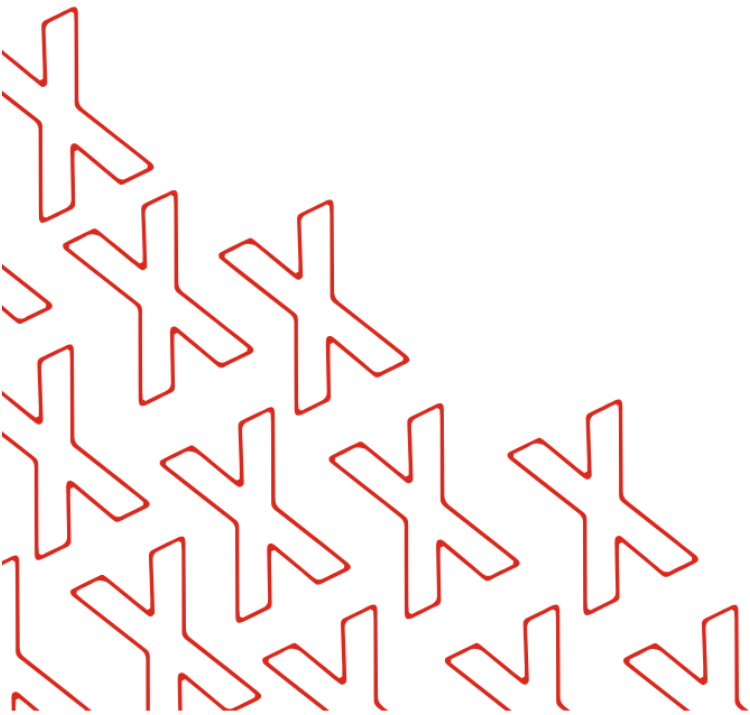


# procedure working with third parties



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when ideas need space

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# PROCEDURE WORKING WITH THIRD PARTIES IN KORTRIJK XPO

(DRAWN UP IN THE FRAMEWORK OF THE ACT ON WELL-BEING AT WORK OF 4 AUGUST 1996)

## FOREWORD

This procedure provides an overview of several basic principles and rules applicable to “third parties” carrying out work on the premises of Kortrijk Xpo.

Every external contractor who is to perform work must, before starting the work:

- Read the regulations
- Sign the regulations (see declaration at the end of this document).

Each subcontractor must also be informed by the contractor about the contents of these regulations.

The aim of applying this procedure is to optimize the general well-being of everyone performing work at Kortrijk Xpo.

If third parties do not comply with this procedure, the costs resulting from any interventions will be charged to the “third party”.

We rely on several basic principles:

1. All work carried out by external companies must be prepared and performed in accordance with applicable European and Belgian legislation. The work must comply with: De Wet Welzijn beschreven in de codex (in het bijzonder hoofdstukken IV en V)
  - a. The Act on Well-Being described in the Codex (in particular Chapters IV and V)
  - b. The General Regulations for Labor Protection (ARAB)
  - c. The General Regulations on Electrical Installations (AREI)
  - d. The Flemish Regulation on Environmental Permits (VLAREM)
  - e. The Flemish Regulation on Waste Prevention and Management (VLAREA)
2. The internal safety regulations are also, of course, applicable to external workers;
3. In case of non-compliance or incomplete compliance with the above obligations, Kortrijk Xpo may take measures to ensure compliance at the expense of the external employer;
4. Before starting work, external companies must inform Kortrijk Xpo of any risks they introduce, along with the associated preventive measures;
5. Kortrijk Xpo informs the “third party” of its own risks and the related preventive measures;
6. External contractors must pass on all information regarding risks and taken measures to their employees or subcontractors;
7. Accidents  
The contractor must immediately report any accident or incident to the organizer or the prevention advisor of Kortrijk Xpo. They must inform them of the cause of the accident or incident and provide full assistance in investigating the cause.

Accidents resulting from the contractor's failure to take the necessary safety measures for their own staff or third parties are fully at the contractor's expense and can in no way be attributed to Kortrijk Xpo.

Following every serious workplace accident involving an employee, all employers, users, self-employed persons, and temporary employment agencies involved in the incident must ensure that the accident is immediately investigated by one or more competent prevention services. A detailed report must be submitted to all aforementioned parties within ten days following the accident.

Practical agreements must be made regarding the cooperation of the competent prevention services that will investigate potential serious accidents and the arrangement of any costs resulting from these investigations.

The following conditions apply:

- External companies declare that they will comply with the obligations regarding the well-being of their employees during work at Kortrijk Xpo. Thus, the preventive and safety measures specific to Kortrijk Xpo also apply to the work being carried out.
- If Kortrijk Xpo finds that the external company is not complying with the aforementioned obligations, it may take the necessary measures itself at the expense of the external company, without prior formal notice. The external company cannot contest these measures without valid reason.

- Kortrijk Xpo may advance the costs associated with the measures taken.
  - The incurred costs will be claimed by Kortrijk Xpo upon first request, upon presentation of the related invoice. Kortrijk Xpo may charge interest by operation of law, with or without prior notice. Kortrijk Xpo may deduct these costs from the invoice it must pay to the external company for the execution of the assignment.
  - Costs arising from an investigation following a workplace accident or due to the appointment of an expert will be charged to the external company held liable.
8. Permits for the execution of high-risk work must always be requested (e.g., hot work permits).

## GUIDELINES AND PROCEDURES

### A – Access Conditions

- Entering the buildings (rooms) is NOT permitted without prior authorization from the responsible person.
- The contractor must report at the start and end of each workday to their Kortrijk Xpo contact person or to reception.
- It is essential to know who is present in the building in the event of an evacuation.
- The contractor must be familiar with the escape routes to be used during an evacuation or must request this information upon arrival.
- The contractor must also locate the nearest fire hose reel or fire extinguisher and know how to use it in case of emergency.
- Every employee of the contractor must submit to checks aimed at preventing theft and/or intoxication, if requested.
- Bringing alcoholic beverages and/or narcotics onto the premises is prohibited. Access will be denied to individuals clearly under the influence of drugs or alcohol. Smoking inside the buildings is strictly FORBIDDEN.
- Bringing in cranes or other lifting and hoisting equipment is only permitted upon presentation of a valid inspection certificate issued by an external technical control service.
- If other contractors are present at the same time when you are performing your work, we will inform you if this affects your activities. Therefore, it is important that you provide us with your schedule in good time. In consultation with the various prevention advisors of the companies present, coordinated safety measures will be determined, and a coordination meeting may be organized. A report of this meeting will be drawn up and signed by all parties involved.
- As the client, we will ensure that the employees of our contractors have received appropriate training and instructions.
- To protect our own employees, we will also ensure that contractors comply with their occupational safety obligations.
- Unsafe contractors will be denied access; we expect you to do the same with unsafe subcontractors.

### B – Emergency call

In case someone is in distress, first dial 112! Then notify Kortrijk Xpo at 056 24 11 24 and provide the exact location. Through the activation of the internal emergency plan, emergency services together with a Kortrijk Xpo staff member will be able to reach the correct location on the premises quickly.

### C – Brand

Procedure:

1. If you discover a fire, immediately alert those nearby
2. Press a red fire alarm button, located on walls throughout the halls – an intermittent signal will sound
3. This alerts reception to the location of the fire
4. Simultaneously, the first response team and prevention advisor are notified via mobile phone
5. The receptionist informs them where the fire is located
6. Present Xpo staff follow the evacuation procedure
7. Attempt to extinguish the fire yourself. A small fire is relatively easy to control. Use the wall-mounted hose reels located throughout the halls. Be cautious near electrical equipment. Do NOT spray water on electrical panels or installations
8. The Kortrijk Xpo intervention team arrives on site
  - Either they extinguish the fire themselves and inform reception that everything is under control. The receptionist stops the siren
  - Or they are unable to extinguish the fire and inform reception, which calls the fire department. An evacuation announcement is made. Everyone must immediately leave the building. Once the fire department arrives, they take over coordination of the evacuation. Once evacuation is complete, the receptionist presses the “evacuation” button (continuous signal)
9. The fire department begins extinguishing the fire. They determine when the halls may be re-entered
10. Xpo staff allow visitors back inside

## D – Internal regulations for

1. Movement of trucks, vans and passenger cars on parking areas, setup platforms, and inside the halls
  - All vehicles must first be parked in the waiting parking areas
  - Stewards coordinate the approach of all vehicles from the waiting parking areas to the setup platforms
  - Maximum speed limits:
    - In parking areas: 15 km/h
    - On the road to the platform: 10 km/h
    - Inside the hall: 5 km/h
  - Adjust speed in case of slippery surfaces
2. Use of electric and manual pallet trucks
  - Always use a pallet to transport the load
  - The pallet truck must be suitable for the pallet
  - The pallet truck must be in good condition (regular maintenance required)
  - The driver:
    - Pays attention to the condition of the floor they are driving on; watch out for cables or pipes that may be lying in the aisles
    - Is cautious when entering the setup gates via ramps
    - Avoids abrupt braking
    - Avoids sudden changes in direction
    - Does not transport overweight or poorly stacked pallets
    - Is extra careful on wet floors
    - Does not transport people
    - Does not use the pallet truck as a lifting device
    - Does not use the pallet truck as a personnel lift or mobile scaffold
3. Use of aerial work platforms
  - Only authorized personnel may operate an aerial work platform (certificate must be presented upon inspection)
  - Aerial work platforms must have valid inspection certificates and insurance
  - No work may be carried out under the aerial platform: LMRA (last minute risk analysis) applies
  - Wearing a safety harness and being secured is mandatory (harness EN361 and lanyard EN355)
  - Wearing a safety helmet EN397 is strongly recommended
4. Use of forklifts and telehandlers
  - Only authorized personnel may operate forklifts/telehandlers (certificate must be presented upon inspection)
    - The driver must be over 18 years old
    - The driver must possess valid proof of training
    - The driver must have a valid medical certificate
  - Forklifts and telehandlers must have valid inspection certificates and insurance
  - Forklifts/telehandlers may only be used to lift loads (lifting with load hooks is allowed only with inspection report)
  - When driving unloaded, forks must be 15 cm from the ground and speed max. 10 km/h
  - When loaded, it is best to drive in reverse to:
    - Prevent losing the load during sudden braking
    - Drive safely down an inclined slope
  - Charging electric forklifts:
    - Must be done according to ATEX guidelines
    - The charging location must be known to Kortrijk Xpo
5. Use of ladders and/or scaffolding
  - Ladders may only be used to access higher locations, NOT to perform work (ARAB art. 43 bis)
  - Maximum scaffold height = 3x the width of the scaffold or stabilizers must be used
  - A railing of 1 to 1.2 meters on scaffolding is mandatory from a height of 2 meters. See guidelines: (<https://werk.belgie.be/nl/themas/welzijn-op-het-werk/arbeidsmiddelen/tijdelijke-werkzaamheden-op-hoogten>)

6. Walking individuals
  - Be aware of:
    - Moving vehicles
    - Pipes and cables on the floor
    - Open floor ducts
7. Cyclists
  - Be aware of:
    - Moving vehicles
    - Pipes and cables on the floor
    - Open floor ducts
  - Bicycle must be in good condition:
    - Tires must be properly inflated
    - Brakes must be fully functional
    - Speed must be adjusted accordingly
8. Use of carts
  - Carts must be sturdy and in good condition
  - Carts must be used only for their intended purpose (not for transporting people)
  - Carts must not be overloaded or stacked too high
  - Pay attention to floor surface: potholes, cables, open floor ducts, debris in the aisles, irregularities
9. Suspensions from the roof structure
  - Do not carry out suspensions when people are working on the floor (perform suspensions before stand construction begins)
    - If not possible: clear and cordon off the area below the suspension work
  - Use correct and certified lifting equipment. See safety manual
  - Respect the maximum weight per suspension point: see technical data sheets for the halls (typically max. 100 kg per point)
  - Suspension cables must always hang vertically (perpendicular)
    - No lateral forces on suspension points!
  - Work carefully and seek advice from the organizers in case of doubt
  - Check if the suspension point is safe:
    - No electrical cables on the suspension structure
    - Suspension eyes must be in good condition
    - Each suspension point must be requested from the organizers (inspected by an external service)
10. Connections of sanitary and electrical lines from floor ducts
  - Always bring utility lines vertically up from the floor ducts
    - If this is not possible, mark clearly with yellow-black tape
  - Floor ducts must be closed immediately and completely
    - Use custom-cut floor covers
  - Only Xpo partners may open floor ducts to make connections or perform other work
    - The Kortrijk Xpo technical team can assist if necessary
11. Excessive heat in the halls
  - Open setup gates to allow air circulation in the halls
    - Provide gate supervision!
  - Turn on extraction
  - Use air conditioning or free cooling where possible
  - Provide cold drinks
  - Schedule regular breaks
  - Carry out work in the early morning or late afternoon if possible
12. Cold and humidity in the halls
  - Keep setup gates closed as much as possible to reduce air circulation
    - Provide gate supervision!
  - Request heating from the organizer
  - Provide hot drinks
  - Schedule regular breaks
  - Use warm work clothing (PPE)

13. Excessive noise
  - Avoid use of overly loud machines (measure dB(A))
  - Use hearing protection when exceeding 80 dB(A)
  - Use only well-maintained machines
14. Stress due to long working hours and high workload
  - Allow enough time and competent personnel to perform the work
  - Use tools and resources that help complete the work faster and more safely
    - Ask for assistance from the Kortrijk Xpo technical team
    - Use appropriate equipment for the task
  - Respect the instructions of the stewards who coordinate setup and dismantling traffic
  - Ensure sufficient access to food and drink
  - Ensure all toilets are accessible
  - A positive atmosphere creates a more pleasant working environment
15. Manual handling of loads (ergonomics)
  - Comply with the provisions described in the Codex Title VIII Chapter V
  - Use aids to make the work lighter and safer (e.g., forklifts, hoists, pallet jacks, lifting devices...)
  - If the task is difficult to carry out alone: ask for help!
16. Use of hazardous substances
  - Provide training to those who must work with them
  - Ensure MSDS sheets for all used products are available
  - Provide instructions and verify that they are understood and followed
17. Use of work equipment
  - Legal provisions in the Codex under Title VI must be complied with
18. Use of appropriate clothing and PPE
  - Legal provisions in the Codex under Title VI – Chapters I and II must also be strictly followed
19. Working at height (roofs) or on temporary and mobile workstations
  - Applicable legislation:
    - Royal Decree on Temporary or Mobile Worksites (TMB) of 25/01/2001
    - Royal Decree on TMB work equipment of 31/08/2005
    - ARAB: articles 41, 42, 43
  - Many legal requirements are supplemented by a carefully prepared risk assessment of the tasks to be performed
20. Waste
  - The work area and its surroundings must be cleaned and kept tidy daily
  - Household waste must be deposited in the designated waste containers. We ask our contractors to sort and recycle waste as much as possible

## E – Nuttige Nummers

General	Reception	056 24 11 11
Internal prevention advisor (agreements and permits)	Frederic Beyens	056 24 11 63
Red Phone	Technical team	056 24 11 24
Emergency services		112
Electricity and gas company	Fluvius	
	Electricity	078 35 35 00
	Gas smell	0800 65 0 65
Water company	De Watergroep	02 238 96 99

## F – Commitment

I, the undersigned, hereby declare that I have read the "Procedure for Working with Third Parties" and commit myself to strictly comply with it and ensure its enforcement by my personnel and subcontractors. Therefore, I will inform my employees and subcontractors working at your company in advance of these safety regulations.

The contractor remains fully responsible for the safety of their workers during the execution of the work. If they do not comply with the legal provisions concerning safety, prevention, and protection, Kortrijk Xpo cannot be held liable.

The guidelines mentioned in Article 9 of the Act of August 4, 1996, concerning the well-being of employees in the performance of their work, are applicable here, namely:

- To refuse access to an external company if it is known that the employer does not comply with the obligations imposed by this law and its implementing decrees
- If the employer of the external company does not comply or inadequately complies with these obligations, our company, in which the work is being carried out, may take the necessary measures at the expense of the external company

When working with subcontractors, the contractor must inform them in writing of the legal requirements applicable within the company.

It goes without saying that the contractor must comply with all laws found in the A.R.A.B., A.R.E.I., and the Codex on well-being at work.

The contractor has been asked to sign this commitment in two copies and to deliver one signed copy to our prevention advisor.

Date of signing: .....

Name of the contractor (or company): .....

Address of the contractor: .....

Phone number: .....

Signature and stamp of the contractor:

We thank you for your cooperation. This declaration remains valid for all future work carried out in our company.