be specified in the permit.
- Failure to abide by this rule will be considered a serious breach of the safety regulations and any individual who fails to comply with it will be removed from the workplace or construction site immediately.
- It is not allowed to walk on pipelines or facilities.

## 5.6 Do not use mobile phones or cameras on the site unless authorised to do so

- The use of non-explosion-proof mobile phones, smartphones, cameras and other electrical devices is not permitted within fenced gas facilities and requires a permit.
- Failure to abide by this rule will be considered a serious breach of the safety regulations and any individual who fails to comply with it will be removed from the work area immediately.
- Special rules apply to Fluxys personnel.
- On construction sites where there is no fire or explosion risk, the devices mentioned above may be used with the explicit approval of the Fluxys representative.
- [Extra provision for LNG Terminal](#)

## 5.7 Always obey the traffic rules that apply on the site

Vehicles may not enter fenced Fluxys facilities or sites, nor may they park there. Vehicles are only allowed to enter such areas to load or unload goods, following consultation with and subject to approval from the Fluxys representative.

The Highway Code must be observed, along with the following provisions:

- The maximum speed at Fluxys facilities is restricted to 20 km/h; at the LNG terminal in Zeebrugge the maximum speed is 30 km/h.
- Vehicles should be parked with the front of the vehicle facing the exit, the keys in the ignition, the gears in neutral and the handbrake on.
- Must be kept clear at all times:
  - entrances and exits to all operational facilities, workplaces and buildings.
  - emergency exits, access ways to fire extinguishers, first-aid rooms.
- Vehicles are to be driven along designated roads. Should it prove necessary to drive across other areas, this must only be done in consultation with the Fluxys representative.
- Any vehicular movement in the vicinity of facilities requires supervision.
- All vehicles are to submit an inventory of the materials, tools and hazardous products carried for approval by the Fluxys representative, both when entering and leaving the facility.
- At the end of the working day, vehicles which are not kept in fenced or monitored facilities overnight must be moved to a lockable area. They must only be used by authorised personnel. Such vehicles must not be kept in any area where they may hinder traffic movement or access by emergency services or Fluxys response team.
- [Extra provision for LNG Terminal](#)

## 5.8 Chemicals

- The purchase and use of hazardous substances are subject to procedure [CORP-HSEQ-PR-08.03.00.00 – Managing potentially hazardous substances](#). The instructions provided by the supplier (including the instructions for use on the packaging) and shown on the assessment sheet must always be followed carefully.
- Before using a chemical product, it is important to be fully familiar with its characteristics and with the risks posed and safety measures required. This information can be found in the **safety data sheet (SDS)** produced by the product manufacturer/supplier.
- These safety data sheets must also be available for reference purposes at all times.
- Fluxys holds its own list of the chemicals it uses and makes the safety data sheets available to its staff.
- Those using chemical products must ensure that all safety measures detailed in safety data sheets are respected all times, in particular:
  - there must be good ventilation.
  - personal protective equipment must be worn.
  - substances must be stored appropriately (gas cylinders, flammable substances, etc.).

## 5.9 Asbestos and ceramic fibres

### 5.9.1 Prohibited items

- It is not allowed to bring into or install in Fluxys facilities, buildings and sites any asbestos or ceramic fibres, or any products which contain these substances.
- A certificate confirming that no such substances are in place must be submitted to Fluxys upon request.

### 5.9.2 Presence of asbestos or ceramic fibres

- Before commencing any works, the site's asbestos inventory must be consulted. In the event of any doubt, samples should be taken for analysis. The working method must be adjusted based on the results of any such analysis and on the asbestos inventory.
- In situations in which contractors are required to perform works whereby they may be exposed to asbestos or ceramic fibres, the Fluxys representative must provide them with a copy of the relevant asbestos inventory, sent by registered letter.

- **Asbestos-free** areas and equipment are marked with the following signs or pictograms:



- **In case of doubt, always ask the Fluxys representative.**
- [Extra provision for LNG Terminal](#)

### 5.9.3 Asbestos removal

- Removal of asbestos or applications containing category-1A and category-1B ceramic fibres is considered hazardous.
- With the exception of the 'simple-processing' removal procedure for which provision is made by law, asbestos must be removed by specialist firms authorised to do so.

### 5.9.4 Waste

- Waste containing asbestos or ceramic fibres must be put inside some plastic and double-bagged. The double bag must be labelled with the symbol for asbestos or ceramic fibres.
- Waste must then be taken away and processed by a recognised asbestos-processing firm. Certificates confirming that the waste has been processed by the company in question must be submitted to Fluxys.

## 5.10 Work-site layout and signage plan

### 5.10.1 General layout of a work site or construction site

- The work site or construction site must be laid out as per the [work-site layout plan](#) or the construction-site plan contained in the work-preparation file or the contractor's HSE Plan.
- A permit must be obtained by the site manager from the relevant authorities to store large amounts of fuel, gas cylinders and small hazardous waste.
- If it is a temporary or mobile construction site, the said information shall be gathered by the works responsible and submitted to the safety coordinator for a recommendation.
- All contractors must provide the legally required sanitation facilities (toilet facilities, washing facilities, changing rooms, canteens) for their employees and maintain them on a daily basis.
- Meals must only be eaten in facilities specially provided for this purpose.

- In the event that toilet facilities are located too far from the workplace or the construction site, an additional toilet should be put in place close to the workplace or the construction site.
- Arrangements for limited works (a small number of staff) and shorter activities (less than one week's work) must be made in consultation with the Fluxys representative.

### 5.10.2 Blocking off the work area from public space

The work site or construction site must always be clearly separated from public space.

- Work sites or construction sites in gas and pressurised facilities:
  - Such areas must be separated by a physical barrier at all times for the duration of the works.
  - At the end of the day's work, temporarily lockable site access routes must be closed off.
  - Within fenced facilities, direct access to different sites and facilities in operation must be prevented at all times.
  - In the case of activities in the vicinity of operational gas facilities the contractor must, at Fluxys' request, block off the area:
    - *Short-term activities (no longer than one day): warning tape or mesh. A Fluxys representative must be present throughout.*
    - *Works of greater scope and longer duration: fixed, solid fences (such as Heras fences or panels).*
- Work sites or construction sites surrounding gas pipelines:
  - Where there is an intersection between a public or private road and a works road, the fence along these roads must be extended perpendicularly by five metres on either side (to enhance visibility for the road users).
  - The fence shall consist of at least a warning mesh, the upper part of which is attached to a strip.
  - Any pipes or overhead cables must be indicated by means of security gates at a distance of 15 metres throughout the work area.

### 5.10.3 Warning signs

The following must be displayed in all work areas and on all construction sites, and also wherever public and private roads intersect:

- A warning sign reading "AUTHORISED PERSONS ONLY"/"ACCÈS AU CHANTIER INTERDIT AUX PERSONNES NON AUTORISÉES"/"STRENG VERBODEN DE WERKEN TE BETREDEN VOOR ONBEVOEGDEN".
- Warning and prohibition signs (e.g. a warning to wear PPE such as safety helmet, goggles, shoes etc.).
- Additional special symbols where specific hazards are present or where particular rules apply.

#### **5.10.4 Access roads and emergency exits**

- Every work site or construction site must be provided with a sufficient number of access roads and emergency exits.
- At least two entrances and exits diagonally opposite one another must be available where hazardous or long-term work is being performed.
- The access roads and emergency exits must remain completely free and duly accessible in all circumstances. Therefore, any storage of materials or parking of vehicles on these roads is strictly forbidden.

#### **5.10.5 Lighting**

Where there is insufficient natural light, artificial lighting must be provided by the site manager:

- Depending on environmental factors: in buildings, in wintery conditions, when personnel are working overtime.
- Bearing in mind the possible risks, e.g. explosion-proof lighting in areas where there may be an explosive atmosphere. Generators are to be set up, if required, at locations designated by Fluxys.

#### **5.10.6 Noise pollution from site equipment or works**

- Activities entailing noise pollution shall be avoided as far as possible at quiet times.
- Low-noise site equipment fitted with silencers for venting must be used at all times in the vicinity of residential areas and nature reserves.
- A letter describing works that could entail noise pollution must be sent in advance to local residents and emergency services, and all the necessary measures must be taken to keep such noise to a minimum.
- By law, all site managers must take the necessary measures to protect their workers against noise risks.

#### **5.10.7 Driving over underground pipelines**

- Continuously driving over underground pipelines in the work area or on the site is not allowed (to prevent ruts from forming).
- Exemptions from this rule must be requested from Fluxys and must not be implemented without additional protective measures such as rolling plates (prefabricated concrete or hardened wood) or other measures.



### 5.10.8 Work-site or construction-site surveillance

- The work site or construction site must be shut down at the end of the day.
- To be able to enter and leave fenced facilities, the work site or the construction site at any time, a double padlock must be used where necessary so that Fluxys can always gain access to the relevant site.
- Fluxys may organise round-the-clock surveillance in certain cases and in areas with a higher risk.

## 5.11 Hearing aids, simple watches, car keys and smartwatches

### 5.11.1 Hearing aids, simple watches and car keys

Hearing aids, simple watches and car keys may be worn in an explosive environment.

- Unconditionally in a type 2 zone.
- In type 0 and 1 zones subject to abiding by the following conditions:
  - When equipment is in good condition and when only handling equipment outside the substation (start-up, shutdown, adjustments, changing batteries, etc.)
  - If work is carried out in a type 0 zone (for example, Bristol cabinet, etc.), personal gas detectors must be worn and the space must be adequately ventilated.

### 5.11.2 “Smartwatches”

- 'Smartwatches' **must not be worn in fenced facilities**. Smartwatches are watches that can connect to external sensors or Bluetooth networks, Wi-Fi systems, 3G/4G networks, etc.
- On sites where there is no risk of fire or explosion, the use of such devices may be authorised subject to explicit approval by the Fluxys representative.

## 6 Specific safety measures to be followed during works

### 6.1 Working at height: general

- General H&S principles must be observed by all users and must be strictly enforced by site managers who employ personnel to work at a height.
- The site manager shall draw up a safe working method based on a risk analysis and must submit it to the Fluxys representative.
- Existing risk analyses may be consulted for recurrent works to ascertain H&S measures. Exemptions must only be made granted following a specific risk analysis.
- The table below details the criteria used to determine which equipment is most appropriate:

		Ladder	Scaffolding	Hoist platform	Fall protection
Duration	< 2 hours	yes	yes	yes	yes
	> 2 hours	no	yes	yes	yes
Height	< 5 m	yes	yes	yes	yes
	5 m < H < 7.5 m	proceed with care	yes	yes	yes
	≥ 7.5 m	no	yes	yes	yes
Weight	< 3 kg	yes	yes	yes	yes
	3 kg < weight ≤ 20 kg	proceed with care	yes	yes	no
	20 kg < weight ≤ 50 kg	no	yes	yes	no
	> 50 kg	no	proceed with care	proceed with care	no
# people	1 person	yes	yes	yes	yes
	2 people	no	yes	yes	no
	> 2 people	no	proceed with care	no	no
Physical labour (*)	Light works	yes	yes	yes	yes
	Semi-heavy or heavy works	no	yes	yes	yes

(\*) Light works: paintwork, inspections, etc.

(\*) Semi-heavy and heavy works: drilling, assembly works, etc.

- If hoist platforms are used, their maximum design weight must be taken into account (people, equipment and materials). Each time the weight might exceed 160 kg/m<sup>2</sup>, consideration must be given to this.
- When work is being done at height and there is a risk of falling, **the use of collective protective equipment must be prioritised** (e.g. scaffolding, one-man scaffold tower, custom-made mobile scaffolding, mobile guardrails for roof edges).  
A protective perimeter fence (such as a regulation solid guardrail) must be erected around the work area.  
If no sufficient collective fall-protection equipment can be provided (or is provided), personal fall-protection equipment must be used (e.g. a safety harness with a fall-arrest system, a work positioning system, deadweight anchors).

- Ladders may only be used if the nature of the work and the characteristics of the workplace cannot be altered, and their use must be limited. Where possible, a **platform ladder** must be used for work.
- Use of a man basket attached to a hoisting device is strictly prohibited (see [Working at height – CORP-HSEQ-PR-08.02.00.00-N](#)).
- For work on roofs, the use of under-roof anchors or permanent anchors, which enable a safe parapet and working floor to be quickly fitted, is recommended. Otherwise, use of a lifeline and/or various roof hooks, suitable for fastening personal fall-arrest equipment, is recommended.
- This collective and/or personal protective equipment must always be available for all subsequent operations (inspections, cleaning work or maintenance, etc.)
- [Extra provision for LNG Terminal](#)

## 6.2 Working at height: ladders

### 6.2.1 Inspection

Ladders must:

- Comply with the European standards in force (EN 131-1:2011 and 131-2:2012).
- Be provided with a safety guarantee or label (e.g. VGS)
- Be inspected **regularly (at least once a year)** by a competent individual or by an External Technical Inspection Service (SECT/EDTC). An indication of the said inspection must be **provided on the ladders**.

### 6.2.2 Condition of the ladder

- Original and perfect condition and no obvious signs of damage, such as dented or bent uprights, or damaged or missing rungs.
- Ladders must be fitted with anti-slip feet at their base.
- Ladders must not be shortened (unless they have been modified in an obviously professional manner).
- Wooden ladders must not be painted.

### 6.2.3 Positioning of the ladder

- Ladders must be positioned on a stable, firm base, where necessary using extra supporting material.
- A ladder must always be placed straight and at an angle of approximately 75° to the horizontal plane.
- All ladders must protrude at least one metre above the highest level to which they provide access.
- Fully extended extension ladders must always have at least one metre of overlap between the various sections.

- Ladders that are longer than seven metres or have more than 25 rungs must be secured at the top. In the event that the ladder has not (yet) been secured or cannot be secured, a second person must hold the ladder while it is being used.
- Long ladders must be supported in the middle so as to reduce bending.

#### 6.2.4 Use

- All users must inspect ladders before use. If a ladder is damaged, it must be removed immediately.
- Except for double folding ladders designed to be used by a maximum of two people, a ladder may be used by only one person at any given time.
- Double folding ladders are to be replaced as far as possible with small mobile scaffold towers.
- The worker's body must remain between the uprights of the ladder.
- Ladders are designed to enable you to work at a height and must generally not be used as a workstation. Low-risk short-term works (up to a maximum of two hours a day) may be carried out on a ladder where there is no other reasonable alternative as a result of the local conditions.
- There are limitations on works requiring the use of both hands being carried out on a ladder.
- Protective equipment for falls is mandatory when feet are at a height of more than two metres.

### 6.3 Working at height: mobile and permanent scaffolding

#### 6.3.1 Inspection

- All scaffolding must be checked for stability by the scaffolding-assembly manager (the inspector).
- Before using any scaffolding, the scaffolding assembler must put in place an inspection certificate (**scaffolding inspection card**) that reads either "NO ENTRY"/"INTERDICTION D'ACCEDER"/"VERBODEN TE BETREDEN" or "ENTRY (TO SCAFFOLDING) AUTHORISED"/"AUTORISATION D'ACCEDER A L'ECHAFAUDAGE"/"TOELATING TOT BETREDEN VAN DE STELLING". A copy of this card must be submitted to the Fluxys representative along with the required user documentation. The scaffolding inspection card should contain at least:
  - The inspector's name.
  - The inspector's signature.
  - The inspection date.
  - The maximum admissible weight.
- Scaffolding must always be resubmitted for inspection, indicated accordingly on the scaffolding inspection card:
  - Every week.

- After an extended period (one week or more) when the scaffolding has not been used.
- After a storm, where (screening) canvas sheets have been fitted.
- Following any impact with a heavy load.
- In case of damage or stability problems.
- If the scaffolding has been substantially modified (this may only be carried out by the scaffolder himself or by qualified scaffolding assemblers).
- In the event of any disagreement, the matter must be referred to the SECT/EDTC, which will carry out an inspection. This body's recommendations shall then be binding on all parties.
- [Extra provision for LNG Terminal](#)

### 6.3.2 Mounting and fitting

- Any scaffolding to be used on the work site must be in impeccable condition and equipped with all necessary protection equipment such as railings, toe boards, suitable continuous work floors and screened ladders.
- Scaffolding must only be mounted by approved, certified scaffolders or assemblers. The certificates and a list of names of assemblers and inspectors must be included in the contractor's HSE Plan and, in the case of Fluxys personnel, registered with the relevant Fluxys representative.
- Scaffolding on ladder supports is not permitted.

### 6.3.3 Use

- Scaffolding users must be in possession of:
  - Assembly, dismantling and modification instructions and diagrams.
  - A resistance and stability calculation memo (where applicable).
  - Instructions for safe use.
- They must have completed the required training, must follow all instructions and information on the scaffolding inspection card and must report all defects to the Fluxys representative.
- Adjustments to scaffolding that has already been erected may only be made by the scaffolder or by a certified scaffold-assembler. Scaffolding must be re-approved following any adjustment. Under no circumstances may Fluxys' or the contractor' personnel adjust scaffolding.
- Scaffolding must only be entered where a valid (one week from the inspection date) scaffolding inspection card permitting access via the access point is in place.

## **6.4 Working at height: hoisting platform and scissor lift**

- The hoisting platform or scissor lift must be selected depending on the work to be carried out, taking account of its accessibility (reach), height, weight and the loads, substrate and supporting surface.
- Only approved devices may be used by trained, qualified, medically fit personnel (as certified by the appropriate certificates).
- The hoisting platform or scissor lift must always be kept in good condition (daily inspection and logging needed). Hoisting platforms will not be admitted to the site without a valid inspection certificate.
- Personnel must use their safety harness and life-line correctly, secured to the access platform or scissor lift.
- The instructions for use of the hoisting platform or scissor lift must be observed at all times. They are contained in the register in which the inspections were logged.
- During works at a height, the surrounding area must be blocked off.
- Users must make sure that the ground is stable and even, and take any additional measures that are necessary.
- When the operator is on the hoisting platform, s/he must always warn colleagues prior to moving it and must make sure that s/he can do so safely.

## **6.5 Excavations or earthworks**

### **6.5.1 Demarcation and trial trenches**

- Before starting excavations or earthworks either outside or inside fenced facilities, both Fluxys and the contractor perform a highway inspection for any existing underground facilities (pipelines, cables, etc.). They compare their respective findings ahead of the works.
- The contractor must appoint a representative to coordinate these 'critical tasks'. It must also adjust its activities in line with the instructions of the facility operators and the representative.
- In consultation with Fluxys the critical-tasks coordinator may detail the relevant information and instructions in a permit to work for excavations or groundworks.

### **6.5.2 Type, condition, characteristics and equipment machinery**

- Every excavator brought onto the site must:
  - Be suitable for the planned work.
  - Have a certificate of conformity (commissioning report).
  - Be fitted with a reversing alarm.
  - Be provided with a statutory certificate of approval if equipped with a release hook.
  - Be in perfect condition.
  - Possess the required capacity for the work to be performed.

- Be fitted with the necessary equipment to render use of the machine as safe as possible.
- Be equipped with a suitable fire extinguisher and a first-aid kit.
- The capacity of the machinery to be operated must be kept in line with the mechanical strength of the facilities in question.
- Excavators may not be used for any purposes other than those for which they were designed and certified (e.g. for lifting purposes or for carrying people).

### **6.5.3 Machinery operators**

- The contractor must ensure at all times that all machinery operators have the knowledge, experience and skills needed to operate the machines safely.
- At the kick-off meeting, the contractor shall submit a list of excavators and other machinery with their reference numbers and the names of the persons trained and passed medically fit to operate them. The list and certificates of competence must be included in the contractor's HSE Plan.
- Each operator of earth-moving machinery with or without a lifting function on the construction site must be able to provide a certificate of competence issued by a certified training centre.
- Should one machinery operator be substituted by another, this must be reported to Fluxys immediately.
- It is not permitted to by-pass or disengage, whether permanently or temporarily, the safety systems fitted to the machinery.
- If the Fluxys representative considers that the operator of an excavator or any other machinery does not have the relevant skills, the contractor must, at Fluxys' request, assign the individual in question to another task or, if necessary, remove them from the construction site. Fluxys' representatives do not need to justify their decisions.

### **6.5.4 Minimum distance from working pits**

- During the excavation of pits and trenches, a safe distance must be maintained at all times between the edge of the excavation and the surfaces supporting the machinery, equipment and material storage.
- This distance shall be calculated according to the stability of the subsoil. Allowance shall nevertheless be made for slopes and the type of supporting structure. There must always be 0.5 m of free space between the edge of the pit or trench and the load.
- The contractor is fully responsible for complying with these instructions and for assessing the conditions. Any departures from this rule are only permitted where the contractor can guarantee safety on the basis of the necessary calculations.

### **6.5.5 Safe distance from existing facilities**

- During excavations or earthworks in the vicinity of existing facilities, mechanical excavations are only permitted up to a distance of one metre from these facilities if the exact position of the said existing facilities has been established by means of trial trenches.
- The conditions governing exemption for Fluxys facilities within a radius of 1 m of such facilities are detailed in the document entitled "Probing and excavating" ([PIST-EXPL-DO-08.00.00.01](#)).
- When excavations, earthworks, work using a hydraulic or pneumatic hammer and similar kinds of work are carried out at a distance of less than one metre from surface/exposed facilities, checks must be made jointly with the Fluxys representative and the safety officer to establish whether additional protective measures (e.g. covering, signage) need to be taken.
- When fitting and removing sheet piling or driving piles, reference should be made to Part 3 of the Technical Specifications.
- Deep digging above pipelines and cables is not permitted.
- Any failure to observe these rules will be considered a serious breach of the safety instructions and will result in the immediate expulsion of the individuals concerned.

### **6.5.6 Support and screening-off of existing facilities**

- Existing facilities uncovered during the excavation work must be properly supported and screened off for the entire duration of the works.
- It must be possible to access the facilities and operate them safely throughout the works. For this purpose, approved scaffolding and/or gantries with railings at least one metre high will sometimes need to be built.
- Facilities in the workplace such as manhole covers must be marked immediately and, where necessary, protected by a steel plate.

### **6.5.7 Markers and railings**

- All excavations must be properly cordoned off and signposted, regardless of how long they are open.
- Protection must be placed at the edge of excavations and around excavation sites while work is under way.
- Work recesses must be completely cordoned off. Markers must be placed around any trenches and secure access must be provided to places where people pass by when moving around the site.
- Protection around excavations consists of:
  - posts driven into the ground;
  - red and white boards or warning cover plates made of wood or plastic;
  - orange warning mesh;



- contiguous Heras fencing (joined by fasteners) forming a single whole.

These measures are intended to protect all those close to the excavation from falling, or to warn them of this risk.

- The posts must be positioned at intervals of no more than 3 metres and located 1.5 metres away from the excavations and around any openings. If there is not enough space, these posts may be placed closer to the edge if the excavation is less than 1.2 metres deep (navel height).
- For excavations deeper than 1.2 metres, the required railings must always be installed and kept in good condition around these recesses and all other dangerous areas.
- Orange warning mesh may be erected 1 to 1.5 metres away from the edge of recesses as a warning but cannot be used as railings.
- Solid wood railings or low Heras fencing (min. 1 metre high) must be placed 0.5 metres away from the edge of the excavation to allow people to access the recesses.
- Solid railings or barriers must also be used to prevent access between the collective protection and the excavation.
- The required pictograms must be affixed to the markers to indicate the rules and risks on site (e.g. pressurised natural gas pipes) as well as providing the applicable emergency numbers in (at least) the language of the region in question.

## 6.6 Hoisting works

### 6.6.1 Organisation

- Special care must be taken as regards the positioning and the **stability of the hoisting machinery**.
  - Every such set-up must be discussed with the Fluxys representative.
  - If hoisting machinery is fitted with stabilisers, these must be used for every hoisting operation. If the ground on which the machinery is standing is not sufficiently stable, **spreader slabs or steel plates** must be used to ensure the hoisting machinery is set up safely.
- It must be possible to properly supervise the working situation. Additional lighting should be installed where necessary.
- During hoisting work, the wind speed must be recorded directly on site or the measurements recorded by the Belgian Royal Meteorological Institute (RMI) need to be used.
- Loads should always be stabilised using one or two stabilisation lines.

### 6.6.2 Personnel

- All personnel involved in carrying out hoisting work, and operators of hoisting machinery and side booms in particular, are to be properly trained.
- Crane operators must hold a certificate of competence issued by an authorised body and a valid medical certificate (valid for a maximum of one year for safety positions).

- The certificates and a list of names must be included in the contractor's HSE Plan. For Fluxys personnel, these certificates will be available in the department concerned and/or from the Quality & Technical Training Unit.
- Wherever necessary, such as in hoisting operations in existing facilities above ground, the load must be guided by one or more individuals and the route along which the load is to be moved determined beforehand in consultation with Fluxys.

### **6.6.3 Hoisting gear and equipment**

- Must be suitable for the work to be carried out.
- Must be properly maintained and have no obvious defects. Should such machinery become damaged, it must be removed from the site immediately and replaced.
- Certificates to be issued by an SECT/EDTC:
  - Machinery used for hoisting purposes: valid commissioning certificate and a valid periodic inspection certificate
  - Fastening gear: valid periodic inspection certificate
  - Assembly cranes or tower cranes: valid inspection certificate to be submitted before these cranes are taken into service
- Hoisting machinery and its auxiliary equipment are to be inspected every three months. The contractor must submit periodic inspection reports to the Fluxys representative upon request.
- A colour system must be used to indicate this inspection in the field.
- Slings equipment such as hoisting straps, chains, steel slings, hooks and clamps should be stored in a clean, dry place immediately after use. Slings and cables are best suspended to avoid knots.
- Since hoisting straps are exposed to the damaging effects of UV radiation (sun), they should not be used for longer than the manufacturer's guarantee period. Where no such information is indicated, they should be used for no more than five years.

#### 6.6.4 Prohibited actions

- During hoisting, nobody should stand or perform work beneath the load-bearing arm or the load itself.
- It is not allowed to temporarily shut off the automatic load limiter. Any failure to comply with this rule shall be considered a serious breach of the safety regulations.
- It is not permitted to perform hoisting activities using multiple winches at the same time. Cranes used to bring in encased sheet piles and profiles may be equipped with two winches provided that these are not used concurrently for hoisting.

#### 6.6.5 Mandatory instructions

- Hoisting buckets are to be used for hoisting bulk materials and gas cylinders. These buckets must be inspected every three months.
- The hoisting of personnel (maximum of two people) must only be performed using an approved hoisting cage, which must be inspected along with the crane. A rigger (signalman) must be designated. Riggers are to be in permanent visual and audible contact with the operatives in the hoisting cage, and with the crane operator (e.g. via a walkie-talkie).
- Individuals in the cage must wear a safety harness and safety line. They must be secured (using a ring or snap link) directly to the crane's pulley-block.

#### 6.6.6 Hoisting plan

- For large and unwieldy loads, such as loads which are an awkward shape and whose centre of gravity is difficult to determine, a [hoisting plan](#) must be drawn up. This hoisting plan must be submitted to the Fluxys representative for approval before starting work.
- The hoisting plan must be available during the hoisting operation. A rigger (signalman) who is clearly identifiable to all present in the workplace or on the construction site, must always be designated.

### 6.7 Electricity

#### 6.7.1 Electrical equipment

- All electrical equipment must comply with the General Regulations on Electrical Installations (RGIE/AREI).
- Special attention should be paid to equipment which needs to be able to withstand external factors (moisture, mechanical load, etc.).
- Pursuant to RGIE/AREI provisions, the central electrical system of the work site or the construction site, as well as any stand-alone generators (depending on which mains supply is being used), must be fitted with sound earthing, whose resistance must be checked before use. The earthing resistance must not exceed 10  $\Omega$ . Any defect or breach must be reported and repaired immediately.

- The central electrical system is to be equipped with a suitable earth leakage switch and circuit breaker.
- Facilities in the vicinity of high-voltage cables must be earthed to prevent induction charging.
- Live distribution boards must always be kept closed.
- RGIE/AREI provisions concerning personnel competency (BA4-BA5) must be followed to the letter.
  - Certificates of competence must be included in the contractor's HSE Plan.
  - Certificates of competence for Fluxys staff will be available from the relevant department.
  - Only authorised personnel may access live electrical areas.

### **6.7.2 Electrical hand tools**

- Electric hand tools must comply with AREI/RGIE stipulations, be in perfect condition and be suitable for the works to be carried out.
- They must be properly earthed or double-insulated.
- In confined spaces such as tunnels, deep construction pits and damp crawl spaces, these tools must comply with the following stipulations:
  - They must be compliant with Article 94 RGIE/AREI (conductive spaces).
  - They must be double-insulated, and isolating transformers located outside the confined space must be used.
- Where traffic passes over electrical cables, protective measures must be taken to ensure that the cables are not damaged (burying, casing, concrete plates, etc.). The connections must be equipped to withstand external factors (water, dust, etc.).

### **6.7.3 Inspection**

- Every item of electrical plant and equipment must be inspected on site by an SECT/EDTC before use:
  - Offices, meeting rooms, sanitation facilities, etc.
  - Generators
  - Welding units
  - Distribution cabinets
  - Site cabinets
  - ...
- A copy of the inspection report must be submitted to the Fluxys representative and included in the HSE Plan. It must also be available on site at the facility.
- A further annual check must be conducted by competent personnel on:
  - Electrical cables and reels
  - Lighting devices
  - Welding generators

- Electric hand tools
- A system of coloured stickers should be used wherever possible to indicate this annual inspection. A different colour must be selected each year and the contractor must note this colour coding in the HSE Plan.

## 6.8 Pressure tests

### 6.8.1 Inspection of test equipment

- Equipment used for carrying out pressure tests must be inspected and approved by an SECT/EDTC:
  - Upon being put into service: all equipment used for carrying out pressure tests (hoses, couplings, testing heads, etc.).
  - The contractor must attach a copy of the inspection certificate to the implementation file.
- Fluxys testing heads may be reused up to five times.

### 6.8.2 Cordoning off and screening off the test area

- The pressure-test supervisor must discuss cordoning-off measures (for tests conducted in a fenced Fluxys gas installation or on a Fluxys site) or Heras-type fencing (for tests conducted outside a fenced Fluxys gas installation) with the Fluxys representative. Such measures will involve:
  - Red-and-white warning tape or Heras fencing
  - One or more warning signs bearing the words "WARNING – EQUIPMENT BEING PRESSURE-TESTED/ATTENTION – INSTALLATION SOUS PRESSION D'EPREUVE/OPGELET – INSTALLATIE ONDER TESTDRUK"
  - A pictogram indicating "AUTHORISED PERSONS ONLY/ACCÈS INTERDIT AUX PERSONNES NON AUTORISÉES/VERBODEN VOOR ONBEVOEGDEN".
- While pressure tests are being conducted, all activities carried out in and near this area must be suspended. The distance to which personnel must retreat must be agreed with the Fluxys representative (in keeping with Fluxys technical specifications no. 4.90000/00059 – Part 14: Cleaning, testing and drying).
- Where possible, the areas where the likelihood of the test agent escaping is highest are to be screened off with sheets or an earthen wall. Any impact on the existing facilities that are in operation must be assessed in consultation with the Fluxys representative.

### **6.8.3 Presence of personnel**

- Personnel in charge of monitoring the pressure tests in the test area are responsible for:
  - distributing information about the test duration and location to personnel;
  - ensuring that individuals not specifically required in performing pressure tests leave the test area;
  - ensuring that unauthorised persons are kept out of the test area.
- If entering the area, authorised personnel must not walk in the projection direction of flanges and accessories. A face shield must be worn.

## **6.9 Radioactive sources**

### **6.9.1 Use**

- Only personnel from the SECT/EDTC are authorised to use or carry radioactive sources for testing purposes.
- They must be used in consultation with the Fluxys representative and must not be used by staff working alone.
- Additional measures may need to be taken with regard to any impact on existing facilities (e.g. shutting down the fire-detection system).

### **6.9.2 Warning signs**

- Standardised radioactivity-warning signs (symbols) must be fixed to the vehicle or put up in the storage room when carrying or storing such sources.

### **6.9.3 Cordoning off the test area**

- The areas where radioactive sources are being used must be clearly cordoned off by means of yellow/black warning tape and standardised symbols with the following words: "NO ENTRY – RADIATION HAZARD"/"PASSAGE INTERDIT – RAYONNEMENT RADIOACTIF"/"GEEN DOORGANG – RADIOACTIEVE STRALING".

### **6.9.4 Presence of personnel**

- Personnel from the SECT/EDTC must monitor the test area throughout the testing with radioactive sources. All other personnel must remain outside the safety cordon placed around the test area.
- The radiation activity must be halted if anybody unexpectedly enters the test area.

## 6.10 Works on contaminated ground

Excavation work regularly has to be performed on contaminated ground.

- Where there is prior knowledge of contamination, the instructions of the Fluxys representative must be followed based on the recommendation by the SIPPT/IDPBW.
- Where the contamination is not discovered until the works are being carried out, work must be halted immediately and the Fluxys SIPPT/IDPBW contacted.

## 6.11 Working in confined spaces

- Fluxys considers storage and processing containers, pipelines, vaporisers, filters, tunnels and casings to be confined spaces.
- Works in confined spaces require close consultation between the contractor, Fluxys personnel and the Fluxys representative.
- Works in confined spaces in existing gas facilities always require a valid permit. Permits are drawn up on the basis of an extensive task analysis. The risks and measures detailed in the permit must be discussed in depth with the individuals involved in works in confined spaces.
- The following steps must always be taken:
  - Never work alone.
  - Work must be performed by competent personnel.
  - Before commencing work, assess the situation by performing gas and oxygen readings in confined spaces using appropriate equipment.
  - Ensure that safety personnel (front-line response) are on standby to follow emergency procedures in the event of an emergency situation, and notify the emergency services (secondary response); safety officers should only respond in situations where there is no danger to themselves.

See also [6.7.2](#) in relation to the use of electric hand tools.

- [Extra provision for LNG Terminal](#)

## 6.12 Young people – Interns – Temporary staff

Specific legislation in force must be observed in relation to hiring young people, interns and temporary staff.

## 6.13 Tools

- The tools used must be suitable for the task at hand. They must be used properly and kept in good condition.
- Connections to public utilities may only be made if the connecting point is marked with a clear, unambiguous form of identification.
- [Extra provision for LNG Terminal](#)

## 7 More information and examples

### 7.1 Evacuation Plan: minimal information

- How the work site is to be evacuated in the event of an incident.
- The names of the individuals involved in conducting an evacuation.
- The location of emergency exits, evacuation routes and the assembly point.
- How the evacuation signal will be given and the type of signal used.

### 7.2 Non-exhaustive list of hazardous work operations

- Tests on 'process' facilities under altered process conditions.
- Work on an existing process facility as part of new construction projects and modification projects (connections, tie-ins, etc.).
- Work on safety systems.
- Work on live facilities, in the vicinity of high-voltage cables or equipment.
- Work on pressurised facilities.
- Work in the vicinity of operational facilities.
- Work involving potential disruption to the continued movement of gas.
- Working at height.
- Underground work and tunnel work.
- Entering confined spaces.
- Working in confined spaces where air for breathing comes through the safety cover.
- Work operations involving the wearing of diving equipment.
- Working in the vicinity of water or underwater.
- Work operations at overpressure.
- Work operations in which explosives are used;
- Work operations involving assembling or dismantling prefabricated components;
- Slings and expelling loads, hoisting work.
- Working using hoisting platforms.
- Digging trenches or pits and working near or in these pits.
- Working in the immediate vicinity of materials such as quicksand or silt.
- Any work involving ionising radiation.
- Work operations involving chemical or biological agents that pose a particular risk (gas, condensate, active carbon, N<sub>2</sub>, methanol, etc.).
- Work operations at low-temperature or high-temperature facilities.
- Working with hazardous products (corrosive, flammable, environmentally harmful, explosive).
- Measuring and detecting hazardous substances.
- ...



## 7.3 Collective and personal protective equipment

### 7.3.1 Non-exhaustive list of CPE

- Installing safety nets.
- Closing and covering trenches and pits.
- Blocking off dangerous areas with a physical barrier.
- Installing screens around machinery.
- Installing railings on scaffolding.
- Ventilating (by means of suction for large diameters) welding and coating tents.
- Places where welding is being performed must be screened off sufficiently if the resulting radiation negatively impacts the surrounding area. When welding is performed in confined spaces, the fumes and smoke produced by welding operations must be extracted.

### 7.3.2 PPE generally required as standard

- Safety helmet and safety goggles (whether or not they are an integral part of the helmet) must be worn at all times within technical facilities and fenced facilities and on construction sites. Only personnel belonging to or acting on behalf of Fluxys may wear a blue helmet. Visitors must wear white helmets where possible.
- Only safety boots or high anti-static shoes (S3) may be worn at the workplace/on the construction site. Visitors will not be required to wear safety shoes as long as they remain on paved paths.
- Shorts and sleeveless work clothes are not permitted at the workplace/on the construction site. In exceptional circumstances, permission may be granted to wear short-sleeved work clothes for certain activities (based on the location and risks relating to the task) and after submission and approval of a risk-analysis report. Exemptions for Fluxys personnel shall be mentioned in the relevant instructions.
- [Extra provision for LNG Terminal](#)

### 7.3.3 Additional mandatory PPE depending on the task to be performed

- In certain fenced facilities, appropriate (fire-retardant, anti-static, high-visibility) clothing is mandatory.
- Ear protection:
  - Must be used in designated locations and must be in place where the noise level is louder than 80 dB(A).
  - In environments in which the noise level is 85 dB(A) or more, all personnel in the relevant work area are required to wear personal ear protectors.
  - Young people aged under 18 are never permitted to enter areas in which the noise level exceeds 80 dB(A), even if they are wearing ear protection.

- Wherever there is a risk of drowning, a life-jacket must be worn. A life buoy, rope ladder and grappling hook must also be readily available.
- Personnel carrying out works alongside public highways must wear special high-visibility clothing (fluorescent, reflective or retroreflective). In the case of works being carried out alongside railway tracks, this clothing must not be red (red can only be used by railway personnel).
- A safety harness
  - Must be worn for actions entailing a risk of falling more than two metres, where no appropriate CPE (railing) is available. The harness must be secured to a suitable fixed point. Use of only a safety belt is not allowed.
  - Must also be worn when working in the cage of a cherry picker or in a cage suspended from a crane hook.
  - The harness must be accompanied by a valid annual inspection certificate.
- Face protection is required (in addition to goggles) where there is a risk of flying particles, extreme heat radiation, lateral weld spatter or an impact from mechanical pressure or hazardous chemicals.
- Welders, cutters and their assistants must shield their eyes with appropriate tinted goggles and protect all other exposed parts of their bodies against the harmful effects of ultraviolet and infrared radiation.
- Suitable working gloves are required when handling heavy, sharp and contaminated objects as well as corrosive products.
- Breathing protection is required where the MAC (maximum allowable concentration) value is exceeded in the event of high dust levels (e.g. P3 masks), where toxic gases are present (e.g. ABEK filter), welding vapours (e.g. Airstream), for asbestos removal and in oxygen-starved atmospheres (e.g. independent breathing protection).
- Appropriate respiratory protection must be used in places where the atmosphere makes normal breathing difficult or impossible or poses a health risk.
- Fire-retardant clothing is required when working with naked flames and/or burners, during cutting and welding activities and for some coating activities, and so forth
- All items of clothing, objects or devices for personal protection, excluding fall-arrest equipment and lifejackets, are to be used exclusively by the staff member to whom they were issued. They may not be used consecutively by different staff members unless they are thoroughly cleaned and/or disinfected between users.

In order to preserve its specific properties (e.g. anti-static, fire-retardant), work clothing may only be washed by the company contracted by Fluxys for this purpose. Work clothing must not be washed at home or in a launderette.
- Safety helmets are not to be painted and the application of stickers or labels is restricted.
- PPE that is in poor condition or damaged or that has passed the end of its supplier-mandated service life must be replaced.
- Fluxys personnel may only use Fluxys-approved PPE. This is available in the warehouse.
- [Extra provision for LNG Terminal](#)

## 7.4 Work-site layout plan: minimal components

- Access points, driving direction and parking areas.
- Rooms (locations outside the danger zone in terms of excessive noise or fumes from generators or other machinery):
  - Site offices
  - Canteens
  - Sanitations facilities: toilets, washroom, changing room
  - First-aid post or room.
- Utility pipelines and their respective connections.
- Locations for permanent generating units or generators.
- Assembly point in the event of a site evacuation: this must be outside the danger zone and upwind of the prevailing wind direction (in consultation with Fluxys).
- Fire-fighting equipment.
- Storage areas or warehouses for flammable and non-flammable material (e.g. prefabs), chemicals, equipment and site machinery.
- Fenced areas and lockable access points.

## 7.5 Content hoisting plan

- The mass and centre of gravity of the structure, what hoisting equipment is being used and the slinging points.
- The type and capacity of the crane, top and/or side view of the crane, the load and the surrounding area (building, facility, etc.) with dimensions that, among other things, display the position of the crane, the circuit or the route.
- An extract from the crane's rating chart (providing a summary of capacities at different radiuses).
- The maximum wind speed at which hoisting is permitted (usually 50 km/h, or force 6 on the Beaufort scale).
- In the case of heavy loads or a poor substrate, punch pressures (permissible load-bearing capacity of the ground).
- For very large loads, a calculation document (covering lowering into the trench, drawing in the pipeline for directional drilling, demolition of a bridge, etc.).

## 8 Extra provisions LNG Terminal

### 8.1 Related to 4.1 Do not smoke or light up

- **Lighters, cigarettes and other smoker's requisites** may not be brought into the LNG terminal. They must be left in a parked vehicle outside the LNG terminal, in the lockers in security room 917-K or in the smoking shelter on the east side of administrative building 902-K. There is also one smoking room and a separate smoking shelter in the contractors' village. Both are located outside the LNG terminal.



### 8.2 Related to 4.9 Waste disposal

- See the procedure [Facility tidiness and cleanliness and waste management – TML-TZZ-PR-03-M-12](#).
- Empty vessels must be removed from the work area within 24 hours of being emptied. The Vlare II regulations must be followed if hazardous substances are to be stored temporarily in the open-air storage area or the LNG terminal.

### 8.3 Related to 5.2 Deliveries to fenced facilities

- Deliveries may be made to the LNG jetties (Jetty 1 or 2) between 'All Fast' and 'Start-Up of the Cooldown' for a ship (90-minute time window). More than one delivery may be made at the same time as long as it is still possible to evacuate the jetty quickly. The Shift Supervisor will determine whether this is the case.
- In practice, this means that, for example, once a nitrogen and/or diesel tanker truck has parked on LNG Jetty 1, another supplier (van or small truck) can park next to the fixed jetty crane. Given the limited space available on Jetty 2, it is virtually impossible to allow more than one delivery at a time. Once 'cargo operations' are complete (i.e. once the unloading and loading arms have been drained and made inert), deliveries can once more be made to the LNG jetties (Jetty 1 or Jetty2).

## 8.4 Related to 5.4 Use work permits

- Work on equipment may only be performed by authorised persons who have received permission from the relevant Fluxys LNG representative (valid work permit).
- Anyone carrying out work must always comply with procedure [TML-TZZ-PR-08-M-21 – Work permit](#). This procedure specifies, among other things, which type of work permit is required. The people performing the work must always have the correct work permit, plus any annexes (e.g. a vehicle permit).

## 8.5 Related to 5.6 Do not use mobile phones or cameras on site unless authorised

- **Radios, audio equipment, still cameras, video cameras or film cameras** may not be brought into the LNG terminal unless express written permission has been granted by the LNG Activities Manager, his/her deputy or, if both of these people are absent, the Call Level 1 officer. (Forms: [TML-TZZ-FO-06-M-09-01-02](#) and [TML-TZZ-FO-06-M-09-02-01](#))
- The use and possession of **mobile telephones** (smartphones or otherwise) and **smartwatches** is **prohibited at all times** in the LNG terminal's technical rooms and process facilities/technical installations.
- Exceptions:
  - The administrative area outside the LNG terminal, provided the Fluxys representative has given permission (with the reporting tool). If such permission is granted, the mobile phone or smartwatch may only be used in the following buildings ([see also the buildings outlined in green in the diagram in the annex](#)): 401-K – service building; 107-K – control room; 905-K – temporary work shed for insulation and sheet-metal working.
  - The Loading Master is allowed to use a mobile phone (smartphone) in the designated areas of the ship. However, this mobile phone must be switched off completely when the Loading Master is not in one of these areas.

## 8.6 Related to 5.7 Always obey the traffic rules that apply on the site

### 8.6.1 General

The provisions of the Belgian highway code also apply at the LNG terminal, unless otherwise specified in the rules outlined below.

- Roads may not be blocked at any time, not even temporarily.  
In exceptional circumstances, however, a road may be closed off for special work of a temporary nature following internal consultation with the gas movement and safety teams and provided final approval is given by the LNG Activities Manager. In such cases, a clearly signposted diversion must be set up.
- If an emergency is reported by means of flashing lights, horns, bells or the public address system, all vehicles must clear the road immediately. They should preferably be parked in

the parking spaces provided or, if this is not possible, along the side of the road, and their engines should be turned off.

- Only persons holding an appropriate, valid driving licence may operate a vehicle on the LNG terminal site.
- The speed limit at the LNG terminal is **30 km/h**, even during emergencies.
- Vehicle drivers must adapt the speed of their vehicle to the conditions, e.g. if pedestrians and cyclists are present, if visibility is poor, if the roads are slippery, and so on.
- Seatbelts do not need to be worn, even though the highway code requires their use.
- Vehicles may only drive on paved roads, unless an appropriate work permit has been issued to authorise driving on other surfaces. Any such permit must include a description of the work and the route must be marked on the road plan.
- Passengers may only be transported in those spaces approved for passenger use in Belgium. This means, for instance, that passengers must NOT travel in flatbeds or trailers, on tractors, forklift trucks, telehandlers, aerial platforms and truck cranes, and so on.
- When the working day is over or when work is complete, all vehicles (including e.g. cranes and aerial platforms), except Fluxys' own service vehicles, must be returned to the buffer area.
- Anyone using a bicycle must always keep both hands on the handlebars. Any equipment or material must be carried in the panniers.
- **Bicycle use is not permitted in bad weather conditions (e.g. strong wind, slippery roads due to snow or ice).**
- If a bicycle is found to require serious repairs, it must be taken to the warehouse immediately.

### 8.6.2 Authorised vehicles

- Only diesel and CNG vehicles are allowed in the LNG terminal.
- Only service vehicles belonging to the LNG terminal are allowed in the LNG terminal without vehicle permits.
- Vehicles making deliveries to or collecting items from the warehouse may access the LNG terminal as long as they have been reported in the SharePoint delivery reporting application beforehand: [reporting tool](#).
- Suppliers must strictly follow the instructions issued by the security guard. The vehicles must be driven back outside once they have been loaded or unloaded.
- Contractors (third parties) who need to bring motorised vehicles to the LNG terminal in order to perform their assignments must first obtain permission using the SharePoint vehicle reporting application: [reporting tool](#).
- Once permission is granted, the contractors (third parties) are issued with a vehicle permit each day in security room 917-K. This permit must be displayed prominently on their vehicle at all times.
- The purpose of these restrictions is to ensure that only the most necessary vehicles can enter the terminal, and that they are there for as short a time as possible.

### 8.6.3 Parking

- Vehicles must be parked in such a way that they can immediately drive away in a forward gear.
- If a motor vehicle is parked in the LNG terminal, it must always be left in the following condition (for safety reasons):
  - engine off;
  - handbrake on;
  - key in the ignition, or left in a visible location if it is a contactless key;
  - driver's door unlocked;
  - vehicle permit (number) prominently displayed on the dashboard.
- Vehicles must always be parked outside the areas with Ex marking. [Illustration of Ex areas](#)  
In most locations, there are parking areas before the Ex marking. Vehicles may make short trips into Ex areas (to load or unload equipment or material) provided that they are supervised, that there is a gas detector just outside the vehicle and that an appropriate work permit has been issued.
- CNG vehicles must always be parked in the designated parking spaces in the LNG terminal: [illustration of parking spaces](#).
- Parking areas where the parking and transit of CNG vehicles is **prohibited** are marked with the following signage:



- Parking areas where the parking of CNG vehicles is **allowed** are marked with the following signage:



## 8.7 Related to 5.9 Asbestos and ceramic fibres

- The Fluxys LNG terminal is not asbestos-free :



- Areas or pieces of equipment that are **suspected of containing asbestos** are marked with the following signs or pictograms:



## 8.8 Related to 6.1 Working at height: general

- The limits on using collective protective equipment are described in [TML-TZS-IN-V-66-02 – Work in the event of poor weather](#).
- When work is being done on the LNG jetties, the mooring platforms and the flare platform, where there is no sufficient protection against falling into the LNG dock (i.e. no railing or other means of collective protection), a safety harness equipped with a fall-arrest system must be used, potentially with an additional work positioning system to prevent falls into the dock.

## 8.9 Related to 6.3 Working at height: mobile and permanent scaffolding

- General instructions on the use and inspection/re-inspection of scaffolding at the LNG terminal can be found in the procedure Inspection and re-inspection of scaffolding at the LNG terminal + LBP – TML-TZS-OI-08-V-12.



## 8.10 Related to 6.11 Working in confined spaces

- Vessels and tanks may only be entered if the atmosphere inside has been checked and the appropriate WCM permit has been issued, even if the vessels and tanks in question have only held a seemingly innocuous liquid or gas (see [Entering confined spaces – TML-TZS-OI-08-V-64](#))

## 8.11 Related to 6.13 Tools

- Repairs to tools may only be made by the relevant Fluxys maintenance department or by authorised third parties.
- With regard to periodic statutory inspections carried out by an External Technical Inspection Service (SECT/EDTC), a piece of coloured tape is attached to inspected equipment as an identification mark, following the colour code shown below. If no colour-coded tape is present or if the wrong colour of tape has been applied, the **equipment must not be used** and, if possible, must be taken to the warehouse immediately.



## 8.12 Related to 7.3.2 PPE generally required as standard

- For Fluxys (LNG) staff working at the LNG terminal, work clothing consists of anti-static, flame-retardant one-piece or two-piece work overalls with long sleeves. The work clothes worn by Fluxys staff at the LNG terminal are orange for greater visibility.

### 8.13 Related to 7.3.3 Additional mandatory PPE depending on the task to be performed

Beyond the sign shown below :



- Fluxys (LNG) staff, third parties and contractors must wear the following PPE:
  - S3 high safety shoes/boots
  - Safety goggles
  - Safety helmet
  - Anti-static, flame-retardant protective clothing with long sleeves/long legs

**Note**

*In exceptional cases and provided a risk assessment has been conducted, contractors who are only performing tasks or assignments outside the Ex areas can wear normal work clothing with long sleeves/long legs.*

- **Technical visitors** (who must always be accompanied) must wear the following PPE:
  - S3 high safety shoes/boots
  - Safety goggles
  - Safety helmet
  - Anti-static, flame-retardant protective clothing with long sleeves/long legs
- **Non-technical visitors** (who must always be accompanied) must wear the following PPE:
  - S3 high safety shoes/boots
  - Safety goggles
  - Safety helmet
  - An anti-static, flame-retardant, fluorescent high-visibility Fluxys jacket
  - Ordinary clothing with long sleeves and long legs

**Note**

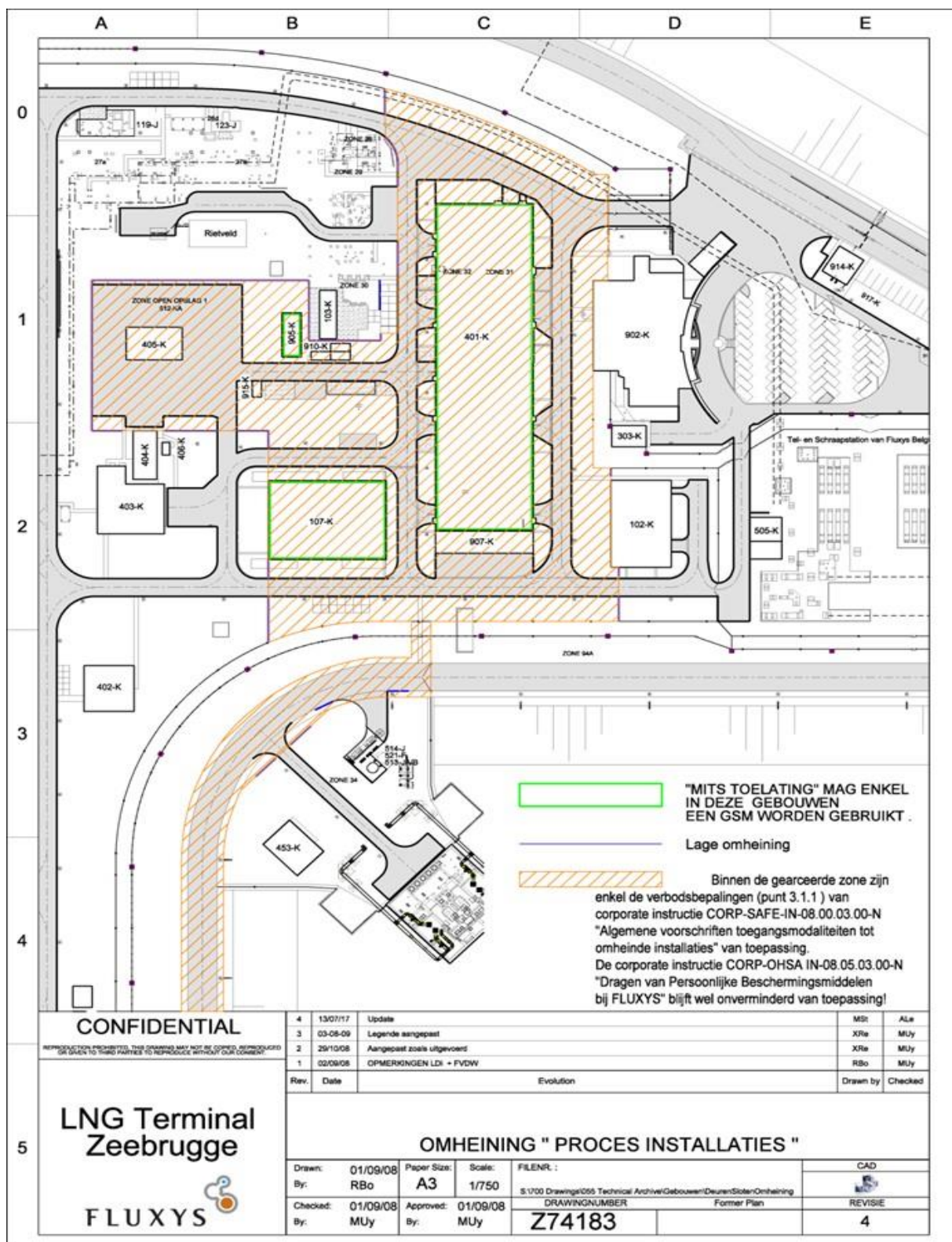
- *For people visiting the terminal by bus **and not leaving the vehicle**, ordinary clothing with long sleeves and long legs is sufficient.*
- *They must still hand over their mobile phones (smartphones or otherwise), smartwatches, still cameras or film cameras as well as lighters, cigarettes and other smoker's requisites before they can enter the LNG terminal.*

## In work areas inside service building 401-K



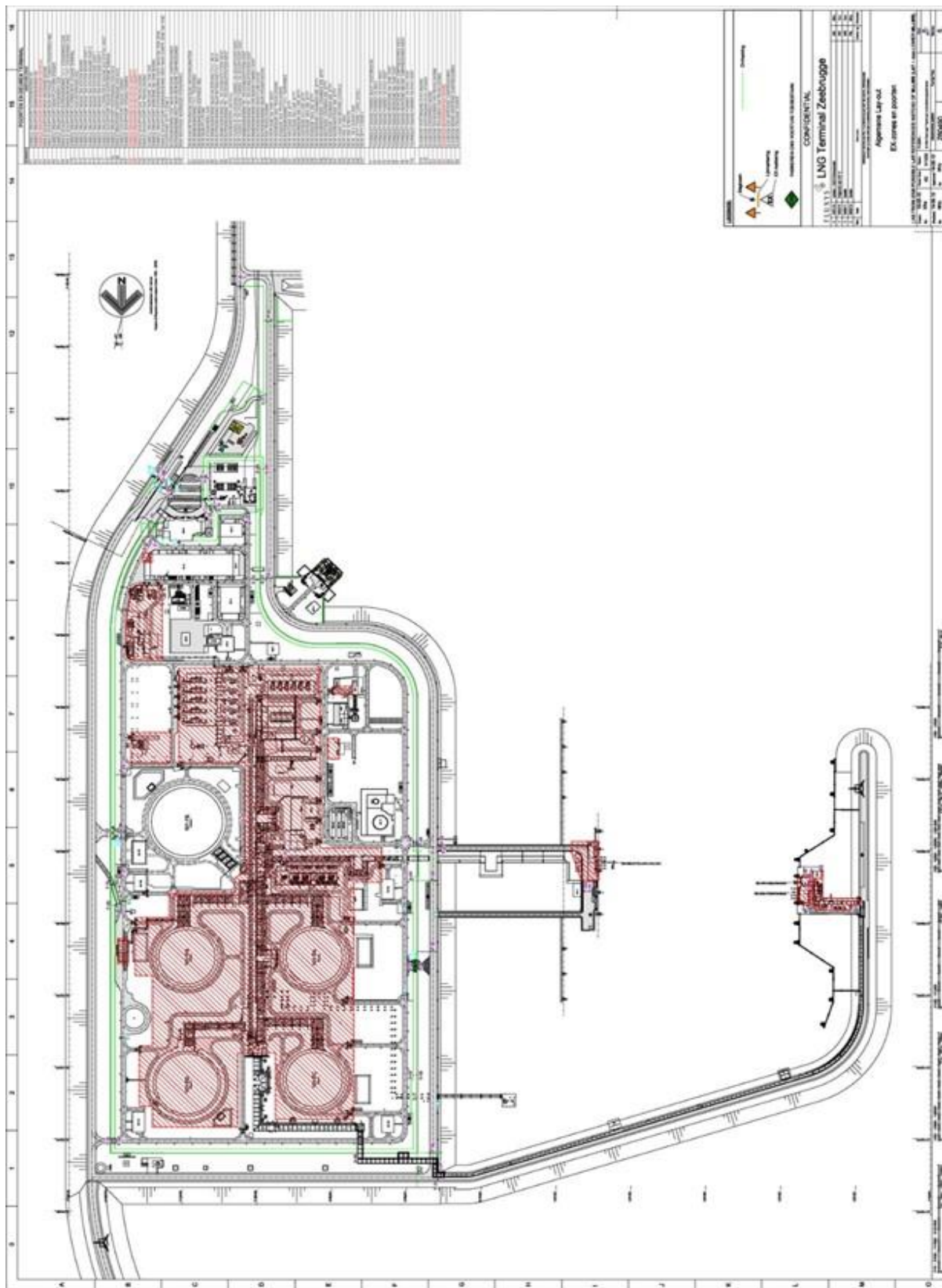
- Anti-static, high safety shoes/boots (S3) and safety goggles must be worn at all times.
- A safety helmet must be worn when handling loads at height.

### 8.14 Ground plan LNG Terminal Zeebrugge: Fence Process Installations





### 8.15 Ground plan LNG Terminal Zeebrugge



## 9 References and versioning

### References

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### Version control

Version	Date	Remarks
3.0	05/07/2006	Additions and amendments to several articles. Becomes a QSMS document, separate from the general specifications. The contents shall apply to all Contractors.
4.0	07/01/2008	Additions and amendments to several articles by all the departments concerned. Document applicable to all Contractors.
5.0	28/06/2011	Additions and amendments to several articles. Document restructured and applicable to all Contractors' and Fluxys personnel.
6.0	12/07/2013	Additions and amendments to Article 4.6: Excavations or earthworks.
7.0	19/05/2015	Complete revision.
8.0	20/02/2018	Additions and changes to several articles
9.0	20/05/2019	Additions and amendments to Article 6.8: Pressure tests.
10.0	17/06/2020	New template QSMS. Integration of the specific safety regulations from the LNG Terminal. Addition of paragraph 6.5.7 Markers and railings upon request of Infrastructure Projects.

Validation

Jérôme Noël



Prevention Advisor

Date: 17-VI-2020

Validation

Peter Verhaeghe



Chief Technical Officer

Date: 24-6-2020

Visa IDPBW

Xavier Laurent



Prevention Manager

Date: 22/06/2020