

PROCEDURE FOR WORKING WITH THIRD PARTIES IN KORTRIJK XPO

PREFACE

This procedure gives a summary of some basic principles and rules which apply to 'third parties' carrying out work in Kortrijk Xpo.

All external contractors who come to carry out work must fulfil the following obligations before the work starts:

- they must read the regulations
- they must sign the regulations.

All contractors must also inform their subcontractors of the contents of the regulations.

This procedure is intended to maximise the general well-being of everyone who comes to carry out work in Kortrijk Xpo.

If third parties fail to observe this procedure, the costs arising from any interventions caused by 'third parties' shall be recovered.

In these matters, we stand by a number of basic principles:

1. Any work carried out by external operators must be prepared and executed in accordance with the prevailing European and Belgian legislation.

The work must conform to:

- the Well-being Act written in the codex (especially chapters IV and V)
 - the General Health and Safety Regulations (ARAB)
 - the General Electrical Installations Regulations (AREI)
 - the Flemish Regulations concerning Environmental Licences (VLAREM)
 - the Flemish Regulations concerning Waste Prevention and Management (VLAREA).
2. The internal safety regulations do apply, of course, to external employees.
 3. In the event of complete or partial disregard for the obligations above, Kortrijk Xpo itself can take corrective measures at the expense of the employer of the external operator.
 4. Before external operators start work, they must inform Kortrijk Xpo of the risks which they are bringing to the centre and the related preventive measures which they are going to take.
 5. Kortrijk Xpo informs the 'third party' of its own risks and the related preventive measures.

6. External contractors must pass on to their employees or subcontractors all information concerning risks and the related preventive measures.
7. Accidents

The contractor shall report any accidents or incidents to the organiser or safety adviser of Kortrijk Xpo immediately.

He or she shall inform the organiser or safety adviser of the cause of the accident or incident and offer every assistance to the investigation into the cause of the accident or incident.

Accidents caused by the contractor's failure to take the necessary safety measures towards his or her own staff and third parties are entirely at the contractor's expense and under no circumstances can Kortrijk Xpo be held liable for such accidents.

After any serious industrial accident involving an employee at the work site, the employers, users, self employed persons, and employment agencies involved in the accident must jointly ensure that the accident is investigated immediately by at least one authorised safety agency and that all the above-mentioned parties are given a detailed report within ten days of the accident.

Practical arrangements have to be made regarding co-operation between the authorised safety agencies which investigate possibly serious accidents and the settlement of any costs which may arise from these investigations.

These conditions are:

- The external operators declare that they have observed their obligations concerning the well-being of their employees during the work in Kortrijk Xpo.
Consequently, the prevention and safety measures at Kortrijk Xpo also apply, since this is where the work will be carried out.
- If Kortrijk Xpo establishes that the obligations outlined above have not been observed by an external operator, Kortrijk Xpo itself can take the necessary measures itself at the expense of the external operator and without prior notice of default.
The external operator can no longer dispute these measures taken unless there are well founded reasons.
- Kortrijk Xpo can lend the money in advance for any costs related to the measures taken.
- The costs incurred are demanded by Kortrijk Xpo at the earliest opportunity on presentation of the invoice related to these costs.
Kortrijk Xpo is legally entitled to charge interest with or without prior notice of default.

Kortrijk Xpo can deduct the incurred costs from the invoice which Kortrijk Xpo will have to pay the external operator for the execution of the assignment.

- Costs arising from an investigation following an industrial accident or the appointment of an expert are charged to the external operator which has been declared liable.

8. Permits must always be requested for carrying out risky work (e.g. fire permit).

GUIDELINES AND PROCEDURES

A. CALL FOR HELP

If anyone gets into difficulty, he or she must use the emergency telephones which are found in all the halls (indicated by pictograms).

Procedure:

- Open the cupboard where the telephone is located.
- Pick up the receiver and a few seconds later you will be connected to reception.
- State who you are.
- Give your location.
- Say what the problem is.
- The receptionist will take the necessary action to solve the problem quickly.
- Stay where you are until help arrives.

B. FIRE

Procedure:

- If you discover a fire, warn those in the vicinity at once.
- Press one of the red fire alarm buttons which are found on the walls all over the halls.
- A continuous signal will sound.
- The alarm signal informs reception where the fire is.
- At the same time, the safety team and safety adviser are informed by mobile phone that there is a fire somewhere.
- The receptionist informs the safety team and safety adviser where the fire is.
- The RF gates operate automatically.

These are:

- The two gates between Rambla 1 and Rambla 2.
- The two gates between hall 6 and Rambla 1.
- The two gates between hall 1 and Rambla 1.

- Try to fight the fire yourself, if possible. A fire is relatively easy to extinguish in its early stages. Use the wall reels which are all over the halls to extinguish the fire in its early stages.

- The Kortrijk Xpo safety team will arrive on the scene.

- Either they will extinguish the fire themselves and inform reception that everything is under control. The receptionist then switches the siren off.
- Or they will be unable to extinguish the fire themselves and inform the receptionist, who will call the fire brigade. The receptionist presses the 'evacuation' alarm (a continuous signal). He or she calls for an evacuation. Everyone must leave the building immediately. The fire brigade will arrive on the scene within about 3 minutes to start extinguishing the fire.

C. INTERNAL RULES FOR:

1. Driving lorries, delivery vans, and cars on car parks and construction areas in the halls themselves

- All vehicles must park first of all and wait in the parking areas.
- Stewards will direct all vehicles from the parking areas to the construction areas.
- Maximum speeds: 15km/h (in a car park), 10km/h (on the approach to a construction site), and 5km/h (inside the hall).
- Reduce your speed on slippery surfaces.

2. Use of electronic and manual pallet transporters

- Always use a pallet to transport the load.
- The pallet transporter must be adjusted to fit the pallet.
- The pallet transporter must be kept in good condition.

The operator:

- pays attention to the condition of the floor on which he or she rides;
- looks out for cables or wires which may be lying in the passageways;
- takes care when entering the construction gates above the driving plates;
- avoids braking sharply;
- avoids changing direction suddenly;
- must not transport overloaded or poorly stacked pallets;
- takes extra care on wet floors;
- must not transport any passengers;
- must not use the pallet transporter as lifting gear;
- must not use the pallet transporter as a lift or mobile platform.

3. Use of hydraulic arms

- Only qualified staff may operate the hydraulic arm.
- An instructions file card must be kept with the hydraulic arm.
- All hydraulic arms must have a valid certificate.
- No work may be carried out immediately underneath the hydraulic arm.

4. Use of forklift trucks

- The driver must be at least 18 years old.
- The driver must have a valid training certificate.
- He or she must have a valid medical certificate.
- The forklift truck may only be used to lift loads.
- In order to hoist, the driver must have a certificate of approval which is to be renewed every 3 months.
- A people-cage may be used if the cage and the forklift truck are tested every three months and the cage is attached to the bridge by a chain so that the cage cannot slide off.
- The maximum loading capacity must not be exceeded.
- When the forklift truck is loaded, it is better to drive in reverse so that the load is not lost when braking suddenly and you can also drive down a slight incline.
- Always transport the load as closely as possible to the ground.
- The forks must always be close to the ground when turning a corner.
- When the forklift truck is driven when empty, the forks must be about 15cm from the ground.
- The forklift truck must be well maintained; the fuel consumption must be efficient; the forklift truck must be in good working order.
- The speed limits are as follows: 10km/h when loaded outdoors; 15km/h when unloaded outdoors; 5km/h when loaded indoors; and 10km/h when unloaded indoors.
- The driver must reduce speed when high loads are being transported, when the surface is wet, if the load can slide off, and when transporting loads in the air.

5. People walking around

- Beware of moving vehicles, wires and cables on the floor, and open floor channels.

6. Cyclists

- Beware of moving vehicles, wires and cables on the floor, and open gutters.
- Bicycles must be in good condition: the tyres must be pumped up; brakes must be in perfect condition; cyclists must moderate their speed.

7. Use of trolleys

- Trolleys must be solid and in good condition.
- Trolleys must be used for their intended purpose (i.e. not to transport people).
- Trolleys must not be overloaded or loaded too high.
- Pay attention to the surface: drains, cables, open floor channels, waste in the passageways, and unevenness.

8. Use of rolling platforms

- Observe the regulations for platforms (ARAB articles 454 to 456).
- Maximum height = 3x the width of the platform.

- The platform can be raised by using stabilisers.
- Every 2 metres there has to be a work floor with a hatch for access to the work station via the inside of the platform.
- Height of the rail on the work floor: 1m to 1.20m with a rail in between 45cm above the work floor.
- Height of the work floor plinth: 15cm.
- When the platform is in use, the brakes must always be on.
- Never move the platform if anyone is standing on it.
- The platform must be inspected periodically.

9. Use of ladders

- Observe the regulations for ladders (ARAB article 43 bis).
- Only use ladders for climbing upwards.
- Do not carry out any work of a repetitive nature (use a hydraulic arm or platform).
- Ladders must be inspected periodically by a qualified person; the result of the inspection must be registered; faulty ladders must be repaired or destroyed.

10. Attaching hanging items to the roof

- Hanging work must not be carried out if people are working on the floor below. It must be done before the trade fair is set up. If this is not possible, clear the space under the hanging work and seal it off.
- Use correct and approved material.
- Use the material in the proper manner. Fix a loop in the cable with 3 clips.
- Respect the maximum weight per suspension point; max. 100kg.
- Suspension cables must always hang vertically. There must not be any lateral forces on suspension points!
- Work carefully and, if in doubt, seek advice from the organisation.
- Check that the suspension point is safe: there must not be any electric wires on a hanging structure; the hanging eyes must be in good condition; each suspension point must be requested from the organisation. Checks are carried out by the external service.

11. Sanitary and electrical connections from the floor channels

- Always enter the stand upwards with the utility connections from the floor channels. If this is not possible, mark with yellow-black tape.
- Always close floor channels fully at once. Use the floor covers which have been sawn to measure.
- Only Xpo partners may open up floor channels for connections or to carry out other work. If necessary, the Kortrijk Xpo technical team will help.

12. Excessive temperatures in the halls

- Open the construction gates to circulate the air in the halls. Provide gate security!
- Switch on some extraction.
- If possible, use air conditioning or free refrigeration.

- Provide soft drinks.
- Incorporate some breaks.
- If possible, work early in the morning or late in the afternoon.

13. Cold and damp in the halls

- Keep the construction gates closed as much as possible so that there is less air circulation. Provide gate security.
- Ask the organiser for some heating.
- Provide warm drinks.
- Incorporate some breaks.
- Wear warm working clothes (protective clothing).

14. Excessive noise

- Avoid using machines which are too loud – db(A) reading.
- Use ear protectors if the noise exceeds 80 db(A).
- Use only well maintained machines.

15. Stress through long working days and severe work pressure

- Provide sufficient time and competent staff to carry out the work.
- Make use of services and means to help the work progress rapidly and safely. Ask the Xpo odd-jobber for help. Use the correct material to carry out the work.
- Respect the recommendations of the stewards who co-ordinate the regular service.
- Provide sufficient opportunity to eat and drink.
- Ensure that all the toilets can be used.
- A positive attitude creates a pleasant working atmosphere.

16. Managing loads manually (efficiency)

- Stick to the stipulations outlined in codex heading VIII, chapter V.
- Make use of resources to make the work lighter and therefore safer (e.g. forklift trucks, hoists, pallet trolleys, lifting gear etc.).
- If it is difficult to do the work alone, ask for help!

17. Use of chemical products

- Train staff who have to work with chemical products.
- Ensure that the MSDS index cards for the products used are near at hand.
- Give instructions and check that these have been understood and followed.

18. Use of labour resources

- The legal stipulations in the codex under heading VI must be observed.

19. Use of suitable clothes and protective clothing

- The legal stipulations in the codex under heading VI, chapters I and II also have to be observed strictly.

D. AGREEMENT

I, THE UNDERSIGNED, HEREBY DECLARE THAT I AM AWARE OF THE 'SAFETY REGULATIONS FOR CONTRACTORS' AND I AGREE TO OBSERVE THEM STRICTLY AND ENSURE THAT MY STAFF AND SUBCONTRACTORS OBSERVE THEM.

THEREFORE, I WILL ENSURE THAT MY STAFF AND SUBCONTRACTORS WORKING FOR THE ACCOUNT OF ... ARE INFORMED OF THESE SAFETY REGULATIONS IN ADVANCE.

THE CONTRACTOR IS FULLY RESPONSIBLE FOR THE SAFETY OF HIS OR HER EMPLOYERS DURING THE EXECUTION OF THE WORK.

IF HE OR SHE FAILS TO OBSERVE THE LEGAL STIPULATIONS WITH REGARD TO SAFETY, PREVENTION, AND PROTECTION, KORTRIJK XPO CANNOT BE HELD RESPONSIBLE.

THE GUIDELINES STATED IN ARTICLE 9 OF THE LAW OF 4 AUGUST 1996 REGARDING THE WELL-BEING OF EMPLOYEES DURING THE EXECUTION OF THEIR WORK DO APPLY,

NAMELY:

- **TO EXCLUDE EXTERNAL OPERATORS OF WHOM IT IS KNOWN THAT THE EMPLOYER HAS NOT OBSERVED HIS OR HER OBLIGATIONS IMPOSED BY THIS LAW AND ITS IMPLEMENTATION ORDERS.**
- **IF THE EMPLOYER OF THE EXTERNAL OPERATOR FAILS PARTLY OR COMPLETELY TO OBSERVE THESE OBLIGATIONS, KORTRIJK XPO, IN WHOSE ESTABLISHMENT THE WORK IS CARRIED OUT, CAN TAKE THE NECESSARY MEASURES ITSELF AT THE EXPENSE OF THE EXTERNAL OPERATOR.**

WHEN THE CONTRACTOR WORKS WITH SUBCONTRACTORS, HE OR SHE MUST INFORM THEM IN WRITING OF THE LEGAL REQUIREMENTS WHICH ARE IN FORCE IN THE COMPANY.

IT GOES WITHOUT SAYING THAT THE CONTRACTOR MUST OBSERVE ALL THE LAWS IN THE A.R.A.B., THE A.R.E.I., AND THE CODEX ON WELL-BEING AT WORK.

Read, understood, and agreed.

Name of contractor (or subcontractor): ...

Name of signatory: ...

Date: ...

This signed procedure ('Working with third parties') must be available for presentation when the 'checklist for the presence of third parties' is signed when they collect their working bands.