

**Appendix I; SABIC Geleen Site Addendum to the  
SUPPLEMENTARY EHS CONTRACTUAL CONDITIONS, July  
2011**

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## 1 INTRODUCTION

This addendum is a supplement to and provides more details on the subjects mentioned in the ‘Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011’.

The Contractor must comply with Dutch/European law, the Site Regulations (Chemelot), the Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011 and the additional SHE regulations and SHE information cited in this addendum.

In the unlikely event that differences exist between the legal requirements, the Site Regulations or OSM-SHEMS, the strictest of these requirements shall apply.

Where OSM-SHEMS is mentioned in the addendum and you require additional information, you can request this from the SABIC contract manager.

Frequent references are made within these established rules to the Site Regulations (**SR**). These regulations include specific forms and can be found at [www.chemelot.nl](http://www.chemelot.nl) under “Regelgeving”.

**Compliance policy with regard to regulations;** see Site Regulations chapter SR 1.7 and the Policy Board Management handbook (par 1.5), see embedded file.



## 2 GENERAL WORKING CONDITIONS FOR THE GELEEN SITE

### 2.1 Working hours

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### 2.2 Access passes

See Site Regulations, chapter SR 7.2.1 up to and including 7.2.11 and 7.3.

### 2.3 Access to the Geleen Site and right to search

See Site Regulations, chapter SR 7.5.

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**2.4 Safety equipment (Personal Protective Equipment, (SR 1.4; rules of conduct, chapter 2, OSM-SHEM 08.08)**

2.4.1 General

Within the borders of the plants (IBL), indicated by barriers and ATEX signs, there is a general obligation to wear:

- Safety helmet.
- Safety shoes with steel toe-caps.
- Safety glasses with side shields.

**CONTACT LENSES:**

Wearing contact lenses in the SABIC areas is permitted, provided one wears splash goggles and has permission from the company doctor

- Protective clothing (cf. NEN 1149 (anti-static) and NEN-EN-ISO 11612:2008 (protection against heat and flames) which completely covers the arms and legs. Note clothing directive for Contractors: 10.004 MP (version 2) – New clothing provisions for SABIC Geleen site dated 11-08-2010. Available on request from the Secretariat of the Director of SABIC Site Services.

In order for the clothing to provide protection, it must be fully closed and come down as far as your shoes.

The contractor must take responsibility for the procurement/use of the above safety equipment.

In addition to this compulsory safety equipment, you must comply with additional safety measures which are indicated by the blue signs or in the Work permit.

2.4.2 Mandatory flame-resistant and anti-static clothing directive

See Chapter 2.4.1.

2.4.3 Additional protective clothing

**Disposable clothing (work where there is no risk of fire):**

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Disposable overalls are required to comply *at least* with EN1149; underneath these overalls, work clothing must be worn which complies with EN11612 (or EN531).

**Disposable clothing (work where there is a risk of fire):**

Disposable overalls are required to comply *at least* with EN1149 & 533; underneath these overalls, work clothing must be worn which complies with EN 11612 (or EN531).

2.4.4 Protective clothing supplied by SABIC

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.5 Vehicles and drivers**

See Site Regulations, chapter SR 5.9 and SR 7.3 (vehicle admission regulations)

**2.6 SABIC Geleen buildings and property**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.7 Printed or written matter**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.8 Visitors**

See Site Regulations, chapter SR 7.2.3 and 7.2.8

**2.9 Photography and filming**

See Site Regulations, chapter SR 7.6

**2.10 Fence lines**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011

**2.11 Radio communication equipment**

Cell phones (GSM): See Site Regulations, chapter SR 5.12

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Drivers are not permitted to use cell phones in moving vehicles (including hands-free sets). (OSM-SHEM 08.01, Inst 6.3)

**2.12 Alcohol/Drugs**

See Site Regulations, chapter SR 5.11

**2.13 Explosives**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.14 Firearms**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.15 Noise**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.16 Personal electrical devices**

People with personal electrical devices (e.g. pacemakers, diabetic pumps) must notify the relevant plant before commencing work.

**2.17 Smoking areas and sources of ignition**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.18 Fires**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**2.19 Calling in the police**

See Site Regulations, chapter SR 7.7.

**2.20 Accessibility of roads and grounds**

See Site Regulations, chapter SR 4.3.

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**2.21 OBL signage and road diversions**

See Site Regulations, chapter SR 4.5

**2.22 Cleaning equipment prior to dispatch with regard to maintenance, testing and disbursements**

See Site Regulations, chapter SR 5.4.5

**2.23 Utilities (incl. breathing air, drinking water)**

See Site Regulations, chapter SR 5.10.4 and 5.10.5

**3 SAFETY, HEALTH AND WELFARE**

**3.1 Safety policy/regulations**

**THE HIERARCHICAL LINE (OSM-SHEM 05)**

The hierarchical line is responsible for ensuring that SHE tasks are carried out properly.

The table below shows how responsibilities for safety, health and the environment are organized.

The hierarchical line within SABIC, starting with the Management, the Director of Manufacturing and Director of Site Services, the Manager of Operations or Manager of Maintenance, down to the shift supervisor, is responsible for implementing the policy, targets, resources and for checking proper compliance therewith.

Table 1;

Line	Plant Area Manager areas	Workplace Maintenance	Other
Area Manager	Director Manufacturing	Director Site Services	Director Site Services
Responsible for SHE regulations	Operations Manager	Maintenance Manager	Contract Manager Facilities (Buildings)
Responsible for enforcing SHE regulations	Shift supervisor	Maintenance Execution Manager	Buildings Supervisor Jetting site Supervisor
Complying with obligations	Individual employee	Individual employee	Individual employee

GENERAL

Table 2; The relationship between Client and Contractor and the roles specific to contractors are given below:

Client-side						Contractor-side	
Role	Employee					Role	Employee
	Turn-Arounds	Projects	Maintenance	Buildings	General service contracts		
<b>Client</b>	Director Manufact	Director Manufact	Director Manufact	Director SS	Director SS	<b>Contractor</b>	Board representative
<b>Contract manager (authorized by the client)</b>	TAM	PM	Maint Execution Manager	Contract Manager Facilities	Contract Manager SLAs	<b>Authorized by the contractor</b>	Project leader
<b>Contact person for contractual aspects</b>	Contract Engineer	Project Control Engineer	Supervisor P&S	Contract Manager AAFM	Contract Manager Procurement	-----	-----
<b>Guidance &amp; Control employee</b>	Inspector, Prepar. Coordinat. Planning Coord, SF Coord	Construction Manager	Contractor Supervisor	Employee buildings	-----	<b>Supervisor</b>	Construction Manager, Contractor

Contractor work:

Performing work on a contract basis and under their (own) management and responsibility on the SABIC site through a (main) contractor and possibly a sub-contractor.

Note:

Work which are performed by contractor employees entirely under the management and responsibility of SABIC (work under control) are not included under the definition ‘Contractor work’.

Multiple contractors working together (Article 19 of the Health and Safety at Work Act)



It must be set out in writing and made clear to the Client the way in which the contractors will be cooperating, the provisions that must be met and how these provisions will be supervised. The person authorized by the contractor in consultation with the contract manager shall take the initiative in this respect.

#### DUTIES OF EMPLOYEES OF THE CLIENT

##### Duty of the Area Manager

The Area Manager's duty is to ensure compliance with Safety, Health and the Environment (SHE).

##### Duty of the Client

The person who requests or commissions the work on behalf of the legal entity SABIC.

The Client's duty is to establish the SHE responsibilities and agreements between the parties involved and to supervise them.

In the case of Contractor work, the Client must appoint a contract manager. This appointment shall be notified to the contractor in writing.

##### Duty of the contract manager

The employee who, as the authorized representative of the Client, is tasked with establishing the conditions: scope, time, money, quality and SHE for a contract and is put in charge of supervising the performance of the work.

- Where there are several Contractors, the contract manager must ensure that mutual consent is reached (Article 19 of the Health and Safety a Work Act).

##### Duty of the receiving department

The receiving department shall ensure that:

- The Contractor's employees are able to follow the plant instructions before commencing work.
- The Contractor's employees are given additional instructions for special activities.
- The instructions followed are recorded, with the date being given, on the plant information card or in the "Safety passport", stating the duration of validity.

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- The permit procedure is applied.
- The Contractor's employees are able, in a reasonable practicable manner, to satisfy their obligations of reporting and having the work permits signed.

#### Guidance & Control Employee

The employee who is entrusted on behalf of the Client to supervise a contract at the place of performance and thereby checks compliance with the SHE regulations and procedures, including the quality and quantity of the services rendered.

Depending on the nature of the work and the agreed cooperation with the Contractors, the range of tasks of the Guidance & Control Employee may vary. The tasks must be described accurately in writing in the assignment given to the Guidance & Control Employee.

#### DUTY OF THE CONTRACTOR'S EMPLOYEES

##### Duty of the Contractor's Management

The natural person or legal entity with whom/which the Client has concluded a contract to carry out work.

The duty of the Contractor's Management is to comply with the agreements made with the Client in the field of SHE and to assign the SHE responsibilities within his organization.

The Contractor's Management is responsible for ensuring that:

- Work is carried out by employees who meet the criteria laid down in the relevant law and who possess the necessary competence, reliability and the physical and mental capability to carry out the work.
- Employees are aware of and comply with their own necessary and required instructions and SABIC instructions and regulations in order to be able to perform activities at the SABIC site in Geleen.
- The work is carried out in a safe and environmentally friendly manner.
- A Contractor's agent is appointed in writing and this is made known to the Client. Tasks, responsibilities and capabilities with regard to SHE must be set out in writing by the authorized person.

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- **INCIDENTS:** As well as reporting incidents (including accidents), the Contractor must report the following information to SABIC (QESH department) with regard to the reporting of accidents: Number of contractor hours on the Site (every month, after the 10<sup>th</sup> working day).

#### Duty of the Contractor's agent

The employee who, as the Contractor's agent, is the first responsible party for ensuring that the work taken on is carried out in a safe and environmentally friendly manner.

The Contractor's agent is responsible for:

- Assigning duties, powers and responsibilities with regard to SHE and supervision thereof.
- Taking decisions with regard to SHE measures to be taken and resources to be made available.
- The agent must assign duties to the Contractor's other employees as part of his responsibility for the safe performance of the activities. These tasks must be described accurately. He must ensure that these employees have the qualifications and resources required to carry out these tasks properly.

#### Duty of contractor's foreman

The foreman is the Contractor's employee who manages and is responsible for the way in which it is carried out.

The Contractor's foreman has the following SHE-related duties as a minimum:

- Makes sure that the work is carried out in a safe and environmentally friendly manner by his employees.
- Ensures that his employees comply with the SHE requirements.
- Ensures that his employees report to work on time at the reception of the site where the work is to take place.
- Directs his employees and gives them the opportunity to follow the necessary SHE instructions.
- Contacts the Client's G&C employee before commencing work.

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- Signs to the necessary permits as Head of the Executing Department. In exceptional cases, this may be done by another employee, provided that authorization has been given in writing by the Contractor management.
- Ensures that the measures to be taken, which are indicated on the permits and sees that the measures to be taken, which are indicated on the permits and which are the responsibility of the receiving department, are carried out.
- Ensures that his employees comply with the duty to report.
- Reports any unusual incidents regarding employees to the Client's G&C employee.
- Ensures that work is carried out properly and tidily and that the workplace is left in a clean state.
- Satisfies himself that his employees are able to work safely at the site at which the work is to be performed.

### 3.2 Safety Inspections

Inspections (SHE Field Check Performance Form) are carried out in which the contractor must cooperate. (OSM-SHEM 05)

### 3.3 Safety behavior

A VOC program is carried out, where the behavior during the performance of work being discussed with the contractors. (OSM-SHEM 00.06)

### 3.4 SHE orientation training and working arrangement

The Contractor (employee) shall take part in a SHE orientation training course or must have already taken part in such a course; this consists of:

- Gate instruction (SR 5.3.1).
- Plant hazard instruction (OSM-SHEM 12.03, SR 5.3.2).
- LMRA Instruction (SABIC or via Contractor if the Contractor has their own LMRA instructor) (OSM-SHEM 08.10 and SR 5.6).
- Workers: VCA basis (SR 5.8).
- Managers and employees involved in the Work permit system: VCA Vol. (SR 5.8).

Depending on the role, training may also be given on how to use the Geleen Site Work permit.

These instructions must be set out in the safety passport for contractors.

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When hiring employees who are not fluent in Dutch:

- Any worker of the Contractor must speak both the language spoken by these employees and also be fluent in Dutch, English or German.
- The Contractor must guarantee that these employees understand the SHE drawn up in Dutch and work-related documents.

### **3.5 Safety passport**

See Site Regulations, chapter SR 5.3.4.

In addition to the VCA training or equivalent, additional training/courses are being requested, which are included in a training matrix (the training matrix is under construction).

### **3.6 Welfare facilities**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **3.7 Provision of Safety equipment**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **3.8 Reporting accidents and unsafe situations**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **3.9 Safety training**

Information (content + date) of the weekly Contractor SHE meeting will be sent to the Contractor Supervisor.

### **3.10 Safety documents (inspection, testing etc.)**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **3.11 Hazardous Substances**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **3.12 Emergency procedures**

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See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **3.13 Fire prevention and fire-fighting equipment**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **3.14 Safety reports**

See Site Regulations, chapter SR 5.4.2.

### **3.15 Contractor employee safety**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

## **4 WORK PERMITS**

### **4.1 Work permit**

The roles, regulations and method can be found in the OSM-SHEM 08.10 instructions; contractor employees must follow a training course (the scope of which will depend on the role) so that they are clear about how to handle the work permit.

Every contractor carrying out work shall submit his general or specific RI&E to SABIC. In the case of activities that are not covered by the contractor's general RI&E, the contractor needs to draw up a JSA in cooperation with SABIC.

If a JSA is identified, it will be indicated on the Work permit.

## **5 EMPLOYMENT MATTERS**

### **5.1 Suitability for work**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **5.2 Fit to work**

Employees who perform tasks for which their physical condition and state of health are especially important must undergo periodic health checks. A corresponding medical declaration must be submitted and signed in the safety passport/conduct booklet. (OSM-SHEM 05)

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This includes, inter alia:

- Employees who are involved in climbing to and/or working at great heights (> 75 m).
- Professional drivers.
- Crane operators.
- Users of compressed air equipment (PAT).

### **5.3 Infectious diseases**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **5.4 Employment of other employees**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **5.5 Labor unions**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

### **5.6 Behavior on the Geleen Site**

See Site Regulations, chapter SR 1.4.

### **5.7 Regulatory visits**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

## **6 ADMINISTRATION**

### **6.1 Delivery of materials**

See Site Regulations, chapter SR 5.9 and 7.3.

## **7 SITE ESTABLISHMENT AND HOUSEKEEPING**

### **7.1 Temporary buildings**

See Site Regulations, chapter SR 4.4

In addition to SR 4.4, temporary buildings must also comply with the SABIC Geleen Housing rules (OSM-SHEM 99.12).

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**7.2 Waste disposal & recycling**

Tidying up the workplace, see Site Regulations SR 1.4 (chapter 6.2).

**8 REGULATIONS FOR SPECIFIC ACTIVITIES AND PLANTS**

**8.1 Specifications and forms**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.2 Working in the vicinity of buildings/installations**

Pipeways/pipe racks, see Site Regulations, chapter SR 4.7.

**8.3 Electrical installations and equipment**

General rules on electrical and technical safety: see Site Regulations, chapter SR 5.7.

**8.4 Access to vessels/confined spaces**

Access is regulated via the Work permit, see 4.1.

**8.5 Radiological regulations**

See Site Regulations, chapter SR 5.4.

**8.6 Ground works (excavation)**

Access is regulated via the Work permit, see 4.1.

**8.7 Cartridge-operated tools**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.8 Working at heights**

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Specific regulations for working at heights (OSM-SHEM 08.09) must be requested in advance from the Guidance & Control Employee (e.g. Contractor Supervisor).

**8.9 Scaffolding + access**

Employees are only permitted to climb scaffolding if the scaffolding has been tested and provided with a green scaffolding card. (OSM-SHEM 08.09, Instruction 5)

Grounding of scaffolding: Scaffolding (incl. rolling scaffolding) set up within the zoned-off area must be grounded in accordance with SABIC guideline VAPR 20.

**8.10 Barriers**

Barriers: see Site Regulations SR 5.4.1 and Additional barriers (OSM-SHEM 12.05).

If carcinogenic substances can be released, it must be stated separately which barrier is considered to be efficient: see examples in the table.

Situation	Barrier
Occasional work/activities which can lead to the release of carcinogenic substance(s) Unusual event which can lead to the release of carcinogenic substance(s).	Yellow barrier tape with the repeated black text “carcinogenic substances” and a ‘skull-and-crossbones triangle’.
Regular recurring activities at a fixed workplace which can result in the release of carcinogenic substance(s).	Black and yellow nylon rope with a triangular board (skull and crossbones with the caption “carcinogenic substances”).
Room with permanent presence of carcinogenic substance(s) at the workplace.	Black and yellow triangular board with a skull and crossbones and the caption “carcinogenic substances”, possibly in combination with nylon rope.

**8.11 Overhead cranes**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.12 Regulations**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.13 Dropping materials**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.14 Hot Work**

Access is regulated via the Work permit, see 4.1.

**8.15 Hazardous Materials (transport)**

Transporting hazardous/non-hazardous materials. (OSM-SHEM 15.01)

Transporters must comply with the SHE requirements as indicated in the diagram below.

Category →	Transporters (Liquid + Dry Cargo)	Suppliers of raw materials and ancillary materials	Collectors	Dispatching agents Couriers (packed goods)
Explanation by category	Transporters with a framework agreement	Suppliers with a framework agreement 1)	Transporters brought in by customers	Transporters brought in by site users, contractors and suppliers
SHE requirements				
SHE management system	SQAS (valid report)	X 2)	X 3)	
CEFIC Guideline Standardization of Equipment	X	X	X	
Site access requirements for drivers	Admission rules 6 chemicals companies	Admission rules 6 chemicals companies	Admission rules 6 chemicals companies	Exclusion of certain substances in transit

- 1): Own transport or transport brought in by the supplier.
- 2): In due time SQAS (Safety and Quality Assessment System / CEFIC – Responsible Care); in this respect, contracting parties must have a phasing-in plan.
- 3): It is determined on the basis of risk assessments whether SQAS should be prescribed.

- Information + documents regarding the material to be transported, material data (MSDS) and packaging/labeling are made available or sent.
- The packaging and labeling of a material or materials must comply with the requirements set out in the regulations of the environmental management act, Chapter 9, EU-CLP and the ADR, parts 4 and 5.
- Availability of load information sheets.
- The driver is able to communicate in one of the accepted languages (Dutch, English, German or French).
- The transporting unit and the driver have the correct papers/certificates to transport the material.
- When transporting hazardous substances, the transporting unit and the driver (training) must comply with the ADR regulations.
- If the driver performs the loading or unloading operations himself, this must be set down in a contract.
- It is not permitted to park a transporting unit with hazardous goods to be loaded/unloaded within the Chemelot site outside the loading/unloading times.

**8.16 Fiber rope**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.17 Welding/fire equipment**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.18 Gas cylinders**

See Supplementary EHS conditions of contract for work on SABIC Sites in Europe, July 2011.

**8.19 Lifting (lifting activities and lifting equipment)**

See Site Regulations, chapter SR 5.4.4 and Best Practice “5. Lifting activities”.

Lifting vehicles and lifting equipment belonging to the contractors must be provided with a control system relating to essential data of lifting vehicles and lifting equipment (which as a minimum is based on the regulatory requirements). (OSM-SHEM 08.06)

This relates to:

- a) Lifting equipment above the hook: cranes and crane parts and fixed lifting position

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- b) Lifting equipment beneath the hook: lifting equipment, synthetic sling bands, chain,

**8.20 IBL hose connections**

If hose connections are used for nitrogen, compressed air and breathing air, only couplings which have been specified for the relevant product may be used.

The Contractor is not permitted to connect hoses to the SABIC installation himself. The Contractor may connect compressed air to their equipment, while the remaining utilities are connected by SABIC Operations.

**8.21 Electrical connection “GROUNDING” for welding operations**

For welding operations, the “grounding” to the work piece must be as close as possible to the welding position so that no passage of electricity can take place via accessories and equipment.

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