|  |
| --- |
| **Health and safety arrangements - Part 3:**  **specific risks and prevention measures for works involving building contractors/contractors** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Created by | Checked by | Approved by |
| **Name** | Christophe Vermaete | Bruno Demey | Ronny Smismans |
| **Date** |  |  |  |
| **Position** | EHS Officer | EHS Officer | Director Facilities Management & EHS |

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Author | Date | Description |
| AA | CHRIV |  | New document |
| AB | PEGCL | 19/10/2016 | Revision due to One Campus and actual evacuation instructions |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents**

[1 Purpose 3](#_Toc374023961)

[2 Field of application 4](#_Toc374023962)

[2.1 Scope 4](#_Toc374023963)

[2.2 Not applicable. 4](#_Toc374023964)

[2.3 Compulsory duties and activities 4](#_Toc374023965)

[2.4 Prohibited duties and activities 4](#_Toc374023966)

[3 Definitions and abbreviations used 5](#_Toc374023967)

[3.1 Definitions 5](#_Toc374023968)

[3.2 Abbreviations 6](#_Toc374023969)

[4 Associated documents 7](#_Toc374023970)

[5 Responsibilities 8](#_Toc374023971)

[6 Works signs 8](#_Toc374023972)

[7 Description of the project 8](#_Toc374023973)

[7.1 Nature of the project 8](#_Toc374023974)

[7.2 Employees who will be performing the works. 9](#_Toc374023975)

[7.3 Contractual agreement 9](#_Toc374023976)

[7.4 Risk assessment of the contract awarded 10](#_Toc374023977)

[7.5 Prevention measures 11](#_Toc374023978)

[7.6 Information and training for employees 12](#_Toc374023979)

[7.7 Inspections and checks 12](#_Toc374023980)

[8 Agreement between the Instructing Party and the third-party contractor on these health and safety arrangements 13](#_Toc374023981)

# Purpose

Barco NV places great importance on health and safety in the workplace. In particular, Barco wants to guarantee workers’ health and safety during works involving third parties.

This document **supplements** 'Health and safety arrangement part 1: General for all (BE) sites and all works involving third parties' and is specifically for **building works**.

This document brings together all the specific health and safety arrangements to be complied with within Barco NV during the performance of building works by third parties.

Please read these arrangements carefully and discuss them with those of your employees who will be performing the works. Any comments or suggestions can be sent to our Internal Occupational Health & Safety Department.

**The exchange of information about, among others, mutual risks and the establishment of arrangements for suitable prevention measures are crucial to ensuring that the ideal cooperation between Barco NV and you, as the third-party contractor, can be achieved, and the works can be performed safely at all times.**

These **health and safety arrangements** form an integral part of the order form.

The requirements specified below form part of the terms & conditions of procurement.

Failure to comply with these requirements may result in the unilateral termination of the contract.  
Anyone who fails to comply with these arrangements may be refused access to Barco NV.

# Field of application

## Scope

This procedure is applies to all contracts concluded with a building contractor.

## Not applicable.

The procedure does not apply to:

- temporary agency workers;

- consultants;

- young people and trainee workers.

## Compulsory duties and activities

This procedure applies to all building works.

## Prohibited duties and activities

* The performance of works not set out in the contract is prohibited.
* The use of work equipment which does not have a valid EC declaration of conformity is prohibited.
* The use of work equipment which does not have a valid inspection certificate issued by a recognised external technical inspection body is prohibited.
* The use of machines and equipment that do not belong to the contractor or that have been assigned by it.
* The use of chemical products without prior clearance by the Internal Occupational Health & Safety Department is prohibited.
* Work on live electrical installations is prohibited.
* Access to high-voltage cabinets is prohibited, except for persons authorised by the electricity provider.
* The use of the Instructing Party's own gantry cranes is prohibited.
* Work in confined spaces is prohibited without a prior works permit, and is subject to compliance with the prevailing legislation and regulations and to adequate prevention measures being taken.
* Undertaking work in specific rooms or areas without a works permit is prohibited.

# Definitions and abbreviations used

## Definitions

1. **Instructing Party:** Barco NV
2. **Facility**: workplace or site which falls under the responsibility of Barco NV.
3. **Third-party** **contractor**: one of the following categories:
   * **a** **building** **contractor**, a contractor, a company or self-employed worker which/who comes to the Instructing Party's facility to undertake work;
   * **a subcontractor** of one of the above which comes to the Instructing Party's facility to undertake work;
4. **Third-party employee**: an **employee of the building contractor** or subcontractor who comes to the Instructing Party's facility to undertake work;
5. **Kortrijk Campus**: KUU – KOR (The Circle, The Pulse, The Lab, The Engine) – KND5.

## Abbreviations



# Associated documents

|  |  |  |  |
| --- | --- | --- | --- |
| Nature | Document | Version | Title |
| Procedure | EHS-PR-2031 | AB | Procedure - Works involving Third Parties |
| Procedure | EHS-PR-2032 | AC | Health and safety arrangements - Part 1:  General regulations for all sites (BE) and all works involving third parties |
| Procedure | EHS-PR-2033 | AA | Health and safety arrangements - Part 2a: site-specific risks & prevention measures - KUU |
| Procedure | EHS-PR-2034 | AB | Health and safety arrangements - Part 2b: site-specific risks & prevention measures - KOR |
| Procedure | EHS-PR-2036 | AA | Health and safety arrangements - Part 2d: site-specific risks & prevention measures - KND 5 |
| Procedure | EHS-PR-2007 | AE | First aid and emergency care |
| Instruction | EHS-IN-2034 | 2 | Personal protective equipment |
| Instruction | EHS-IN-2057 | 1 | What to do in the event of an accident |
| Instruction | EHS-IN-2059 | 1 | What to do in the event of fire or other emergency situation |
| Instruction | EHS-IN-2065 | 2 | Introductory brochure: general safety instructions |
| Instruction | EHS-IN-2066 | 1 | Unauthorised persons are prohibited from entering the construction site |
| Instruction | EHS-IN-2068 | 1 | Prevention toolbox: temporary and mobile construction sites/ Introductory information for building contractors |
| Instruction | EHS-IN-2072 | AA | Toolbox : Working safely with ladders |
| Job Sheet | EHS-JS-2000 | 0 | Job assignment sheet |
| Checklist | EHS-FO-2064 | AB | Risk assessment before works involving third parties commence |
| Workpermit | EHS-FO-2065 | TBD | Hot work permit (permit for works involving a naked flame or heat sources) |
| Workpermit | EHS-FO-2066 | TBD | Roof work permit |
| Workpermit | EHS-FO-2067 | TBD | Electrical work permit |
| Workpermit | EHS-FO-2068 | TBD | Confined spaces work permit |
| Workpermit | EHS-FO-2069 | TBD | Explosive (Ex) areas work permit |
| Formalities | EHS-FO-2070 | 1 | Letter of Intent - Safety Coordination - Temporary & mobile construction sites |
|  |  |  |  |

# Responsibilities

Cooperation with external companies (including self-employed workers) is governed by the provisions of the Act on Welfare in the Workplace of 4 August 1996 (Arts 8 to 12).

The responsibilities and obligations are set out in Chapter 7 of part 1 of the health and safety arrangements (see EHS-PR-2032).

# Works signs

In joint consultation with the Internal Occupational Health & Safety Department, the Contractor must set up the necessary demarcations and signs to ensure that the works can be performed safely and to prevent and prohibit unauthorised persons from gaining access to the construction site.

Construction site signs and demarcations placed by the Instructing Party may not be removed under any circumstances.

# Description of the project

|  |  |
| --- | --- |
| Project: | Discussion date: |
| Instructing Party: | Building contractor: |

## Nature of the project

* + - Brief outline of the project
      * + nature of the work
        + place of performance
        + scheduled duration
        + any special circumstances

…

* + - Will the employees of the Instructing Party and those of the contractor work together during the works?

YES/NO

* + - Will different contractors be working together during the works?

YES/NO

* + - Is it a **temporary or mobile construction site**?

YES/NO

If yes, you must also sign the **'Letter of Intent'**, document EHS-FO-2070.

## Employees who will be performing the works.

Will a site manager who has taken the requisite safety training be on-site during performance of the works? YES/NO

The following employees, and those of any subcontractors, will perform the works agreed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company  (name + address) | Employees  (last name & first name) | Nationality + language skills | Safety function | Safet training certificates |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Contractual agreement

* + - Have the SPECIAL TERMS AND CONDITIONS OF PURCHASE with regard to:
      * the technical terms and conditions for ordering the delivery and performance of works;
      * delivery of substances, preparations and materials;
      * health and safety arrangements for works involving third parties,

been gone through with the building contractor? YES/NO

* + - Is the contractor in a position able to comply with the provisions of these special terms and conditions of purchase? Please note: if this is not the case, the Instructing Party must ask for the clearance of the Internal Occupational Health & Safety Department. YES/NO

INTERNAL OCCUPATIONAL HEALTH & SAFETY DEPARTMENT CLEARANCE

## Risk assessment of the contract awarded

* + - Has a risk assessment been performed? YES/NO
    - Based on the current understanding of the project, what are the greatest safety risks:
      * + inherent in the working environment?
        + inherent in the nature of the work?
    - If the safety risks cannot be fully determined based on the risk assessment, who will monitor this and how?

* + - Will you need to call on staff of the Instructing Party? YES/NO

If yes, what kind of staff and for which kind of duties?

* + - Will you need to call on work equipment of the Instructing Party? YES/NO

If yes, which and for which kind of tasks?

* + - Do arrangements need to be put in place for the use of the Instructing Party's work equipment? YES/NO

If yes, what kind of arrangements?

* + - Will hazardous substances or preparations be brought onto company premises by the contractor? YES/NO  
      If yes, which substances?

Are SDSs available? YES/NO

* + - Which arrangements have been made with regard to any waste materials and waste water arising from performance of the work?

* + - Have the Health & Safety Officer and the occupational medicine prevention consultant been involved in determining the risks of the project?YES/NO

**If no, why not?**

## Prevention measures

* + - Will collective protection equipment need to be provided? YES/NO

If yes, which kind?

* + - Will personal protective equipment need to be provided? YES/NO

If yes, which kind?

* + - Which of the following special permits must be issued before the work commences? (tick the box)
      * + hot work permit
        + Work at height/roofs
        + electrical work
        + High-voltage work and mains distribution
        + Work in confined spaces
        + Work in explosive areas
        + Earthworks
        + Works involving special risks during loading and unloading
        + Other:

## Information and training for employees

* + - Will the building contractor call on the services of SUBCONTRACTORS to perform the work? YES/NO

If yes, for which kind of works?

Which subcontractors?

If yes: under the building works contract, the building contractor must obtain the prior written agreement of the Instructing Party.

* + - How will the building contractor inform and train its own employees and subcontractors and their employees about:
      * + all the health and safety information provided by the Instructing Party for the purposes of the project:

* + - * + Emergency calls and evacuation alarms:
        + all health and safety information that is specific to performance of the project;

* + - * + the reporting of accidents, incidents and risks.

## Inspections and checks

The building contractor hereby confirms that the following are in its possession:

the list of registered staff who will be employed;

the health-surveillance form for registered employees;

inspection certificates and test documents for work equipment which must be inspected or tested by a competent person.

proof that training has been received (e.g. mobile work equipment, gantry cranes, etc.).

# Agreement between the Instructing Party and the third-party contractor on these health and safety arrangements

This agreement forms an integral part of the building works contract. This agreement is therefore also subject to the provisions of the building works contract.

The parties may terminate the building works contract if either of them fails to comply with their obligations under the contract.

By their signatures, the Instructing Party and the third-party contractor confirm their mutual agreement to the health and safety arrangements, including all annexes and checklists appended thereto.

By its signature, the third-party contractor confirms having received the health and safety arrangements entitled "Works involving third parties" and that it shall comply with all the provisions contained therein as well as with all statutory provisions on workplace welfare.

By its signature, the third-party contractor hereby also declares that all data provided are accurate and complete.

|  |  |
| --- | --- |
| Representative for the Instructing Party, | Representative for the third-party contractor, |
| Name: | Name: |
| Signature: | Signature: |
| Date: | Date: |

Done at ...................................... on ................................. 20...... in duplicate, with each party acknowledging receipt of an original copy.