

WORK AND SAFETY CONDITIONS

CONCERNING

WORKS CARRIED OUT BY THIRD PARTIES

At Taminco bvba (Gent)

A subsidiary of Eastman Chemical Company

September 2022

V14-00053-02-00



*Work and safety conditions third parties – **September 2022***

Safety AT EASTMAN



Eastman Chemical Company operates in a culture committed to safety excellence and the belief that workplace incidents and injuries are preventable. The Safety of our employees, contractors, customers, visitors, and communities is a corporate core value. Working safely is an expectation and a basic responsibility of all employees and contractors; at all times; and, at all locations – which in short, is what ALL IN FOR SAFETY means to us.

PRINCIPLES

- Leadership** Establish clear safety expectations and lead by example.
- Engagement** Actively participate in safety programs and training and raise and address any safety concerns.
- Compliance** Comply with all applicable laws, regulations, company policies and procedures as a fundamental requirement of Eastman's safety program.
- Commitment** Be ALL IN FOR SAFETY by committing to work safely; protect the safety of others; and encourage other to work safely at all times and all locations.
- Communication** Share appropriate information about injuries and safety incidents to promote continued learning and incident prevention.
- Incident Prevention** Preventing work-related incidents is a priority that will be pursued in many ways including engineering design; safe work practices and operating procedures; safe behaviors; evaluation of near misses; and, sharing learnings, to name a few.
- Education** Provide the knowledge and skills necessary to allow each team member to work safely.
- Hazard Control** Identify, assess, and reduce or eliminate the consequences of potential hazards in the workplace from both a personal safety and process safety perspective.
- Assessment** Assess existing operations to support compliance and continual improvement efforts in safety performance.
- Emergency Preparedness** Maintain and practice emergency response plans in order to be prepared to respond to and manage emergencies related to Eastman facilities and operations.

Mark Costa
Chairman and CEO

Work and safety conditions third parties – **September 2022**

Responsible Care®

Our pledge to protect people and the environment



Through the Responsible Care® initiative and the Responsible Care® Global Charter, Eastman has made a worldwide commitment to improve our health, safety, environmental, and security (HSES) performance. Eastman has adopted Responsible Care as the cornerstone of our global HSES policy which states our commitment to conduct our business consistent with all applicable laws, regulations, sound HSES practices and Responsible Care principles. This includes promoting and maintaining open communications with all stakeholders regarding our performance.

The Responsible Care principles are foundational to Eastman's sustainability strategy. Senior management embraces and encourages active support from team members worldwide.

WE PLEDGE:

- ▶ To lead our Company in ethical ways that increasingly benefit society, the economy and the environment.
- ▶ To design and develop products that can be manufactured, transported, used and disposed of or recycled safely.
- ▶ To work with customers, carriers, suppliers, distributors and contractors to foster the safe and secure use, transport and disposal of chemicals and provide hazard and risk information that can be accessed and applied in their operations and products.
- ▶ To design and operate our facilities in a safe, secure and environmentally sound manner.
- ▶ To instill a culture throughout all levels of our organization to continually identify, reduce and manage process safety risks.
- ▶ To promote pollution prevention, minimization of waste and conservation of energy and other critical resources at every stage of the life cycle of our products.
- ▶ To cooperate with governments at all levels and organizations in the development of effective and efficient safety, health, environmental and security laws, regulations and standards.
- ▶ To support education and research on the health, safety, environmental effects and security of our products and processes.
- ▶ To communicate product, service and process risks to our stakeholders and listen to and consider their perspectives.
- ▶ To make continual progress toward our goal of no accidents, injuries or harm to human health and the environment from our products and operations and to be transparent in reporting our health, safety, environmental and security performance.
- ▶ To seek continual improvement in our integrated Responsible Care Management System® to address environmental, health, safety and security performance.
- ▶ To promote Responsible Care® by encouraging and assisting others to adhere to Responsible Care Principles.

Mark Costa
Chief Executive Officer



Introduction

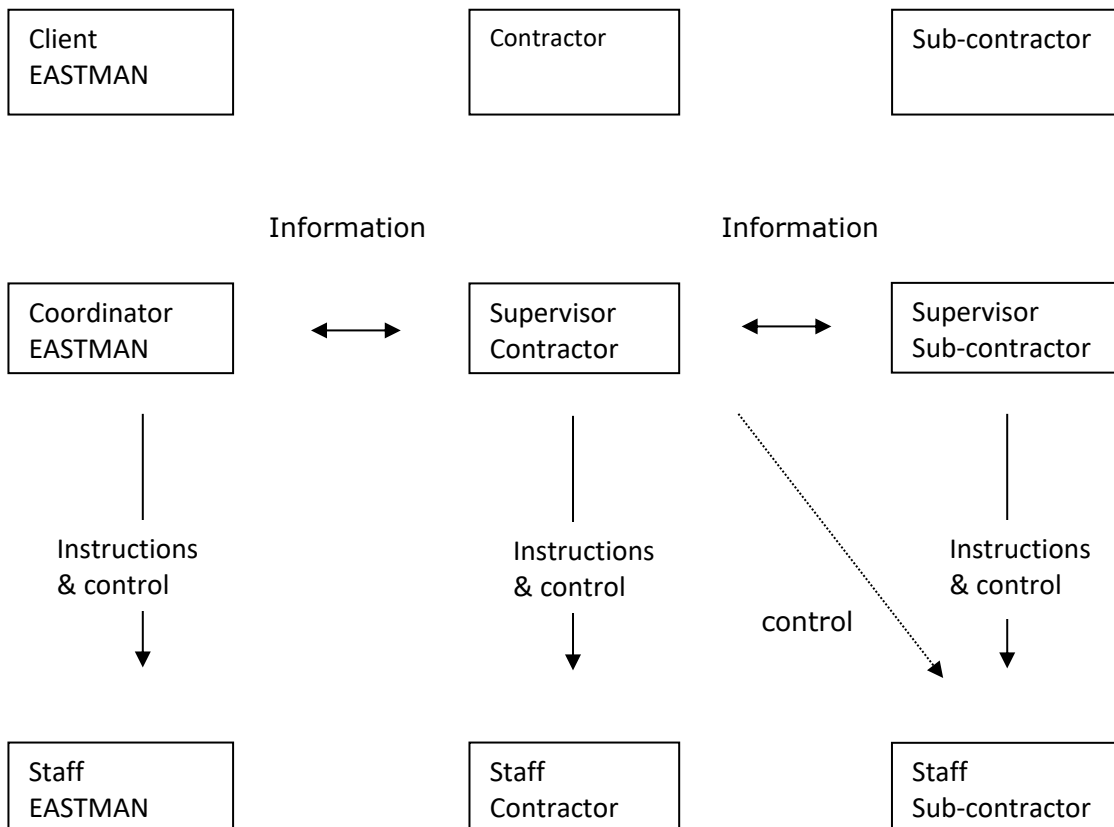
The attached document contains the general “Work and Safety Conditions concerning works carried out by third parties at Eastman”.

The changes from the last version are marked in yellow.

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CHAPTER I GENERAL RULES

1. DEFINITIONS



(See Well-being Act of 4 August 1996)

1. "Client": is the company (i.e. Eastman) who orders certain works.
2. "Contractor": is the company or person who carries out the works ordered by the client and who is the employer of the third parties working for him.
3. "Sub-contractor": is the company or person who carries out works ordered by the Contractor and is in his turn the employer of the third parties working for him.
4. "Eastman coordinator": is the representative of the client on the worksite. It is any Eastman employee or person appointed by Eastman who has the power to act on behalf and in the name of the client for the execution of tasks, compliance with safety regulations and interventions on the worksite. The Eastman coordinator is the intermediary between client and contractor.
5. "Supervisor": is the supervisor of the contractor. He personally heads the activities of contractors on the worksite and he makes sure that the works are carried out in compliance with Eastman regulations and legal provisions.
6. "Staff (sub)contractor": is any employee of the (sub)contractor who works on the site of the client and is entrusted with works.
7. "Worksite": is collection of all places on the site of the client where works are carried out.
8. "Coordinator worksite installations": is a person appointed by Eastman who manages the coordination of all temporary constructions.

2. INTRODUCTION – GENERAL

The following criteria were tested at the selection of contractors:

- degree of frequency: criterion <15 as an average over the last 3 years
- in possession of a valid VCA-P certificate (a must for working in production and lab) for the company, VCA-full for the manager at Eastman and VCA for all employees present at Eastman.
- the result of the previous evaluation(s) performed by Eastman for the activities of the contractor concerned: the result for the security part is minimum 70/100 – when the result is > 50 and <70 additional safety requirements are imposed.

- 2.1. The contractor is entirely responsible for the safety of his representatives, supervisory personnel, employees and subcontractors. He ensures compliance with all regulations by his staff and subcontractors.
For the selection of subcontractors, the contractor needs to be in the possession of a VCA* or higher certificate and he will use the same criteria as mentioned above for the degree of frequency and employee VCA certification.
If the contractor or one of his subcontractors employs non-native speakers, the contractor will make sure that there is always at least one employee on the worksite who is proficient in Dutch, in order to ensure efficient communication with Eastman staff is required (e.g. to report dangerous situations or when medical care is required). The contractor will give Eastman an overview of the subcontractors and respective persons in charge before the start of the works.
- 2.2. The contractor commits to leading the work themselves or delegating the activities to a qualified employee with full authorisation, to act on their behalf (supervisor). The contractor will state the name of the party involved in the VGM plan and supply the name in advance to the Eastman coordinator.
- 2.3. The contractor is responsible for all damages caused to Eastman (persons, buildings, equipment) or to third parties, as a result of actions or negligence on the part of his representatives, staff or the staff of his subcontractors. He will also be insured against such damages.
The amount required is € 1,250,000 for material, physical and immaterial damage; for projects > € 50,000, the policy must be increased to € 2,500,000. You will be informed in advance if this is the case.
- 2.4. The contractor will waive any liability on the part of Eastman, including the responsibility from subcontractors.
Eastman will not be liable for the disappearance or theft of equipment/materials owned by the (sub)contractor. The (sub)contractor must take all necessary measures to prevent theft.
- 2.5. Except with the prior special approval of the client, the contractor will not carry out works on Saturdays, Sundays or public holidays or outside normal working hours (from 7.30am until 4.00pm), and on days considered as holidays by Eastman.
The contractor will ask for the list (with Eastman holidays) before the start of the works.
- 2.6. The contractor will comply with the house rules of the plant, without any liability whatsoever on the part of Eastman.
- 2.7. *Employees who are not ruled by the Belgian social security system must be able to provide a Limosa-1 upon request. For further information, please see www.limosa.be.*

- 2.8. The contractor and his subcontractors will comply with the provisions of article 30bis of the Royal Decree of 27 December 2007 on the social security of workers.
- 2.9. If the contractor employs job students, they will be at least 18 years old. The contractor will comply with the provisions of the Royal Decree on the protection of youth at work (03.05.1999) (a/o as regards the prohibition for certain activities).
The contractor will inform the Eastman coordinator in advance of the possible presence of job students. The Eastman coordinator can possibly refuse the presence of job students.
- 2.10. Eastman has the right - in accordance with the law of 24 July 1987 (relating to temporary employment, the secondment and the making available of employees to users) - to give instructions to the employees of the contract in relation to the following subjects:
- legal obligations of the ordering customer in relation to safety and well-being at work
 - work and rest times
 - implementation of the agreement with regards to the agreed task(s).
- Without prejudice to the rights of the ordering customer to intervene at any time to specify the implementation of the agreement, only the contractor has the authority to command and lead the employees of the contractor.
- The following elements in any event fall to the contractor as employer with regards to his employees and can in no way form part of the instructional rights of the ordering customer:
- recruitment policy (processes, interviews, selection and recruitment criteria)
 - policy with regards to remuneration and employment conditions
 - policy regarding training, development and education, with the exception of items required for the completion of the assignment and that are specific to the ordering customer.
 - policy regarding disciplinary sanctions and dismissal
 - evaluation and performance meetings
 - determining position.
- 2.11. Access and presence procedure:
See Annex A.
- 2.12. The contractor will comply with the official regulations and with Eastman safety regulations. In the event of non-compliance with safety regulations, the activities of the contractor can be suspended by the Eastman client, by the Eastman coordinator or by the Eastman prevention advisor or delegates, at no cost for Eastman. Eastman have the right, in the event of breaches of safety procedures, to refuse access to the plant to staff of the contractor, with immediate effect. The possible expenses, lost time, etc., are entirely at the expense of the contractor.
- Eastman reserve the right to implement the safety measures they deem necessary if the contractor does not implement the requested preventive measures immediately.
The costs for implementing these safety measures will be borne entirely by the contractor.
- 2.13. The contractor who employs subcontractors will include the following provisions in the contracts with his subcontractors:
- The subcontractors will comply with the legal provisions and with the provisions of the present 'Work and safety conditions concerning works carried out by third parties at Eastman'. The subcontractor is responsible to obtain a copy of these safety and working conditions, from either the contractor or from Eastman.

- If the subcontractor does not comply with these provisions, the contractor can suspend the works at no cost for the contractor or Eastman. The contractor can take the necessary measures at the subcontractor's expense if the latter does not implement the requested preventive measures.

At Eastman's request, the contractor must provide proof that he has included these provisions in his agreements with subcontractors. The declaration of intent of these subcontractors that they will comply with these conditions, are part of the safety plan.

- 2.14. The contractor who installs a shack on the worksite, and this is a requirement for works lasting longer than 1 month, for his staff, this must be compliant with the general rules on protection at work (ARAB regulations) as regards sanitary and eating facilities.
To consume their lunch, the other contractors will have the option to use the room that will be designated for this.
- 2.15. The contractor will not employ any Eastman staff without the client's approval, and no commercial relationship will be established between Eastman staff and the contractor (or vice versa).
- 2.16. Contractor staff are not allowed:
- a) To be elsewhere than in the place where the work is normally carried out (worksite).
 - b) To use machines or tools that are not destined for them.
Equipment belonging to Eastman can only be used with the approval of the Eastman coordinator and the corresponding specific safety instructions must be complied with.
Should only be used when this is clearly stated in the work permit.
 - c) To take away materials, raw materials or products (or waste products) belonging to Eastman, except otherwise provided for in the contract. Eastman supervisory staff can exercise control and the management has the right to have toolboxes, clothing, changing rooms and vehicles searched.
 - d) To bring alcoholic beverages and drugs on the premises or to be under the influence. They can be subjected to a breath test. If it appears that (sub)contractor personnel are under the influence, then the contractor takes measures to remove the employee(s) concerned from the site.
 - e) The use of photographic or filming equipment is prohibited: an explicit admission of the Site Director is required. Visual material may also only be used for internal use at Eastman. For other purposes, a written authorization of the Site Director is required.
 - f) To bring other persons on the premises without the prior express approval of the client or of the Eastman coordinator.
 - g) To bring weapons, explosives, fire work, ... on the premises.
- 2.17. The contractor provides the presence of its prevention Advisor for at least 1% of all hours worked by the contractor.
- 2.18. The contractor will hold at least 1 toolbox meeting/per month, providing the percentage of presence at this meeting.

- 2.19. Contractor and Subcontractor firms shall be solely responsible for pre-assignment as well as recurring background screening for persons planned or scheduled for assignment on Eastman premises. Contractor shall ensure this requirement is extended to Contractor Personnel, including consultants that Contractor elects to use. By assigning Contractor Personnel to Eastman premises, Contractor attests that Contractor has completed a satisfactory background check on the Contractor Personnel being assigned. Contractor agrees to defend, indemnify and hold harmless Eastman, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this requirement.

3. GENERAL SAFETY REGULATIONS

- 3.1. It is expected of each contractor that he has an effective system for the instruction and training of this staff in safety matters.

The contractor will identify his hazardous tasks using a risk analysis and for these tasks, specific training and assessment will be provided for.

The contractor can follow the VCA criteria (www.besacc-vca.be) for this. The following tasks, among others, are considered as critical tasks:

- operating a forklift or cherry-picker
- rigging of loads
- flange fitting
- working as safety watch in closed spaces
- working with an autonomous respirator
- entering of confined spaces and monitoring during an entry
- working at parts that are under electrical voltage

Before starting work each contractor will attend the Safety Challenge (safety introduction movie) and successfully complete the assignments successfully (until all the answers are correct). This Safety Challenge remains valid for one year. If the contractor fails 3 times to pass this test, access will be forbidden.

An additional Eastman introduction is required for all performers who are provided for long-term activities (more than 1 month). This is provided by Eastman and will mainly be done online via GoWorkforce (the Contractor Safety Management program). This will be followed by a practical training that will take place on site.

For short-term activities (less than 1 month) this will be done via the client on the basis of a checklist. This is discussed with the performers of a work (see also Annex A).

This risk analysis forms part of the safety plan that will be drafted for the envisaged activities.

This safety plan also includes the work that will be performed by subcontractors and that form part of the contract between Eastman and the contractor involved.

The safety plan must contain the following information:

1. Identification of the company
2. Coordinates recognized technical inspection bodies
3. Coordinates service Occupational Medicine / External Service PBW
4. Coordinates insurance organism Accidents
5. Coordinates insurance organism construction site risks + insured amount
6. Scope + description planned works + phasing
7. Communication on the yard
8. Communication with subcontractors + confirmation that they have received the specific agreements and rules and will comply (declaration of intent)
9. Organization First Aid on site /add list helpers
10. Expected yard decor + space requirements
11. Number of employees simultaneously present on the site (including subcontractors)
12. Number + type of machines that will be deployed to the yard (+ leased equipment)
13. Procedure waste treatment and disposal

14. Overview of products which will be brought on the site + add MSDS
15. Planned lifting and hoisting activities
16. Copy of the last annual of IDPBW, as submitted to Technical Inspection (*)
17. Fg and Eg of the last three years (*)
18. Copy VCA (*)
19. HSE targets for assignment at Eastman + Action Plan to achieve these results + Policy Statement Management contractor
20. Overview inspection required work equipment
21. Procedure incident / accident reporting
22. Internal organization in case of evacuation / emergency plan
23. Communication + language on site (foreign languages?)
24. Collective + personal protective equipment to be deployed on the yard
25. Yard specific safety introduction (training, toolbox,)
26. Planning toolbox meetings (location + time)
27. Planning safety tours involving site management / management
28. Procedure daily start / work meeting (LMRA, ...) with executors
29. HSE administration + coordinates responsible
30. Planning personnel (+ eventual specific training Eastman)
31. Task risk analysis related to planned work + inventory tasks with increased risk. This task risk analysis should take into account the specific circumstances. A model is given in Annex E.
32. Housekeeping plan
33. Organization chart safety on site / off site.

The safety plan will be forwarded to the Eastman coordinator minimum 2 weeks prior to the work. The work can start only after approval of the security plan by Eastman coordinator.

(*) The documents marked with (*) should not be added as these have already been forwarded within the last calendar year.

It is the contractor's responsibility to organise a toolbox meeting at the start of the activities. The risks and prevention measures will be discussed during this meeting with all subcontractors based on the safety plan.

Relevant information about the toolbox meeting can be found in annexes C, D, E and G of this brochure.

In addition, a toolbox meeting is being organised once a month on a particular safety aspect to which all employees, active in Eastman, participate and sign for. After incidents or accidents a special toolbox is held as soon as possible regarding the causes and actions to prevent. The topics and attendees of this toolbox-meetings are kept at the disposal of Eastman.

Information in the form of a toolbox about the risks of products in the systems is available from the Eastman-coordinator.

- 3.2. The contractor will report all accidents, incidents and near-misses to Eastman immediately. Appendix E provides more information about this, including the reporting forms that should be used.
- 3.3. Contractors must - depending on the activities - always inform their employees about the location and the use of safety showers, eye baths, personal protective equipment, fire extinguishers, fire blankets, emergency exits and evacuation routes.
The contractor will supply his staff with the required safety equipment (individual and collective). Fire extinguishers will be supplied by the contractor.

- 3.4. Smoking is prohibited on the entire site, including buildings and yard sheds. Smoking is only permitted in the designated smoking zones. The use of open fire and spark-inducing machinery are prohibited in the no-smoking zones, unless a fire licence has been supplied. The use of telephones, tablets, PCs and photo cameras is only permitted in these zones with a fire licence.

However, a fire permit does not give permission to smoke even in vehicles or site chains. See Annex I (fire permit matrix) for more information.

- 3.5. Warning, prohibition and mandatory signs placed by Eastman will not be removed, moved elsewhere, damaged or modified.
- 3.6. All electrical devices, machines, cables, etc. used will be conformant to AREI regulations (general rules on electrical equipment).
- 3.7. Order and tidiness: the worksite will be left in the condition in which the contractor found it. After the activities, materials will always be cleared away. Non-compliance with this rule can lead to non-reissuance of the work permit.
- 3.8. The contractor will take care of orderliness and cleanliness on and around the worksite. If not, Eastman will take measures at the expense of the contractor.
- 3.9. In the event of confusion regarding safety, the Eastman coordinator will be consulted.
- 3.10. For the use of mobile phones: see Annex B.
- 3.11. Combined work and fire permit: see Annex C.

3.12. Last Minute Risk Analysis

This LMRA is done by the all members of the work team, (one LMRA per work permit) before starting the works. The intention is to verify, by answering some questions, if:

- de work permit is clear
- the requirements of the permit can be followed
- there can be impact of works in the surroundings

The LMRA is done by all members of the team (including the fire/safety guard if applicable) signed and kept on the workplace.

If during the works the conditions are changing, or after a break, a new LMRA is done (on the same document).

It is important that the LMRA is complementary to the work permit and the task-risk-analysis/safety plan. A task-risk-analysis is a tool to better understand the works and to fix the prevention measures, and it is used to prepare the work permit.

An LMRA is a check on the workplace by the executers just before starting the works. Everyone confirms again that everything is understood and that the situation is safe.

The Eastman LMRA document (warehouse number: 21073872) is used; contractors using their own document can continue using it.

The document is given by the Eastman coordinator with the work permit.

3.13. The same traffic rules that apply on public roads apply to the entire site.

Road signs on the site must be complied with.

On the site, there are pedestrian paths and crossings. They indicate the safest way for pedestrians and must be followed. As a pedestrian, we remain of course always vigilant. When we come to an intersection or cross the road, we look first and only cross when there is no danger to ourselves (we do not simply have priority on a crosswalk; keep in mind that a loaded forklift can't just stop).

Bicycles can be used only after explicit permission of the Eastman contact. Bicycles must be in good condition and should be revised at least once a year by a competent person. If approved, the bicycles must have a label and the date of the next control. In addition, each bicycle owner must ensure a monthly inspection. We want to keep that accessible. We expect a visual check (chain, pedals, handles,...) and a test of the brakes. Bicycles that are faulty may not be used under any circumstances.

Cyclists must keep right and should have two hands on the handlebars at all times. Cycling is prohibited in buildings, warehouses and near loading docks (danger of fork-lift trucks). Cycling will be prohibited in poor weather conditions (snow, sleet).

All trucks, vans, FLT's, cherry pickers, ... on the site have a reversing signal. When this is not the case, reversing is only permitted with a supervision.

It is forbidden to go on the roof of a vehicle! Too high from the general warehouse, a platform ladder is provided to safely take material from the roof.

For all vehicles/cranes, one must be on a leash if one has to be above 1.2 m without collective protection. If this is not possible, a TRA specific must be made. This must be approved by the client and prevention service before these works start.

Vehicles move with a speed appropriate to the situation and up to max. 20 km/hour and around loading pits up to max. 5 km/hour. Generally give way to vehicles, unless otherwise indicated by traffic signs.

The use of mobile phones or walkie-talkies in vehicles while driving is prohibited.

When alighting the vehicle, crane, forklift, height worker, scissor lift, truck,..., the engine is turned off and the driver takes along the key.

The use of combustion engines in buildings is not allowed.

Instruction for the emplacement and collection of mobile work equipment (e.g. Height worker):

Delivery or collection of mobile work equipment should be announced by the de contractor via mail to the Eastman security service (wonportiers@eastman.com)

- With specification of the contact person.
- Date (and time if possible) of placement and collection.
- Placement on the parking at the gatekeeper's lodge.
- Always leave the keys at the guards.

Then inform the contact person (tel com/mail) that the delivery/collection occurred.

Note: the emplacement of the mobile equipment on the parking space at the gatekeeper's lodge should be limited in time. If the emplacement takes too long the guard will inform the contact person.

Crossing of the Panterschipstraat by slow vehicles

In order to let a slow vehicle cross the Pantserschipstraat in a safe way, following procedure is applicable:

- the driver logs on at the gatekeeper and announces that he wants to cross the public road
- if there is a second person available as a guide then a signalization jacket, signalization lamp and portable stop sign is being lent by the gatekeeper.
- If there is no second person available, then the gatekeeper serves as guide who provides himself with a signalization jacket and signalization lamp.
- high-visibility means (e.g. flashing light) present on the vehicle are being activated.

Slow vehicles: aerial work platforms, forklift truck with a load that hinders the sight (has to drive in reverse), lift truck with a tow truck, crane, motorized trucks ... which by their length and/or limited maneuverability endanger public road users in the event of crossing the road.

Only vehicles insured to drive on public roads may cross or use the public highway.

3.14. The contractors will make sure (with respect to their own staff, temp workers and subcontractors) that the provisions of Royal Decree of 28.05.03 on the health monitoring of workers are complied with. In addition to the health monitoring that is specific to the contractor's activities, this also includes the health monitoring as a result of the possible exposure to chemicals specific to Eastman (e.g. amines, ammonia, dithiocarbamates, carbon disulphide, ...). This exposure depends on the nature of the works. Information will be requested in advance from the Eastman Prevention Department. Employment at Eastman of persons suffering from respiratory problems (allergies, asthma, illness or deficiency of the airways), skin problems (allergies) and/or an illness/deficiency of the sense of smell could possibly be contraindicated or subjected to restrictions. In such cases, the prevention advisor / occupational physician should be contacted and asked for advice concerning the planned employment.

The entrance to production, loading and unloading sites and laboratories is prohibited to pregnant and nursing women.

3.15. If grids (called laufers at Eastman) need to be removed in a controlled manner to be able to start activities, these laufers must be replaced and anchored by the contractor immediately after the activities are finished.

3.16. It is possible that contractors are being observed by an observer during their work. It is the intention to give immediate feedback on safe and unsafe actions. Thus we will raise safety awareness. We expect cooperation from everyone.

3.17. Additional terms and conditions for house contractors (Top 12) and for those contractors who work on larger projects (is contracted in advance).

The above listed contractors get an Eastman Buddy assigned; the task of this buddy includes:

- Focal-point between Contractor Management & Taminco.
- Monthly safety tour on the yard with the deputy of the contractor
- Participate at the monthly foreman contractor meeting presided by the Eastman contractor Safety Coordinator.
- Draw up a quarterly report.
- carry out an annual evaluation of the contractors concerned, together with the users, in order to obtain an objective result.
- being informed of all accidents and incidents of contractors concerned (both on and off site).

- being contacted by purchase department before the contract is renewed or before a new order is placed.

The buddy is invited by the contractor to the monthly toolbox meeting.

The contractor provides the presence of their prevention consultant on the Eastman site during 1% of the total number of hours worked on a monthly basis. Of these visits, a report is drawn up mentioning the dates and hours of presence as well as the positive and negative comments.

The contractors make a report on a quarterly basis which is sent to their Eastman Buddy and the Eastman Contractor Safety Advisor. This report includes:

- Completed checklists of the monthly safety tours:
- statement of monthly toolbox-meetings mentioning topics and presences.
- Reports of visits of the prevention consultant.
- Incidents and accidents
- Reported unsafe conditions/acts.
- Monthly hours worked.

4. FIRE SAFETY

- 4.1. All screening tarpaulins used must be fire-retardant. This should be indicated via an attribute on the sails, or certificates must be submitted in advance. They will always be put in place in consultation with the Eastman coordinator in order to screen off works with fire hazard.
- 4.2. Hydrants, fire extinguishers, fire hoses and other emergency equipment must always remain easily accessible at all times. This firefighting equipment (painted red) will not be used for any other purpose than for firefighting. The use of water from the firefighting network for maintenance purposes is forbidden.
Exceptions are only possible with the approval in writing of the Prevention Department.
- 4.3. All electrical equipment for worksite, offices, workshops, work rooms, changing rooms, etc. must be in good condition.
The client can always impose a ban on certain items after an inspection.
- 4.4. The area around heating elements must be free of flammable objects. Heating elements should not continue to burn without supervision. In the winter period (November to March included) a timer may be used to heat the room for maximum 3 hours prior to entering the space.
- 4.5. Flammable substances such as fuel, oil, cleaning products, etc. present only in a minimal amount must be packaged properly, easily recognisable via the legal labelling, stored separately and be kept outside work areas or temporary constructions. The storage places must have a containment, closed doors and must be signposted with appropriate warning signs. The inventory list of the warehouse storage should be updated monthly.
- 4.6. Exits, emergency exits, passages, stairs, switches, electrical cabinets, etc. must remain accessible unconditionally.
- 4.7. The necessary precautions must be observed when working with fire - extinguishers will be supplied by the contractor - and one must know how to operate these. One should seek advice from the Eastman coordinator if there is any doubt.
- 4.8. Wharf sheds must have an emergency exit, emergency lighting and pictograms.
- 4.9. Fire extinguishers must be in good condition and must be checked at least once a year by a qualified individual. Fire extinguishers where the "head" is fixed with nuts/bolts with a fine wire are prohibited. If there is any doubt, the prevention service should be consulted to approve or reject devices.

5. CLEANLINESS

ORDERLINESS AND CLEANLINESS ARE TWO OF THE MOST IMPORTANT SAFETY REQUIREMENTS

- 5.1. On and around the contractors' worksites, both for works carried out at an hourly rate and for a flat rate, orderliness and cleanliness are a must; all observations made by the client must be implemented as soon as possible at no cost for Eastman. If not, Eastman will take measures at the expense of the contractor
- 5.2. Contractors must have enough bins on the worksite. They will be fitted with a lid and will be emptied in a timely manner. For bulk waste, containers will be provided for.
- 5.3. Wood and wooden pallets have to be collected in the wood waste container. Non-damaged wooden pallets will be collected on a location indicated by Eastman.

6. ENVIRONMENT

6.1. Waste removal The contractor must respect the sorting rules on Eastman. The contractor is responsible for the removal of his own waste. None of the fractions to be sorted may end up in the residual waste. Respect the sorting guide in Annex H at all times.

- 6.1.1. The discharge of any products or substances in the sewers of the plant is strictly prohibited.
- 6.1.2. Waste from materials or products specific to the contractor will be removed by the contractor, at his own expense, and eliminated in compliance with the law.
- 6.1.3. The contractor will not put any waste in a waste container belonging to Eastman without the express order or approval of the Eastman coordinator.
- 6.1.4. Questions or problems concerning waste will be discussed with the Eastman coordinator (e.g. removal of soil, liquids,...).
- 6.1.5. If operations or the use of products can result in soil, air or water pollution, the approval of the Eastman coordinator is required, to be obtained after submitting all the relevant information.
- 6.1.6. The burning of waste is strictly prohibited, as well as the burial and the discharge into the sewer.

6.2. Environment permit

- 6.2.1. The use or operation of machines, installations or products classified under VLAREM 1 – annex 1 'Category list' will be subject to notification (class 3) or environment permit (classes 1 and 2). A copy of the notification or permit decision will be forwarded to Eastman, f.a.o. the environmental department.
In doubt, always contact the Eastman Environmental Department.
- 6.2.2. The use or operation of classified installations must be fully compliant with the general environmental regulation VLAREM 2 and additional conditions.

7. PERSONAL PROTECTIVE EQUIPMENT

7.1. The standard personal protective equipment (PPE):

The standard personal protective equipment (PPE) are made from materials that are suitable for the risks specific to the Eastman installations: fire – exposure to chemicals.

The standard personal protection consists out of:

- Hard hat
- Safety shoes
- Clothing: consisting out of long-sleeved top and long trousers or boiler suit. This clothing is worn as follows: sleeves down and all buttons or other closures closed. The work clothes are fire-retardant and antistatic. The preferred work clothing will be Nomex work clothing (or equivalent, ENISO11611 class 1, (EN1149-5, EN13034 type 6).
- Gloves (mechanical protection and chemical protection)
- Safety goggles
- Wide angle safety goggles
- Harness belt
- **Escape mask mandatory when at height in production units**

And these will be provided by the contractor to his workers.

The contractor is committed to wash the soiled clothing of his employees in an industrial laundry. Taking home and washing at home is prohibited due to the risk of exposure to residues of chemical products.

The type of full vision goggle provided by Eastman to their own staff is the UVEX Ultrasonic and Uvex Carbonvision.

The hard hat, work clothing and safety glasses must be worn at all times on the whole production site. For the PPE requirements on the contractor park see 8.2.

The use of the full vision goggle is mandatory in zones marked with a blue jagged line; these are mainly production installations.

The full vision goggles must also be used if the production installations are not in use.

An escape mask must be carried with you when working on floors / at height in the production units. These are provided for a large part of the Top 12 contractors by Eastman to the foremen / manager. Other contractors and short-term contractors must collect these escape masks in the control room/permit area.

The equipment must also be worn:

- when this is compulsory under the ARAB/AREI/CODEX or when this was determined on the basis of a risk analysis
- when this is mentioned on the work permits
- when mandatory use is signposted

All protective equipment, except clothing, must be conformant to the applicable regulations on PPE and bear the CE marking.

- 7.2. For the inauguration of installations additional personal protective equipment need to be worn, i.e. Tychem/pyrrolon (chemical resistant overall), neoprene/nitril/butyl gloves, a full face mask with ABEK3 filter or breathing air depending the atmosphere in the installation and safety boots. When necessary, this personal protective equipment needs to be worn during the entire duration of the work.
The operatives must have received training in the use of this additional personal protective equipment. This training must be demonstrable on simple request.
- 7.3. Specific personal protective equipment for use in situations in which standard PPE offer insufficient protection, will be provided by Eastman on request. Safety boots must be provided by the contractor himself.
- 7.4. Approved harness or safety belts, with connected life lines in accordance with the Eastman standard procedures for works at height, must be worn by contractor staff:
- when they carry out works at height, where the use of scaffolding and/or collective protection is impossible.
 - When they carry out works out of a cherry-picker or scissor lift.

The length of the life lines may not interfere the activities but must be kept as short as possible in order to prevent falling. Preferably the Self Retracting Lanyard (SRL) type is used. If the works are carried out from a mobile platform (cherry-picker or scissor lift or ladder, etc...) the use of a life line of 1.8m is prohibited because of the risk of touching the ground level.

The inspection certificate must always be available.

Harness belts are only attached to a suitable and strong anchorage in accordance with the Eastman standard procedures for works at height that can support the load in case of a fall.

The use of hip belts as fall protection is not allowed.

The Self Retracting Lanyard (SRL) type is mandatory to use. This applies to all works at height unless otherwise determined by task risk analysis approved by the Eastman client and prevention service.

A double line system must be used for anybody who has to move at height with only a harness + SRL for personal fall protection. One of the SRL must be continually connected to a suspension point.

- 7.5. Life vest is available and required when present at the quay. Also in the immediate vicinity of the channel, starting from 1 m from the shore.
- 7.6. A signalization jacket has always to be worn when working in the immediate vicinity of the public road. It concerns high visibility warning clothing (EN471).
Fluorescent yellow or fluorescent orange type.
- 7.7. All contractors have at the front of their helmet a sticker mentioning:
- the name of the contractor company
 - the name and first name of the contractor.

8. TEMPORARY CONSTRUCTIONS/CONTRACTOR SITE

- 8.1. The contractor must have sufficient waste bins in the container to be able to sort, the residual waste must not contain any sortable fractions. The contractor is responsible for emptying the waste bins. The waste sorting guide in **Annex H** must be respected.
- 8.2. Temporary constructions are: constructions, used as office, warehouse, workshop or sanitary space. Temporary constructions and utilities can only be installed in places designated by the coordinator worksite installation. The construction remains on the site until completion of the works at the latest. Living and sleeping accommodation is not allowed on site. As a general rule, worksite vehicles and/or temporary constructions must be installed outside the production zone.
- 8.3. Wearing of safety goggles is compulsory on the entire contractor site, with the exception of offices, toilets and cafeterias. An exception is also made for arrival and departure of employees. In the workshops fire retardant clothing (see under 7.1), safety shoes and a hard hat is required. Only when it is demonstrated that there is no risk for falling objects and for bumping the head a hard hat is not required.
- 8.4. The skin of metal constructions fitted with electricity supply must be earthed to the Protection Earth terminal in the worksite cabinet.
- 8.5. Temporary constructions must only be fitted with high-quality closed-type electrical heating equipment. Prior to the connection the contractor should submit an inspection report from a recognised service for technical control of the temporary building. This electrical inspection must be repeated annually and if the electrical installation changes. The certificates are kept by the contractor at the works shed.
- 8.6. It is forbidden to carry out works that are not destined for Eastman in the temporary constructions set up on the Eastman site.
- 8.7. On the temporary constructions of the contractor, the name of the company must be mentioned in large enough letters (min. 10 cm), as well as the person in charge to be contacted in the event of accidents or emergencies (mentioning the phone number).
- 8.8. Eastman will provide sanitation facilities at the contractor site. These are the only sanitation facilities that may be used by the contractor. Showers are available in the container next to the fire service garage.
- 8.9. The constructions must be wind, rain, snow and draught-resistant, etc. They must be fitted with impermeable, watertight flooring and heating. Doors must open outwards.
- 8.10. They must be fitted with sufficient fire-fighting equipment: in any case at least one approved fire extinguisher per temporary construction, in compliance with ARAB art. 52. (Minimum app. 6Kg powder ABC).
- 8.11. The contractor is personally responsible for orderliness and cleanliness in and around his temporary constructions and sanitation.
- 8.12. The worksite must be cleared thoroughly by the contractor daily.

- 8.13. Upon completion of the works, the worksite is cleared completely and the situation is reported to the Eastman coordinator. The own appliances and machines and equipment are removed immediately.
- 8.14. Passages must be kept clear in any event.
- 8.15. At the end of the workday, all machines and appliances are disconnected and secured before leaving. Excepted for the heating elements during winter (see point 4.4.).
- 8.16. Loose items are removed or attached. In any event, the contractor will make sure that no dangerous situations can develop in the event of storm and other adverse weather conditions.
- 8.17. The phone numbers and alarm procedures to be used in case of emergencies are hung inside temporary buildings. (see Annex D : Alarm procedures).
- 8.18. The thermal insulation of temporary buildings used for welding activities must be non-flammable or self-extinguishing.
- 8.19. A spare key of all the work sheds and containers must be available at the Eastman gatekeeper to provide access in case of an emergency.

9. HAZARDOUS PRODUCTS

- 9.1. The storage of hazardous products on-site must be conformant to VLAREM II chapter 5.17. The amount of hazardous products stored must be restricted to a minimum.
- 9.2. Products that are brought within the site of Eastman must be known and approved by Eastman. MSDS and use should be added to the safety plan. The products may only be brought within the site with the prior approval of the security plan by the Eastman coordinator.
During the works, a contractor must have an inventory of all the products he introduced on the site at all times. The inventory mentions quantities and nature of the products and is given to the Eastman coordinator.
- 9.3. If necessary, the required permits for hazardous products or radioactive sources must be submitted.
- 9.4. All packaging must bear the appropriate labelling.
 - 9.5. Gas cylinders and pressurized containers are also reported to the Eastman coordinator and are positioned and used properly (protection against sunlight and falling over). Oxidizing and flammable gas cylinders mustn't be stored together in one box. Gas cylinders and pressurized containers must always be stored outside the confined space. **Gas cylinders and pressure holders should be limited in number to what is strictly necessary.**
- 9.6. The necessary permit must be submitted to the Eastman coordinator for the installation of a fuel tank. A manufacturer's certificate mentioning date, pressure and duration of the hydraulic test must be present. If not available, a hydraulic test must be carried out before first use.
- 9.7. If contractor employees spend more than 3 months/year (spread over the year or in one block) working in Crop (production and warehouses), then the foreman/site leader of the relevant contractor will inform the Eastman medical service about this. Our medical service will pass the required information from the relevant contractors on to the occupational health physician for additional annual examinations. If contractor employees suffer accidental exposure and/or symptoms that are thought to be caused by the product (skin rash, eye irritation, sore throat, dizziness, nausea), then this is reported and processed as an incident. The medical service must also be informed the same day, stating the names of all individuals involved and additional urine samples will be collected that same day.

10. TEMPORARY AND MOBILE CONSTRUCTION SITES

The regulation Temporary Mobile Construction sites / Safety Coordination (Chapter V of the Welfare law and the Royal Decree of 01/25/2001) applies to the construction sites where the following operations are executed:

Excavation works, earthworks, foundation and reinforcement works, engineering works, road construction, installation of utilities (sewers, gas pipes, electricity cables and interventions on these lines preceded by other works), buildings, (dis) assembly of prefabricated elements, beams and columns, furnishing and work equipment, renovations, renovation, repair, dismantling works, demolition, maintenance works, maintenance, painting and cleaning work, remediation works, finishing works belonging to one or more of the above mentioned work.

From the moment that there are two or more contractors simultaneously or successively activities during the implementation of such works at the site, the safety coordination during the design and implementation phase is required.

In concrete terms, this means that the above regulations may or may not be applicable in certain circumstances. Please ask your Eastman responsible if your command falls under this obligation. In such case Eastman will appoint a safety coordinator.

When a safety coordinator is designated, each contractor has to follow the rules regarding temporary or mobile construction sites. This means

- Participation in coordination meetings;
- Follow advices of the safety coordinator;
- Taking measures as recommended by the safety coordinator in the coordination journal;
- The delivery of the requested documents as additional Safety & Health-plan with a specific risk (task) - analysis. This plan must be timely submitted to the appointed Safety Coordinator and explained to him at his request. The plan is reviewed and should fit in the general Safety & Health -plan that is created by the Safety Coordinator.
- At the completion of the work submission of all documents relating to materials and operations for the post intervention file (technical dossier).

CHAPTER II TECHNICAL RULES

1 CRANES, LIFTING GEAR AND CHERRY-PICKERS

- 1.1 All cranes, lifting gear, hoisting equipment and aerial platforms must be provided with a valid certificate issued by an entity accredited for performing technical inspections. The most recent certificates must be located in the vehicle. Disposable one way slings are forbidden.

If you want to use a lifting tool from abroad in Belgium for a period of less than 3 months, the following reports must be available with the device:

The most recent reports on the periodic inspection (maximum 3 months old) and the inspection upon commissioning of the device, which have been drawn up by an approved inspection institute in the country of origin.

- 1.2 Unless otherwise agreed all cranes are always placed and deployed by the general contractor of Eastman.
- 1.3 Before lifting, the area within turning radius must be inspected.
- 1.4 During the lifting activities, the area where lifting is ongoing must be delimited clearly, and passing the load above people must be avoided.
- 1.5 All cranes and lifting gear must be fitted with a fire extinguisher.
- 1.6 The contractor must ensure adequate protection of underground cables and pipelines. If the gear must be driven over these cables and pipelines, enough protection must be provided for to prevent damage to the cables and/or pipelines. Tracked vehicles must use plates to avoid damaging the road deck.
- 1.7 When installing and using cranes/ hoisting devices, fall protection is obligatory from 1.2m difference in height.
- 1.8 Crane operators must have a valid lifting licence and at least two years of experience for the type of crane concerned.
- 1.9 Riggers should be identifiable by a fluorescent safety vest or bracelet.
- 1.10 It must be established that the soil is resistant against the load of the crane. Dragline board must be used underneath the crane struts. The load of the boards on the ground will not exceed 1 kg/cm².
- 1.11 The lifting of people is only allowed with a people-carrier pod that is approved by an authorized service for technical inspections. Please refer to the legal provisions for restrictions (inspection of the lifting device and crane, connect body harness to the hook independent of the hook of the lifting device). Connection of the body harness to the rails of the lifting device is also allowed if there isn't any danger that the container would start spinning.
The lifting of material in material containers is only allowed in approved equipment. Any exceptions need an explicit approval of the Eastman coordinator in advance.

1.12 Fork-lift truck drivers and operators of cranes and jack lifts must be in possession of a valid medical certificate and must also have the required professional skills. They should submit a valid certificate to this effect.

Additional regulations apply to users of aerial work platforms/scissor lifts. These must also complete a checklist for the use of these machines that can be obtained from the doorman.

1.13 Cranes and jack lifts may not be used to lift materials that do not fit in the operating cage. If a crane or jack lift is set up on the road for the execution of work, then the driver must mark a zone around the crane using poles or cones. Furthermore, do not operate diesel-powered cranes in an enclosed space. People in the basket of a crane or jack lift must always attach their safety harness to the basket. This also applies when the crane/jack lift is moving at its lowest position. People may only leave the basket when it is located at ground level. Deviation from the limitations listed above is only permitted after a risk analysis has been submitted to and approved by the prevention service

1.14 The use of cranes, lifting gear and cherry-pickers in production departments for works in the production zone is subjected to the work permit procedure. Guidance and standby by a second person is mandatory when these machines are used within the bleu zones.

1.15 For critical lifting operations, the client will request a lifting file. It must be submitted to the Eastman coordinator for approval before the start of works.

Critical lifting activities are defined in clause 28 'Critical lifting'. If you haven't received it, you must request it from the Eastman project manager.

A good lifting file is a plan view on which the following items at least are mentioned:

- Indication of installations within the turning radius (including heights)
- Position of lifting gear
- Position of the appliance to be lifted before the start of the lifting activities
- Position of the appliance to be lifted after lifting activities
- Lifting trajectory indicated by a curve on the plan. Whenever possible, lifting over process vats or tanks filled with hazardous, flammable or gaseous chemicals will be avoided.
- Characteristics of the lifting gear (capacity according to lifting radius, strut basis, counterweight, boom lengths)
- Maximum strut pressure in case of unfavourable soil conditions
- Calculation of the maximum allowed wind speeds for the lifting works
- Indication of the surrounding hazards (storage tanks, pipeline bridges, electrical installations, cables, production installations, manned buildings, ...)

1.16 Use of a forklift as hoist

When a forklift is used to transport or to manipulate hanging loads through slings/ hoisting belts, this forklift and accessories should be certified as hoist. The use is specified in the work permit.

1.17 Vehicles must be equipped with proper lighting and horn.

2 LADDERS AND SCAFFOLDING

2.1 Ladders, platforms and scaffolding must be compliant with the provisions of the Royal Decree on the use of work equipment for temporary activities at height (31.08.2005). Contractors (each user) using them must be trained.

2.2 Ladders
Metal ladders must not be used in high voltage cabins.

Ladders must be provided with identification and be inspected every 6 months by an entity accredited for performing technical inspections

When using ladders the following basic rules apply:

- Never place a ladder on an unstable surface.
- The angle between the ladder and the surface it is standing on should be 75° (stand in front of the ladder with the tips of your shoes against the ladder rails, if the ladder is properly set up then a rung can be grasped with your arm stretched out horizontally).
- Always check your ladder: a damaged ladder must never be used!
- Look at the ladder when climbing and descending it and use 3 contact points.
- Always hold the rungs firmly when climbing or descending.
- Only one person is permitted to use the ladder at any one time.
- Do not lean too much to the side to reach areas that are located too far from the ladder. Move your ladder.
- A ladder leading to a higher working platform must extend at least 1 m above the platform.

A ladder is a means to get to a different height level, and is not intended to be used as a platform to work from. The latter is only permitted if there are no safer alternatives or if the work is of short duration. It is only permitted in the following circumstances:

- The height is limited
- The ladder is fixed or held in place
- The standing time is limited (< 2 hours)
- The ladder must protrude at least 1 metre above the spot where work is being performed.
- Both hands must be used when climbing a ladder. Materials and/or tools must be taken up the ladder using a harness or backpack, or should be hoisted up.
- The exertion of force is limited (only hand tools or battery powered tools)
- The reach distance is less than an arm's length
- If the fall height as measured between the user's feet and the lowest floor is more than 1,2 metres, then the user must protect himself or herself: a personal fall protection system connected to a secure suspension point must be used.
- **The 1.2 meter height must be marked on the ladder (e.g. by the red color).**

The use of ladders is not permitted at wind speeds of 7 Beaufort (50 km/h) and above.
Safer alternatives to a ladder are: a fixed platform, a scaffolding structure or an aerial work platform.

2.3 Scaffolding

Unless otherwise agreed upon scaffolding must always be placed by the general contractor of Eastman. All scaffolding must be fitted with guardrails – whatever the height – 1.10 metre above the floor with an intermediate rail at 45 cm. Skirting must be installed on all work floors (height minimum 15 cm).

Scaffolding must be built with suitable components and connectors. A good plan is required for setting up. The plans must be drawn up in accordance with the provisions of the Royal Decree on the use of work equipment for temporary activities at height (31.08.2005). Only qualified staff can build scaffolding. Except if otherwise agreed, it is the scaffold builder appointed by Eastman. Contractors will not modify scaffolding built by the scaffold builder. If they do, the employees of the contractor concerned will be removed from the worksite immediately.

Before first use, the scaffolding is inspected by a qualified person who is designated by Eastman. There's also a weekly periodical inspection. If approved, they are fitted with a label mentioning "Released for use" with date of last inspection (for a validity of 7 days) and identification of the inspector.

It is prohibited to leave small loose parts and equipment lying around on the scaffolding. This because of the danger of tripping and risk of injury due to falling parts. These parts and equipment should be collected in a plastic or wooden or metal container or bucket.

The complete installation must be maintained properly.

2.4 Scaffolding with a height larger than three times the smallest side of the base, must be supported or attached for use. The building should always be according the rules of the manufacturer by competent persons. Scaffolding may only be entered through the inside of the scaffolding.

The scaffolding wheels must be blocked before the scaffolding is used.

Persons, materials and equipment must be removed from mobile scaffolding before it is moved.

Scaffolding will be moved with care and in the length direction.

2.5 Working on pipes (whether or not isolated) is never allowed. An appropriate scaffolding is always provided for the execution of the works.

3 WELDING AND BURNING

3.1 Welding gear

- Electrical welding appliances, including cables and earth wires must be kept in good condition.
- Defects must be repaired by qualified technicians.
- During welding, welding cables and power cables must be protected against mechanical and chemical damage.
- See chapter 8 for electrical safety prescriptions

3.2 Welding

All welding activities are subject to the fire permit procedure.

When welding above the head or in case of danger or splashing welding drops, wearing a cowl is required.

For all welding or grinding activities fire proofed or fire retardant blankets are used. All flammable materials and dust are removed before the work is started.

3.3 Autogenic welding

Autogenic welding is only allowed with explicit authorisation.

- The use of receptacles for compressed, liquefied or dissolved gas meet the requirements set by ARAB and Vlarem. This clearly states: separation of empty and full bottles, protection from environmental conditions and sunlight, smoking and open fires prohibition, denoted by pictograms, powder extinguisher in the immediate vicinity, vertical storage of bottles, protected from falling over by use of bottle trolley.
- The lifting of gas cylinders is done with appropriate lifting equipment (e.g. pod) so that gas cylinders cannot fall off (direct slinging or hooking up of cylinders is forbidden).
- The user must know the connection procedure and conditions for use of each of the pressurized gases, as well as the intervention procedure in the event of incidents.
- A flame recoil pattern can be applied immediately after the reduction valve for the acetylene cylinders.
- During welding and burning activities, the bottles are kept outside a radius of 5 metres away from the welding activities.
- Propane and butane bottles must be fitted with a reduction valve (working pressure max. 1 atmosphere).

3.4 Electric welding

The provisions of art. 57, AREI, must be complied with strictly. In particular, special care will be taken with the connection between work piece and earth electrode.

A copy of art. 57 is available on request from the Eastman Technical Department. Welders will be especially careful when welding activities are carried out in each other's proximity (earth connections).

For welding in a confined space only welders with a reduced open-circuit voltage are used. These devices are equipped with the correct identification plate and at the annual inspection the open-circuit voltage is measured and indicated on the test report.

The return line (earth) of the welding device must be attached as close as possible to the welding site and is achieved using a functional clamp to avoid spark formation.

At night, before leaving the worksite, all electrical welding appliances must be switched off, the plugs are removed from the sockets and the gas cylinders are closed and removed unless permitted to stay at the location by the principal and location responsible.

4 MACHINES, TOOLS AND EQUIPMENT

- 4.1 All equipment used by the contractor must be compliant with applicable regulations and will be in a safe mechanical condition.
- 4.2 The use of all machines, trucks and vehicles with internal combustion engines is subject to the fire permit procedure and must be mentioned explicitly on the fire permit.
- 4.3 All pressure vessels must be inspected by an official body regularly. Non-inspected vessels are prohibited.
- 4.4 Air compressors must be fitted with silencers.
Sand-blasting:
- Is only allowed with legally approved sand-blasting medium.
 - Must be screened off with tarpaulins, according to the instructions of the Eastman coordinator.
 - In production zones: wet sand-blasting can be compulsory.
- 4.5 Own machines, tools and equipment must be marked clearly and indelibly.
- 4.6 Grinders must be of the angle-grinder variety and must be fitted with a handle and a dead man's button.
They have an automatic braking system and the slowdown speed is limited to 5 seconds for larger models (capacity > 2 kW).
These models are fitted with a kick-back stop.
Safety goggles in combination with face protection (or alternative is face shield with integrated safety goggles) and cut resistant gloves must be used for all activities involving a grinder.
- The grinder must be held with two hands (eg. The grinder cannot be used for sharpening welding needles, the use of a sharpener is recommended)
- Working with grinding machines is not recommended as much as possible. If there are safer alternatives (saws, tube cutter, etc.), these are preferred and a permit may not be released to eliminate unnecessary risks.**
- 4.7 Bicycles that are the property of contractors and are used at Eastman must be maintained in good condition by the contractor. They must be serviced at least once a year.
When cycling, two hands must be kept on the handlebars at all times. A cycling ban can be implemented in poor weather conditions. Non-Atex lighting is not allowed on bicycles. Braking with a torpedo system and a hand brake are allowed.
- 4.8 Only safety knives should be used. Another type of knife may only be used in exceptional circumstances and if it is required due to the nature of the work, following an agreement with the Eastman responsible person.
Cut-resistant gloves must always be worn during all cutting activities. A safe cutting direction - namely away from the body - should be maintained at all times.

5 POSSIBLE EQUIPMENT MADE AVAILABLE BY EASTMAN

- 5.1 As a general rule, Eastman will not make ladders, scaffolding or any other equipment available to contractors.
- 5.2 However, if during the works, and in exceptional cases, the contractor would ask to derogate from this rule, the contractor will be responsible for keeping the loan equipment in good condition, from the moment the equipment leaves the storage warehouse from the moment it is taken back in storage.

Lending will only be possible with the prior approval of the Eastman coordinator, Maintenance engineer and/or Maintenance Operations Manager and/or Warehouse Manager.

The contractor is responsible for the education of his people regarding disposal equipment. He will ensure that it is used only by trained people and notify them of any specific instructions.

- 5.3 All equipment that is not returned by the end of the works, as well as damaged equipment, will be repaired or replaced at the contractor's expense.
- 5.4 The fact that the contractor takes delivery of the loan equipment relieves Eastman of any responsibility for the condition of the loan equipment, and the contractor will have no claim against Eastman, even should the equipment be the cause of an accident.

6 DEMOLITION, DISMANTLING AND REMOVAL OF INSTALLATIONS

- 6.1 The order in which something is dismantled and the processing of loads must be discussed with the Eastman coordinator before the start of works.
- 6.2 If there is a risk of falling objects during demolition works, the area must be delimited appropriately and signposted clearly.
- 6.3 Special care must be given to the detection and marking out of old underground pipes or otherwise hidden pipes, cables and sewers, on the basis of the latest available data on the “underground pipes” plans.

7 STORM HAZARD

- 7.1 Tanks, towers, cranes + temporary constructions, etc... and installations under construction must be protected appropriately against strong winds or storm, in order to prevent damage or danger to persons.
- 7.2 The contractor must secure all materials properly against being blown away.
- 7.3 The use of hoisting equipment, working on scaffolding and rooftops and the use of ladders is not permitted at wind speeds of 7 Beaufort (50 km/h) and above. **For cranes, a wind speed meter must be present on the crane itself.**
- 7.4 Materials may not be left on scaffolding and rooftops under any circumstances. They must be removed each evening. If this is not possible, then the materials must be secured to prevent falling or being blown away.
- 7.5 **Lightning**

8 SAFETY RULES FOR ELECTRICITY

- 8.1 The power supply for your worksite can be made available free of charge out of a power supply cabinet or via a generator. The electrical wiring, as well as the cabinet on the worksite will be supplied and installed by the contractor.

The connection will be carried out at Eastman's expense and will only be carried out by a qualified Eastman electrician. Prior to the connection, an inspection report/certificate of conformity without violations of a recognized service for technical checks should be submitted to the Eastman employer.

However, Eastman will refuse connection in the event of breaches of AREI regulations or if defects are found in supply cabinets, appliances or cables. Resulting delays or costs are entirely at the contractor's expense.

The contractor will inform the Eastman coordinator in advance (at least 4 weeks before the start of the project) of the electrical needs for the planned works. The Eastman coordinator will discuss this with Eastman Energy/EMR Department, who will then decide how to implement the connection.

- 8.2 However, the contractor remains entirely responsible for accidents or damage to equipment or appliances "made available" by him.
- 8.3 Possible damage to Eastman electrical installations, caused by the contractor, will be repaired immediately by the Eastman Electricity Department, at the contractor's expense.

8.4 High voltage installations

These are only accessible for qualified Eastman staff. If contractors need to carry out works in these installations, they must be BA4/BA5 qualified staff of the contractor – according to the legal specifications - and if authorised for the job concerned by the maintenance engineer or by the electrical or control engineering foremen. In addition, they will always be accompanied by an Eastman electrician.

Moreover a TRA must be drawn up, taking into account all necessary safety measures with regard to the activity and the environment (see also part I, 3.1 safety critical tasks) and a work permit is needed.

8.5 Low voltage installations

- 8.5.1 It is strictly forbidden to third parties (as well as non-qualified Eastman staff) to open Eastman switchboards, connect or disconnect cables, install/remove/reset fuses.

Exceptions: BA4/BA5 qualified staff of the contractor – under the applicable legal provisions – and if authorised for the job concerned by the maintenance engineer or by the electrical or control engineering foremen.

Moreover a TRA must be drawn up, taking into account all necessary safety measures with regard to the activity and the environment (see also part I, 3.1 safety critical tasks) and a work permit is needed.

- 8.5.2 It is strictly forbidden to carry out works on live components. If this is unavoidable, this can only be done if a TRA is drawn up and all the necessary safety measures with regard to the activity and the environment are taken and under the supervision of the electrical engineer or foreman (see also part I, 3.1 safety critical tasks).

- 8.5.3 Breaches of the above provisions will result in a ban for the guilty employee(s) to access company grounds.

8.6 Wall sockets

The use of wall sockets is normally not permitted in the installations.

This can only be permitted following consultation with the Eastman coordinator (review type of network and voltage level; connect to the wall sockets provided using the appropriate CEE plug). Before connecting to a wall socket, one should ensure that the device is switched to the correct voltage. Contact the Eastman coordinator if there is any doubt.

An electrogenic group is always provided for all welding activities. In consultation with the Eastman coordinator, this electrogenic group will be set up outside the zoned area. An electrogenic group can only serve one welding machine.

The use of a safety transformer is mandatory for the use of electrical equipment (e.g. lighting and hand tools) in a confined space.

8.7 Extension cords

Extension cords must be of good quality and must be inspected regularly for damage. Damaged cables must be decommissioned immediately and/or repaired by a qualified person (electrician).

Extension cords will never run through zoning areas (these are roughly all storage areas, production floors and no-smoking areas). If this is not possible, it must be mentioned on the fire permit.

If extension cords are used, the AREI regulations recommend using earth-leak circuit breakers (protection against indirect contact).

Since these are not installed in the Eastman circuit of power sockets, if you use extension cords longer than 40m, you will use an earth-leak circuit breaker between the socket and extension cord.

Plugs and extension cables must be good quality and have a sufficient diameter:

3-phase 125A	25 mm ²
3-phase 32A	6 mm ²
single phase 16A	2.5 mm ²

8.8 Inspection electrical installations

The mandatory annual inspection of all electrical installations is organised by the contractor at his own expense. A copy of the inspection report is handed over to the Eastman coordinator.

Before the electrical installation is connected, the installation must be approved by an approved inspection body. A copy of the blank inspection report (without any non-conformities or remarks) will be given to the Eastman coordinator.

Each year in January, the contractor will apply for a new inspection, except if the installation was inspected after 1 November the previous year.

8.9 Generators/Compressors

Using a generator must be discussed in advance. This setup must be the subject of a conformity check with the regulations from AREI. It can be imposed that a powder extinguisher should be placed nearby. Generators must always be turned off at the end of the day. Before use, a checklist must be carried out with the following conditions:

- Placement outside blue zone
 - Placement within blue zone with fire permit
 - Placement not under piperack or walking platform
 - Fire extinguisher available
 - Instruction on and off present or known by operator
 - No visual oil leaks or defects during commissioning
 - Earthen generator
- Generators must always be switched off at the end of the working day.

9 EXCAVATION WORKS

- 9.1 For excavating an excavation permit is always required. In advance should:
- Klip and/or Klim need to be requested as legally determined
 - sewer plans be consulted;
 - lines manually be exposed;
- Near gas pipelines, firewater mains, and high-voltage cables should only be dug manually.
- 9.2 Working near Fluxys gas pipeline or Air Liquide hydrogen line.
When excavation work within a zone of 15 meters around these pipes the Eastman coordinator should inform Fluxys / Air Liquide in advance. The planned prevention measures must be agreed in advance with their representatives. The safety plan of the contractor should take into account these provisions
- 9.3 *Demarcation excavation works:*
The place of excavation is clearly signaling by demarcation. This demarcation consists of a fixed handrail placed at least 2 meters from the edge of the pit. If therefore the handrail should be on the road, or access to an installation would be prevented, it's possible to derogate from this distance. Reinforcing steel used in protective barriers must always be provided with a protective cap.
An alternative is to cover the excavation. The material used should be well suited for the traffic.
- 9.4 Protection walls against collapse:
From a depth of 1.25 meters you should always evaluate whether the placement of walls is necessary. From a depth of 6 meters walls should be calculated by an engineer in construction. There can also be worked step by step.
- 9.5 Access roads crane / excavator
It is checked where the crane / excavator can drive and can post, considering underground sewers and wells.
- 9.6 Confined spaces
Pits with a depth (from 1.25 meters) equal to or greater than the diameter will be considered as a confined space.
- 9.7 Notification inspection:
Pits with a depth of 1.25 meters should be reported to the inspection supervision welfare at work. The Eastman-coordinator must be informed so he can do the notification.
- 9.8 bars of formwork which protrude upward, that poses a danger to anybody that might fall on it, must be covered with protective caps.

10 HIGH PRESSURE CLEANING

- 10.1 Under high pressure cleaning is understood (see definition: working with a high-pressure cleaner):
1. with a working pressure of 250 bar or more, or
 2. with a pump power of over 10 kW at a pressure higher than 25 bar. (see definition SIR, www.sir-safe.nl)
- 10.2 From 01/01/14 high-pressure cleaning (see definition in scope) can only be done by companies member of SIR (www.sir-safe.nl). These companies undertake minimal rules in training and equipment. Obligations for the contractor are:
- Establish a task risk analysis for the works concerned;
 - Adequate training specific to high pressure cleaning
 - High pressure cleaning is prohibited for persons under 18 years;
 - Periodic inspection of the material used;
 - Use reinforced spray boots adapted to the pressure in manual or semi-automatic high pressure cleaning, use of waterproof / acid suit, goggles in combination with face shield or full face mask depending on work pressure and possible chemicals as minimal protection this need to be assessed in the task risk analysis;
 - Make area (minimum 6 meters) inaccessible, taking into account the lower and upper levels. The distance between two sprayers must be at least 6 meters;
 - Presence of a first aid card specific for high pressure cleaning (first aid for injuries caused by high pressure liquid cleaning). Any injury from high pressure fluid must, however small, be treated immediately.
 - The spray gun must be equipped with a dead man's security, the control button must not be pressed or blocked, but must be protected by a bracket, against unintentional touching;
 - The spray pipe length is at least 75 cm;
 - The maximum reaction force on the sprayer must not exceed 250 N (25 kg) and in a confined space not exceed 150 N (15 kg).
 - In case of more than two connectors on one installation there should be no change in pressure of >10% by closing one of them;
 - Hoses are equipped with a hose rupture protection.
 - Make arrangements regarding breaks (heavy duty).
 - Make arrangements regarding rinse water collection in and outside the production department (also regarding rinsing and bleeding of the pipelines).
- 10.3 Tank-containers, tank trucks and vacuum trucks with unknown products for Eastman may not be rinsed on the site.

11 CIVIL CONSTRUCTION CLOSE TO OPERATIONAL SYSTEMS

If, during civil construction in or close to operational systems, heavy machinery is employed such as: cranes, excavators, bulldozers, mini excavators, loaders, earthmoving machine, demolition machinery... then specific attention should be paid to the additional risks associated with this equipment.

Following measures must then be taken:

- Step-by-step assessment of the risks of the work, taking into account the risks of the system. The contractor's standard risk assessment must be discussed beforehand on location with the contractor, the person responsible for the work, the accident prevention department and the relevant department where the work is performed. During these discussions the risks of the system must be discussed and any additional measures recorded. The contractor must adapt his risk assessment accordingly. If no assessment of the risks of the work is present, or if it is insufficient, then work must not be started.
- Shielding: when working less than 5 meters from the system (shortest distance between the machine and the system throughout the duration of the work), a fixed, physical shielding (e.g. temporary fencing, shielded with scaffolding material) must be placed between the system and the location of the work. If shielding is not possible, then a safety guard (independent of the contractor) must be contracted for the duration of the work.
- Prohibition: It is prohibited to work with such machines at a distance of less than 2 meters (shortest distance between the machine and the system throughout the work) of the operational system. In such cases, work must be performed manually.

12 DEMARCATION

In order to limit the risks when performing works is being checked where and what delimitation needs to be placed. Preferably a permanent demarcation is chosen (type Heras). At risk of a fall (by wells or deleted lauffers) only a fixed demarcation is applied. When opting for a demarcation ribbon, this ribbon will be printed with the name of the company and start and end date will be mentioned. Every evening the demarcations that are no longer necessary will be removed.

13 REFRACTORY CERAMIC FIBRES

When working on fire-resistant ceramic fibres, the code of good practice "Working with fire-resistant ceramic fibres" must be followed.

This includes the following:

- Submission of a health and safety plan.
- Satisfying training requirements for every employee working for the contractor.
- Organization of the necessary measurement activities.
- Disposal of waste as set out in the regulations and the code of practice.

14 ASBESTOS

When working on or with materials containing asbestos, the regulations set out in the 'Royal Decree on the Protection of Workers from the Risks Related to Exposure to Asbestos' must be followed.

This includes the following:

- Submission of a health and safety plan.
- Registration of the relevant parts of the asbestos inventory in the health and safety plan.
- Provision of reports to the health and safety inspectorate - chemical risk department within the term prescribed by law.
- Possession of the necessary certification as professional asbestos remover.
- Satisfying training requirements for every employee working for the contractor.
- organization of the necessary measurement activities.
- Removing and deposit at an approved processing authority and submit the required documents to Eastman.

All these documents must be sent to the Eastman liaison officer in advance.

15 X-RAY / RADIOGRAPHIC RESEARCH

Exposure to radiation during non-destructive research (Rx) can cause health risks. This work may only be performed by specialists of a recognised organism. Depending on the strength of the source being used, a perimeter will be defined to prevent entry by unauthorised individuals. This research should preferably be scheduled outside the normal working hours.

16 LOTO/TRY (LOCKOUT, TAGOUT AND TRY)

Lockout (lock) Tagout (provide label) and Try (test) is a safety procedure in which installations and energy sources are switched off during work. This protects the employees and contractors from the dangers of unexpected start-ups and unexpected release of harmful substances and energy. This switch-off happens by means of locks that are applied by production and from which the keys are kept in a closed lockbox with a tag master.

Each employee of the contractors involved must apply his/her own personal lock on the lockbox when starting his/her activities and this lock should only be removed once the activities have been completed. If the contractor has ended his/her activities at the end of the day but the assignment is not finished yet, the contractor has to remove his personal lock on the lockbox and upon discussion with the Eastman responsible is being determined which group lock should be hanged at the lockbox as a replacement for the personal lock of the contractor. Moreover, the contractor must complete the tag master of the lockbox (fill in company and personal name, kind of activities – mechanical or electrical – and mention if the activities are finished yet or not).

These locks are marked with the name of the individual and the name of the company. This requirement can be limited to one lock per contractor in the case of a shut-down.

In the event of a standstill, this requirement can be limited after an official communication to one slot per contractor company for the same lotto. The other persons must hang a personal lock on a contractor box that will be available in the container of contractor firm.

17 PURCHASE CLAUSES CONTRACTORS/VENDORS

Next purchase clauses are currently available:

- CL. 1: safety and hygiene Certificate
- CL. 2: written info & manual for work equipment
- CL. 3: Machines
- CL.5: electrical appliances and pipes
- CL. 6: inspection next AREI
- CL. 7 explosion proof material
- CL. 8: hydraulic material
- CL. 10: Work equipment for lifting and hoisting of loads
- CL. 12: Ladders
- CL. 14: chemicals
- CL. 15 : Noise
- CL. 16 first purchase (PBM)
- CL. 17: Replenishment (PBM)
- CL. 18 Steam appliances
- CL. 19: pressure vessels – storage – Gasses
- CL. 20: pressure vessels – pressure equipment. – Production
- CL. 21: heat exchangers
- CL. 22: Inspection required pipes
- CL. 23: Tubes
- CL. 24: Storage tanks – liquids
- CL. 25: Compressed-air carriers
- CL. 26: Work with third-party certificate
- CL. 27: Scaffolds.
- CL 28: Critical lifting equipment
- CL. 30: Overfill protection – hazardous substances storage tanks
- CL. 31: Safety appendages and appendages under pressure
- CL. 33: Lightning protection
- CL. 34: Overvoltage protection
- CL 35: Safety valves
- CL. 36: Certificate
- CL. 37: Cleaning request
- CL. 38 : Contractor work
- CL. 39: Transportable pressure equipment – Gasses
- CL. 40: Construction parts with load bearing properties

ANNEX A: COMPANY ACCESS PROCEDURE FOR CONTRACTORS

General principle

All persons who do not belong to the staff of Eastman Gent Noord must be registered and recognizable by means of an identification (helmet sticker) when they enter the "Site" of Eastman. Every visitor must be registered with the porter and this at the latest the day prior to the visit. In this way, the porter receives the information necessary to guarantee a customer-oriented and smooth reception.

All persons who access the production site unaccompanied must follow the Safety Challenge (until all answers are correct). This Safety Challenge remains valid for one year.

Besides the safety challenge all contractors also need to be instructed about present dangers at the Eastman site. This will go as explained below:

1. Short-term contractors (Occasional externals): are not permanently present at the company, but are employed for a day to a maximum of 1 month, this can also be several shorter periods in a year.

- Before the work is started, the Eastman contact person or client must go through a checklist together with all occasional / short-term contractors.
- Typically, after going through the necessary Eastman short-term checklist, these individuals can also enter the field unaccompanied.
- Are always registered on the contractor list of the porter upon arrival. Upon departure, they must log off in the porter's lodge. In an emergency situation, the contractor list can be used to monitor who is still present on the site.

2. Long-term contractors (Regular externals): these are those who are present on the farm for a longer (preferably subsequent) period (more than 1 month). We think of the permanent contractors (excl. Eastman) etc...

- The arrival of these persons is notified in advance to the doorman so that these persons can be welcomed in a professional manner and guided through the administrative formalities.
- This will be done via the Contractor Safety Management platform called GoWorkforce based on an introduction provided by Eastman. They obtain a white sticker on the helmet when they first register with the doorman.
- In addition, the supervisor of each contractor employed at Eastman must take a test with Eastman Contractor Safety Manager. If successful, they obtain a green sticker on the helmet.
- The doorman checks the identity and assigns a badge on a daily or name basis.
- These persons will be picked up for the first time by eastman's contact person (who will be responsible for the further registration of training courses).
- Contractors must be able to be identified by means of work clothing with the name of the company or (failing this) they receive an identification badge from the doorman.

The compliance of these introduction courses will be regularly checked by Eastman contact person/client and HSE department

Field of application

We make a distinction of 3 categories of external persons.

1. **Contractors (regular externals):** these are the ones that will be present for a longer period (preferably consecutive) at the company. Some examples are fixed contractors, consultants and seconded employees (excl. Eastman), school trainees, temporary staffing, etc.
2. **Visitors:** these are the ones that are present only for a shorter period of time at the company, such as visitors, agents, inspectors, occasional repairers, site supervisors outside firms, applicants, ...
3. **Occasional contractors:** are not permanently present at the company, but regularly or are employed for more than one day. Typically, these persons might also enter the site unaccompanied after having completed the required Eastman training.

Schematisch overzicht aanmelding/training:

GUIDELINES ACCES NON- EASTMAN PERSONEEL	Check certificates/safety data	Introduction	Notification by client	Entrance
CONTRACTORS = working and not accompanied Applies for short & long term contractors	IQ-Soft/GoWorkforce See procedure: <u>do not apply for badge application without green light!</u> Preliminary known exceptions (VCA and safety data) could be shown proactively requested by Eastman Purchasing or Eastman Safety	Long term: Safety challenge (On Site / Online) + introduction or standstill introduction (On Site / Online) Short term: Safety challenge (On Site / Online) + Short term checklist by Eastman coordinator On Site	Notificationform Possibility to apply for badgeapplication if practically needed	Porters lounge Panterschipstraat If badge is obtained access is through the turnstile gate
VISITORS = no works and accompanied	/	Safety challenge (On Site / Online)		

Authorized vehicles on-site

General rule: the fewer vehicles the better on-site.

The same traffic rules that apply on public roads apply to the entire Eastman site.

Vehicles are only permitted on tarred roads between the various buildings, installations and tank parks.

The maximum speed on site is 20 km/h and 5 km/h in the vicinity of the loading and unloading areas and the parking lot near the reception at the Panterschipstraat.

Only at the express request of the Eastman contact person, vehicles will be allowed on the factory site. This authorisation will be issued in writing in the form of a white card "Vehicle permit". This card has a validity of maximum 1 week before it must be renewed. Vehicles will only be allowed for loading and unloading of materials. Parking vehicles on the site for a whole day is not permitted. This way all excessive traffic is avoided on the site.

The guard can question or withdraw this permit in consultation with the person responsible for Eastman.

If the vehicle is stationary, the engine must be switched off and the keys removed from the ignition.

Parking is not permitted next to fire hydrants, on access roads and next to emergency and access doors.

In case of deliveries of materials by a contractor, this contractor will always make sure that the supplier reports the name of the contractor to the gatekeeper as well as the mobile phone/phone number of the contractor-person to contact on the site.

The contractor informs the Eastman principal the day before.



The image shows a permit form titled 'EASTMAN TOELATINGSBEWIJS VOOR VOERTUIGEN'. The form contains several fields for information: 'FIRMA :', 'NUMMERPLAAT :', 'WERF :', 'DATUM : van _____ tot _____ (max. 1 maand)', and 'UUR : van _____ tot _____'. Below these fields, there are sections for 'VERANTWOORDELIJKE EASTMAN NAAM :', 'HANDTEKENING', and two small reference numbers at the bottom: 'WT 279_01-2015' and '21022969'.

ANNEX B USE OF MOBILE TELEPHONE, TABLET, PC OR PHOTO CAMERA

The possession and the use of non-Ex mobile telephone, tablet, PC or photo camera is without fire permit not permitted in the blue zones of the production site (plan S296, appendix F).

Explosion-proof mobile phones are allowed. Such phones have the following code:

Ex II 2 G – EEX ia IIC T4

You may not phone when driving a vehicle (pull over, stop vehicle and then use the phone).

ANNEX C WORK PERMITS

Work permits

They are required for safety control during the works. They are issued by the Eastman coordinator. A written authorisation is required for external persons to carry out works on the installation and in the vicinity.

When works subjected to the fire permit must be started outside normal working hours, this must be reported in advance to the Eastman coordinator.

1 Work permit

The permit is issued for a 1-day period (from 07h30 to 16h00) or for the duration of one work shift – but it can be extended.

The form is issued by the Eastman coordinator.

The work permit must be an original document. In case of a scope change or other changes a new work permit needs to be drawn up.

Each permit must be signed (and approved) by the client, Production Department or by the department where the works are carried out, and afterwards by each operative.

The permit is required for all works carried out on the Eastman site, except in the contractor's own work shack. The operative receive a copy of the permit and must always strictly comply with all preventive measures.

The following additional permits can also be required:

2 Fire permit

Written permission to perform activities involving open fire, the development of heat or creation of sparks. A fire licence is also required for the use of cranes, fork-lift trucks and high platforms in production departments located in the blue zone. It is important that the permitted activities (including welding, acetylene burning, drilling, grinding, open flames, non-Ex equipment, other spark-creating work) should be stated clearly on the fire licence. All activities will remain limited to those indicated on the licence. Can also be considered as non-Ex equipment: tablet, PC and photo camera. The fire permit is issued for a 1-day period or for the duration of one work shift – but it can be extended.

The form is issued by the Eastman coordinator. The fire permit must be signed before the start of works by the client, the engineer or foreman of the production department, by a manager of prevention and afterwards by each delegate of the operative, who receives a copy of the permit.

The work may not be started before the licence has been signed by the responsible person in the department and the prevention service.

At each fire permit, continuous LEL/O₂ measurement must be present. This can be a measurement of the firefighter. If this is not the case, a LEL/O₂ device from the control room will be given to the contractor. This measurement can be supplemented with the measurement of toxic gases. After use this should be returned to the control room. If not returned, an amount equivalent to the value of the device will be charged.

3 Permit for works in closed spaces

Before entering closed spaces a permit is required, as well. This work permit must be signed by the client, the Production manager or department head, the representative of prevention and afterwards by each delegate of the operative, who receives a copy of the permit.

The authorisation regarding confined spaces is only valid for 1 day or team effort and can't be extended.

For each authorisation regarding confined spaces a guiding rescue plan is defined. The presence of a safety guard with a safety case for first line intervention is mandatory.

In conductive confined spaces, the electrical appliances must be of an appropriate type (see AREI article 94). e.g. use of reduced safety voltage (see also the electrical requirements in Part II point 8.6).

4 Excavation works

- 4.1 A digging permit is required for any works in the ground, including the driving of piles, drilling, etc. The digging permit is required on the whole Eastman site. The necessary information must also be obtained from the client concerning underground pipes, such as electrical cables, water, phone, gas and steam pipes and sewers. Contractors must file an application at least two weeks in advance with the Eastman coordinator for the digging up of roads or for blocking on-site roads in any manner. A digging permit is written out for the duration of 1 working day or team effort but can be extended.
- 4.2 If safety risks would occur for the workers concerned and/or others, the slopes of excavations, ditches, trenches, wells, etc. must be made under a sufficient angle in order to prevent collapsing or landslides. If it is impractical to make slopes, formwork will be used if the drop exceeds 1 metre. As from a depth of 1.25 metres it should always be evaluated if it's necessary to install walls. As from a depth of 6 metres the walls should be calculated by a construction Engineer. Even if in stages.
- 4.3 If excavations are deeper than 1.25 metres, enough ladders must be installed to enable fast evacuation. Excavations of > than 1.25 metres are subject to the regulations for confined spaces.
- 4.4 Contractors will install proper fences, railings, cover plates, signposting, and if need be lighting and/or effective warning signs in order to protect workers who are present near hazardous activities or excavations. If fences are used, they should have fixed handrails and should at least be placed at 2 meters distance from the excavation. In specific cases (blocking access to road or installation), this distance can be reduced after approval of a Eastman contact person. Floor openings, open ditches and trenches, excavations, etc. must be covered if guard rails or cordoning off does not offer enough protection for personnel.
- 4.5 Cables, ropes, chains and other obstacles used for cordoning off must be marked sufficiently in order to be clearly visible day and night.
- 4.6 If electrical wiring, ... is exposed during excavation works, it must be supported appropriately in order to avoid breaking under its own weight. When electrical cables are buried again, cover tiles, warning ribbons must be put back appropriately. Before the start of works, advice will be asked from the Eastman coordinator.
- 4.7 Depending of the working conditions the Eastman coordinator can decide to assign a safety guard and to provide an emergency plan.

- 4.8 This work permit must be signed by the Eastman coordinator, the production or department head, the delegate of the safety department and a delegate of the operative who receives a copy of the permit.

5. **Annual permit**

An exception are spark and heat-producing works at the work stations of the maintenance workshop and in the contractor park.

An "annual permit" is drawn up for these exceptions. This permit is drawn up annually at the start of the calendar year. The applicant contacts the prevention service for this, the situation is assessed on site, and the fire permit with conditions is displayed on site.

ANNEX D ALARM PROCEDURES

(to be hung inside temporary buildings)

1 Warning for:

Every emergency situation or start of an emergency must be announced. This can be done by:

Either: Pressing an alarm button (the alarm siren sounds automatically)

Or: Calling the plant fire brigade: "alarm call number 100", the caller gives his/her name, the place and the nature of the incident (no automatic alarm siren).

Or: Phone the gatekeeper (phone N° 1456) and give the first information about the nature and place of the incident.

2 What to do in an emergency?

2.1 When the alarm siren sounds: long bursts:

The contractor staff goes to the location indicated on work permit, If the location indicated on work permit is in the threatened zone or if one is working on the contractor square, one goes to the operations centre or to the porter.

All have to wait there for further instructions from the Eastman coordinator.

2.2 When the evacuation siren sounds: short bursts:

In this case, everyone meets at the muster station (to enable counting):

2.2.1 On the football pitch, or

2.2.2 if this is upwind gatekeeper Shell.

2.2.3 Instructions will be given on how to reach the muster station safely.

2.3 End of alarm = continuous tone (1 minute)









When the alarm is ended, work can be resumed. The work permits are no longer valid because of the alarm and need to be renewed.

3 All permits are cancelled with immediate effect (in the event of fire or an emergency situation).

4 Useful phone numbers:

- Nurse:	09/254 1455
- Gatekeeper (First Aid)	09/254 1456
- Safety Department	09/254 1673 – 09/254 1671
- Town fire brigade	0-112
- Ambulance	0-112

5 Condensed emergency plan attached

 	
<h3>Noodplan Eastman Gent Noord</h3>	
<h4>Hoe waarschuwen in geval van een noodsituatie?</h4>	
<p>Ofwel indrukken van een alarmdrukknop (alarmsirene treedt automatisch in werking)</p> <p>Ofwel oproep fabrieksbrandweer via het "interne alarmnummer 100" op een vast Eastman telefoontoestel waarbij de melder zijn naam, de locatie en de aard van het incident opgeeft.</p> <p>Ofwel telefonisch via de portier - tel 09/2541456 - waarbij de melder eveneens zijn naam, de locatie en de aard van het incident opgeeft.</p>	
<h4>Wat te doen bij alarm</h4>	
<h5>Bij attentiesignaal</h5>	<h5>Bij evacuatiesignaal</h5>
<p>Lange op- en neergaande tonen 5 3 5 3 5 seconden gedurende 2 minuten</p>  	<p>kort op- en neergaande tonen 2 2 2 2 2 seconden gedurende 5 minuten</p>  
<ul style="list-style-type: none"> _ Alle werken worden op een veilige manier gestopt. _ Alle werkvergunningen vervallen en moeten vernieuwd worden. _ Pc-gebruikers consulteren de windroosaanduiding op het scherm. _ Sluit de ramen en stop de ventilatie. _ Verplaats u bij voorkeur te voet en altijd dwars op de windrichting. _ Personen met een taak in het rampenplan voeren hun taken uit. _ Personeel zonder taak in het rampenplan en <ul style="list-style-type: none"> <input type="checkbox"/> Binnen werkzaam blijven op hun werkpost <input type="checkbox"/> Buiten werkzaam verzamelen in de controlezaal of portiersloge. _ Contractors begeven zich naar de controlezaal conform de werkvergunning of portiersloge indien werkzaam op PVS en op het contractordorp. _ Chauffeurs begeven zich afhankelijk van hun locatie naar de controlezaal productie, verladings, shipping of portiersloge. _ Bezoekers begeven zich onder Eastman begeleiding naar een veilige zone. _ Naargelang de bedreigde zone zal Eastman een alternatieve veilige zone opgeven. _ Daar wachten op verdere instructies en telling onder toezicht van de evacuatieleiding. 	<ul style="list-style-type: none"> _ Iedereen begeeft zich afhankelijk van de windrichting naar de toegewezen evacuatieplaats, <ul style="list-style-type: none"> <input type="checkbox"/> Ofwel voetbalterrein. <input type="checkbox"/> Ofwel verzamelplaats aan de Shell portiersloge. _ Eastman zal steeds instructies geven langs welke route men veilig de verzamelplaats kan bereiken. _ Daar wachten op verdere instructies en telling onder toezicht van de evacuatieleiding.
<p>Einde alarm - Aanhoudende toon gedurende 1 minuut.</p>  	
<p>Standaard werkzaamheden kunnen hervat worden. Werkvergunningen dienen vernieuwd en goedgekeurd te worden.</p>	
<p>Nota: Elke donderdag om 09.45 uur wordt het attentiealarm getest</p>	

ANNEX E ACCIDENTS – PREVENTION – FIRST AID - CORRECTIVE AND PREVENTIVE MEASURES

1 Prevention

Before starting the works, Eastman will inform the contractor of the risks that are present in the plant. The contractor will inform Eastman of the hazards (chemicals, ionising radiation, etc...) he introduces on the Eastman site.

In any case, the contractor will submit a safety plan (see example of task assessment sheet attached) to the Eastman coordinator 14 days before the start of works, taking into account all the above risks and hazards, describing all preventive measures taken. A part of the safety plan is a task risk analysis. This task risk analysis should take into account the specific tasks and circumstances after inspection of the location of the activities by the Eastman principal. A model is given later in this annex. The work can start only after approval of the Eastman coordinator. The contractor employees need to be informed via a toolbox, and the contractor shall train its employees.

2 First aid

2.1 For each accident requiring medical intervention:

- either the infirmary will be called: phone N° 09/254.14.55
- or the gatekeeper (first aid) outside office hours 09/254.14.56
- or, in emergencies, the emergency services
Eastman fire brigade phone N° 100
External 0-112

2.2 If a **chemical enters the eye**, the eye must be rinsed out immediately under flowing drinking water, preferably at an eye-wash fountain. This rinsing must be uninterrupted for at least 15 minutes. The medical service or gatekeeper must be informed, as well.

Note: when activating the eye-wash fountain an alarm is triggered at the gatekeeper and subsequently the intervention team is summoned.

2.3 If **the body enters into contact with chemicals**, the affected parts must be rinsed under flowing water for at least 15 minutes.

To make sure that rinsing is sufficient, shoes and clothing covering the affected parts of the body must be removed. The Eastman-medical service is available for contractors to administer first aid.

Note: when activating the eye-wash fountain an alarm is triggered at the gatekeeper and subsequently the intervention team is summoned.

2.4 **In case of inhalation of chemicals** the medical service must be informed, as well.

2.5 An **inspected first aid kit** needs to be present at the contractor's works shed. An eye rinse bottle should be included in this kit or should be hanged separately in the shed.

3 Corrective and preventive first aid measures

- 3.1 All accidents, incidents and near-accidents should be reported immediately to the Eastman contact person by the contractor.
- 3.2 A written report will be drawn up of each accident, and handed in to the safety department, i.e.:
- within 3 working days
 - mentioning:
 - name and age of victim
 - time and place of accident
 - nature of injury
 - description and analysis of the accident
 - preventive or corrective actions to be taken to prevent repeat accidents.
 - For this, see the injury accident report form for contractors attached.

If the accident results in incapacity for work or if the accident is considered a serious accident (detailed report), the prevention advisor of the contractor must report this immediately to the Eastman prevention service in order to make an appointment to investigate the accident together on location.

If a detailed report needs to be drawn up, it should be decided who will draw this up and by when. If there is no agreement on this, then the report will be drawn up by Eastman within 7 days. The report will then be discussed with the other party and any observations shall be added. If there is no agreement on the comments/actions, it will also be mentioned in the report or an addendum can be drawn up to the initial report. Furthermore, the report will be discussed during the committees for Prevention and Protection in the workplace of Eastman and the contractor. The report will mention the date of these committees and the comments (eventually the report is added as an attachment). If it appears that the report may not be submitted within the deadline, an extension of the time limit can be requested. If multiple inspections are competent, then each party requests a postponement to its authorized inspection.

3.3 Near-accidents

If the contractor discovers hazardous situations whereby the requested works cannot be carried out safely, works must be halted and the Eastman coordinator must be informed. A near-accident report must also be filled in (see near-accident form for contractors attached) and filed with the Eastman safety department. Note: reporting applies also for observations of activities that aren't requested.

Task analysis worksheet template

Work task:

Implementation term:

<u>Work phases</u>	Implementation term	Work equipment used	Risks	Control measures to be taken

Name and position of draughtsman:

Date:

Signature:

Eastman
Prevention and Protection Department

Injury accident report form for contractors

An injury accident is an event whereby bodily harm (injuries) is incurred, whether or not this resulted in incapacity for work.

The victim	
Name:	
First name:	
Company:	
First aid on:	day, / / at time

The accident	
The accident happened on:	day, / / at time
Witnesses:	
Place of accident:	
Detailed description of the accident:	

Action to be taken

After discussion, send the completed form to the Prevention and Protection department.

Eastman
Prevention and Protection Department

NEAR-ACCIDENT report form for contractors.

A near-accident is a sudden, unexpected and unwanted event (breakdown, fault) whereby no visible damage, either physical or material, is caused.

Report date:	Discussion date:
Drawn up by:	Discussed by:
Department:	

Fault established

Possible causes

Possible solutions

After discussion, send the completed form to the Prevention and Protection department.

ANNEX G GENERAL EASTMAN SAFETY RULES

Properties of Eastman products

- Very lightly flammable / liquefied gases
- Irritants/corrosive products → attack mucous membranes (airways, eyes!)
- Specific characteristics per product: MSDS or product info sheet available.
- Text toolbox production Crop / MA / WTS is available and has been discussed.

Smoking ban

- No smoking in and around production installations

Permits

- Combined work and fire permit → for all works
 - description of activities
 - information about the installation (residual products, how to secure)
 - information about the environment
 - specifications regarding PPE
 - instructions for fire prevention
 - description of emergency infrastructure (eye-wash fountain)
 - to be signed by all operatives = acknowledgement of risks and measures
- Closed spaces permit → before entering
 - head in space = permit
 - in combination with work permit
 - extra precautions: safety guard, rescue equipment
- Digging permit
 - in combination with work permit
 - location of underground cables and pipes

Standard PPE for construction and maintenance works in an existing production installation

- Hard hat
- Safety goggles
- Full vision goggles (only in the blue zone)
- Closed clothing (long trousers and long sleeves, fire retardant, antistatic and preferably Nomex or equivalent)
- Gloves (cut resistant or chemical resistant)
- Safety shoes
- Continuous measuring (oxygen, LEL and PID product) during the execution of hot works with fire permit will be introduced in 2018.
- Escape mask when working at height

PPE on the whole production site

- Hard hat
- Safety glasses
- Closed clothing (long trousers and long sleeves, antistatic and preferably nomex or equivalent)
- Individual escape mask – will be introduced in 2018

Emergency infrastructure

- Knowledge of the locations of the emergency showers and eye-wash fountains
- Extra emergency showers are installed at worksite shack during the big shutdown
- Exposure to chemicals = immediately rinse eyes and body abundantly with water during 15 minutes.
- Infirmary behind gatekeeper's lodge

ALARM = factory siren

- Attention = 3 – 5 – 3 – 5 – 3 – 5 - ... (2 minutes)
 - go to the place written on your work permit (If the location indicated on work permit is in the threatened zone or if you are working on the contractor's square, then you go to the operations centre or to the porter)
 - registration of people present
- Evacuation = 2 – 2 – 2 – 2 – 2 – 2 - ... (2 minutes)
 - evacuation towards football pitch or gatekeeper Shell
 - the choice of muster point depends on the wind direction
- End of alarm = continuous siren (1 minute)
 - back to work
- Test attention signal: each Thursday at 9.45am

Orderliness and cleanliness

- Keep work place clean
- Keep passages free
- Waste containers available

Equipment
















- Scaffolding
 - comply with regulations
 - have them inspected
- Tools and (mobile) machines
 - comply with regulations and regulatory certification.
 - have them inspected
 - pay special attention to electrical conductors: disconnect from power outlet at the end of the workday

- Ladders
 - minor activities, light-weight equipment, short periods
 - stable surface and ladder secured
 - appropriate use (3 contact points)
 - Foresee a red mark at 1,2m height
- Stairs
 - Always hold the railing with one hand
 - Take one step at a time

Info to contractor staff

- Introduction training first entry to the Eastman Ghent North Site and yearly refreshing course (Eastman Safety Challenge)
- Training regarding specific risks and management measures related to working at the Eastman Ghent North premises, e.g. exposure to chemical products.
- Training life critical procedures (fire permits, confined spaces, digging permits, PPE, first opening, LOTO etc.)
- Work permit
- Toolbox meeting by contractor foremen for contractor staff
- Start of work meetings
- LMRA
- Monthly contractor team meeting with foremen
- Monthly contractor/buddy safety tour
- Buddy/contractor quarterly meetings

1. BIJLAGE H Afval sorteerwijzer

Soort afval	Wel	Niet	Inzamelplaats
Niet gevaarlijk afval			
Restafval	Aluminiumfolie, tissues, papieren handdoekjes, huishoudelijk afval (groenten- en fruitafval).	PMD+, kartonnen bekens, papier en karton, glas, chemisch bevuild materiaal, steen, beton, hout.	Plaatselijke inzameling, in de rolcontainers of in de container aan algemeen magazijn. 
Papier & karton	Papieren zakken, kartonnen dozen (plat gedrukt), tijdschriften, kranten, folders, boeken, schrijf- en printpapier.	Restafval, PMD+, glas, kartonnen bekens. Vuil, vettig of chemisch bevuild papier en karton, cellofaanpapier, behangpapier, aluminiumfolie en zakjes in aluminium.	Per dienst, in de rolcontainers of in container aan Pack'r. 
PMD+ Deze afvalstroom bestaat uit een mix van plastic en metaal verpakking en drankkartons. Enkel huishoudelijk PMD+ afval geen bedrijfsmatige verpakkingen.	P: Plastiek flessen, flacons en bakjes, charcuterieschaaltjes, botervlootjes, plasticbekers, yoghurtpotjes, foliezakjes. M: Drank en cnservenblikken, spuitbussen van voedingswaren, aluminiumbakjes en schaaltes, deksels van glazen potten. D: Drankkartons dwz elk type brik die vloeibare producten heeft bevat.	Aluminiumfolie, papieren handdoekjes, tissues, huishoudelijk afval, verpakkingen met gevarensymbolen, verpakkingen van motorolie, pesticiden en siliconenkits, verpakkingen > 8 liter, aluminiumfolie, piepschuim.	Per dienst en in de rolcontainers. 
Glas	Wit en gekleurd glas van voedingswaren. Leeg en gespoeld.	Chemisch bevuild glas, TLC-plaatjes, Pyrex-glas, vlak glas, porselein of aardewerk,...	In rolcontainer. 
Kartonnen drinkbekers	Kartonnen drinkbekers.	Kunststof drinkbekers, PMD, papier en karton, restafval, glas.	Per dienst en in de rolcontainers. 
Restafval > < 1 meter	Geverfd, verlijmd of geïmpregneerd hout (B&C hout), rubber, vlak glas, gespoelde flexibels etc.	Chemisch bevuild materiaal, papier, karton, PMD, steen en puin, A-hout	Aan standaardhal en algemeen magazijn. 
Metalen vaten	Lege met water gespoelde vaten, per 4 omgekeerd op pallet en voorzien van het label "gespoeld".	Gevulde vaten.	In standaardhal. 
Metaal schroot	1 Non-ferro, aluminium, lood, koper, elektrische kabels, RVS (roestvrij staal). 2 Blik, spaanders, geperste vaten. 3 Zwaar metaal, gietijzer.	Chemisch bevuild materiaal, restafval, papier en karton, PMD, hout, glas, steen en puin.	Per dienst en in de containers aan algemeen magazijn. 
Steen en puin	Steen en beton van afbraakwerken.	Stortbeton en yton.	Aan algemeen magazijn. 
Hout	Onbehandeld, ongelakt en niet-geïmpregneerd hout (A-hout).	Geverfd, verlijmd of geïmpregneerd hout (B&C-hout).	Aan magazijn ex-ox. 
Harde plastic > < 1 meter	PVC en HDPE buis of plaat, veiligheidshelm, veiligheidsbril, emmers, kratten, boxen of dozen.	Jerrycans en vaten met gevarensymbolen, plastic folie, piepschuim, polyester, rubber darm.	Aan algemeen magazijn. 
Harde plastic	Lege met water gespoelde IBC's of PE vaten, voorzien van het label "Gespoeld".	Ongespoelde, bevulde IBC's of PE vaten.	In standaardhal, 
Zachte plastic / folie	Elastische plastic folie om palletten te omwikkelen en krimpfoezen.	Chemisch bevulde folie of plakband.	Aan tankenpark 4. 
Piepschuim	Diverse soorten schoon, wit piepschuim (in grote stukken of korrels) afkomstig van elektronica verpakking. Droog verpakt in transparante foliezakken van 400 liter.	Gekleurd, bevuild piepschuim. Verpakkingschips of andere kunststoffen.	Per dienst en achteraan de standaardhal. 
Zuivere rotswol	Droog, chemisch zuiver en vrij van andere afvalstoffen.	Nat, chemisch of met andere afvalstof bevuild (vb bepleistering).	Nabij Altrad. 

2. BIJLAGE I Vuurvergunningsmatrix

PROCEDURE VERGUNNINGEN – V17-00053-02-00-01		FABRIEKS-TERREIN	OP PRODUCTIE TERREIN		Brandwacht verplicht	Brandwacht of detectie verplicht (tot 3h na werk)
Activiteit ON-SITE		BUITEN blauwe zone	BINNEN blauwe zone			
Open plan werken	Snijbrander/gasbrander	GVV	GW	GVV	x	in/tp gebouwen
	Braseren/hardsolderen (met gasbrander)	GVV	GW	GVV	x	in/tp gebouwen
	Roofing branden in/tp gebouwen	GVV	GW	GVV	x	in/tp gebouwen
	Lastslipwerk	GVV	GW	GVV	x	in/tp gebouwen
Warmte, rijv g & seper t vonke n	Koudvonken	GVV	GW	GVV	x	in/tp gebouwen
	Elektrisch boren/ponsen	KVV	KVV	GVV		
	Elektrisch zagen/betonzagen	KVV	KVV	GVV		
	Pneumatisch boren	KVV	KVV	GVV		
	Pneumatisch zagen	KVV	KVV	GVV		
	Boren met accu 24V	KVV	KVV	GVV		
	Zagen met accu 24V	KVV	KVV	GVV		
	Roderen kleppen (met slijppasta)	KVV	KVV	GVV		
	Elektrisch solderen/spiegelen	KVV	KVV	GVV		
	Verf afbijken (pneumatisch)	KVV	KVV	GVV		
	Zandstralen	KVV	KVV	GVV		
	Beton kapot schieten	KVV	KVV	GVV		
Niet- Ex	Elektrisch draadsnijden	KVV	KVV	GVV		
	Verbrandingsmotor (vrachtwagen, heftruck, hoogwerker, stroomaggregaat, kraan, etc)	niet	niet	KVV		
	Accu-vijmschijf/Accu-bouloneuse	niet	niet	KVV		
	Niet-Ex gereedschap (fototoestel, laser, elektrische takel)	niet	niet	KVV		
	Niet-EX meetapparatuur (laser, toestel voor diktemetingen, trillingsmetingen, etc)	niet	niet	KVV		
Uitzon- dering en	Laptops, Smart-watch, Smartphone (met grote batterij)	niet	niet	KVV		
	Vuur/vonk-werken aan vaste werkbanken WG + VVP	NVT	NVT	GVV		
	Boren/zagen/niet Ex thv vaste werkbanken WG + VVP	NVT	NVT	niet		
	Warme werken in Ateliers	niet	NVT	NVT		
	Warme werken op Contractorpark	niet	NVT	NVT		
	Polshorloge met knoopbatterij	niet	niet	niet		
	Zagen met handzaag	niet	niet	niet		
			Grote Vuur-Vergunning	Kleine Vuur-Vergunning		
Mag ondertekend worden door Meestergast, Ingenieur of VG-coördinator		Ja	Ja			
Mag ondertekend worden door Chefoperator of veldoperator		Nee	Ja			
Mag verlengd worden door Meestergast, Ingenieur of VG-coördinator		Ja	Ja			
Mag verlengd worden door Chefoperator of veldoperator		Ja	Ja			
Moet ondertekend worden door veiligheidsdienst		Ja	Nee			
Moet dagelijks hermeten worden door veiligheid (LEL-meting)		Ja (*)	Nee (**)	Nee		
		(*) Ja, indien er N2 gebruikt wordt als beveiligingslaag (bvb leiding doorslijpen)				
		(**) Nee, indien er geen N2 gebruikt wordt als beveiligingslaag (bvb support afslijpen)				

