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General health, safety and environment regulations for contractors during the performance of assignments for ENGIE Energie Nederland NV

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1. Policy statement ENGIE Energie Nederland



ENGIE'S PROMISE REGARDING HEALTH, SAFETY AND THE ENVIRONMENT

ENGIE strives to achieve a healthy and safe work environment for and from all staff, with due respect and attention to the environment throughout all processes. The management focuses on leadership and shall provide the means necessary to implement and dynamic prevention policy. The subsequential concrete objectives deriving from this shall be frequently evaluated and adjusted where necessary, to allow for continuous improvement.



I will:

- put health, safety and the environment first, in all of our activities;
- promote the safety awareness of our staff and of third parties;
- take account of the policy to be implemented, partly based on the expectations of our stakeholders;
- protect our staff again (sexual) intimidation, aggression and violence;
- respect the applicable laws and regulations, internal rules and procedures in the area of health, safety and the environment;
- issue suitable responsibilities to our staff and request feedback;
- strive for continuous improvement regarding our activities and processes.

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2. Introduction

These regulations contain the main provisions from the (Policy)procedures and instructions, drafted as part of a healthy and safe work climate, as well as protection of the environment. The most recent internal (policy) procedures and instructions themselves apply in full.

These regulations are part of the contract agreements and purchase conditions between ENGIE Energie Nederland N.V. (ENGIE NL) and companies and their suppliers performing work activities for ENGIE NL at its locations in The Netherlands.

3. ENGIE's One Safety Culture

3.1 No Life at Risk

The contractor shall inform his staff and all subcontractors about the 5 basic principles of the "No Life at risk" programme. The communication can take place through and HSE-meeting, flyers and/or any other suitable channel. The 5 basic principles must be included by the Contractor in the HSE-plan.



Image no. 1: 5 basic principles No Life at Risk

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The 9 life-saving rules below must be applied at all times.

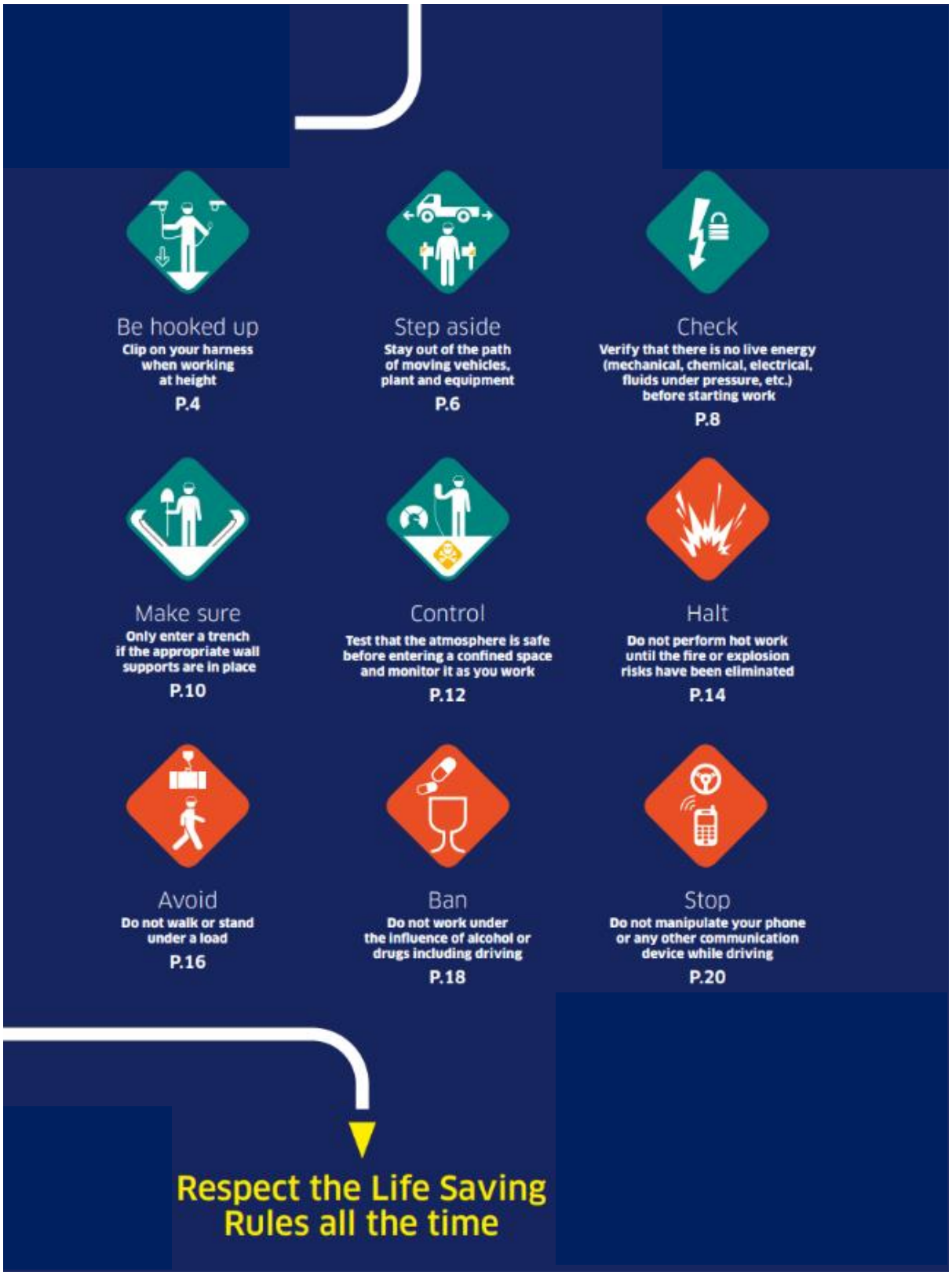


Image no. 2: 9 Life-saving rules

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4. General

4.1 General prohibitions

- Bringing, possessing and/or using weapons, ammunition and/or explosives;
- Using, possessing or being under the influence of alcohol or drugs;
- Making photographs and filming without permission;
- Publishing recordings on social media, made after having received permission for recording, or spreading those externally in any other way, without express permission.

4.2 General obligations

- Dutch Laws and regulations in terms of health, safety and the environment apply in full;
- Local obligations, such as permits and decrees, apply in full.

4.3 Subcontracting

- Contractors, who make use of subcontractors, to have work activities carried out under the responsibility of the contractor, shall inform the ENGIE NL contact person regarding this deployment and the nature of the work activities to be carried out.
- The contractor must demonstrate to the ENGIE NL contact person that the demands opposed upon him were a weighing factor regarding the choice of the subcontractor.
- Each contractor shall keep a list of subcontractors, staff and temps who carry out the work activities and shall inform them with respect to the applicable ENGIE NL regulations.

4.4 Command of the language

- Contractor and subcontractors shall make use of staff who:
  - Have command of the Dutch, English or German language or;
  - Continuously operate under supervision of a foreman who does have command of one of the languages.
- The contractor is responsible for the understanding of all risks, control measures and instructions by his staff.

4.5 Working hours

- The working hours Act shall be observed by the contractor and his subcontractors;
- The contractor shall keep an administration of the rostering and working hours and shall be able to produce it upon request.

4.6 Access

- Regarding the implementation of work activities, the staff involved must have been registered at least 24 hours prior to the start date.
- Upon registration, copies of the required documents must have been attached.
- In order to receive access authorisation, one shall report to the porter's lodge or reception.
- This is where you state your ENGIE NL contact person.
- You must be able to identify yourself, by means of a valid identification document (passport, ID-card or driving licence).
- Anyone entering the premises must be aware of the conditions for access. This can be realised by watching the presentation on the website of ENGIE Energie Nederland, prior to the visit. (https://www.engie.nl/zakelijk/klantenservice/veiligheid).

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- Your knowledge regarding the gate instruction may be tested.
- If you enter or leave the premises, you shall make use of your access badge.
- You must always wear the access badge visibly.
- Security is entitled to inspect your possessions and check materials and equipment.
- Specific access to wind, solar and biogas locations requires consultation with and permission from your ENGIE NL contact person.

4.7 Traffic and transport



- Access to the premises, using a means of transport, must be requested from your ENGIE NL contact person.
- Mobile work stations, service vehicles, material vehicles, etc. must be accompanied by an inventory list.
- Access for this means of transport will be given by the security guard, by means of a parking permit at locations of (former) power plants.
- The Dutch traffic laws and rules apply at all premises.
- The permitted maximum speed 15 km/h. In the event of exceptional transport, e.g. lorries with axially steered rear wheels, it is compulsory for the transport to be guided during relocations at the premises.
- Parking is permitted only at the designated or allocated locations.
- Pedestrians and cyclists always have priority over motorised vehicles.

4.8 Order, tidiness and hygiene

- Ensure order and tidiness at your workspace.
- Material and tools may be stored only after permission from your contact person, in the designated locations.
- In the event of (intermediate) termination of the work activities, the workplace must be left tidy.
- Walkways, platforms, escape routes and emergency exits must be kept clear.
- Emergency provisions must be kept clear and accessible.
- Eating and drinking is not allowed in the workplace.

4.9 Waste

- Waste materials shall be collected separately, in the designated compartments and containers.
- Waste shall be disposed of in the designated containers as soon as possible after emerging, but by the end of the day at the latest.
- Waste consisting of hazardous substances, shall be supplied to the warehouse, with the exception of hazardous substances specifically provided by a contractor himself. Contractors shall have their own hazardous waste disposed of in a responsible way, by recognised processors

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5. Work activities general

5.1 GSM-policy (mobile phones) inside technical installations

During the performance of physical work activities or when operating vehicles or work equipment, one shall not make use of a mobile phone. In case an emergency call must be made during operational activities inside the installations, this must be done at a safe location, not performing any other actions meanwhile.



The application of so-called GSM-routers or -amplifiers is not permitted.

Permission is required from the project management for the use of an own walkie-talkie installation and written authorisation from the Telecom Agency must be produced.

5.2 Contact person and access to work

ENGIE NL will always appoint a contact person for the performance of work activities.

- Work activities must always be coordinated with an ENGIE staff member. This person will also supervise compliance with the contractor's rules and regulations.
- Regarding the own supervision, the contractor shall appoint a specific person and communicate this with his contact person at ENGIE NL.
- Work activities may be performed only after issuing of a work permit.
- During the preparation of work activities, any hazards, risks and adequate control measures in order to work safely, will be documented. This is done in consultation between the contractor and ENGIE NL staff involved and shall be documented in RI&E's, TRA's, HSE-plans, etc.

During the preparation of work activities, ENGIE NL could demand from the contractor that he draws up an own RI&E, TRA HSE-plan. These documents of the contractor will be assessed by ENGIE NL and must have been approved prior to the start of the work activities. A TRA or HSE-plan is part of the work permit, and this is always discussed during a start-work or HSE-meeting, regarding which all executing staff involved will sign for understanding the contents.

5.3 LMRA

Prior to the start of the actual work activities, even after a pause, an LMRA (Last Minute Risk Analysis) must be performed. Regarding the LMRA attention will be given to the following, among others:



- *Am I certain which part of the installation I am to work on?*
- *Can the workplace be accessed safely?*
- *Is the workplace tidy and is there sufficient lighting?*
- *During working at height: check the colleague's harness, have tools been secured and checked?*
- *Were you informed, in advance, about the content of the work permit and (where applicable) the TRA?*
- *Am I sufficiently trained to be able to carry out the work activities in a safe way?*
- *Are there any environmental risks?*
- *Have the installation parts been secured?*
- *Were any control measures taken, matching the work activities and the TRA (e.g. release measurement of a confined space)?*
- *Have the work equipment and personal protective equipment been inspected and are they suitable for my work activities?*
- *Am I familiar with the escape route and does the escape route not contain any obstacles?*
- *Do I know what to do in the event of an emergency situation or incident?*

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5.4 Work equipment

- Work equipment and installations of ENGIE NL may not be operated without express permission from the ENGIE NL contact person.
- One must be trained and instructed demonstrably, to be able to use and operate any work equipment.
- Work equipment must be solid, checked and inspected for defects prior to its use.
- After use, electrically driven work equipment must be voltage-free and gas equipment non-pressurised.

5.5 Personal Protective Equipment (PPE)

The contractor shall provide his own PPE. PPE that is compulsory, regardless the work activities to be performed and bar some areas of exception, for everyone throughout the location. These include:

Standard PPE	
	At all premises and in any production-units, with the exception of (designated) walkways. -Safety helmet -Safety shoes S3 -Safety goggles -Fully covering workwear
	In the production-units of power plants the workwear must be flame-retardant, in conformity with EN ISO11612 (with minimal classification A1 or A2). This symbol must be worn visibly on the workwear.
	In ATEX-zones workwear must be antistatic, in accordance with the 1149-3 standard. This symbol must be worn visibly on the workwear.

**At some of the ENGIE NL locations, the standard PPE-regime may differ, consult your ENGIE-contact person.*

Supplementary space or task-related PPE	
	During grinding activities and during work activities involving risk of splash by hazardous substances.
	During grinding activities and during work activities involving risk of splash by hazardous substances.
	In case of noise pollution >80 dB(A).
	In case of a risk of sharp parts and/or hazardous substances.
	When there is a risk of inhaling hazardous substances.
	During working at height, where collective fall protection cannot be used.

6. Working at height

6.1 General



- The rules for working at height apply from a height of **2 metres** and also during work activities at a height less than 2 m, where a fall may lead to serious consequences (e.g. due to protruding parts or obstacles).
- When working at height, collective protective measures are made use of (such as fixed cordoning, scaffolds, cherry pickers). Should this be impossible, or insufficient, personal protective equipment shall be used. This is to be coordinated between the contractor and ENGIE NL.

6.2 Working on roofs

- During any work activities performed within 4 metres from a roof edge, fall protection must be applied always. This could either be collective or individual.

6.3 Scaffolds

- Scaffolds shall be built only by acknowledged scaffold builders and scaffolds must be inspected by certified persons.
- Scaffolds are to be accessed only after having been approved and fitted with a signed scafftag.
- A scaffold is accessed only by use of the ladder attached to it.
- Scaffolds may only be adjusted by authorised staff.

6.4 Mobile scaffolds

- Aluminium mobile scaffolds with a standard construction can be built by those familiar with the standard design.
- Before making use of standard aluminium mobile scaffolds, they must be checked for solidity.
- Mobile scaffolds may be used only on a flat, stable substrate and may never be moved if there are any people on the scaffold work floor.

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6.5 Cherry pickers

- Only persons with a valid cherry picker certificate (or equivalent) may operate the work equipment;
- Cherry pickers must be solid and must have been inspected;
- Securing oneself is compulsory when working in/on the cherry picker.

6.6 Ladders

A ladder is used as climbing material to bridge height differences. A ladder is used as a work tool only if no safer equipment can be deployed and if it meets the following requirements:

- Standing height < 7.5 m;
- Effective standing time < 4 hours (total work time);
- Required reach < 1 arm length;
- Grip ≥ 1 hand on ladder;
- Wind load < 6 BF;

6.7 Tools and material

- Materials and tools for work activities at height are to be transported to the height of the workplace by use of lifting equipment (e.g. a crane or building lift). Only light equipment and hand tools can be moved using a harness provided for that purpose, or a closable shoulder bag.
- When working at heights, at least the following additional measures are taken to prevent people from being hit by falling material or tools:
    - Conduct a risk assessment regarding the danger of falling objects.
    - Avoid overlapping activities through adequate work planning. In exceptional cases where this cannot be avoided, this risk will need to be further elaborated with an additional risk assessment and measures.
    - Installing and maintaining appropriate collective protective measures such as footboards, gap protection, nets, screens, and barriers.
    - Make sure all tools, equipment, and loose materials used at height are secured against falls;
    - Apply strict Order & Cleanliness agreements when working at heights.

7. Vertical transport

7.1 Mobile cranes

Documents below are available near a mobile crane. These shall be offered to and checked upon entry of the ENGIE NL premises, by a staff member or relevant local guide.
The following will be checked:

- Crane log administration is kept;
- Results of the primary test or type inspection;
- Certificates of periodic tests of the hoisting equipment and accompanying hoisting devices.
- Crane driver’s certificate

7.2 Fork lift

- A fork lift certificate is compulsory for those who want to operate and/or drive a fork lift.
- Fork lifts at ENGIE-premises must be in a solid state and have been inspected within the specific time frames.
- In indoor spaces, electrically driven fork lifts are used.
- In specific cases, after permission from the ENGIE NL contact person, LPG fork lifts can be used.

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- Diesel fork lifts may not be used in indoor spaces.
- Fork lifts owned by ENGIE NL can only be used by third parties after permission from the ENGIE NL contact person.

7.3 Hoisting activities

- During hoisting activities, only approved and certified hoisting equipment may be used.
- The operation of ENGIE NL (overhead)cranes is permitted only by demonstrably trained persons.
- The area of the load shall be cordoned.
- The executive party is responsible for the safety during hoisting, and shall ensure sufficient supervision.
- The use of walkie-talkies, as a means of communication, is compulsory if the operator is unable to see the load to be hoisted.
- Chain hoists may only be attached to approved lifting points.
- An appropriate hoisting plan shall be drawn up for any hoisting activities, stating the risks and related measures. Timely consult your ENGIE-contact person in case any hoisting activities were planned, so a careful preparation and coordination can take place.
- The hoisting plan shall be discussed by the contractor and the ENGIE NL contact person, prior to the work activities.

8. Confined spaces

8.1 Risk assessment for work activities in confined spaces

- In order to determine which risks are involved in the intended work activities and which control measures are to be taken, the preparation of the work activities shall include a Task Risk Analysis.

8.2 Preconditions for accessing a confined space

Before a confined space can be entered, a number of preconditions must be met:

- Upon access to the confined space, a signalling and registration provision is installed; other openings are clearly marked as non-accessible.
- Gas measuring results and the work permit are clearly visibly available, as a reminder that the space was declared safe for work activities.
- Intended control measures shall be checked in advance, for presence and functionality.
- Tasks, risks and measures are to be discussed prior to the work, with the executing staff and man hole supervisor.
- Upon access to the confined space, there must always be a man hole supervisor available.
- Any staff entering the space shall demonstrably register at the entrance.
- In case of multi-day work activities, the space will be released again every day, on the basis of repetitive measurements.
- Regarding the operation of electric tools in confined spaces, safe use is ensured, for instance by use of:
  - Double-insulated equipment,
  - The use of an isolating transformer,
  - Working with safe voltage, or
  - The use of earth leakage protection and adequate earthing

As soon as it has been assured that acute health risks, such as suffocation, intoxication, toxaemia, electrocution and explosion hazard have been excluded, a confined space can be released (temporarily). In the TRA it is indicated which measures can be withdrawn and which will be taken in connection with possibly difficult entering.

9. Incendiary work activities

9.1 General

- When performing incendiary work activities, the flammable or incendiary substances in the direct vicinity are removed as much as possible, or properly shielded, if this is not possible.

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- Suitable shielding or collection facilities are always applied to prevent spreading of hot particles, metal smelt or welding splashes. To do this, one can use, for instance metal buckets, drip trays or welding blankets.
- No powder extinguishers may be used inside or near installations;

9.2 Gas cylinders

- When using gas cylinders, no distinction is made between full or empty cylinders.
- Gas cylinders are preferably stored outdoors, in the open air, or in a sufficiently ventilated room.
- Single gas cylinders must be attached properly, to prevent tilting.
- Gas cylinders, not secured against tilting, are always fitted with a protective cap.

10. Working in ATEX-zones

- Spaces involving explosion hazard are indicated by the following pictograms.



- It is forbidden to access or work in an area involving explosion hazard without permission.
- Work activities in an area involving explosion hazard are to be performed only in accordance with measures documented in the TRA.
- In case of temporary absence of the explosion hazard, this will be indicated using signalling below. The area can be entered safely, without supplementary measures.



11. Hazardous and environmentally impactful substances

11.1 General

- Bringing, storing and using large quantities of hazardous or environmentally impactful substances shall be communicated in advance with the QHSE-coordinator, to consult whether this is permitted.
  Written permission or permission from ENGIE NL by email is required.
- At least 3 weeks prior to a revision/project, the contractor will send an MSDS (Material Safety Data Sheet), no older than 3 years and in Dutch language, regarding the substance(s) involved, to the QHSE-coordinator or the project secretariat.
- Working with hazardous substances requires the presence of a Work Instruction Chart/MSDS.
- Substances shall be used in accordance with the agreed provisions and commitments.
- Hazardous substances shall be reported to security, prior to entering the ENGIE NL premises. The reporting involves the indication of specific properties, quantity and storage location of the substances.
- Hazardous substances shall be stored in closed packaging and labelled with the correct hazard symbols.
- It is not permitted to apply CMR-substances at ENGIE-locations, only in highly exceptional circumstances and after approval by ENGIE.

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11.2 Working with environmentally hazardous substances

- When working with environmentally hazardous substances, preventive measures shall be taken in advance, to prevent the possibility of the substances ending up in the environment.
- Environmentally hazardous substances are always stored above a (plastic) drip tray, or kept in double-walled containment.

11.3 Asbestos

- When suspecting the presence of asbestos or ceramic fibre material, the work activities shall be ceased immediately and ENGIE NL shall be alerted.

11.4 Radioactive sources

- Bringing radioactive sources requires written permission from ENGIE NL.
- Radioactive sources must be reported to security upon entering the premises.

12. Cordoning of hazardous locations

12.1 General

The performance of work activities may involve substantial risks, as a result of which hazards could arise when entering the work area. Depending on the risks, areas are cordoned or hazardous situations shielded.
The degree of cordoning or shielding respectively, is determined after consultation between the ENGIE NL intervention manager and the Contractor. Cordoning is fitted with an indication including the name and telephone number of the person responsible for the management of the cordoning.

- Accessing cordoned areas without permission is not permitted
- Shielding, demarcations and floor sealings can only be removed or adjusted after permission of the ENGIE NL contact person
- Never disassemble or operate any labelled and/or locked gate valves.

12.2 Types of cordoning

ENGIE NL uses below mentioned demarcations:

- Fixed cordoning (handrails or scaffolding material)
  - Openings in floors, walls and platforms are cordoned using fixed cordoning, in such a way that no one can fall through the cordoning.
- Red and white demarcations such as red and white fencing, chains and barrier tape
  - Hoisting areas, hazardous areas involving leakages and the like, will be cordoned by use of red and white marked cordoning.
- Yellow and black demarcations such as tape or markings on the floor
  - Areas with an increased health risk, for instance during asbestos removal, high pressure cleaning and ATEX-zones will be cordoned by use of yellow and black demarcations.

13. Excavation activities

13.1 Excavation activities at ENGIE NL

Excavation activities may lead to hazardous situations and/or substantial damage, at the ENGIE Nederland premises, or near work activities as ordered by ENGIE. Excavation activities encompass all activities that involve the compression, relocation or processing of soil.

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The following obligations apply to excavation activities:

- Requesting a current overview of cables and piping (via KLIC and/or the site manager).
- Drawing up a work plan and TRA, including implementation description, risk-inventory and measures.
- Requesting a work permit prior to the work activities from ENGIE.

13.2 Specific points of attention:

- Near electrical installations: coordinate with the Installation Manager HS/LS of the relevant installation.
- In case of polluted soil: coordinate with QHSE whether the work activities can be performed in an environmentally responsible manner.
- Manholes and trenches: taking adequate measures to prevent collapse or subsidence

14. Electricity

14.1 NEN 3140/3840

Regarding the performance of work activities on and/or the operation of electrotechnical installations, the contractor's staff must have been allocated in conformity with NEN 3140 (for low voltage) and NEN 3840 (for high voltage). The type of allocation should match the work activities/operation actions to be performed.

15. Fair Culture policy

Working safely is extremely important to ENGIE NL: we want everyone to return home healthy and safely, after a day's labour!

One the one hand, positive safety conduct is rewarded, symbolised by means of a green card. On the other hand, we strive for a safety culture in which everyone calls each other to account, in a positive way, regarding (potentially) unsafe behaviour.

For that reason, we have agreed on a number of important rules, which apply at all of our locations.

However, if you consistently and/or deliberately disobey the rules, this could have serious consequences. ENGIE NL symbolised this by means of yellow and red cards.

This is known as the "Fair Culture policy".

A "green card" can be granted for exceptionally positive safety conduct. For instance:

- *Structurally proactive safety conduct;*
- *Calling colleagues to account regarding unsafe behaviour;*
- *Taking initiative to improve the level of safety;*
- *Improvement actions regarding safety.*

Green cards are granted by the location management or project management, in consultation with the client/location manager.

Examples of rewards:

- Letter with substantiation of the green card;
- Publication;
- Appropriate recognition/interview with the company management

You shall receive a yellow card if you, for instance:

- *Smoke where this is not permitted.*
- *Do not wear Personal Protective Equipment (PPE), workwear and any supplemental protective equipment outside the white lines (walkways).*
- *Deviate from the assignment or work permit during work activities.*
- *Do not observe order and tidiness, causing hazards; (falling) tools and materials should not form a risk (e.g. blocking escape routes, tripping hazard, risk of falling material).*

You shall receive a red card if you:

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- *Use, possess or are under the influence of drugs or alcohol at the location.*
- *Smoke in zones with the marking explosion or fire hazard.*
- *Perform work activities without a work permit.*
- *Perform work activities without fall protection in places where this is compulsory.*
- *Remove protections, shielding, sealings and/or demarcations without permission.*
- *Adjust scaffolds without permission.*
- *Operate work equipment without the required valid diploma or certificate.*

The imposition of the sanctions stated on the red card is reserved to members of the local management team, after investigation.