

PROCEDURE WORKING WITH THIRD PARTIES IN KORTRIJK XPO

Drafted within the framework of The Welfare Act of 4 August 1996

PREFACE

The procedure provides an overview of some basic principles and rules which are applicable for third parties who carry out works in Kortrijk Xpo.

Each external contractor who comes to Kortrijk Xpo to carry out works must prior to starting off work:

- read the regulations
- sign the regulations

Each subcontractor must be informed by the contractor about the content of given regulations.

The purpose of this procedure is to optimise the general well-being of everyone who comes to Kortrijk Xpo to carry out works.

In case third parties do not comply with given procedure, the costs resulting from interventions will be recovered from the third parties.

Hereby we insist on a number of **basic principles**:

1. All works carried out by external companies must be prepared and carried out in accordance with the valid European and Belgian law.
The works must comply with:
 - the Welfare Act elaborated in the codex (in particular the chapters IV and V)
 - the General Regulations on Industrial Safety (ARAB)
 - the General Regulations on electrical installations (AREI)
 - the Flemish regulation for Environmental permits (VLAREM)
 - the Flemish regulation concerning waste prevention and management (VLAREMA)
2. The internal safety regulations are naturally applicable to external workers.
3. By noncompliance or partial noncompliance of abovementioned regulations, Kortrijk Xpo is empowered to take measures itself at the expense of the employer from the external company.
4. The external companies must prior to starting off the works inform Kortrijk Xpo about the possible risks they bring and the appropriate preventive measures.
5. Kortrijk Xpo informs the third party about its own risks with the related preventive measures.
6. The external contractors must pass on all information concerning the risks and taken measures to its workers or subcontractors.

7. Accidents

The contractor shall immediately report each accident or incident to the organiser or prevention advisor of Kortrijk Xpo.

He shall inform him about the cause of the accident or incident and provide all necessary information for the investigation of the accident or incident.

Accidents caused by default of the contractor in taking the necessary safety measures for own crew or for third parties, shall be borne entirely by the contractor and shall in no event be recovered from Kortrijk Xpo.

After each serious accident of a worker at the workplace, the employers, users, self-employed and temporary employment agencies involved are to make sure together that the accident is immediately investigated by one or more authorized prevention services and that, within ten days following the accident, an elaborate report is provided to all abovementioned persons involved.

Practical arrangements have to be made concerning the cooperation of the authorized prevention services which will investigate the possible serious accidents and concerning the possible costs that may result from given investigations.

Given regulations are:

- The external companies declare that they will comply with the obligations concerning the wellbeing of their workers during the works at Kortrijk Xpo. Naturally, Kortrijk Xpo's safety and preventive measures are also applicable here.

- If Kortrijk Xpo notices a lack of compliance of the abovementioned regulations by the external company, Kortrijk Xpo is empowered to take the necessary measures itself at the expense of the employer from the external company without any prior notice. The external company cannot contest the taken measures without any substantial justification.

- Kortrijk Xpo may advance any costs related to the taken measures.

- The costs made will be claimed by Kortrijk Xpo by presentation of the invoice related to these costs. Kortrijk Xpo is empowered by law to charge interests with or without any prior notice.

Kortrijk Xpo can deduct the costs from the invoice which is payable by Kortrijk Xpo to the external company for the performance of the assignment.

Costs that result from an investigation that follows an occupational accident or from appointing an expert are to be recovered from the external company who was declared in default.

8. Licences for the execution of works that imply a risk must always be applied for (e.g. fire permit).

GUIDELINES AND PROCEDURES

A. EMERGENCY CALL

If someone is in distress, please use the emergency telephones present in all halls (indicated by icons).

Procedure:

- Open the box in which the telephone is situated;
- Lift the receiver and after a few seconds you are automatically connected with the reception desk;
- If the reception is unmanned, you are automatically forwarded to the duty service (= Red Phone)
- Explain who you are.
- Explain where you are.
- Explain what the problem is.
- The receptionist or the duty service does all what is necessary to resolve the problem quickly.
- Please remain available until the emergency services have arrived.

B. FIRE

Procedure:

- when you discover a fire, warn your surroundings immediately;
- press one of the red fire alarm buttons that are situated everywhere on the walls in the halls until you hear an uninterrupted signal; by doing so, the reception and the duty service are notified that there is a possible fire;
- the fire-resistant gates in H 6 between R1 and 2 between H 1 and R 1 close automatically
do not place anything under the gates!
- the smoke vents of the smoke and heat extraction equipment in hall 4 open
- the duty service (first intervention team) or the prevention advisor or the reception desk can see on the display of the alarm centre where exactly the red fire alarm button has been pressed;
- the receptionist notifies the intervention team and prevention advisor where the fire is situated.
- Try to extinguish the fire yourself.
- Incipient fires are relatively easy to extinguish.
- Use the fire reels that are situated everywhere in the hall to extinguish the incipient fire.

- Kortrijk Xpo's intervention team arrives.
 - Either they extinguish the fire themselves and notify the reception that everything is ok. The receptionist stops the alarm.
 - Or they do not succeed in extinguishing the fire and notify the reception. The receptionist calls the fire brigade. The receptionist presses the evacuation button (uninterrupted signal). She reads out an evacuation text. Everyone leaves the building immediately. The fire brigade arrives after approximately 3 minutes and starts extinguishing.

C. INTERNAL REGULATIONS FOR:

1. Driving trucks, delivery vans and cars on parking lots, on platforms in the halls

- All vehicles are to be parked on the waiting parking lot.
- Stewards coordinate the driving of all vehicles from the waiting parking lot to the platforms.
- Max. speed:
 - in the parking lot: 15 km/h (9 mph)
 - on your way to the platform: 10 km/h (6 mph)
 - inside the hall: 5 km/h (3 mph)
- Adjust speed in case of slippery road surface.

2. Use of electric and hand pallet truck

- Always use a pallet to transport the load.
- The pallet truck must be adapted to the pallet.
- The pallet truck must be in good condition (regular maintenance)
- The operator:
 - pays attention to the condition of the surface he drives on;
 - watches out for cables or pipes that may lie in the hallways;
 - is careful while driving through the entrances over the entrance ramps;
 - avoids sudden braking;
 - avoids sudden change of direction;
 - transports no pallets which are too heavy or stacked incorrectly;
 - is extra careful in case of wet floors
 - does not transport people
 - does not use the pallet truck as a hoist
 - does not use the pallet as a passenger elevator or scaffolding.

3. Use of cherry pickers

- Only authorized persons are allowed to operate the cherry picker.
- An instruction sheet must be present with the cherry picker.
- Only cherry pickers with a valid inspection certificate may be used.
- No works can be carried out underneath the cherry picker.

4. Use of forklifts

- Operator must be at least 18 years old.
- Operator must have a valid evidence of training.
- Operator must have a valid medical certificate.
- The forklift may only be used to lift loads.
- In order to hoist a quarterly inspection certificate is required.
- The use of a man basket is allowed provided that:
 - the man basket and the forklift are inspected every three months
 - the man basket is attached to the bridge with a chain making the loss of the man basket impossible
- The maximum load capacity must not be exceeded.
- When loaded one drives best in reverse in order to:
 - not lose the load when braking suddenly;
 - drive downhill of a ramp.
- Always transport the load as close as possible to the ground.
- When taking turns, the forks should always be close to the ground.
- When driving without load, the forks are at approximately 15 centimetres (*6 inches*) of the ground.
- The forklift must be maintained regularly:
 - proper fuel combustion;
 - good technical condition of the forklift.
- The speed is limited to:
 - loaded, outside: 10 km/h (6 mph)
 - not loaded, outside: 15 km/h (9 mph)
 - loaded, inside: 5 km/h (3 mph)
 - not loaded, inside: 10 km/h (6 mph)
- Speed has to be reduced in case of:
 - transport of heavy loads
 - wet road surface
 - possible loss of load
 - transport of loads in the air

5. Walking persons

- Attention for:
 - vehicles in circulation
 - pipes and cables on the floor
 - open cable raceways

6. Bicycles in circulation

- Attention for:
 - vehicles in circulation
 - pipes and cables on the floor
 - open drainage solutions
- Bicycles need to be in good condition:
 - Tyres must be well inflated
 - Brakes must be in perfect condition
 - Speed must be appropriate.

7. Use of trolleys

- Trolleys must be solid and in good condition.
- Trolleys must be used for their purpose (no transport of people)
- Trolleys must not be overloaded or loaded to high
- Attention on the road: holes, cables, open cable raceways, waste in the hallways, unevenness.

8. Use of rolling towers

- Comply with the regulations for scaffolding (General Regulations for Labour Protection (ARAB) art. 454 to art. 456)
- Maximum height scaffolding = 3 times the width of the scaffolding by using stabilisers the scaffolding can be built higher
- Every 2 meters there must be a work floor with an access hole to reach the work platform via The inner side of the scaffolding
- Height railing on the platform: 1 to 1.20 m (3.30 to 4 feet) with a sub railing at 45 cm (1.50 feet) Above the platform
- Highest toe board of the platform: 15 cm (0.50 feet)
- The brakes on the wheels of the scaffold must always be activated when in use.
- Never move the scaffold when someone is on it.
- Regular inspection of the scaffold is obligatory.

9. Use of the ladders

- Comply with the regulation for ladders (General Regulations for Labour Protection (ARAB) art. 43 bis)
- Only use a ladder to move upwards or downwards.
- Do not carry out works of a repetitive type (use cherry picker or scaffold)
- Ladders must be regularly inspected by an authorized person:
 - record the result of the inspection in a register
 - bad ladders: repair or destroy.

10. Suspensions on the roof structure

- Do not carry out suspensions when people are working on the floor.
(carry out suspensions before the installation of the fair)
 - If not possible: evacuate and define the place under the suspension works.

- Use the right and inspected lashing materials
- Use the lashing materials in a correct way (fix loop in cable with 3 clips)
- Respect the maximum weight per suspension point: max. 100 kg (220 pounds)
- Suspension cables must always hang perpendicular.
 - No lateral forces at suspension points!
- Work carefully and in case of doubt ask the organisation for advice
- Check if the suspension point is safe:
 - no electricity cables at the suspension system
 - suspension holes must be in good condition
 - each suspension hole must be applied for with the organisation (check by external service)

11. Connections of sanitary and electric cables out of cable runways

- Always keep the cables from the cable runways within the stand
 - If not possible: mark with black-yellow tape
- Always close cable runways immediately.
 - Use the cut to size lids.
- Only Xpo partners are authorized to open cable runways to make connections or conduct other works.
 - If necessary Kortrijk Xpo's technical crew can help.

12. Too high temperatures in the halls

- Open the entrances to bring air circulation in the halls
 - Make sure the entrances are monitored!
- Activate heat extraction
- Activate air conditioning or free cooling where possible
- Provide fresh drinks
- Take breaks
- If possible carry out works early in the morning or in the late afternoon.

13. Too cold and too humid in the halls

- Keep entrances closed as much as possible to avoid too much air circulation
 - Make sure the entrances are monitored!
- Ask the organiser for heating
- Provide hot beverages
- Take breaks
- Use warm work clothing - Personal protective equipment (PPE)

14. Too much noise

- Avoid using too noisy machines (dB(A) measuring).
- Use ear protection when exceeding 80 dB(A).
- Only use well maintained machines.

15. Stress caused by long working days and high work pressure

- Provide enough time and skilled people to carry out the works.
- Use the services and tools which make the works go faster and safer.
 - Ask an Xpo handyman for help.
 - Use the right tools to execute the works.
- Respect the recommendations of the stewards who coordinate the installation and dismantling.
- Provide enough moments to eat and drink.
- Make sure all toilets can be used.
- Positivity creates an agreeable working atmosphere

16. Lift loads manually (ergonomics)

- Comply with the provisions described in the codex title VIII chapter V.
- Use tools to make the work lighter and safer (forklifts, hoists, pallet trucks)
- If work is difficult to perform alone: ask for help!

17. Use of chemical substances

- Train the people who handle them.
- Make sure the chemical safety data sheets of the used products are present.
- Give instructions and check if these are known and executed.

18. Use of tools

- The legal provisions in the codes under title VI must be respected.

19. Wear appropriate clothing and personal protective equipment (PPE)

- The legal provisions in the codex under title VI chapter I and II must also be respected.

D. AGREEMENT

HEREBY I, THE UNDERSIGNED, DECLARE TO HAVE TAKEN NOTE OF THE SAFETY REGULATIONS FOR CONTRACTORS AND I UNDERTAKE TO APPLY THEM STRICTLY AND TO MAKE MY WORKERS AND SUBCONTRACTORS APPLY THEM STRICTLY AS WELL.

THEREFORE I WILL BEFOREHAND INFORM MY WORKERS AND SUBCONTRACTORS EMPLOYED ON THE ACCOUNT OF OF GIVEN SAFETY REGULATIONS.

THE CONTRACTOR BEARS THE FULL RESPONSIBILITY FOR THE SAFETY OF HIS WORKERS DURING THE EXECUTION OF THE WORKS.

IN CASE HE DOES NOT COMPLY WITH THE LEGAL PROVISIONS CONCERNING SAFETY, PREVENTION AND PROTECTION, KORTRIJK XPO CANNOT BE HELD RESPONSIBLE.

THE GUIDELINES NAMED IN ARTICLE 9 OF THE WELFARE ACT OF 4 AUGUST 1996 CONCERNING THE WORKERS' WELLBEING WHILE EXECUTING THEIR WORK ARE APPLICABLE HERE.

NAMELY:

- REFUSE THE EXTERNAL COMPANIES OF WHICH IT CAN BE EXPECTED THAT THE EMPLOYER DOES NOT COMPLY WITH THE OBLIGATIONS PROVIDED BY GIVEN LAW;
- IN CASE THE EMPLOYER OF THIS EXTERNAL COMPANY DOES NOT (ENTIRELY) COMPLY WITH GIVEN OBLIGATIONS, KORTRIJK XPO - IN WHOSE BUILDING THE WORKS ARE BEING EXECUTED - IS EMPOWERED TO TAKE THE NECESSARY MEASURES ITSELF, AT THE COST OF THE EXTERNAL COMPANY.

IN CASE OF WORKS WITH SUBCONTRACTORS, THE CONTRACTOR MUST NOTIFY THEM IN WRITING OF THE LEGAL OBLIGATIONS APPLICABLE IN THE COMPANY.

IT IS OBVIOUS THAT THE CONTRACTOR MUST COMPLY WITH ALL LAWS IN THE GENERAL REGULATIONS FOR LABOUR PROTECTION, THE GENERAL REGULATIONS FOR ELECTRIC INSTALLATIONS AND THE CODEX ON WELL-BEING AT WORK.

Read, understood and approved.

Name contractor (or subcontractor):

Name signatory:

Date:

Given signed procedure 'working with third parties' must be able to be presented at the signing of the checklist presence third parties when collecting the workers' wristbands.