

## **Health & Safety instructions for contractors**

A-WL-VGM01-2 Version 01

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**Note: this document is a non-official translation of the document “A-WL-VGM01-1 Veiligheidsinstructies voor aannemers”, written in dutch, which can be downloaded form the website of Flanders Hydraulics Research.**

## 1 Introduction

The following measures provide information regarding Health & Safety at Flanders Hydraulics Research and relate to contracts, which are in accordance with the following agreement:

- ▶ Carried out on behalf of or with permission from Flanders Hydraulics Research; and
- ▶ Performed by an employer of the contractor or any associated subcontractor, hereafter referred to as “Contractor”.

## 2 Organization of the assignments

### 2.1 Contact

For each contract, a contact person from Flanders Hydraulics Research will be appointed . This contact person is the direct contact after reception and follows up the progress of the work. In other words, the contact checks the activities and can take action if the obligations under “workers well-being in the performance of their work” are not respected.

### 2.2 Exchange of information

Through this document, the contractor will be informed of the general health & safety risks and measures. If necessary, one or more risk assesments will be attached to this document. The contractor is responsible for the disclosure of information of all these risks and measures to all employees who will be responsible for the execution of the work.

The contractor will prepare a risk assessment and provide the contact person with the necessary information of the activities, risks and measures specific to the work.

### 2.3 Access

#### 2.3.1 Access & opening hours

The facilities of Flanders Hydraulics Research are accessible from 7:30 until 19:00. Registration at the beginning of the work, is done at the reception desk (Appendix – Floor plan) and is possible from 8:00 until 12:00 and from 13:30 until 17:00. Exceptions can only be allowed upon agreement from the contact person.

The access roads to the site of Flanders Hydraulics Research must always remain free for both incoming and outgoing staff, visitors or emergency services.

Outside working hours, no vehicles used by the contractor may be stationed within the site without the permission of the Flanders Hydraulics Research. If vehicles are allowed to be stationed outside the mentioned hours, special safety signage will be provided by the contractor.

#### 2.3.2 Photography - Filming - GSM – Similar devices

Photographing, filming or making video recordings - even by cell phone, smart phone or similar devices - is allowed only with the explicit written approval of the contact person.

The use of mobile phone, smartphone or similar devices is prohibited while operating machinery, operating devices and vehicles. The use of these devices is also prohibited when working at height, unless there is a clear emergency which can affect health or safety of staff.

### 2.4 No Smoking, drug and alcohol policy

Inside the buildings, offices and research halls of Flanders Hydraulics Research, no smoking is allowed. At a number of locations in the open air, there is a smoking ban, wich is clearly indicated. It is forbidden to

throw cigarette ashes or other residues on the ground. Also smoking is prohibited while operating machinery, operating devices or vehicles.

Being under the influence and/or in possession of alcohol, drugs and other narcotics is strictly forbidden on the site of Flanders Hydraulics Research.

Any person who is visibly under the influence of alcohol, drugs or other narcotics, will be removed from the site.

## 3 Safety regulations

### 3.1 General

Everyone is responsible for his/her own safety, and the safety of their co-workers. In other words, everybody needs to prevent dangerous activities and situations. Everyone is obliged to report faults, damages or defects to the facilities, equipment and machines directly to the contact person.

### 3.2 Working on installations/machines

When working on or near machinery or installation with rotating/moving parts, it is necessary to apply following instructions:

- ▶ Due to the fact that loose clothing are dangerous nearby rotating parts, wearing a skintight suit is mandatory;
- ▶ Long hair should be tied together;
- ▶ Rings, bracelets or necklaces are not allowed;
- ▶ The removal of safety shields or safety switches is only allowed after informing the contact person, and after turning off and locking the machine (LOTO = lock out tag out);
- ▶ Do not put tools or loose parts on the machines and do not pile up materials;
- ▶ Moving parts of machinery must not be cleaned, serviced or repaired when the machine is in operation;
- ▶ Make sure that the safety shields are always put back in place after each repair or maintenance;
- ▶ The risk areas of the physical installations (see Choice and use of personal protective measures) may only be entered in accordance with the prescribed safety procedures (LOTO = Lock Out Tag Out). The manager of the installation must always give his/hers approval prior to the execution of work in the risk area of his/her installation. Wearing safety shoes in the risk areas of the physical installations is mandatory.

### 3.3 Working at heights

#### 3.3.1 Gantry or scaffold

Scaffolds may only be used for its appropriate use. It is prohibited for the users to make any modifications on the scaffold.

The user of a scaffold has to be trained to obtain the necessary knowledge and skills to performs his/her tasks, like:

- ▶ Preventive measures regarding falling risks of persons or objects;
- ▶ Information on the maximal allowed load;
- ▶ Adapting safety measures related to weather conditions.

Scaffolds need to be:

- ▶ Equipped with a handrail, a midrail and a side skirt;
- ▶ Mounted stable on a solid, good bearing surface;
- ▶ The workfloor must be fully closed and robust;
- ▶ The use of ladders as a walkway floor is prohibited;
- ▶ The use of a safety harness for heights of more than 2m is mandatory;
- ▶ Tools and materials should be hoisted with a hoisting rope. The storage of tools in pockets is discouraged;
- ▶ Keep the working area clean and avoid loose objects;

Before climbing a scaffold, each person must:

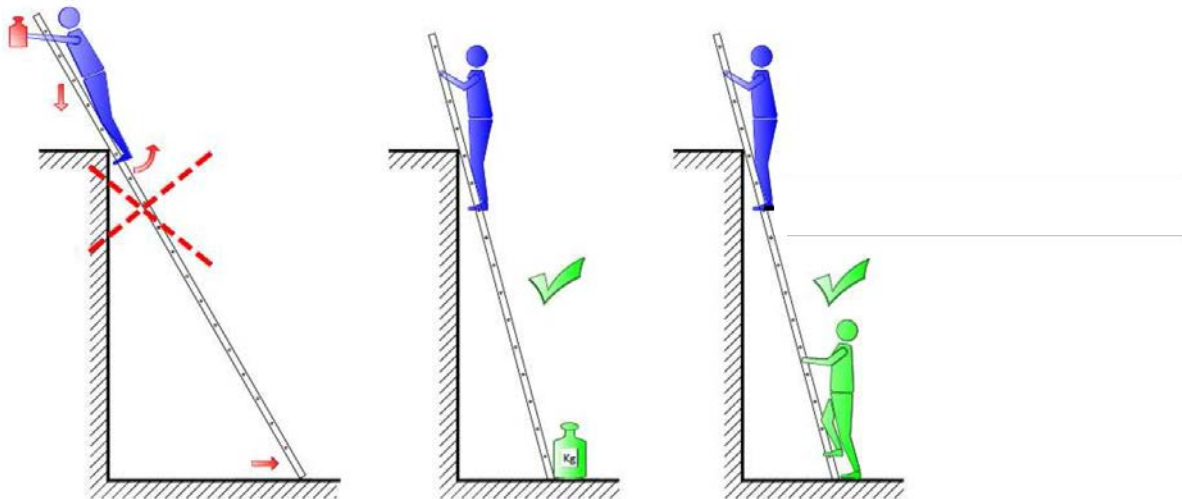
- ▶ Determine whether the inspection certificate is present and complete;
- ▶ Visually inspected for a safe access.

### 3.3.2 Ladders

A ladder is intended to overcome a difference in height, but may also be used in work of short duration (< 2 hours), or when it is impossible to use safer work equipment. The following principles should be taken into account:

- ▶ Standing height = number of sports where the feet are at: max 22 (< 5m at 75°)
- ▶ Standing time = duration of the work is less then 2 hour
- ▶ Strength Exercise = physical work that is done: force < 50 N
- ▶ Reach capabilities: one arm or less

Only annually inspected ladders may be used. An extra visual inspection of possible damage is required. Ladders are always mounted/placed un such a way that the sports stick far enough out of the level to climb on, to always obtain support for the hands. A ladder should never be placed near/at the entrance of a door or passageway. When crossing a platform, the ladder must be fixed at the bottom (see figure).



### 3.4 Working with open flame

When working with an open flame, white flame or heat point (eg by welding, cutting, brazing, burning, grinding, etc.), a fire permit has to be made by an authorized person of Flanders Hydraulics Research. This fire permit is valid for the work described and during the scheduled time as specified in the license. The license must always be renewed after expiration of the period and may be revoked for non-compliance with the requirements specified, long work interruptions, changing work conditions and / or unsafe acts. The fire permit will be delivered via the contact person and an example is given in appendix.

### 3.5 Working in confined spaces

Working in water reservoirs and the Sediment Test Tank are cataloged as working in confined spaces. A working permit has to be made by an authorized person of Flanders Hydraulics Research. This working permit is valid for the work described and during the scheduled time as specified in the license. The license must always be renewed after expiration of the period and may be revoked for non-compliance with the requirements specified, long work interruption, changing work conditions and / or unsafe acts. The working permit will be delivered via the contact person and an example is given in appendix.

The reservoirs are periodically tested for biological agents. The temperature of the water in the reservoirs has a constant low temperature, thereby formation of biological agents is not possible.

### 3.6 Working in explosion hazardous areas

The woodworking place is referred to as an ATEX zone. The working methods should have been discussed with the contact person before the start of the work. The contact person must always release the zone before the start of the work, and at completion.

### 3.7 Working on electrical installations

Working on electrical installations may only be carried out after the approval by a BA5-authorized staff of Flanders Hydraulics Research. A list of BA5-authorized personnel can be received via the contact person.

### 3.8 Working on roofs

When working on roofs, the following instructions need to be followed:

- ▶ For flat roofs access over a length of 4 m shall be equipped with edge protection
- ▶ An edge protection must be applied, unless the activities are more than 4m from the edge of the roof, the workzone and way to the workzone is clearly marked.
- ▶ When occasional work within 2m of the edge of the roof has to be performed, a safety harness must be worn with a lifeline secured to a solid point.
- ▶ When working on roofs, execution is always done at least in pairs. A communication device needs to be at the disposal of any person working on roofs.
- ▶ Working on roofs with wind force 6 or more is not allowed.

### 3.9 Working in locks and along quay walls/enbankments

When working in locks and along quay walls, the following instructions need to be followed:

- ▶ The following personal protective equipment is mandatory:
  - Safety shoes S3;
  - Reflective vest;
  - Lifejacket when there is not a collective protection measure in place such as a railing;
  - Safety helmet.
- ▶ When working along a quay wall, there is always a level difference with respect to the water. A fall from height is possible. Keep the duration in the risk zone (2m to the edge of the water) as short as possible. Approach the water in a straight line and do not walk alongside the water to the next workstation.
- ▶ When working next to water, there is always possibility of a slippery ground with sliding danger. Be vigilant for uneven terrain that provides a tripping hazard.
- ▶ Be vigilant on transport carried out by third parties on the location
- ▶ Be alert for any obstacles or loads overhead
- ▶ Adjust your clothes to the outside temperature and the temperature of the water.

These activities are always conducted under the supervision of an employee of Flanders Hydraulics Research, who is authorized to carry out the works. The contractor will receive written work instructions for the beginning of the works.

### 3.10 Working on board of ships

Specific in-situ measurements are carried out on board of ships. The following instructions are applicable:

- ▶ Wearing a lifejacket is mandatory for
  - Dis- and embarking of ships
- ▶ When the ship is detached from the quay:
  - Carrying out work outside the railing (working overboard)
  - When the ship doesn't have a closed railing
- ▶ When working with the cranes on the ship, wearing a safety helmet is mandatory.

These instructions are applicable for:

- ▶ 13h-measurements
- ▶ Taking sediment samples

- ▶ Measuring Turning cycles
- ▶ Measuring Half tide ebb
- ▶ Maintenance tidal posts Oosterweel and Prosperpolder

### **3.11 The choice and use of work equipment**

#### **3.11.1 General provisions**

Only the work equipment may be used, taking into account the circumstances and risks related to the environment where the tasks are performed (such as water, shock, heat, cold, dust, explosive atmospheres), that meet the health, safety and environmental requirements. The equipment is fit for the user, well maintained and in good condition.

All work equipment subject to inspection should be clearly marked and the inspection certificates must accompany the work equipment.

All work equipment must be used according to the manufacturer's instructions, so that the workers are not compromised.

The organization of the site, including the installation of the equipment and machinery shall not disturb the operation of FHR. Equipment may be stored at those places, appointed by the contact person.

At the end of the working day, all work equipment must be protected against abuse. Loose pieces will be removed or securely fastened in case poor atmospheric conditions such as storms and lightning may arise. Precautions have to be taken to prevent hazardous conditions.

The use of work spotlights with incandescent or halogen lamps is discouraged in the environment with increased risk of fire (wooden floors, area of textiles, paper, oil, and other flammable products). The use of LED spotlights is recommended. Work spotlights and other equipment emitting heat should never be left unattended and should be disabled in (temporary) non-use.

All persons subject to a safety function, a function with increased alertness or activity with a specific risk (drivers and operators of cranes, vehicles, appliances, etc.) must be in possession of a technical skills certificate and a valid medical fitness certificate. The machines, equipment (including lifting equipment, cranes) and vehicles may be operated only by those authorized persons.

The electrical welding equipment must meet A.R.E.I.<sup>1</sup> art. 57 Royal Decree of January 30, 2004, the inspection certificate may not be older than one year.

#### **3.11.2 Use by contractors of work equipment owned by Flanders Hydraulics Research**

The contractor must bring the necessary work equipment based on the information given and the work to be performed.

The work equipment of Flanders Hydraulics Research may be used only with permission of the contact person and after receiving the appropriate written instructions. The contractor is obliged to ensure their good condition and proper operation and use them at their own risk and responsibility. During the use, the supervision on the equipment is entrusted. After completion, the work equipment has to be returned in the same condition as when received. Work equipment that is not handed in at the end of the contract or are damaged shall be replaced or repaired at the expense of the contractor. Flanders Hydraulics Research reserves the right to ask for a signed receipt of the equipment lent by the contractor.

### **3.12 Choice and use of collective protection measures**

The contractor is responsible to apply the necessary signalization and barricades. This is done in consultation with the contact person.

The contractor is required to and responsible for:

- ▶ Applying collective protection measures such as railings and safety nets.
- ▶ Shielding of machinery

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<sup>1</sup> i.e. Algemeen Reglement Elektrische Installaties = Belgian Law on electrical installations



- ▶ follow the rules listed in the 'General guidelines for demarcation in the (exclusive) areas of electrical service "while working in the scope.

If it is technically impossible to provide collective protection, the contractor must provide personal protective measures.

All areas (even surrounding) that are affected by the works in progress must be clearly marked.

After completing the tasks, all fences, parapets, railings, etc., must be returned by the responsible contractor in their original condition, unless otherwise agreed with Flanders Hydraulics Research.

The contractor should signal any dangerous obstacle on the site of Flanders Hydraulics Research.

### 3.13 Choice and use of personal protective measures

The contractor shall provide its staff with the necessary work clothing and personal protective equipment to safely perform the appointed tasks. The control on the compulsory wearing of and training in the use of it also is the responsibility of the contractor.

Within the risk area of the physical installations, the wearing of work clothing and safety shoes S3 is mandatory.



The risk area is indicated by a yellow line around the installation. All work within these yellow lines are to be carried out with safety shoes or safety boots. This also applies to visitors, suppliers, etc.

### 3.14 Choice and use of dangerous products

The contractor must, prior to the start of the work, provide the contact person with the Material Safety Data Sheet (MSDS) of all products to be used. The use of the products must be approved in advance by the manager Quality, Health & Safety and Environment.

Dangerous products must be properly packaged. There should be no unintended release of products. The packaging must be clearly and indelibly marked, with the name and applicable hazard symbols.

The contractor is responsible for the products used by him as well as for the waste originated from its use.

### 3.15 Asbestos

On the site of Flanders Hydraulics Research is asbestos present in so-called "bound" state. These places have a label / sticker. When in doubt, contact the facility manager.

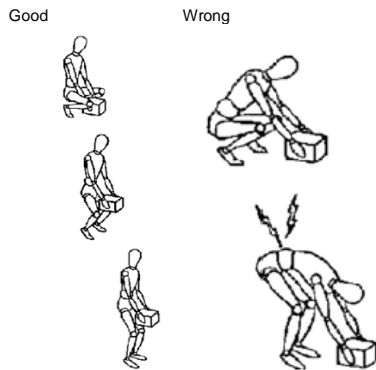


- ▶ Before work on materials with asbestos-sticker may be performed, the facility manager must be contacted.
- ▶ Any damage to materials that are equipped with a sticker should be reported immediately to the facility manager.
- ▶ The removal of asbestos containing materials is only allowed with special precautions, by specially trained staff.



### 3.16 Manually lifting loads

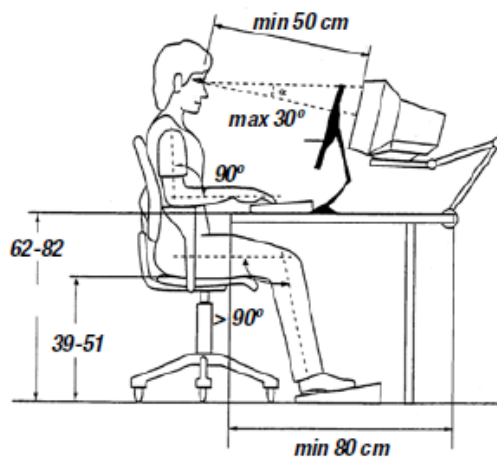
Good lifting prevents dorsal injuries. Make sure to use legs and arms when lifting loads, not the spine.



- Squat as close as possible to the load. Go through the knees, place the load between your legs and close to your body.
- Keep the load close to your body while you stretch your legs. Lift up evenly.
- Use both arms to lift. To move the load, use your legs, do not bend over and never turn the spine.
- Use lifting equipment and tools present.
- When lifting in pairs, one person commands and insures a simultaneously lift and drop.
- Place the load stable and beware of obstacles for hands and fingers.
- Try to keep the load as much as possible between knee and shoulder height.

### 3.17 Seated work

The following description of the seating position is ideal:



- Your head should be kept as straight as possible while working. The screen must be right in front of you and positioned within the viewing angle of 0 ° and 35 °. The top of the visible part of the screen should be at eye level.
- Hang off the shoulders relaxed, where they have the support of the elbow pads on the chair. It may also be facilitated by the lower arm part, so as to allow the elbows to make a 90 ° angle on the desk. The height of the armrests of the chair are on the same height as the desk.
- The wrists to not bend too much while operating the mouse and keyboard. Fold the foot of the keyboard.

- The feet are flat on the floor without the upper legs pinched on the chair. When the table and chair can not be set sufficiently low, a footrest might be helpful. The hips and knees bent at 90°. The knees are free from the front of the chair, so there still fits a fist between the knee and the chair.
- The chair backrest supports the loins. Sit up as upright as possible.
- Sit in front of and close to the desk en prevent twisting motions. Common activities are located within a radius of 50cm.
- The distance between the eyes and the monitor should be 70 to 105cm with big screens (19 – 24 inch) and 55 to 85cm with 15 - 17inch screens.
- Even with a proper posture, variation is important. Change position regularly and interrupt working in front of monitors with other tasks.

#### Working in front of monitors

This mainly is for employees working at least 2h a day in front of a monitor:

- Try to find some variation in your work patterns. After maximum 2 hours, working behind a monitor should be alternated with another task, or a 10min break is advised. Even better are regular short stops
- Select the display settings as much as possible for dark characters on a light background.
- Place the monitor transverse to the window. Don't sit with your face or your back to the window.
- The individual workspace should be set up as well as possible to the employee, see above.

### 3.18 Safety at offices

Although offices generally are not dangerous workplaces, employees are also at risk here.

- ▶ Prevent slips, falls and bumps from colleagues and yourself.
  - ▶ Avoid loose electrical cords. When moving electrical equipment, consult with the facility manager about the location of outlets and the use of extension cords. The use of extension cords must be kept to a minimum.
  - ▶ The floor is not a storage area. Store materials correctly or remove them.
  - ▶ Close drawers of desks and cabinets if you do not stand in front of them
  - ▶ Never stand on desks or chairs, borrow a ladder.
- ▶ Prevent drawers from falling over. The heaviest items belong in the bottom drawer. Never open more than one drawer at a time. New cabinets are protected against this.
- ▶ Signal defective cords, plugs and equipment to the facility manager, do not perform any repairs yourself.
- ▶ Keep emergency exits and passageways free, make sure you know how to act in emergencies. Make sure you know where the emergency exit is, where the gathering point is in case of evacuation and know your nearest first aider.
- ▶ In offices you usually work with several colleagues. Because people are different, it will not be possible for everyone to have an optimal indoor climate. You can help yourself through your clothing. Please consult with colleagues using the control possibilities of the building (windows open or closed, ventilation). Large variations in temperature or draft problems can be reported to the facility manager.
- ▶ Keep your work area clean and tidy. Make sure that at the end of your working day, your desk and floor are tidied up and freely accessible for the cleaner. Dispose of waste in the bins. Do not leave food, empty cups or glass on the workplace if you are away for a long time. The following waste streams are sorted separately:
  - ▶ Paper en cardboard
  - ▶ PMD
  - ▶ Residual waste
  - ▶ Dangerous products

## 4 Environmental requirements

### 4.1 Waste and excess materials

The basic principle is maximum separated waste. Unless otherwise specified, the contractor takes care of the legal and regular removal of waste from its own materials and products derived from the execution of the works. The contractor shall endeavor to avoid the waste to spread in case of bad weather.

If the job includes processing or installation of packaged goods, the contractor is obliged to take back and remove the package. The term "package" means all products made of any material, which are used to enclose or protect the goods to process or install.

### 4.2 Environmental incidents and accidents

The contractor needs to do everything in his power to prevent situations leading to a environmental disaster.

In case of an incident that may effect the environment (fumes, vapors, spillage, contamination of soil, contamination of sewers, watercourses, noise, ...), it should be reported immediately to the contact person. The contractor needs to take all measures as soon as possible to limit the damage.

## 5 Emergency situations

### 5.1 Internal emergency number

For all accidents, sudden illness, fire and other emergencies, immediately call the reception desk of Flanders Hydraulics Research.

**Phone number: 03/224 60 35**

This number is always available (even outside office hours and on weekends). In inaccessibility of this number the other important phone numbers can be tried out in Annex.

## **5.2 Fire prevention**

Respect the following rules for the prevention of fire

- ▶ Respect the smoking ban and dispose of cigarette butts in the ashtrays provided.
- ▶ Do not stack materials with high fire load (wood, textile, paper, oil, flammable products) on the premises. Remove remaining packaging materials immediately and dispose full containers.
- ▶ Dispose oil-soaked absorbent cloths in specifically provided closed metal containers;
- ▶ Keep flammable products in a safety cabinet, with a clear labeling and limit the quantities to day supply. Store flammable liquids on drip trays with sufficient leakage volume.
- ▶ Equipment emitting heat (such as work spot lamps, burners, ...) should never remain unattended when in close proximity to combustible materials (wood, textiles, paper, oil, flammable products) are. During breaks and / or temporary non-use such equipment must be switched off.
- ▶ Respect the prescribed fire permits.

Make sure you are always aware of the evacuation plan and fire extinguishers. The extinguishers must be easily accessible. The evacuation doors, electrical distribution boards, fire extinguishers, hydrants and hose reels must always be free of any obstacles and are fully visible.

### **5.2.1 Firefighting**

Any person who observes smoke or fire must immediately activate the fire alarm. Then everyone should proceed to the general assembly area (see Appendix – Floor plan).

If the employee is qualified, he / she may, without placing themselves in danger, begin to put out the fire using the appropriate fire extinguisher. Since he / she is not a firefighter, it is strongly recommended that he / she is assisted by another person trained in fighting a fire. If the first attempt fails, one must immediately leave the building.

## **6 Practical guidelines for accidents**

### **6.1 General conditions**

Every care of injuries and near misses is reported as soon as possible to the contact person so that immediate action can be taken to prevent accidents with the same cause in the future.

### **6.2 First aid**

The emergency response can be activated by injury. These are accessible via the internal emergency number **03/224 60 35**. The location of the first aid is indicated in Appendix – Floor plan.










## 7 Appendix – Important phone numbers

The following list provides the internal phone number of important contacts within Flanders Hydraulics Research.

<b>Functie</b>	<b>Naam</b>	<b>Mailadres</b>	<b>Intern nummer</b>	<b>GSM-nummer</b>
<b>Internal emergency number / Reception desk</b>		<a href="mailto:waterbouwkundiglabo@vlaanderen.be">waterbouwkundiglabo@vlaanderen.be</a>	0032 3 224 60 35	
<b>Facility manager</b>	Boris Van Dingenen	<a href="mailto:boris.vandingenen@mow.vlaanderen.be">boris.vandingenen@mow.vlaanderen.be</a>	0032 3 224 61 86	0493 24 69 85
<b>Manager Quality, Health &amp; safety and Environment</b>	Davy Peeters	<a href="mailto:davy.peeters@mow.vlaanderen.be">davy.peeters@mow.vlaanderen.be</a>	0032 3 224 63 25	0472 42 35 35
<b>Concierge</b>	Jean-Paul Van Laethem			0476 40 09 72.

## 8 Appendix – Example “Fire permit”










The fire permit is issued by a qualified employee at the request of the contact person. The fire permit is signed by both the contact person as the performers. By signing the fire permit, each stakeholder declares to have received, acknowledged and will comply to the conditions stated in the fire permit.

<b>Name contact person</b>		
<b>Name(s) performers</b>		
<b>Identification contractor</b>	Company name:	
	Adress:	
	Phone number:	
	Responsible:	
<b>Expiration of permit</b>	Date: from .../.../... till .../.../...	
	from: ..... till .....	
<b>Locations of works</b>	Building:	
	Installation:	
<b>To perform work</b>	<input type="checkbox"/> Welding / brazing / cutting	
	<input type="checkbox"/> Grinding	
	<input type="checkbox"/> Working with open flame	
	<input type="checkbox"/> Working in a fire hazard zone	
	<input type="checkbox"/> Working in an area with a potentially explosive hazard	
	<input type="checkbox"/> Roofing using flame	
	<input type="checkbox"/> Others:	
<b>Warning in case of emergency (fire, accident)</b>	Phone number: 03 224 60 35	
	Location: Reception desk Flanders Hydraulics Research	
<b>Fire prevention and control</b>	Phone number fire department: 112	
	Place extinguisher: 	Place hose reel: 
	No smoking: 	Prohibiting smoking and open flames: 
<b>ALARM (immediate evacuation) AND EVACUATION</b> 	Signal to evacuation: Fire alarm	
	Meeting point: Entrance gate	
	Direction emergency exit: 	Direction exit: 
	Emergency exit: 	Exit: 
	<b>GENERAL AND SPECIFIC SAFETY PRECAUTIONS - SEE PAGE. 2</b>	

<b>GENERAL AND SPECIFIC SAFETY PRECAUTIONS - SEE PAGE. 2 TO TAKE BY THE PERFORMER(S)</b>	
<b>1. BEFORE THE START OF THE WORK</b>	
<input type="radio"/>	Read the fire permit carefully and adhere to the instructions included.
<input type="radio"/>	Remove (at least up to 10 m) flammable substances and materials. If this is not possible: shield these materials with a nonflammable and asbestos free screen. If possible, make them wet.
<input type="radio"/>	Remove combustible materials and materials which are possibly behind the walls of the work area.
<input type="radio"/>	Close gaps, holes, cracks, ... in the walls of the workshop (at least up to 10 m) with sand, plaster, metal or non-combustible and asbestos-free screen.
<input type="radio"/>	Keep at least 2 ready to use and appropriate fire extinguish equipment in the immediate vicinity of the work. Appoint a permanent guard. Suitable extinguishing equipment: <ul style="list-style-type: none"> <li><input type="radio"/> ABC powder extinguisher (suitable for quenching of solids, liquids and melting solids and gases)</li> <li><input type="radio"/> CO<sub>2</sub> extinguisher (suitable for extinguishing liquids and melting solids and gases, electrical boards)</li> <li><input type="radio"/> Hose reel (suitable for extinguishing solids)</li> <li><input type="radio"/> Other</li> </ul>
<input type="radio"/>	Containers and pipes containing flammable materials, liquids or gases, need to be emptied, cleaned with hot water, abundantly ventilated and filled with water, before the start of the work. Insure by measuring with an explosion meter, that the installation completely degassed.
<input type="radio"/>	Check the equipment to be used, before starting, thoroughly (hoses, voltage, connectors, ...). Ensure that the supply of gas or electricity can be closed easily.
<input type="radio"/>	Never leave unattended the connected welding and soldering. Fill any blow torches in the open air and after complete cooling.
<input type="radio"/>	Other: -
<b>2. DURING EXECUTION</b>	
<input type="radio"/>	Note glowing sparks and in the place where they fall, as well as the heated metal parts
<input type="radio"/>	Put hot objects only on refractory supports that the heat moreover not reproduce
<input type="radio"/>	Discard any electrode material in a container filled with sand or in a bucket of water
<input type="radio"/>	Other: -
<b>3. AFTER THE WORK</b>	
<input type="radio"/>	Thoroughly control the work areas and the adjoining premises for splashing sparks or heat transfer.
<input type="radio"/>	Keep monitoring at these sites for at least 2 hours after the completion of the work. (Often in the hours after the completion of the work fire breaks) If this supervision can not be provided, then bark all work with naked flames or white flame 2 hours for general stoppage of work in the establishment.
<input type="radio"/>	Place any movable objects back into the workplace at least 24 hours after the completion of the work.
<input type="radio"/>	Notify after completion of the works immediately the contact person
<input type="radio"/>	Other: -
<b>4. ANY OTHER PREVENTIVE MEASURES</b>	
Signature Contact person:	Signature performer(s):

## 9 Appendix – Example “Work permit confined spaces”

The work permit confined spaces is issued by a qualified employee at the request of the contact person. The work permit is signed by both the contact person as the performers. By signing the work permit, each stakeholders declares to have received, acknowledged and will comply to the conditions stated in the fire permit.

<b>Name contact person</b>		
<b>Name(s) performers</b>		
<b>Identification contractor</b>	Company name:	
	Adress:	
	Phone number:	
	Responsible:	
<b>Expiration of permit</b>	Date: from ..../...../..... till ..../...../.....	
	from: ..... till .....	
<b>Locations of works To perform work</b>	Building:	
	Installation:	
<b>To perform work</b>		
<b>Warning in case of emergency (fire, accident)</b>	Phone number: 03 224 60 35	
	Location: Reception desk Flanders Hydraulics Research	
<b>Fire prevention and control</b>	Phone number fire department: 112	
	Place extinguisher: 	Place hose reel: 
	No smoking: 	Prohibiting smoking and open flames: 
<b>ALARM (immediate evacuation) AND EVACUATION</b> 	Signal to evacuation: Fire alarm	
	Meeting point: Entrance gate	
	Direction emergency exit: 	Direction exit: 
	Emergency exit: 	Exit: 
<b>GENERAL AND SPECIFIC SAFETY PRECAUTIONS - SEE PAGE. 2</b>		



<b>GENERAL AND SPECIFIC SAFETY PRECAUTIONS - SEE PAGE. 2 TO TAKE BY THE PERFORMER(S)</b>	
<b>1. BEFORE THE START OF THE WORK</b>	
<input type="radio"/>	Read the work permit carefully and adhere to the instructions included.
<input type="radio"/>	Appoint a safety guard
<input type="radio"/>	Make measurements to detect the presence of gases. If the levels are not acceptable, the confined space may not be entered without extra measures.
<input type="radio"/>	Provide extra ventilation. Ventilation 24h in advance is an option
<input type="radio"/>	Provide the necessary life-saving equipment
<input type="radio"/>	Ensure that access to the confined space is defined and clearly marked.
<input type="radio"/>	Ensure clear communication arrangements between Entrant and safety guard
<input type="radio"/>	Other: -
<b>2. DURING EXECUTION</b>	
<input type="radio"/>	Wear appropriate personal protective materials: <ul style="list-style-type: none"> <li>- Safety shoes or safety boots</li> <li>- Helmet</li> <li>- Appropriate gloves</li> <li>- Safety harness</li> <li>-</li> </ul>
<input type="radio"/>	Use only devices on safety voltage
<input type="radio"/>	Other: -
<b>3. AFTER THE WORK</b>	
<input type="radio"/>	Leave the confined space open for at least one day for ventilation. Ensure that access to the confined space is clearly defined and marked.
<input type="radio"/>	Place any movable objects back into the workplace at least 24 hours after the completion of the work.
<input type="radio"/>	Notify after completion of the works immediately the contact person
<input type="radio"/>	Other: -
<b>4. ANY OTHER PREVENTIVE MEASURES</b>	
Signature Contact person:	Signature performer(s):

# 10 Appendix – Floor plan

