

SAFETY AND WORKING CONDITIONS

IN CONNECTION

WITH WORKS CARRIED OUT BY THIRD PARTIES

At Taminco bvba (Ghent)
A subsidiary of Eastman Chemical Company

July 2024

V14-00053-02-00



Third party conditions - July 2024

Veiligheids-, Milieu- en Duurzaamheidsbeleid

Eastman Gent Noord

29 maart 2023

Eastman Gent Noord is een gespecialiseerd chemisch bedrijf dat methylamines en hiervan afgeleide producten maakt. Eastman Gent Noord wenst een toonaangevende onderneming te zijn in alle facetten van haar bedrijfsvoering.

Deze wens wordt gerealiseerd in overeenstemming met de Responsible Care filosofie van het bedrijf.

Daarom zal Eastman Gent Noord een beleid voeren inzake Veiligheid, Milieu en Duurzaamheid dat in overeenstemming is met alle regelgeving en met haar engagementen naar alle relevante partijen. Ze zal haar aanpak en processen op gebied van Veiligheid, Milieu en Duurzaamheid continu verbeteren door jaarlijks specifieke doelstellingen en projecten vast te leggen in overeenstemming met de doelstellingen van de Eastman Groep.

Momenteel lopen hiertoe in Eastman Gent Noord volgende overkoepelende projecten:

- *Safety 4.0*

Dit project heeft als doel om met de site in 2025 wereldklasse te worden op vlak van Veiligheid en Milieu.

Specifiek betekent dit:

- o *OSHA Recordable Rate*: max. 0,25. Dit betreft verwondingen.
- o *Tier1 en Tier2 incidenten* per 200000 werkuren: max. 0,1. Dit betreft ernstige veiligheids- of milieu-incidenten met vrijstelling van chemicaliën
- o *Serious Incident or Fatality* = 0. Dit betreft ernstige ongevallen

Safety 4.0 verwijst naar het 4^{de} niveau in de veiligheidscultuur-ladder. We plannen onze doelstelling te bereiken door allen naar dit vierde Proactieve cultuurniveau te gaan.

- *Roadmap to carbon neutrality*

Dit project heeft als specifieke doelen voor de site:

- o 30% minder broeikasgas-uitstoot tegen 2030 (ref. 2017)
- o CO₂-neutraal tegen 2050

Dit door te investeren in procesoptimalisatie, energie-integratie en externe samenwerkingen

Eastman Gent Noord zal er voor zorgen dat de installaties die ze bouwt en uitbaat en de producten die ze vervaardigt in overeenstemming zijn met de Best Beschikbare Technieken. Daar bovenop worden bijkomende beveiligingen of maatregelen geïmplementeerd om ongevallen, in het bijzonder die met chemische producten, uit te sluiten. Daarom dient bij aankoop van producten of diensten steeds rekening gehouden te worden met alle Veiligheids-, Milieu- en Duurzaamheidsaspecten.

Het management van Eastman Gent Noord is ervan overtuigd dat ze haar doelstellingen slechts kan bereiken door het betrekken van al haar medewerkers in de realisatie ervan. Het is de taak van het management om de juiste middelen ter beschikking te stellen en hindernissen weg te werken. Elke leidinggevende zorgt er dagelijks voor dat iedereen, eigen personeel en contractoren, hun opdrachten op een veilige, milieu- en duurzaamheidsbewuste wijze kunnen uitvoeren. Ieder van ons zal hiertoe passend worden opgeleid en voortdurend en systematisch worden gesensibiliseerd en geïnformeerd.

Alle werknemers en contractoren zullen hun werkzaamheden uitvoeren volgens de gezamenlijk vastgelegde procedures en werkinstructies en deze helpen verbeteren wanneer mogelijk.



Mattias De Lille

Site Director

EASTMAN

Third party conditions - July 2024

Introduction

The attached document contains the general "Safety and working conditions in connection with works carried out by third parties at Eastman".

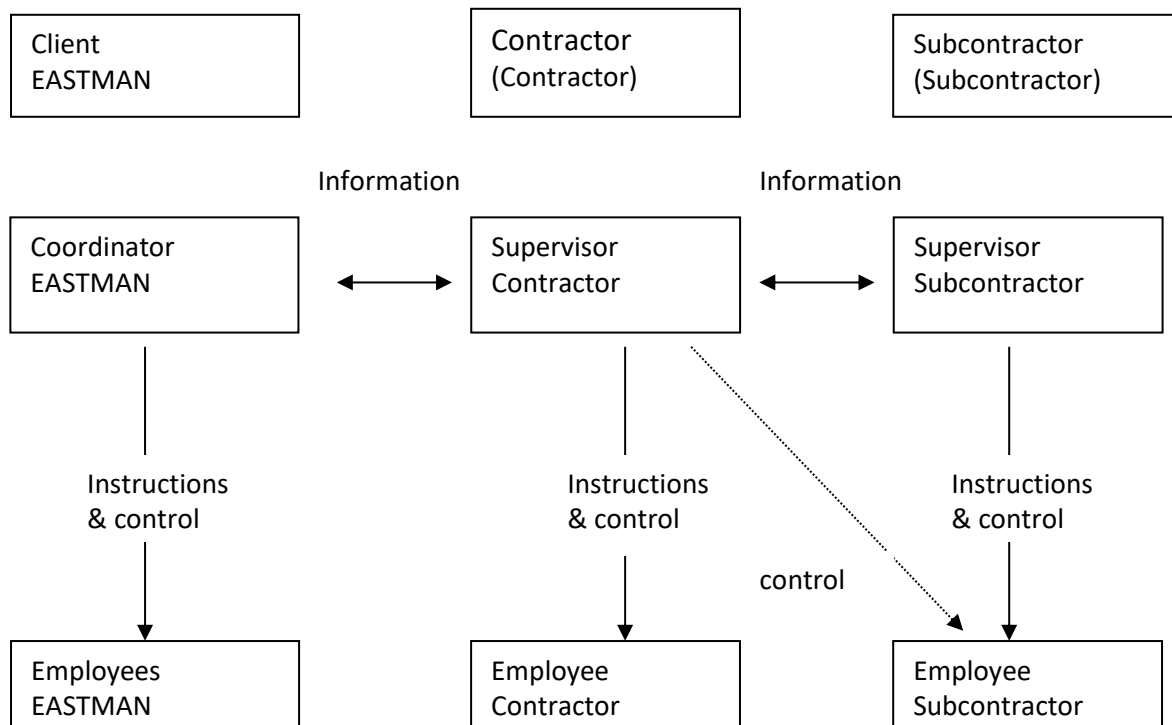
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CHAPTER I GENERAL RULES

1. DEFINITIONS



(Cf. Welfare Act 4 August 1996)

1. "Client": is the company (in this case Taminco bvba/Eastman) that commissions certain works.
2. "Contractor" or "contractor" means the company or self-employed person who carries out the works on behalf of the client and who is also the employer of third parties employed by him.
3. "Subcontractor" or "subcontractor": is the company or self-employed person who performs works on behalf of the contractor or contractor and in turn is employer of third parties employed by it.
4. The "Eastman coordinator" is the client's representative at the works site. It is any Eastman employee or person appointed by Eastman who is authorised to act in the name of and on behalf of the client to perform tasks, comply with safety regulations and intervene on site. The Eastman coordinator is the intermediary between client and contractor.
5. "Supervisor" is the Contractor's supervisory person. He personally directs the contractors' work on site and he ensures that the works are carried out in accordance with Eastman regulations and applicable legal provisions.
6. "Employee (sub)contractor" is any employee of the (sub)contractor who is working on the principal's premises and has been charged with carrying out the works.
7. "Site" is the collection of all places on the client's premises where works are carried out.
8. "Site Facilities Coordinator" a person appointed by Eastman to manage the coordination of all temporary buildings.

2. INTRODUCTION - GENERALITIES

The following criteria are checked off when selecting contractors:

- Frequency rate: criterion < 15 as an average over the last 3 years.
- **At company level** in possession of a valid VCA-P certificate for working in production and lab (risk of contact with hazardous products) or **VCA** for working in places without risk of contact with hazardous products.**
- **On an individual level in possession of a valid VCA-Vol certificate for the** supervisor at Eastman and VCA basis for all employees present at Eastman.
- The result of the past evaluation(s) carried out by Eastman for the activities of contractor concerned: the result for the safety part is minimum 70/100 - when the result is > 50 and < 70 additional safety requirements are imposed.
- **Failure to comply with these conditions should be discussed with the Contractor Safety Manager and may result in additional conditions, the Site Director or an Eastman management member assigned by the Site Director makes the final decision in this regard.**

- 2.1. The Contractor shall bear full responsibility and liability for the safety of its representatives, supervisory personnel, employees and subcontractors. He shall ensure compliance, by his personnel and subcontractors, with all regulations. When selecting his subcontractors, the subcontractor shall hold an SCC* or higher certificate **at company level** and shall use the same criteria as above regarding frequency rate and employee SCC basic certification.

In case a contractor itself or by subcontracting employs non-Dutch-speaking personnel, the contractor shall ensure that there is always at least one staff member present on site who is proficient in the Dutch language, in order to ensure efficient communication with Eastman personnel if required (e.g. for raising dangerous situations or for medical care). The Contractor provides Eastman with a list of involved subcontractors and responsible persons in advance.

- 2.2. The Contractor is obliged either to lead the works himself or to be delegated by a competent employee with full power of attorney, to act on his behalf (supervisor). The Contractor shall state the name of the person concerned in the HSE plan and provide the name to the Eastman coordinator in advance.
- 2.3. The Contractor shall be liable for all damage caused to Eastman (persons, buildings, equipment) or to third parties, by acts or omissions of his representatives, his staff or staff of his subcontractor. He should also be insured against this. The contractor must be able to produce a certificate of insurance.

Minimum amount required is € 1,250,000 for material, physical and immaterial consequential damage; for projects > € 50,000 the policy needs to be increased to € 2,500,000, in which case you will be notified in advance in writing.

- 2.4. The Contractor (and subcontractors) will waive any claim in liability to Eastman. Eastman cannot be held responsible for the disappearance or theft of equipment/material belonging to the (sub)contractor. The (sub)contractor must take all necessary steps to prevent theft.
- 2.5. Except with the prior special permission of the client, the Contractor shall not perform work on Saturdays, Sundays or legal holidays, nor outside normal working hours (from 7.30 a.m. to 4.00 p.m.) as well as on the days considered by Eastman as days off.
The list (of Eastman leave days) shall be requested by the Contractor before the commencement of the assignment.

- 2.6. The Contractor shall have to comply with the internal order regulations of the factory, without for this reason Eastman's responsibility could be invoked in any form whatsoever.
- 2.7. Workers not covered by the Belgian social security system must be able to present a Limosa-1 and **A1** attestation upon request. For further explanation see www.limosa.be + www.socialsecurity.be
- 2.8. The Contractor and its subcontractors meet the requirements of Article 30bis of the Royal Decree of 27 December 2007 on social security for workers.
- 2.9. If the Contractor uses job students or trainees, they shall be at least 18 years old. The Contractor undertakes to take into account the provisions of the RD concerning the protection of young people at work (03.05.1999) (including prohibitions on certain activities). The Contractor shall inform the Eastman Coordinator in advance of the possible presence of job students. The Eastman coordinator may refuse the presence of job students if necessary.
- 2.10. Eastman has the right, under the Act of 24 July 1987 (relating to temporary work, agency work and the supply of workers for the benefit of users), to issue instructions to the Contractor's employees on the following subjects:
- Principal's legal obligations on safety and welfare at work
 - Working and rest times
 - Execution of the agreement in relation to the agreed assignment(s).
- Without prejudice to the Principal's right to intervene at any time to specify the performance of the agreement, only the Contractor shall have the authority and direction over the Contractor's employees.
- In any case, the following elements belong to the Contractor as employer with regard to its employees, and cannot in any case form part of the Principal's right of instruction:
- Recruitment policy (processes, interviews, selection and recruitment criteria)
 - Policy on pay and working conditions
 - Training, education and training policies, except those necessary for the fulfilment of the assignment and specific to the client
 - Policy on disciplinary sanctions and dismissal
 - Evaluation and performance interviews
 - Job descriptions.
- 2.11. Access and attendance procedure :
See Appendix A.
- 2.12. The Contractor must comply with government regulations as well as Eastman's safety rules. If safety regulations are disregarded, the work of contractors may be stopped by the Eastman principals, coordinator, prevention advisor or delegates, at no cost to Eastman. Eastman is authorised, in case of violations against safety procedures, to summarily deny access to the plant to contractor staff. Any costs, lost time, etc..., shall be borne entirely by the Contractor.
Eastman reserves the right to take any safety measures it deems necessary itself if the Contractor does not immediately comply with the requested precautions.
Such costs for taking safety measures shall be borne entirely by the Contractor.
- 2.13. The Contractor using subcontractors undertakes to include the following clauses in contracts with such subcontractors:
Subcontractors must comply with the provisions of legislation and these 'safety and working

conditions in relation to work carried out by third parties at Eastman'. The subcontractor is responsible for obtaining a copy of these safety and working conditions either from the contractor or from Eastman.

If the subcontractor fails to comply with these provisions, the Contractor may stop the works at no cost to the Contractor or Eastman. The Contractor itself may take the necessary measures at the subcontractor's expense if the latter fails to comply with the requested precautions.

At Eastman's simple request, the contractor must be able to demonstrate that it has included these terms in its agreements with subcontractors. Letters of intent from these subcontractors that they will comply with the terms are part of the safety plan.

- 2.14. The Contractor who installs a site hut, and this is a requirement for works longer than 1 month, must also comply with the regulations of the R.D. Workplaces in terms of sanitary facilities and eating areas for his personnel. The other contractors may use, for taking their midday meal, the room that will be designated to them.
- 2.15. The Contractor shall not employ a member of Eastman's staff without the Client's consent, no commercial ties shall exist between Eastman's staff and the Contractor (and vice versa).
- 2.16. To contractors' staff members are prohibited:
- a) Being in places other than those where work is normally carried out (yard).
 - b) Use machinery or tools not intended for them.
Equipment belonging to Eastman may only be used with the permission of the Eastman coordinator and following the specific safety instructions on the subject. Use is allowed only when clearly stated in the work permit.
 - c) Take away any equipment, raw materials or products (or waste) belonging to Eastman unless otherwise described in the contract. Eastman supervisory staff may exercise control and management is authorised to have toolboxes, clothing, changing rooms and vehicles examined.
 - d) Bringing alcoholic drinks or drugs into the company or being under its influence. They may be subjected to breath test. If (sub)contractor personnel are found to be under the influence, the contractor shall take measures to remove the concerned employee from the site.
 - e) The use of photographic and film equipment is prohibited: explicit permission from the Site Director is required for this. Images may also only be used for internal use at Eastman. For other purposes, written permission from the Site Director is required.
 - f) Bring other foreign persons into the company without the express permission of the client or Eastman coordinator.
 - g) Bringing in weapons, explosives, fireworks,
- 2.17. The Contractor shall provide for the presence of its Prevention Advisor during a minimum of 1% of all the Contractor's performed hours. During the 4 annual major downtime, this shall be a minimum of 3% of all the Contractor's performed hours.
- 2.18. The Contractor shall provide for holding at least 1 toolbox/month stating the % attendance.
- 2.19. The Contractor and subcontractors shall be solely and exclusively responsible for the pre-assignment of personnel and shall provide for regular background screening of employees to be scheduled or deployed to the Eastman Site. The Contractor shall ensure that this requirement is extended to the Contractor's personnel including consultants assigned by the Contractor. By assigning people to work at the Eastman site, the Contractor confirms that it has conducted a positive background check of the personnel assigned. The Contractor agrees to defend, indemnify and hold harmless the officers,

directors and employees of Eastman, from any claims, suits or proceedings in the event of a breach of this requirement.

3. GENERAL SAFETY REGULATIONS

- 3.1. Every contractor is expected to have an effective system for instruction and training of its employees on safety.

The Contractor must identify its high-risk tasks on the basis of a risk analysis, and specific training and evaluation must be provided for these tasks.

The Contractor may be guided in this by the SCC criteria (www.besacc-vca.be).

The following tasks, among others, are considered critical tasks:

- working with forklift or aerial platform
- securing and deploying loads (rigging)
- working on flanges - flange fitter
- working as a safety guard in confined spaces
- working with self-contained breathing apparatus
- entering confined spaces and supervising entry
- working on electrically live parts

Each contracting officer, before commencing works, will complete the Safety Challenge (Safety Introduction Video) and successfully complete the assignments (until all answers are correct). This Safety Challenge remains valid for one year. In case of 3 failures, access will be denied

Additionally, an additional Eastman induction is required for all performers scheduled for long-term activities (more than 1 month). This will be delivered by Eastman and will be mainly online via GoWorkforce (the Contractor Safety Management programme). This will be followed by practical training which will take place on site.

For short-term activities (less than 1 month), this will be done via the client using a checklist. This will be gone over with the implementers of a work (see also Annex A).

In accordance with legal provisions, the Contractor shall carry out a risk analysis in relation to all planned activities, including those activities performed by subcontractors.

This risk analysis is part of the safety plan drawn up for the planned activities.

This safety plan also covers works carried out by subcontractors that form part of the contract between Eastman and the relevant contractor.

The safety plan should contain the following info:

1. Identification of the company
 - Coordinates recognised technical inspection bodies
3. Coordinates Occupational Medicine Department/External PBW Service
 - Coordinates insurance organism Work accidents
5. Coordinates insurance organism construction site risks + insured amounts
6. Scope + description of planned works + phasing
 - Lines of communication on the yard
8. Communication to subcontractors + confirmation that they have received and will comply with the specific agreements and rules (letter of intent)
9. Organisation first aid on site/add list of emergency workers
10. Expected site layout + space requirements
11. Number of employees simultaneously present on site (incl. subcontractors)

- Number + type of machinery to be used on site (+ rented equipment)
- 13. Waste treatment and disposal procedure
- 14. Overview of products to be brought on site + add MSDS
- 15. Planned lifting activities + lifting plans
- 16. Copy of latest annual report of IDPBW, as submitted to Technical Inspection (*)
- 17. Fg and Eg of the last three years (*)
Copy VCA (*)
- 19. HSE targets for contract at Eastman + Action plan to achieve these results + policy statement
Management contractor
Overview of work equipment subject to inspection
- 21. Incident/accident reporting procedure
- 22. Internal organisation in case of evacuation/emergency plan
- 23. Communication + language use on site (non-native speakers?)
- 24. Collective + personal protective equipment to be deployed on site
- 25. Site-specific safety induction (training, toolbox,)
- 26. Scheduling toolbox meetings (location + time to be specified)
- 27. Planning safety rounds with participation site leadership/management
- 28. Procedure daily start/work consultation (LMRA,...) with executives
- 29. HSE administration + coordinates responsible
- 30. Planning staff deployment (+ possible application for specific Eastman training)
- 31. Task risk analysis related to planned works + inventory tasks with increased risk. This task risk analysis should take into account the specific circumstances. A template is given further in Annex E.
- 32. Housekeeping plan
- 33. Organisation chart security organisation on site/off site.

The safety plan shall be forwarded to the Eastman coordinator at least 2 weeks prior to the work. Work can only start after approval of the safety plan by the Eastman coordinator.

(*) Documents marked with (*) need not be added if they have already been forwarded in the last calendar year.

It is the contractor's responsibility to organise a toolbox meeting at the start of the works. Here, the risks and preventive measures are discussed with all performers using the safety plan. Relevant info for the toolbox meeting can be found in appendices C, D, E and G of this brochure, among others.

In addition, a toolbox meeting is held once a month on a particular aspect of safety in which all employees, active at Eastman, participate and sign for. Following incidents or accidents, a special toolbox is held ASAP on causes and actions to prevent them.

The topics and attendees of these toolbox meetings are kept available to Eastman).

Information in the form of a toolbox on the risks of products in the plants is available through the Eastman coordinator .

- 3.2. All accidents, incidents and schier accidents shall be reported immediately by the Contractor to Eastman. Appendix E provides more information on this as well as the reporting forms to be used.
- 3.3. Contractors shall, depending on the work, always inform their employees of the location and use of safety showers, eye showers, personal protective equipment, fire extinguishers, fire blankets, emergency exits and evacuation routes.

The necessary safety equipment (individual and collective) shall be provided by the Contractor to its personnel. Fire extinguishers shall be provided by the Contractor.

- 3.4. Smoking is forbidden on the entire site, including buildings and yards. Smoking is allowed only in the designated smoking zones. The use of open fire and spark-causing machines is prohibited in the no-smoking zones, unless a fire permit has been issued. The use of phones, tablets, PCs or cameras is also allowed in these zones only with a fire permit.

However, a fire permit does not allow smoking even in vehicles or yard chains.

- 3.5. Warning, prohibition or injunction signs placed by Eastman shall not be removed, moved, damaged or altered.
- 3.6. All used electrical equipment, appliances, cables, etc... must comply with the A.R.E.I. (General Regulations on Electrical Installations).
- 3.7. On-site procedures for bridging or adjusting interlocks are in place, as are management of change procedures. If this is necessary (e.g. for certain type of machinery maintenance), this should be discussed with the Eastman contact in advance. Also, no interlock may be bridged without prior approval from the Eastman contact person.
- 3.8. Order and cleanliness: the yard shall be left in the same condition in which the Contractor entered it. After work has been completed, all materials shall always be cleared away. Failure to comply with this rule may result in the work permit not being re-issued.
- 3.9. The Contractor shall ensure order and cleanliness in and around the yard. If this is not done, Eastman shall take measures at the Contractor's expense.
- 3.10. In case there are ambiguities regarding safety, the Eastman coordinator will be consulted.
- 3.11. For the use of mobile phones (GSM): see Annex B.
- 3.12. Permits: see Appendix C.
- 3.13. Last Minute Risk Analysis (LMRA) An LMRA is carried out by the team of performers (in principle, one LMRA per licence) before the start of works. The aim is to check, on the basis of a few questions, whether
- The licence is clear
 - One can meet the conditions stated therein
 - There are hazards as a result of working in the area.

All members of the team (including fire/safety guards if applicable) sign the document.

When conditions change during the works or after an interruption, a new LMRA is carried out (on the same document).

Importantly, an LMRA complements the permit, task risk analysis and safety plan. A task risk analysis is a tool to better understand the work and define preventive measures, and is used for permit preparation. An LMRA is an on-site check by the performers at the moment one is ready to start work. Everyone then reaffirms that everything is understood, and that the situation is safe.

The back of the licence is used for this purpose. Contractors who have their own document can continue to use it. The document is given by the client along with the permit.

The document is maintained by the team and can be requested and checked during tours.

- 3.14. The same traffic rules apply on the entire site as on public roads. The traffic signs on the site must be respected.
Pedestrian paths and pedestrian crossings are also marked on the site. These indicate the safest path for pedestrians and must be followed.
Of course, as pedestrians, we remain alert at all times. When we come to an intersection or cross the road, we look first and we only cross if there is no danger to ourselves (i.e. we do not have right of way on a zebra crossing; also bear in mind that a forklift truck with a load cannot stop just like that).

The use of bicycles is only possible after explicit permission from the Eastman contact person. Bicycles must be in good condition, and must be inspected at least annually by an authorised person. If approved, then the bike must be labelled with the date of the next inspection. **Extra, each bike owner should ensure a monthly inspection. We want to keep this low-key. We expect a visual check (chain, pedals, handles,...) and a test of the brakes.**
Defective bicycles should not be used under any circumstances.
Cyclists remain on the right side of the lane and have two hands on the handlebars at all times. Cycling is prohibited in buildings, warehouses and near loading stations (danger forklifts). In bad weather conditions (snow, sleet), cycling will also be banned.

All trucks, vans, forklifts, aerial platforms, etc. on the site are equipped with a reverse driving signal. If this is not the case, reversing can only be done with an attendant.

All vehicles are equipped with a seat belt, which must be worn.

It is forbidden to go on the roof of a vehicle! A platform ladder is provided at the height of the general warehouse to safely take material off the roof.
For all vehicles/cranes, people should be leashed if they need to be above 1.2 m without collective protection. If this is not possible, a TRA should be made specifically. This should be approved by the client before starting these works.

Vehicles drive at a speed appropriate to the situation and a maximum of 20 km/h and around loading pits 5 km/h. In general, vehicles have the right of way unless otherwise indicated by traffic signs.

The use of mobile phones or walkies in vehicles while driving is prohibited.

When leaving the vehicle, crane, forklift, aerial lift, scissor lift, truck, the engine is stopped and the key is taken by the driver.

The use of internal combustion engines in buildings is not allowed.

Instruction on positioning and retrieval of mobile work equipment (e.g. AWP):

The delivery or collection of mobile work equipment shall always be notified by the Contractor by e-mail to the Eastman security service (wonportiers@eastman.com)

- Specifying the contact person.
- Date (and time if possible) of placement and collection.
- Placement in the car park at the porter's lodge.
- Always leave key with the porter .

Then inform contact person (telcom/mail) that delivery/pick-up has happened.

Note: the stay of the mobile work equipment in the car park at the porter's lodge should be kept as short as possible. If the stay is (too) long, the porter will notify the contact person .

Crossing Armoured Ship Street by slow vehicles

To make the crossing of the Armoured State by a slow vehicle happen in a safe way, the following procedure applies:

Driver reports to porter and informs that he wants to cross public road

- If a second person is available as an escort, a signalling vest, signal lamp and/or portable stop sign will be lent to him by the porter.
- Signalling device (e.g. flashing light) present on the vehicle is activated.

Slow vehicles:

Aerial work platform, forklift truck with load obstructing the view (should therefore drive backwards), forklift truck with tow carts, crane, motorised load truck, ... which, due to their length and/or limited manoeuvrability, pose a danger to public road users when crossing the road.

Only vehicles insured to drive on public roads are allowed to cross or use public roads.

- 3.15. Contractors (as regards their own employees, interims and subcontractors) shall ensure compliance with the Royal Decree of 28.05.03 on health supervision of employees. In addition to the health surveillance specific to the Contractor's activities, this also includes health surveillance as a result of possible exposure to Eastman-specific chemicals (e.g. amines, ammonia, dithiocarbamates, carbon disulphide, etc.). This exposure depends on the nature of the work. Information on this should be requested in advance from Eastman's prevention service.

Persons suffering from respiratory diseases (allergies, asthma, respiratory abnormalities or illnesses), skin (allergies) or an abnormality/disease of the sense of smell may find employment at Eastman to be inadvisable or subject to restrictions. In such cases, the prevention advisor/occupational physician should be contacted beforehand, who can give advice regarding the planned employment. Access to productions, loading and unloading areas and laboratories is prohibited for pregnant and lactating women.

- 3.16. If works require controlled removal of gratings (called laufers on Eastman) in order to work, such laufers shall be placed and anchored back immediately after the works by the Contractor.

- 3.17. It is possible for contractors to be observed by an observer during their work. The aim here is to provide immediate feedback on safe and unsafe actions in order to increase safety awareness. We expect everyone to cooperate here.

- 3.18. Additional conditions for house contractors (Top 12) and for those contractors working on larger projects (to be contracted in advance).

The contractors listed above will be assigned an Eastman Buddy; the duties of this buddy include:

- Focal point between Contractor Management & Taminco.
- Monthly site safety tour with the contractor's representative
- Participate in the monthly contractor foremen meeting chaired by the Eastman contractor safety coordinator.
- Preparation of quarterly reports
- Conducting an annual evaluation of the contractor concerned together with the users in order to obtain an objective result.

- Be informed of all accidents and incidents of the contractor involved (both on and off site).
- Will be contacted by purchase before renewing contract or placing new order.

The Buddy is invited by the contractor to the monthly toolbox meeting!

The contractor provides for the presence of their prevention advisor at the Eastman site during 1 % of total hours worked on a monthly basis. A report is drawn up of these visits, indicating dates and hours of attendance as well as positive and negative comments.

The contractors prepare a quarterly report that is sent to their Eastman Buddy and the Eastman Contractor Safety Manager. This report includes:

- Completed checklists from monthly safety rounds:
- Listing of monthly toolbox meetings, indicating topics and attendance.
- Reports of prevention adviser visits.
- Incidents and accidents
- Reported unsafe situations/actions.
- Monthly hours performed.

4. FIRE PROTECTION

- 4.1. All tarpaulins used must be fire-retardant. This must be indicated via a mark on the tarpaulins, or certificates must be submitted in advance. These should always be placed in consultation with the Eastman coordinator to shield fire hazardous works.
- 4.2. Hydrants, fire extinguishers, hose reels and other emergency equipment must remain easily accessible at all times. This fire equipment (painted red) must not be used for purposes other than fighting fires.
The use of water from the fire service network for maintenance work is prohibited. Exceptions are possible only with the written permission of the prevention department.
- 4.3. All electrical appliances for yard, offices, workshops, work areas, dressing rooms, etc... shall be in good condition.
The principal may always, after inspection, prohibit use.
- 4.4. The area around heating elements must be free of flammable objects. Heating elements must not burn uncontrollably. In the winter period (November to March), a timer may be used to preheat the room a maximum of 3 hours before entering the room.
- 4.5. Flammable substances, such as fuel, oil, cleaning agents, etc... may be present as a minimum, must be properly packed, clearly identifiable by legal labelling, stored separately and kept out of work areas or temporary buildings. Storage areas should be equipped with containment, locked doors and effective warning signs. The inventory list of storage area contents should be maintained monthly.
- 4.6. Exits, emergency exits, passageways stairs, switches, electric booths, etc. must remain unconditionally accessible.
- 4.7. The necessary precautions should be taken when working with fire, extinguishers are provided by the contractor, and one should know how to operate them. If in doubt, one should seek information from the Eastman coordinator.
- 4.8. Extinguishers must be in good condition and checked at least annually by a competent person. Extinguishers whose 'head' is secured by fine threaded bolts/nuts are prohibited. If in doubt, the prevention service should be consulted who may approve or reject the appliances.
- 4.9. Site pilots should be equipped with an emergency exit, emergency lighting, fire extinguishers and pictograms.

5. ORDER AND TIDINESS

ORDER AND CLEANLINESS IS ONE OF THE MOST IMPORTANT SAFETY REQUIREMENTS!

Order and tidiness must be maintained around and on the contractors' sites, both for work on a directional basis and for lump sum contracted work; all the client's comments must be carried out within the shortest possible time and at no cost to Eastman. If this is not done, Eastman will take measures at the contractor's expense.

- 5.1. Contractors must have sufficient dustbins at work. These must be fitted with a sealed lid and emptied on time. Containers must be provided for bulky waste.
- 5.2. Wood and wooden pallets will be collected in the wood waste container. Undamaged wooden pallets will be collected at the location designated by Eastman.

6. ENVIRONMENT

6.1. The Contractor shall respect the sorting rules at Eastman. The Contractor shall be responsible for the disposal of its own waste. In doing so, none of the fractions to be sorted may end up with residual waste. Respect at all times the sorting guide in Appendix H.

6.1.1. The discharge of any products or substances into the factory sewers is prohibited.

6.1.2. Waste materials originating from materials or products, specific to the Contractor, shall be removed and disposed of by the Contractor, and at its expense, in accordance with legislation.

6.1.3. The Contractor shall not place any waste product in an Eastman waste container without the express order or permission of the Eastman Coordinator.

6.1.4. Questions or problems related to waste should be addressed to Eastman coordinator (e.g. disposal of soil, liquids,...).

6.1.5. If operations or use of products may give rise to soil, air or water contamination, the approval of the Eastman coordinator must be sought and obtained after submission of the necessary data.

6.1.6 Burning of waste is strictly prohibited, as well as burial as discharge into the sewerage system.

6.2. Environmental licence

6.2.1. The use or operation of machines, installations or products classified according to VLAREM 1 - annex 1 'Classification list' must be the subject of a notification (class 3) or an environmental permit (class 1 and 2).

A copy of the notification or licence decision must be submitted to Eastman, for the attention of the environmental department.

If in doubt, Eastman Environment Service can always be consulted.

6.2.2. The use or operation of classified establishments shall be in full compliance with the general environmental regulation VLAREM 2 and additional conditions.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

7.1 The standard personal protective equipment :

Standard personal protective equipment is made of materials adapted to the risks specific to Eastman installations: fire and exposure to chemicals.

Standard personal protection consists of:

- Helm
- High-shaft safety shoes
- Workwear: consists of a long-sleeved vest and long trousers or one-piece overalls. This clothing is worn as follows: sleeves down and all buttons or other fastening systems used.
The work clothing is fire-retardant, anti-static and chemical-resistant. Nomex work clothing or equivalent (ENISO11611 class1, EN1149-5, EN13034 type 6) is preferred.
- Gloves (mechanical protection and/or chemical protection)
- Safety glasses
- Room vision glasses
- Harness belt **in combination with an SRL and Trauma straps**
- Hearing protection
- **Escape mask when working at height**

And is provided by the contractor to its staff.

The contractor vouches to have its employees' soiled work clothes washed in an industrial laundry. Taking them home and washing them at home is not allowed due to the risk of exposure to residual chemical products.

The type of goggles Eastman provides to its own employees are the UVEX Ultrasonic and the Uvex Carbonvision .

Helmets, working clothes and safety glasses are compulsory throughout the production area. The water treatment plant (across Armoured Ship Street) is also considered a production site.

For wearing PPE on the contractor square: see 8.2.

The use of goggles is mandatory in areas marked with a blue line with shark teeth; these are mainly production facilities.

Goggles should also be worn when production facilities are not in service.

An escape mask should be carried when working on floors/at height. These are provided for a large proportion of Top 12 contractors by Eastman to the foremen/manager. Other contractors and short-term contractors should collect these escape masks from the control room/permit room.

The equipment must also be worn:

- When imposed by the ARAB/AREI/CODEX or determined on the basis of a risk analysis;
- When stated on the licence(s)
- When the signage requires it.

Any protective equipment must comply with the current PPE regulations and bear the CE mark.

7.2. Furthermore, additional personal protective equipment should be worn for system opening installations, i.e. Tychem/pyrrolone (chemical-resistant coveralls), neoprene/nitrile/butyl gloves, a full face mask with ABEKP3 filter or breathing air depending on the atmosphere in the installation

and safety boots.

If necessary, this personal protective equipment should be worn throughout the work. Performers should have received training in the use of these additional personal protective equipment. This training should be demonstrable on simple demand.

Exceptions to this procedure are defined as follows:

- Disconnect/connect instrument air to actuators (e.g. air ROV is disconnected);
- Work on non-product-related water pipes (e.g. disconnect water sink) or reservoir of emergency shower
- Air ducts and refrigerant piping of HVACs (risks included in TRA)
- Firewater pipes

7.3. Specific personal protective equipment for use in situations where standard PPE does not provide adequate protection will be provided by Eastman, on request. Safety boots should be provided by the Contractor himself.

7.4. Approved harness or safety belts, with Self Retractable Lanyard and fall arrestor in accordance with the Eastman standard procedure for working at height, shall be worn by the Contractor's employees:

- if they have to perform work at height and where the use of scaffolding and/or collective protection is impossible.
- when performing work from an aerial work platform or scissor lift.

The inspection certificates must always be presented.

Harnesses are only attached to a suitable and approved anchor point in accordance with the Eastman standard procedure for working at height. Furthermore, the following anchor points are prohibited: pipes containing hazardous substances, cable ladders, sharp edges.

The use of lap belts for fall protection is not permitted.

The Self Retracting Lanyard (SRL) type is mandatory to use. This applies to all work at height unless otherwise determined by task risk assessment approved by the Eastman principal and prevention service.

If one has to move at height using only a harness belt + SRL as personal fall protection, the technique of double lashing should be used. At least one SRL line is then always connected to an approved anchor point.

7.5 Life jacket

Is available and mandatory when present on the quay. Also to be worn in the immediate vicinity of the canal, within 1 m of the bank and for works above the water.

7.6 Signalling vest

A signalling vest is always worn when working in the immediate vicinity of public roads. This is high-visibility warning clothing (EN471).

Type Fluo Yellow or Fluo Orange.

7.7All Contractor employees have a sticker on the front of the helmet stating

- the name of the contracting firm
- the name and first name of the contracting officer.

8 TEMPORARY BUILDINGS/CONTRACTOR PARK

- 8.1.1 The Contractor shall have sufficient waste bins in the container for sorting, residual waste shall not include sortable fractions. The Contractor itself is responsible for emptying the waste bins. The waste sorting guide in **Appendix H** must be respected in this.
- 8.2. By temporary buildings is meant structures, intended as office, warehouse, workshop or sanitary facilities. These temporary buildings and utilities may only be erected in places designated by the site equipment coordinator. The structures will remain on site until the end of the works at the most. Living and sleeping quarters are not permitted on the site. As a general rule, site vehicles and/or temporary buildings must be placed outside the production zone.
- 8.3 The wearing of safety glasses is compulsory throughout the Contractor Park, with the exception of offices or the administrative area, toilets and refectories. An exception will also be made on arrival and departure of personnel. In each arc shed, the prescribed work clothes, safety shoes and a helmet are also worn. Only when it is demonstrated that there is no risk of falling objects or head banging is the helmet not mandatory after consultation with prevention department.
- 8.4. The enclosure of metal buildings, supplied with electricity, must be connected to the PE (protection earth) conductor in the yard box. (PE = Protection Earth)
- 8.5. Temporary buildings may only be provided with sound electrical devices. Prior to connection, an inspection report by a recognised technical inspection service, of the temporary building shall be submitted by the Contractor. This electrical inspection shall be repeated annually and whenever changes are made to the electrical installation. The inspection certificates are kept by the contractor in the site office.
- 8.6. It is prohibited in the temporary buildings erected on Eastman premises, perform works not intended for Eastman.
- 8.7. The Contractor's temporary premises shall be marked in sufficient size (min. 10 cm) with the name of the firm and who is the responsible person to be contacted in case of accident or emergency (including telephone number).
- 8.8. Eastman provides sanitary facilities on the Contractor's premises. Only these sanitary facilities may be used by the Contractor.
- 8.9. Structures should be resistant to wind, rain, snow, draught proof, etc. And should be provided with impermeable, waterproof floor covering and heating. Doors should open outwards.
- 8.10. Adequate equipment for fire fighting must be provided: in any case, at least one approved fire extinguisher per temporary building (Minimum 6 kg powder ABC) and at least one smoke detector per container.
- 8.11. The Contractor itself shall be responsible for order and cleanliness in and around its temporary buildings and sanitary installations.
- 8.12. The yard shall be thoroughly cleaned up daily by the Contractor. Failure to comply with this rule may adversely affect the issuance of the work permit.

- 8.13. After a total order, the yard will be completely cleared and the condition will be communicated to the Eastman coordinator. Own facilities and machinery, as well as equipment, will be removed immediately.
- 8.14. Passages should be kept properly clear in any case.
- 8.15. At the end of a day's work, all machinery and appliances will be switched off and left secure. Exception heating appliances during the winter period (see section 4.4).
- 8.16. Loose pieces shall be removed or fixed. In any case, care must be taken to ensure that no dangerous conditions can arise during storms etc.
- 8.17. Inside temporary buildings, telephone numbers are posted for emergencies as well as the alarm procedure (see Annex D : Alarm procedures).
- 8.18. Insulation materials of temporary buildings used for welding activities shall be non-combustible or self-extinguishing.
- 8.19. A spare key to all yard chains and containers should be kept with the Eastman porter to provide access in case of emergency.
- 8.20. The waste sorting guide in **Appendix H** must be hung out in the container.

9 HAZARDOUS PRODUCTS

- 9.1. On-site storage of hazardous products shall comply with VLAREM II chapter 5.17. The amount of hazardous products stored should be kept to a minimum.
- 9.2. Products brought into Eastman must be known and approved by Eastman. MSDSs and usage must be attached to the safety plan. Products may only be brought into the site subject to prior approval of the safety plan by the Eastman coordinator. At any time during the works, a contractor must have an inventory of all products brought into the site. The inventory shall include quantities and nature of the products and shall be passed to the Eastman coordinator.
- 9.3. If necessary, the necessary authorisations for hazardous products or radioactive sources should be able to be presented.
- 9.4. All packaging should have appropriate labelling.
- 9.5. Gas cylinders and pressure containers are also declared to the Eastman coordinator and are set up and used appropriately (protection from sunlight and tipping over). Oxidising and flammable gas cylinders are not stored together in one box.
Gas cylinders and pressure holders are always stored outside enclosed spaces, e.g. tank. **Gas cylinders and pressure holders should be limited in number to what is strictly necessary.**
- 9.6. The necessary permit must be issued to the Eastman coordinator for the installation of a fuel tank. A manufacturer's certificate showing the date, pressure and duration of the hydraulic test must be present. If not available, a hydraulic test must be carried out before commissioning.
- 9.7. When contractor employees are at work in Crop (production and warehouses) for more than 3 months/year (whether spread over the year or not), the master/yard manager of the contractor concerned will inform Eastman's medical service. Our medical department will pass on the necessary information regarding additional annual examinations to the occupational doctor of the contractors concerned. In case of accidental exposure and/or complaints suspected to be caused by product (skin rash, eye irritation, sore throat, dizziness, nausea) of contractors' personnel, this is reported and treated as an incident. The medical service is also notified the same day, the names of all those involved are communicated, additional urine samples are taken the same day.

10. TEMPORARY AND MOBILE CONSTRUCTION SITES

The Temporary Mobile Construction Sites/Safety Coordination Regulations (Chapter V of the Welfare Act and the Royal Decree of 25.01.2001) apply to construction sites where the following works are carried out:

Excavation works, earthworks, foundation and reinforcement works, hydraulic engineering works, road works, installation of utility lines (sewers, gas pipelines, electricity cables and interventions on these lines preceded by other works), construction works, (dis)assembly of prefabricated elements, beams and columns, fitting-out and equipment works, conversion works, renovation, repair works, dismantling works, demolition works, conservation works, maintenance, painting and cleaning works, sanitation works, finishing works belonging to one or more of the above-mentioned works.

From the moment that two or more contractors carry out activities simultaneously or consecutively at the construction site during the execution of these works, safety coordination is mandatory during the design and realisation phases.

Specifically, therefore, the above regulations may or may not apply in certain circumstances. Please enquire through your Eastman manager whether or not your assignment falls under this requirement. In such cases, Eastman will appoint a safety coordinator.

When a safety coordinator is appointed, every contractor is obliged to follow the rules regarding temporary and mobile construction sites. This includes

- Participation in coordination meetings;
- Respecting advice from the safety coordinator;
- Taking measures as advised by the safety coordinator in the coordination diary;
- Providing the requested documents such as the supplementary HSE plan provided with a specific risk (task) analysis. This plan must be submitted to the appointed Safety Coordinator in a timely manner and explained to him upon his simple request. The plan is assessed and must fit into the overall HSE plan made by the Safety Coordinator.
- On delivery of the work, submit all documents relating to materials and operations for the post-intervention file (technical file).

CHAPTER II: TECHNICAL REGULATIONS

1. CRANES, LIFTING EQUIPMENT AND AERIAL PLATFORMS

- 1.1. All cranes, lifting equipment, arresting equipment and aerial platforms must have a valid attestation issued by an authorised technical inspection body. The latest delivered attestations should be in the vehicle. Single-use lifting belts are prohibited.

If one wishes to use a hoisting or lifting device from abroad for a period of less than 3 months in Belgium, the following reports must be available with the device:

The most recent reports on the periodic inspection (maximum 3 months old) and the inspection when the appliance was put into service, drawn up by an approved inspection body in the country of origin.

- 1.2. Unless otherwise agreed, cranes are always placed and deployed by Eastman's house contractor.
- 1.3. Before lifting, the area within the turning radius should be inspected.
- 1.4. During lifting operations, the area within which hoisting is taking place should be clearly demarcated and the load should be prevented from being above persons.
- 1.5. All cranes and lifting equipment shall be equipped with a fire extinguisher.
- 1.6. The Contractor shall ensure proper protection of underground cables and pipelines. Where it is necessary to drive over these cables or pipelines, adequate protection shall be provided to prevent damage to the cables and/or pipelines. Caterpillar vehicles shall use plates to prevent damage to roads.
- 1.7. Crane operators must hold a valid lifting licence (or equivalent) and have at least two years' experience for the type of crane concerned.
- 1.8. Rigger this is the person responsible for arresting, guiding and ejecting loads during a hoisting movement. This person has completed a training course AV-004 -gripping and ejecting non-critical loads' or 'IS-006 -gripping and ejecting critical loads' and holds this certificate. A rigger IS-006 is required for critical lifting. For very complex works, a team leader may be present in addition to the rigger, or additional people may be appointed (e.g. someone from an external team, fireguards with a general role) to give signals (e.g. a whistle) during the hoisting. They must also be identifiable by means of a fluorescent vest with the Rigger name and/or a fluorescent armband.
- 1.9. It must be determined whether the ground can withstand the pressure of the crane. Dragline bulkheads must be used under the outriggers of the crane. The load of the bulkheads on the ground must not exceed 1 kg/cm².

- 1.10. The hoisting of persons is only permitted with a personnel hoist approved by an accredited technical inspection agency, we refer here to the legal provisions regarding restrictions (inspection of hoist and crane, harness hanging on a hook of the hoist block independent of the hook of the hoist block). Attaching the harness to the rail of the basket is also permitted if there is a risk of the basket spinning.

Hoisting materials in material basins is only permitted in approved material basins. Any deviation from this requires prior, explicit approval from the Eastman coordinator.

- 1.11. Forklift drivers and operators of aerial work platforms and scissor lifts must have a valid medical certificate of fitness, as well as the necessary professional competence. They must be able to produce a valid certificate for this purpose.

Additional regulations apply to users of aerial work platforms/scissor lifts. Before using these machines, they must also complete a checklist available from the porter.

- 1.12. AWP's and scissor lifts should not be used to lift equipment that does not fit in the operating cage.

If an AWP or scissor lift is set up on the roadway to carry out a job, the operator should demarcate an area around the AWP by means of bollards or cones. Also, do not use diesel-powered AWP's in an enclosed area. Persons in the work basket of an AWP or scissor lift should always fasten their harness to the work basket. This also applies when the AWP/scissor lift is moving in the lowest position. Persons may only leave the work basket when it is at ground level. The above restrictions may only be deviated from by drawing up a risk analysis and approval by the prevention department.

- 1.13. The use of cranes, lifting equipment and AWP's in production departments for work in the production zone is subject to the work permit procedure. Supervision and standby by a 2^{de} person is mandatory when these machines are used in the blue zone.

- 1.14. A lifting file is required by the client for critical lifting works. This shall be submitted to the Eastman Coordinator for approval prior to commencement of the works. Critical lifting works are defined in clause 28 "Critical lifting". If you have not received these, you should request them from the Eastman project manager.

A good lifting file is a floor plan showing at least the following :

- indication of installations located within lifting circles (including heights)
 - hoisting equipment set-up
 - device to be hoisted before commencement of hoisting operations
 - device to be hoisted after lifting operation
- hoisting trajectory indicated by a curve on the floor plan. This avoids as much as possible lifting above process vessels or tanks filled with hazardous, flammable or gaseous chemicals.
- characteristics of the hoisting equipment (capacity as a function of hoisting radius, outrigger base, counterweight, length of booms)
- maximum stamping pressure under adverse soil conditions.
- calculation of the maximum permissible wind speed for lifting operations.
- indication of environmental hazards (storage tanks, pipe bridges, electrical installations, cables, production facilities, manned buildings,...)

- 1.15. Use of forklift truck as lifting equipment, when a forklift truck is used to transport or manipulate suspended loads by means of approved slings/lifting belts, this forklift truck and its accessories must be approved as lifting equipment. The use is specified in the work permit.

1.16. Vehicles should be equipped with proper lighting and audible signals.

1.17 For cranes, a wind speed gauge should be present on the crane itself or the weather forecast should be checked before and during works.

2. LADDERS AND SCAFFOLDING

- 2.1. Ladders, platforms and scaffolding must comply with the RD on the use of work equipment for temporary work at height (31.08.2005).

Contractors (any user) using these must be trained to do so.

- 2.2. Ladders

Metal ladders must not be used in high-voltage cabins.

Ladders have identification and are checked 6-monthly by an accredited technical inspection service.

The following basic rules apply when using ladders:

- Never place a ladder on an unstable surface.
- Form an angle of 75° with the ground (stand in front of the ladder and place tip shoes against the ladder uprights, when set up correctly, one can grasp a rung at arm height with the arm extended)
- Always check your ladder: a damaged ladder should never be used!
- Always climb/descend facing the ladder and with 3 points of contact.
- When climbing or descending, always hold the rungs.
- Never climb a ladder with more than one person
- Do not lean too much to the side to reach places that are far from the ladder. Move your ladder.
- A ladder leading to a higher work platform must extend at least 1 m above this platform.

A ladder is a means of overcoming height differences, and is not intended to perform work on it. The latter is only allowed if no safer alternatives are available or if the work is of short duration. The following conditions then always apply:

- The headroom is limited
- The ladder hangs or is held
- Status time is limited (< 2 hours)
- The ladder should extend at least 1 metre above the work area.
- When climbing a ladder, both hands should be used. Material and/or tools should be carried in a belt or backpack or hoisted up.
- Force application is limited (hand tools or battery-powered tools only)
- Range is less than an arm's length
- From a fall height of 1.2 metres between the lowest floor and feet, the user must secure himself against falling: personal fall protection suspended from an approved anchor point should then be used.
- The 1.2 metre height should be marked on the ladder with a clear marking (e.g. by a tie wrap/tape/stick on the side beams not on the rungs themselves!).

The use of ladders is not allowed from a wind speed of 7 Beaufort (50 km/h).

Safer alternatives to a ladder are: fixed platform, scaffolding and aerial work platform.

2.3. Theses

Unless otherwise agreed, scaffolding is always installed by Eastman's house contractor. Handrails must be fitted on all scaffolding - regardless of its height - 1.10 m above the floor with an intermediate rail at 45 cm. Edge boards must be provided on all work floors (minimum height 15 cm).

Scaffolding must be erected using suitable components and connectors. They must be erected in accordance with the Royal Decree on the use of work equipment for temporary work at height (31.08.2005). Only authorised personnel may erect scaffolding. Unless otherwise agreed, this is the scaffold erector appointed by Eastman. Contractors may not alter scaffolding set up by the scaffolder. If they do, the contractor-employees concerned will be immediately removed from the site.

They are inspected before commissioning by an authorised person appointed by Eastman. There is also a weekly periodic inspection.

If approved, labeled "May enter" with date of inspection and identification of inspector.

It is forbidden to leave small loose parts and tools lying around on the rack. This is due to tripping hazards and risk of injury from falling parts. These parts and tools should therefore always be stored in a plastic or wooden or metal container or bucket.

The entire equipment should be well maintained.

2.4. Roller racks, whose height exceeds three times the smallest base side, must be supported or secured when in use. The i shall always be done according to the manufacturer's rules by authorised persons.

The rolling rack may only be entered through the inside of the rack.

The racking wheels should be locked before entering the racking.

Mobile shelving should be free of people, materials and tools before being moved.

This movement should be done with care and in the longitudinal direction.

2.5. Standing on pipes (whether insulated or not) tubes is never permitted. Appropriate scaffolding is always provided for carrying out work on pipes.

3. WELDING AND BURNING

3.1. Welding equipment

- Electrical welding equipment including cables and earth conductors must be kept in good condition.
 - Found defects must be repaired by a competent person.
 - During welding, welding cables and power cables must be protected from damage due to mechanical or chemical influence.
- See chapter 8 for electrical safety regulations.

3.2. Welding

All welding activities fall under the fire permit procedure.

When welding overhead or when there is a risk of spattering welding droplets, wearing a monk's hood is mandatory. Fireproof or fire-retardant welding blankets are used for welding and or grinding work. All combustible materials and dust shall be removed before starting work.

3.3. Autogenous welding

Oxy-fuel welding is only permitted after explicit approval by the client

- The use of containers for compressed, liquefied or dissolved gas comply with the regulations of the ARAB and Vlare. This clearly includes: separation of empty and full bottles, protection against the weather and sunlight, prohibition of smoking and naked flames, indicated by pictograms, powder extinguisher in the immediate vicinity, vertical storage of the bottles, protection against toppling over by using a bottle trolley.
- Lifting of gas cylinders is done by means of an adapted device (e.g. bucket) so that falling of the gas cylinder is prevented (do not hook directly to the cylinder).
- The connection methods and conditions of use of each of the compressed gases should be known by each user, as well as how to intervene in case of any incidents.
- For acetylene cylinders, a flame return cartridge can be applied immediately after the pressure reducer.
- During welding and fire work, bottles are kept outside a 5-metre radius of the welding area.
- Propane and butane bottles should be fitted with a reduction valve (working pressure max. 1 atmosphere).

3.4. Electric welding

The regulations of the AREI, art. 57, must be strictly complied with. Particular attention will be paid to the careful connection between workpiece and earth electrode.

Copies of Art. 57 can be obtained, on request, from Eastman's technical department.

Particular attention should be paid to welding operations that take place in close proximity to each other (earth connections).

Only welding equipment with reduced no-load voltage is used for welding in confined spaces. These equipment have the correct rating plate and at the annual inspection the no-load voltage is measured and noted on the inspection report.

The return line (earthing) of the welding unit is connected as close as possible to the location of welding and is done with a purposeful clamp to prevent sparking.

In the evening, when leaving the site, all electrical welding equipment should be switched off, the plugs pulled and the gas cylinders closed and removed from the productions (only to be left on site with the permission of the client and site manager).

4. MACHINERY, TOOLS AND EQUIPMENT

- 4.1. All equipment used by the Contractor shall comply with the relevant regulations and be in a safe mechanical condition.
- 4.2. The use of all internal combustion engine-equipped machinery, trucks and vehicles is covered by the fire permit procedure and must therefore be explicitly mentioned on it.
- 4.3. All pressure vessels must be regularly inspected by an official body. Uninspected vessels are prohibited.
- 4.4. Air compressors should be equipped with silencers.

Sandblasting:

- must only be done with legally permitted sandblasting media
- Provided shielding with tarpaulins as per instructions from Eastman coordinator.
- in production areas: wet sandblasting can be imposed.

- 4.5. Own machinery, tools and equipment shall be marked in an unambiguous and indelible manner.
- 4.6. An on-site assembly of several machines (e.g. dry cleaning, sandblasting, industrial cleaning, catalyst change) often has additional risks due to on-site assembly/construction. For these set-ups, a checklist "contractor set-up" should be reviewed with the Eastman prevention service.
- 4.7. Grinders of the angle type shall be equipped with a handle and a deadman's handle. They have an automatic braking system; for the larger types (power > 2 kW), the run-out time is limited to 5 seconds.
The devices are also equipped with an anti recoil stopper.
For all grinding work, wearing cut-resistant gloves and goggles in combination with face protection is mandatory (or alternatively, face shield with integrated goggles).
Grinders should be held with two hands (e.g. the grinder cannot be used for sharpening welding needles, use of spot grinder is recommended)

Working with grinders is discouraged as much as possible. If safer alternatives (saws, pipe cutters, etc) are available, these are preferred and a licence may not be released to eliminate unnecessary risks.

- 4.8. Work equipment (fixed installation) Commissioning
A report is prepared by the internal contractor prevention advisor.
This report establishes compliance with current laws on safety and hygiene as well as site rules. It should hang out near the relevant equipment including the operating instructions = Safety Instruction Card or VIK.
- 4.9. Knives should be of the safety type. Only exceptionally and where this is not possible given the type of work, another type may be used after agreement with the Eastman person in charge.
Furthermore, cut-resistant gloves are always worn during all cutting activities. Also, a safe cutting direction is always followed i.e. away from the body.

5. POSSIBLE PROVISION OF EQUIPMENT BY EASTMAN

- 5.1. As a general rule, Eastman will not provide ladders, scaffolding, or other equipment to contractors.
- 5.2. However, if, during the works and in exceptional cases, it should be requested to deviate from this rule, the Contractor shall be responsible for maintaining the borrowed equipment in good condition from the time the equipment leaves the tool warehouse until the time it is returned to the warehouse.

Borrowing will only be possible after approval by Eastman coordinator, maintenance engineer and/or maintenance operations manager and/or warehouse manager.

The Contractor is responsible for training its people regarding the equipment provided. He shall ensure that it is only used by people trained to do so, and shall inform them of any specific instructions.

- 5.3. All equipment not handed in at the end of the works, or damaged, shall be replaced or repaired at the Contractor's expense.
- 5.4. The fact that the Contractor takes possession of borrowed equipment shall relieve Eastman of any responsibility for the condition of the borrowed equipment and shall not lead to any recourse against Eastman even if the equipment is the cause of an accident.

6. DEMOLITION, DISMANTLING AND REMOVAL OF (PARTS OF) INSTALLATIONS

- 6.1. The order in which something is broken down and the handling of loads should be discussed with the Eastman coordinator before starting this work.
- 6.2. Where demolition work involves the risk of falling materials, the area should be properly demarcated and sufficiently clear warning signs posted.
- 6.3. Special attention should be paid to the detection and marking of old underground pipes or otherwise hidden pipes and sewers, using the latest data available on the "underground pipes" plans. When power lines are demolished, ISO procedure V32-00053-09-08-07 applies, which describes explicit preparation by a competent E&I preparer appointed by Eastman.

7. STORM HAZARD

- 7.1. Tanks, towers, cranes + temporary buildings, etc.... and installations under construction shall be adequately secured against strong winds or storms to prevent damage or danger to persons.
- 7.2. The Contractor shall adequately secure all materials from being blown away.
- 7.3. The use of lifting equipment, working on scaffolding and roofs and the use of ladders is not allowed from a wind speed of 7 Beaufort (50 km/h). For cranes, a wind speed gauge should be present on the crane itself or the weather forecast should be checked before and during works.
- 7.4. Under no circumstances should material be left on the scaffolding and roofs. This should be removed every evening. If this is not possible, it shall be secured against falling or blowing away.

7.5 Lightning: apply 10-second rule.

Sound is much slower than light. As a result, you see the flash first and only then hear the thunder. You can use this principle to estimate the distance between yourself and the lightning. You count the number of seconds between flash and thunder and divide this by three. The result is approximately the distance in kilometres. If you count 10 seconds or less, then the shower is dangerously close and you should take shelter as well as stop work at height, crane work, outdoor work.

8. ELECTRICITY SAFETY RULES

- 8.1. The electrical power for your yard site can be made available from an electricity cabin or via a generator. The electrical cables, as well as the yard cabinet will be supplied and installed by the Contractor.
- The connection will be made at Eastman's expense and may only be carried out by a qualified Eastman electrician. Prior to connection, a conformity check for each commissioning without infringements by an approved technical inspection service shall be submitted to Eastman principal. Eastman will refuse the connection if infringements against the AREI or defects to appliances, site boxes or cables would be established.
- Delays or expenses caused by this are entirely at the Contractor's expense.
- In advance (at least 4 weeks before the start of the project) the Contractor informs the Eastman coordinator of the electricity requirements for the planned work. The Eastman coordinator discusses this with Eastman's Energy/EMR department, which then determines how the connection is made.
- 8.2. However, the Contractor shall remain fully responsible for all accidents or damage to equipment or devices caused by such "making available".
- 8.3. Any damage to Eastman's electrical installation caused by the Contractor shall be promptly repaired at his expense and by Eastman's Electricity Department.
- 8.4. High-voltage installations
- These are only accessible to authorised Eastman personnel. Should contractors be required to carry out work in these facilities, they must be BA4/BA5 authorised personnel of the contractor - in accordance with legal provisions - and subject to authorisation for this work by the maintenance engineer or **team leaders of** electrical or control engineering and must always be accompanied by an Eastman electrician.
- In addition, a TRA must be drawn up taking into account all necessary safety measures concerning the activity and its surroundings (see also Part I, 3.1 safety critical tasks) and a work permit.
- 8.5. Low-voltage installations
- 8.5.1. It is strictly prohibited for third parties (such as non-authorised Eastman personnel) to open Eastman electrical distribution boards, connect/disconnect cables, install/remove/replace fuses.
- Exception: BA4/BA5 authorised personnel of the Contractor - according to the legal provisions - and subject to authorisation for this work by the maintenance engineer or **team leaders** electrical or control engineering.
- Moreover, a TRA must be drawn up taking into account all necessary safety measures concerning the activity and the environment (see also Part I, 3.1 safety critical tasks) and a work permit.
- 8.5.2. It is strictly forbidden to work on live parts. If this cannot be avoided, this may only be done subject to the drawing up of a TRA, taking into account all necessary safety measures relating to the activity and the environment and under the supervision of the electrical engineer or **team leader** (see also

Part I, 3.1 safety critical tasks).


- 8.5.3. Determination of breaches of these points will give rise to the prohibition of the employee(s) in breach from further entering the premises.

8.6. Sockets

The use of sockets in the installations is not normally allowed.

Only after consulting the Eastman coordinator can this be allowed (check type of network and voltage level; connect to the sockets provided for this purpose with an appropriate CEE plug). Before connecting appliances to a socket, ensure that the appliance is switched for the correct voltage. In case of doubt, call on the Eastman coordinator.

An electrogeist group is always provided for all welding work, this electrogeist group is set up in, consultation with the Eastman coordinator, outside zoned area. An electrogroup may only operate 1 welding machine.

The use of a safety transformer is mandatory when using electrical equipment (e.g. wired lighting and hand tools) in confined spaces, welding equipment must be equipped with reduced no-load voltage this is indicated by the following symbol .

8.7. Extension cables

Extension cables should be of good quality and regularly checked for damage. Damaged cables should be immediately taken out of service and/or repaired by a competent person (electrician).

Under no circumstances may extension cables run through zoned areas (broadly speaking, these are all stockrooms and production floors in no-smoking zones). If this is not possible otherwise, it must be stated on the fire permit.

The AREI recommends differential switches (Protection against indirect contact) when extension cables are used.

As these are not provided in the circuits of the sockets at Eastman, when using extension cables longer than 40 m, you should use an intermediary with a built-in differential switch.

Plugs and extension cables should be of sound quality and sufficient cross-section:

3 phase 125 A	25 mm ²
3 phase 32 A	6 mm ²
Mono 16 A	2.5 mm ²

8.8. Inspection of electrical installations

The mandatory annual inspection of all electrical installations is carried out by the contractor organised on his behalf. A copy of the inspection report will be handed over to the Eastman coordinator.

Before the electrical installation is connected, it must be approved by an approved inspection body. A copy of the blank inspection report (without infringements and comments) is provided to the Eastman coordinator.

A new inspection is requested by the contractor every January, unless the installation was inspected after 1 November of the previous year.

8.9. Generators/Compressors

If a generator is used, this must be discussed beforehand; it must be subjected to a conformity check with the AREI regulations before every commissioning. Before use, a check should be carried out based on a checklist including the following conditions:

- Placement outside blue zone
- Placement within blue zone with fire permit
- Placement not under piperack or walking platform
- Fire extinguisher present
- Instruction on and off present or known by operator
- No visual oil leaks or defects at commissioning / Good maintenance.
- Earth generator
- Generators should always be switched off at the end of the working day.

9. GRAVEWORKS

- 9.1. An excavation permit is always required for excavation works. Prior authorisations should:
- Cliff and/or Klim to be requested as stipulated by law;
 - Land and sewerage plans to be consulted;
 - Pipelines should be manually uncovered in risk zones, here a safety guard is always required in the vicinity of underground gas pipelines (natural gas, hydrogen), high-voltage cables and underground pipelines of the city water supply network. Risk zones are always indicated on the plan of underground pipelines.
 - A suction truck is a safer option to avoid damage to any cables/pipes. Important here are the properties of any contaminated soil. If relevant, measures must be taken regarding explosion hazard and the release of gases/vapours.
- 9.2. Working in proximity to Fluxys natural gas pipeline or Air Liquide hydrogen pipeline:
For excavation work within a 15-metre zone around these pipelines, Fluxys/Air Liquide must be notified in advance by the Eastman coordinator. The preventive measures provided for must be agreed in advance with their representatives. The Contractor's safety plan must take account of these provisions.
- 9.3. Delineation of excavations:
The place of excavation is clearly signalled by demarcation. This demarcation consists of a fixed railing placed at least 2 metres from the edge of the pit. If this would cause the handrail to be in the way, or would prevent access to an installation, this distance can be deviated from. Concrete rods used in screening must always be fitted with a protective cap.
An alternative is to seal the excavation. The material used should then be suitable for the traffic that might pass.
- 9.4. Protection walls against collapse:
From a depth of 1.25 metres, it should always be evaluated whether the installation of walls is necessary. From a depth of 6 metres, walls should be calculated by a structural engineer. Stepped walls can also be used.
- 9.5. Crane/excavator access roads
Consideration will be given to where the crane/excavator can drive and position itself, taking into account underground sewers and manholes.
- 9.6. Enclosed areas:
Wells with a depth (from 1.25 metres) equal or greater than the diameter are considered confined spaces.
- 9.7. Notification inspection:
Pits with a depth of 1.25 metres or more must be reported to the works supervision welfare inspectorate. The Eastman coordinator should be informed so that he can make the report.
- 9.8. Rods of e.g. formwork which protrude so that there is a risk of injury when falling or being moved must be fitted with a protective cap.

10. HIGH-PRESSURE WASHING

- 10.1. High-pressure cleaning means (see definition: working with high-pressure cleaner):
1. with an operating pressure of 250 bar or more or
 2. with a pumping power exceeding 10 kW at an operating pressure higher than 25 bar. (see definition SIR, www.sir-safe.nl)
- 10.2. High-pressure cleaning (see definition under scope) may only be carried out from 01.01.14 by companies that are members of SIR (www.sir-safe.nl). These companies undertake to apply minimum rules in terms of training and equipment. Obligations for the contractor are:
- Preparation of a task risk analysis for the works involved;
 - Adapted training specifically for high-pressure cleaning
 - High-pressure cleaning is prohibited for persons under 18 years of age;
 - Periodic inspection of the equipment used;
 - Use reinforced spray boots adapted to the pressure for manual or semi-automatic high-pressure cleaning; use waterproof suit/acid suit, wide-view goggles in combination with face shield or only a full-face mask depending on work pressure and possible chemicals as minimum eye/face protection this should be assessed in the job risk assessment.
 - Demarcation of the spraying area (minimum 6 metres), also taking into account lower and upper levels. The distance between 2 sprayers should also be at least 6 metres;
 - Presence of a first aid card specifically for high-pressure cleaning (first aid for injuries caused by high-pressure liquid cleaning). Any injury caused by high-pressure liquid, however minor, should be treated immediately.
 - The spray gun must be equipped with a dead-man's safety device, the control button must not be able to be pressed or blocked and must be protected by a bracket, against accidental touching;
 - The nozzle length is at least 75 cm long;
 - The maximum reaction force on the sprayer should not exceed 250 N (25 kg) and in a confined space should not exceed 150 N (15 kg).
 - With more than two connections to one installation, closing one nozzle must not cause a >10% change in pressure at the other nozzle.
 - Hoses are fitted with hose breakage protection.
 - Agree on rest breaks (heavy work).
 - Making arrangements with regard to the collection of rinse water inside and outside the production department (also with regard to rinsing and blowing out pipes).
- 10.3. Tank containers, tankers and vacuum trucks containing products foreign to Eastman should not be flushed on the premises.

11. CIVIL CONSTRUCTIONS NEAR INSTALLATIONS IN SERVICE

When civil construction work in/near installations in service involves working with heavy machinery such as: cranes, excavators, bulldozers, mini-excavators, loading shovels, earth movers, previous machinery with breakers, ... then specific attention should be paid to the additional risks of these devices.

Following measures should then be taken:

- Step-by-step task risk analysis of the works, taking into account the risks of the installation. This standard Contractor's risk analysis is discussed in advance on site with the Contractor, the person responsible for the work, the prevention department and the relevant department where the work is being carried out. During this discussion, the risks of the installation are discussed and additional measures are determined. The Contractor adapts its risk analysis accordingly. If no task risk analysis is present, or if it is inadequate, the work may not be started.
- Shielding: if work is carried out at a distance of less than 5 metres from the installation (shortest distance between machine and installation during the entire work), a fixed physical shield (e.g. heras fencing, shielding with scaffolding material) must be placed between the installation and the location of the works. If no shielding is possible, a safety guard (independent of the contractor) should be appointed for the duration of the works.
- Prohibition: it is forbidden to work with such machines less than 2 metres (shortest distance between machine and plant during the entire work) from a plant that is in service. In such cases, work must be carried out manually.

12. REMOVAL

In order to reduce risks when carrying out works, it is always checked where and what demarcation should be placed.

- A fixed demarcation (Heras type) is preferred.
- In case of fall hazards (due to pits or removed lauffers), only fixed demarcation is applied.
- If demarcation ribbon is opted for, it will be printed with the company's name and will include the start and end date.
- Every night, those delineations that are no longer necessary are removed.

13. REFRACTORY CERAMIC FIBRES

When working on refractory ceramic fibres, the code of good practice 'Working with refractory ceramic fibres' should be followed.

This includes:

- Presenting a safety plan.
- Meeting the training requirements of everyone working for the contractor.
- Organising the necessary measurement campaigns.
- Disposal of waste cf regulations and code of good practice.

14. ASBEST

When working on/with asbestos-containing materials, the regulations 'R.D. on the protection of workers against the risks of exposure to asbestos' must be followed.

This includes:

- Submitting a safety plan
- Including relevant sections from the asbestos inventory in the safety plan.
- Reports to welfare supervision inspection - chemical hazards department within statutory deadlines.
- Being able to present the necessary approvals as an asbestos removal expert.
- Meeting training requirements of everyone working for the contractor.
- Organising the necessary measurement campaigns.
- Remove and deposit with an authorised treatment facility and submit the necessary documentation of this to Eastman.

All these documents should be delivered to the Eastman coordinator in advance.

15. X-RAY/RADIOGRAPHIC EXAMINATION

When performing non-destructive testing (Rx), exposure to radiation can pose health risks. These works may only be carried out by specialists from a recognised body. Depending on the strength of the source used, a perimeter is demarcated, preventing unauthorised access. Preferably, these investigations are scheduled outside normal working hours.

16. LOTO/TRY (LOCKOUT, TAGOUT AND TRY)

Lockout (lock) Tagout (provide label) and Try (test) is a safety procedure whereby plant and energy sources are switched off during works. This protects personnel and contractors from the dangers of unexpected start-up and unexpected release of hazardous substances and energy.

This shutdown is done through locks fitted by production, the keys of which are kept in a locked lockbox with tag master.

Each employee of the contractors concerned must affix his personal lock to the lockbox at the start of his activities and remove it after the end of his work. If the contractor finishes his activities at the end of the day or shift but the job is not yet completed, the contractor should remove his personal lock on the lockbox and it will be decided in consultation with the Eastman responsible which group lock will be hung on the lockbox to replace the contractor personal lock.

In addition, the contractor should fill in the lockbox's tagmaster (company and personal name, nature of the works - mechanical or electrical - and indication whether or not it is finished).

The contractor personal locks are marked with the individual's name and the firm's name.

In case of a shutdown, this procedure can be adjusted after an official communication from Eastman.

17. PURCHASE CLAUSES CONTRACTORS/VENDORS

Following purchase clauses are currently available:

- Cl. 1: Attestation of safety and hygiene
- Cl. 2: Written info & operating instructions for work equipment
- Cl. 3: Machinery
- Cl. 5: Electrical appliances and pipes
- Cl. 6: Inspection following AREI
- Cl. 7: Explosion-proof material
- Cl. 8: Hydraulic material
- Cl. 10: Work equipment for lifting loads
- Cl. 12: Ladders
- Cl. 14: Chemicals
- Cl. 15 : Noise
- Cl. 16: First purchase (PPE)
- Cl. 17: Restocking (PPE)
- Cl. 18: Steam appliances
- Cl. 19: Pressure vessels - Storage - Gases
- Cl. 20: Pressure vessels - Pressure app. - Production
- Cl. 21: Heat exchangers
- Cl. 22: Pipes subject to inspection
- Cl. 23: Tubes
- Cl. 24: Storage tanks - liquids
- Cl. 25: Compressed air holders
- Cl. 26: Attestation working with third parties
- Cl. 27: Theses
- Cl. 28: Critical hoist
- Cl. 30: Overfill protection - dangerous goods storage tanks
- Cl. 31: Safety and pressurised fittings
- Cl. 33: Lightning protection
- Cl. 34: Surge protector
- Cl. 35: Safety valves
- Cl. 36: Certificate
- Cl. 37: Request for cleaning works
- Cl. 38: Contractor work
- Cl. 39: Transportable pressure equipment - Gases
- Cl. 40: Structural parts with load-bearing properties

ANNEX A COMPANY ACCESS PROCEDURE FOR CONTRACTORS

General principle

All persons not belonging to Eastman Gent Noord personnel must be registered and be identifiable by means of identification when entering Eastman's "Factory premises".

Each visitor must be registered with the porter via "visitor registration" at the latest the day before the visit by the Eastman applicant. This way, the doorman receives the information necessary to ensure a customer-oriented and smooth welcome.

All performing third parties who will enter the production site must follow the Safety Challenge and successfully complete the tasks (until all answers are correct). This Safety Challenge remains valid for one year.

In addition, a distinction is made between short-term and long-term contractors.

Short-term contractors (Occasional externs): are not permanently present at the company, but may be employed for a limited period (1 day to a maximum of 1 month) consecutively. This can also be for several shorter periods in a year.

Before starting work, the Eastman contact person or client should go through a checklist together with all short-term contractors. In the case of interrupted periods of employment on site, the checklist is reviewed each time a new period begins.

Typically, after going through the necessary Eastman short-term checklist, these individuals can also enter the field unaccompanied.

Long-term) contractors (Regular externs): these are those who are present at the company for a longer (preferably consecutive) period (more than 1 month).

For permanent contractors, there is first training on the site rules through an introduction provided by Eastman. Afterwards, practical training must be followed, this is done through Contractor Safety Management in which they obtain a white sticker on the helmet.

In addition, the supervisor of each contractor employed at Eastman must take a test from Eastman Contractor Safety Manager. If passed, they obtain a green sticker on their helmet. In this case, the supervisor is also authorised to give basic training to new employees.

Compliance on these training courses will be regularly monitored by Eastman contact/client/prevention service.

Schematic overview registration/training:

GUIDELINES ACCESS NON EASTMAN STAFF	Checking certificates/safety figures	Training	Registration by client	Entrance
CONTRACTORS = working and not under supervision Applies to short- term & long-term contractors	IQ-Soft/GoWorkforce See procedure, this takes precedence over application: do <u>not</u> apply(s) without a <u>green light!</u> Pre-known exceptions (SCC or safety grades) should be proactively requested from Eastman Purchasing or Eastman Safety	<u>Long-term:</u> Safety challenge (On Site / Online) <u>introduction / silent</u> <u>training (On Site /</u> <u>Online)</u> <u>Short term:</u> <u>Safety challenge (On</u> <u>Site / Online)</u> + <u>Short-term checklist</u> <u>by client On Site</u>	Application form Badge request	Porter's lodge Zeeschipstraat If badge is obtained one should use turnstile
VISITORS = no working and under supervision	/	Safety challenge (On Site / Online)		

Admission of vehicles on the farm

The same rules apply on Eastman's entire site as on public roads.

Vehicle traffic is only allowed on paved roads between the various buildings, facilities and tank farms.

The speed limit on the site is 20 km/h and 5 km/h near loading and unloading bays and at the parking area near the porter's lodge on Armoured Ship Street.

Only at the express request of the Eastman contact person are vehicles admitted to the factory premises. This admission is given in writing by the porter using the white card "Vehicle admission ticket". This card is valid for a maximum of one week before it has to be renewed. Vehicles are admitted only for loading and unloading materials. Parking vehicles on the site for an entire day is not permitted. This avoids all excess traffic on the site.

The gatekeeper may, in consultation with the Eastman manager, question or withdraw this permission.

When stationary, the car's engine should be turned off and the key taken away.

There will be no parking at fire hydrants on access roads and at emergency and access doors.

When supplying materials for a contractor, such contractor shall always ensure that the supplier reports the name of the contractor to the gatekeeper as well as the GSM/phone number of the contractor person to be contacted at the site.

The contractor notifies the client Eastman the day before.

ANNEX BG Use of mobile phone (GSM), tablet, PC and camera

The possession and use of Non-Ex mobile phone (GSM), tablet, PC and photo camera is prohibited without a fire permit within the blue zones of the production site (plan S296, Annex F) .

However, mobile equipment of the explosion-proof type is permitted. Such equipment bears the code :

⟨Ex⟩ II 2 G - EEX ia IIC T4

No calls are made from moving vehicles (stop vehicle, safely pull over to the side of the road and only then make the call).

Also, one should stop walking, bikes aside in a safe location to call

ANNEX C WORK PERMITS

Type Permits

Are required for the sake of controlling safety during works; they are issued by the Eastman coordinator; written permission is required for works to be carried out by persons foreign to the plant.

When work, **falling under the fire, excavation, confined space or system opening procedure**, is to be started outside normal working hours, the Eastman coordinator should be notified in advance.

1. **General (non-specific) work permit**

Permit for work not covered by excavation, fire, system opening, confined space permit.

The permit is issued for the duration of 1 working day (from 07:30 to 16:00) or shift performance - but can be extended.

The form is circulated by the Eastman coordinator.

The work permit should always be original. In case of scope adjustments or other changes, a new work permit should be written.

Each permit must be signed (and authorised) by the commissioning authority, the fabrication or service where the job is done and then by each performer.

The permit is required for all works carried out within the Eastman site, except in the contractor's own site hut. The contractor receives a copy of the permit and must strictly observe all preventive measures at all times.

In some cases, however, a combination of several licences will be needed.

2. **Fire permit:**

Written permission to carry out works with open flame, heat generation or spark generation.

A fire permit is also required for use of cranes, lifting equipment, AWP's in production departments located in the blue zone.

It is important that the permitted activities (e.g. welding, cutting fires, drilling, grinding, open flame, non-Ex appliance, other spark-generating work) are clearly marked on the fire permit. **For this, the fire permit matrix is the guideline and hangs out in the permit rooms.**

All work is limited to this indicated on the licence.

Are also considered non-Ex devices: tablet, PC and camera.

The fire permit is written for the duration of 1 working day or shift performance but can be extended.

The form is circulated by the Eastman coordinator.

A fire permit must be signed before work commences by the client, the engineer or **production coordinator** of the production department, by a person in charge of the prevention department and then by each delegate of the contractor, who receives a copy of the permit.

Work may not be started before the permit has been signed by departmental manager and prevention department.

Any fire permit in, or within 10 metres of, a blue zone must have a continuous LEL/O₂ measurement.

This may be a measurement from the fire watch. If not, an LEL/O₂ device will be given to the contractor from the control room. This measurement may be supplemented by a toxic gas measurement. It must be returned to the control room after use, otherwise a fee will be charged for the value of the device.

3. Confined spaces permit

A permit is also required for entering confined spaces. This work permit must be signed by the client, the manufacturing or service manager, the delegate of the prevention department and then by each delegate of the executor, who receives a copy of the permit.

The confined space permit is valid only for 1 working day or shift performance and cannot be renewed. An accompanying rescue plan is written for each confined spacious permit. Likewise, the presence of a safety guard with safety case for first-line intervention is required. In conductive confined spaces, electrical equipment must be of a suitable type (Cf. A.R.E.I. article 94). e.g. use of reduced safety voltage (see also electrical provisions in Part II section 8.6).

4. Excavation permit

- 4.1. An excavation permit is required for any intervention in the ground, including pile driving, soil drilling, etc....

The excavation permit is required on the entire Eastman site. The necessary information should also be taken from the client regarding underground pipes including electrical cables, water, telephone, gas and steam pipes + water drains.

Contractors must apply to the Eastman coordinator at least 2 weeks in advance for permission to excavate roads or otherwise block factory roads.

An excavation permit is written for the duration of 1 working day or shift performance but can be extended.

- 4.2. If danger to the safety of the personnel and/or others involved would arise, excavations, ditches, trenches, pits etc... shall be adequately chamfered to prevent collapse or shear.

If chamfering is impractical, shuttering should be used if the height difference exceeds 1 metre. From a depth of 1.25 metres, it should always be evaluated whether the installation of walls is necessary. From a depth of 6 metres, walls should be calculated by a structural engineer. Stepped walls can also be used.

Appropriate measures should be taken to prevent accidents that could be caused by the collapse of piled-up soil, piled-up building materials, or the falling of material or any heavy objects.

- 4.3. For excavations of more than 1.25 metres, a sufficient number of ladders should be provided to allow quick evacuation for personnel.

Excavations of > 1.25 metres fall under the provisions of confined space.

- 4.4. Contractors shall properly install barriers, railings, cover plates, signals, and if necessary lighting and/or effective warning signs, to protect personnel in the vicinity of a hazardous work or excavation. If guardrails are used, they should be fixed railings set up at least 2 metres away from the excavation. In specific cases (blocking road or access to installation) this distance can be reduced after agreement with the Eastman contact person.

Floor openings, open trenches, excavations, etc... must be covered if handrails or barriers do not provide adequate protection for personnel.

- 4.5. Barriers, ropes, chains and other obstacles should be sufficiently marked so that they are clearly visible both by day and by night.

- 4.6. If electrical cables, ... If electrical cables are exposed during excavation work, they must be properly supported to prevent them breaking under their own weight. If electrical cables are buried again, shield pins and warning tapes must be replaced properly; the Eastman coordinator should be consulted before commencement of the work.

- 4.7. Depending on working conditions, the Eastman coordinator may decide to call in a safety guard and provide a rescue plan.
- 4.8. This work permit shall be signed by the Eastman coordinator, the manufacturing or service manager, the delegate of the safety department and a delegate of the executor who shall receive a copy of the permit.

5. System opening licence

A specific permit is also required for opening pipes, equipment or installations. This work permit must be signed by the principal, the manufacturing or service manager and by each delegate of the executor, who receives a copy of the permit.

The system opening permit is only valid for 1 working day or shift performance and cannot be renewed. Typical for system openings is the use of a chemical suit, respiratory protection, boots and chemical gloves. The performers involved should be trained for this.

6. Annual licence

In the contract square and at the maintenance workshop work stations, work is carried out under an annual permit. This can include both a work and fire permit and is drawn up annually before the previous one expires. The applicant contacts the prevention service for this, the situation is assessed on site, and the permit with conditions is issued on site.

An annual permit is a requirement anyway for any contractor with a temporary container in the contractor square.

7. Deliveries/collection of containers (contract village)

For delivery of containers to the contract village, this should be requested from EMN coordinator several weeks in advance, guidelines around placement of containers can be requested via EMN coordinator.

Delivery/pick-up from contractors: report to porter. Driver parks in the car park and contacts the contractor. The Contractor accompanies the driver to the Contractor park or place of delivery/collection. The porter always checks the delivery address (which should be Eastman) on the shipping note.

ANNEX D ALARM PROCEDURES EASTMAN **(to be hung out in temporary buildings)**

1. Warning on:

- Any emergency or its onset must be made known immediately. This can be done by:

Either: Push in alarm push button (this automatically triggers the alarm siren).

Either: Calling factory fire brigade: "emergency number 100" (internal number where the

reporter communicates his name, the place and the nature of the incident (no automatic alarm siren signal).

Either: Notify the porter by phone (tel. no. 09/254 1456) and make initial enquiries communicate the nature and location of the incident.

2. What to do in case of alarm?

2.1. For alarm siren: **long** siren blasts:

Contractor personnel proceed to the safest location (muster point) indicated on the work permit across the wind, if they are working in the contractor square they will report with their personal badge to the muster point in front of the smoking room. There one should wait for further instructions from the Eastman coordinator.

2.2. In case of evacuation siren: **short** siren blasts:

In that case, there must be collection (to allow counting):

2.2.1. To the building shipment thv the facade technical area and sign in with the personal badge

2.2.2. When the latter is in the wind sign in with the personal badge at the water treatment side PVS

2.2.3. You will be instructed by which route to reach the assembly point safely.

2.3. End of alarm = continuous tone (1 minute)

When the alarm ends, they return to work. The work permits did lapse due to the alarm and have to be renewed again.

3. All permits expire immediately (in case of fire, or emergency).

4. Useful phone numbers:

- Nurse: 09/254 1455 - Porter (E.H.B.O.) 09/254 1456
- Safety service: 09/254 1673 - 09/254 1671
- Urban fire brigade: 0-112
- Ambulance: 0-112

5. Abbreviated emergency plan template attached in appendix

Noodplan Eastman Gent Noord		SAFETY
Hoe waarschuwen in geval van een noodsituatie?		
Ofwel indrukken van een alarmdrukknop (alarmsirene treedt automatisch in werking)		
Ofwel oproep fabrieksbrandweer via het " interne alarmnummer 100 " op een vast Eastman telefoontoestel waarbij de melder zijn naam, de locatie en de aard van het incident opgeeft.		
Ofwel telefonisch via de portier - tel 09/2541456 - waarbij de melder eveneens zijn naam, de locatie en de aard van het incident opgeeft.		
Wat te doen bij alarm		
Bij attentiesignaal Lange op- en neergaande tonen 5 3 5 3 5 seconden gedurende 2 minuten	Bij evacuatiesignaal Kort op- en neergaande tonen 2 2 2 2 2 seconden gedurende 5 minuten	
<ul style="list-style-type: none"> Alle werken worden op een veilige manier gestopt. Alle werkvergunningen vervallen en moeten vernieuwd worden na einde alarm. Pc-gebruikers consulteren de windroosaanduidingen op het scherm. Sluit de ramen en stop de ventilatie. Verplaats u bij voorkeur te voet en altijd dwars op de windrichting. Personen met een taak in het rampenplan voeren hun taken uit. Personeel zonder taak in het rampenplan en Binnen werkzaam blijven op hun werkpost Buiten werkzaam verzamelen aan een musterpoint om zich met hun badge aan te melden. Contractors begeven zich naar de afgesproken musterpoint om zich met hun badge aan te melden conform de werkvergunning of melden zich aan op het contractordorp. Indien werkzaam op PVS aanmelden aan de badge reader thv refter Eastman, Chauffeurs begeven zich afhankelijk van hun locatie naar de controlezaal productie, verladings, shipping of portiersloge. Bezoekers begeven zich onder Eastman begeleiding naar een veilige zone. Naargelang de bedreigde zone zal Eastman een alternatieve veilige zone opgeven. Daar wachten op verdere instructies en telling onder toezicht van de evacuatieleiding. 	<ul style="list-style-type: none"> Iedereen begeeft zich afhankelijk van de windrichting naar de toegewezen evacuatieplaats, om zich aan te melden aan de evacuatie badge reader. Ofwel verzamelplaats shipment gebouw aan gevel technische ruimte. Ofwel verzamelplaats aan de waterzuivering kant PVS. Eastman zal steeds instructies geven langs welke route men veilig de verzamelplaats kan bereiken. Daar wachten op verdere instructies en telling onder toezicht van de evacuatieleiding. 	
<div style="border: 1px solid black; padding: 10px; text-align: center;"> ENKEL VOOR REGISTRATIE BIJ ATTENTIE SIGNAAL ONLY FOR REGISTRATION WHEN ATTENTION SIGNAL IS ACTIVATED </div>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> ENKEL VOOR REGISTRATIE BIJ EVACUATIE SIGNAAL ONLY FOR REGISTRATION WHEN EVACUATION SIGNAL IS ACTIVATED </div>	
Einde alarm - Aanhoudende toon gedurende 1 minuut.		
Standaard werkzaamheden kunnen hervat worden. Werkvergunningen dienen vernieuwd en goedgekeurd te worden.		
Nota: Elke donderdag om 09.45 uur wordt het attentiealarm getest		

ANNEX EACCIDENTS - PREVENTION - EHBO - CORRECTIVE AND PREVENTIVE MEASURES

1. Prevention

Before starting works, Eastman will inform the contractor of the risks present at the plant.

In turn, the contractor must inform Eastman of the hazards (chemicals, ionising radiation, etc....) it brings into Eastman.

In any case, the Contractor must send a safety plan (see 3.1.) to the Eastman coordinator 1 week before commencement of the work, taking into account all the risks and hazards mentioned above and describing all foreseen preventive measures. Part of the safety plan is a task risk analysis. This task risk analysis should take into account the specific task and environmental conditions after inspection of the work site in the presence of the Eastman principal. A template is given further in this appendix. Work can only start after approval from the Eastman coordinator. Through a toolbox, the contractor employees should be informed, and the contractor should ensure training of its employees.

2. E.H.B.O.

2.1 In any accident, which requires medical intervention will:

- either, the nursing service be called:

tel: 09/254 1455

- or, outside office hours the porter (= E.H.B.O.):

1456

- or, in urgent cases, the emergency service

Eastman fire brigade:

internal tel. no.: 100

or via porter (09/254 1456)

External

0-112

2.2. If **a chemical enters the eye**, the eye should be rinsed out immediately with running potable water, preferably at an eye shower, and this rinsing should be continued continuously for at least 15 minutes.

The medical service or porter should also be notified.

Note: upon activation of the eye wash, an alarm is triggered at the porter and then the intervention team is called in.

2.3. If **chemicals come into contact with the body**, the affected parts should be rinsed with running water for at least 15 minutes.

To ensure that a sufficient rinse is achieved, shoes and clothing covering affected parts of the body should be removed. The Eastman medical service is available to contractors to administer initial care to injured persons.

Note: when the emergency shower is activated, an alarm is triggered at the porter and then the intervention team is called in.

2.4. If **chemical substances are inhaled**, the medical service should also be notified.

2.5. An **approved first aid kit must be** present (posted with pictogram) in the contractor yard kitty. An eyewash bottle must be part of this kit or hung separately.

3. Reporting (mis)accidents, unsafe acts and situations.

- 3.1. All accidents, incidents and schier accidents shall be reported immediately by the Contractor to the Eastman contact person.
- 3.2. A written report of each accident will be given to the prevention service, and this: - within 3 working days
 - comprehensively stating:
 - name and age of the victim
 - place and time of the accident
 - nature of the injuries
 - description of the accident with analysis
 - preventive or corrective measures to be taken to avoid recurrence.
 - For this, see the injury accident contractors form attached.

If the accident results in work incapacity, or is considered a serious accident (circumstantial report), the Contractor's prevention advisor should report it immediately to the Eastman Prevention Service so that an appointment can be made to jointly investigate the accident on site.

If a circumstantial report needs to be drawn up, it will be agreed who will draw it up and within what timeframe.

If there is no agreement on this, the report will be made by Eastman within 7 days.

The report is then discussed with the other party and it is supplemented with any comments.

If there is no agreement on the comments/actions, this is also mentioned in the report or an addendum can be made to the initial report.

Further, the report is then discussed in the PBW committees of Eastman and contractor.

The report shall include the date of these committees and comments (the report may be annexed).

If it is found that the report cannot be submitted within the stipulated timeframe, an extension of time shall be requested.

If more than one inspection is competent, each party requests this postponement from its competent inspection.

- 3.3. Near miss accidents - unsafe act and situations.

If the contractor observes risky, unsafe actions and situations that prevent the requested work from being carried out safely, the work must be stopped and the Eastman coordinator notified. An accident report must also be drawn up (see the form 'accident report - contractors' attached) and sent to Eastman's prevention department.

Note: reporting also applies to fixes on the site that are separate from the work.

Model task analysis worksheet

Work assignment:

Implementation deadline:

Werkfazen	Implementatio n deadline	Work equipment deployed	Risks	Control measures to be taken

Name and position of drafter:

Date:

Signature:.....

Eastman
Prevention and protection service

REPORT FORM: "INJURY EVENT" - contractors

*An injury accident is an event involving physical damage (injuries)
was incurred regardless of whether it resulted in incapacity for work.*

The victim
Name: First name: Firm: First concerns on: day, / / at hour Injury:

The accident
Accident happened on day, / / at hour Witnesses: Place of accident: Detailed description of the accident:

Measures to be taken

After discussion, always send completed form to the Prevention and Protection Department.

Eastman
Prevention and protection service

REPORT FORM: "SHIELD EVENT" - contractors

A schier accident or a near-accident is a sudden, unexpected and unwanted event (a malfunction, an error) in which no visible damage, either material or physical, was caused.

Date set up:	Date of discussion:
Prepared by:	Discussed by:
Department:	

Fixed error

Possible causes

Possible solutions

Always send completed form after discussion to the Eastman Prevention & Protection Department.

ANNEX GAL GENERAL SAFETY REGULATIONS EASTMAN

Features products Eastman

- highly flammable/liquefied gases
- irritating/corrosive → affect mucous membranes (breathing, eyes !)
- specific properties per product : MSDS or product info sheet available
- text toolbox production Crop / MA / WTS is available and was discussed

No smoking at the Eastman facility

- Smoking is only allowed in the designated smoking cabins.

Licences

- Combined work and fire permit → for all works
 - work description
 - installation data (by-products, how safe)
 - environmental data -
 - PPE specifications
 - fire prevention regulations
 - declaration of emergency infrastructure (emergency shower)
 - all contractors sign = knowledge of risks and measures
- Confined space permit → for entry
 - head in space = permit
 - in combination with work permit
 - additional measures: safety guard, rescue equipment
- Excavation permit
 - in combination with work permit
 - location of underground pipes and cables

Standard PPE for construction and maintenance work in an existing production plant

- Helmet
- Safety glasses
- Goggles (in the blue zone)
- Closed clothing (long trousers and long sleeves, fire-retardant, anti-static and preferably Nomex or equivalent)
- Gloves (cut-resistant or chemical-resistant)
- Safety shoes
- Continuous measurement (oxygen, LEL and Product PID) to be worn while performing hot works with fire permit.
- Escape mask when working at height

PPE on the entire production site

- Helmet
- Safety glasses
- Closed clothing (long trousers and long sleeves, fire-retardant, anti-static and preferably Nomex or equivalent)
- Individual escape mask at height

Emergency infrastructure

- Knowledge locations of emergency showers and eye showers.
- Additional emergency showers installed for major shutdown at the n yard shack
- Exposure to chemicals = immediately flush eyes and body abundantly with water for 15 minutes
- Medical service behind porter's lodge

ALARM = factory siren

- Attention = 3 - 5 - 3 - 5 - 3 - 5 - ... (2 minutes)
 - to the location indicated on work permit (If the location indicated on work permit is in the threatened zone or if one is working in the contractor square, then go to the operations centre or to the porter).
 - registration of attendance
- Evacuation = 2 - 2 - 2 - 2 - 2 - ... (5 minutes)
 - evacuate to football ground or porter Shell
 - choice of evacuation site depending on wind direction
- End of alarm = continuous tone (1 minute)
 - back to work
- Test attention signal: every Thursday at 9.45 am

Order and tidiness

- Keeping clean and tidy work site
- Keeping passages clear
- Waste containers available

Material

- Theses:
 - Regulatory requirements
 - Have it inspected
- Tools and (mobile) machinery:
 - Regulatory requirements and certification.
 - Have it inspected
 - Special attention to current-carrying parts (e.g..insulation fault cables)
 - power down at end of work day
- Ladders:
 - Small work, light tools, short duration (maximum 2 hours)
 - Stable surface and ladder secured
 - Correct use (always 3 points of contact)
 - Clear marking thv 1.2m height provided!
- Stairs:
 - Always 1 hand on the handrail
 - Taking one step at a time

Information for contractors

- Introduction training first access at the Eastman Gent Noord site and annual repetition (Eastman safety challenge)
- Training on the specific risks and control measures related to working on the Eastman Gent Noord site, e.g. chemical product exposure.
- Training life critical procedures (fire permits, confined space, excavation permits, PPE, system opening, LOTO etc.)
- The work permit
- Toolbox meeting by the contractor master guests for the contractor employees
- Kick-off meeting
- LMRA
- Monthly contractor team meeting with foremen
- Monthly contractor/buddy safety tour
- Buddy TOP 12/Contractor quarterly meetings

APPENDIX H Waste sorting guide

30-0053-08-01

Revisie 3.0 - 04/2021

Soort afval	Wel	Niet	Inzamelplaats
Niet gevaarlijk afval			
Restafval	Aluminiumfolie, tissues, papieren handdoekjes, huishoudelijk afval (groenten- en fruitafval).	PMD+, kartonnen bekens, papier en karton, glas, chemisch bevuild materiaal, steen, beton, hout.	Plaatselijke inzameling, in de rolcontainers of in de container aan algemeen magazijn.
Papier & karton	Papieren zakken, kartonnen dozen (plat gedrukt), tijdschriften, kranten, folders, boeken, schrijf- en printpapier.	Restafval, PMD+, glas, kartonnen bekens. Vuil, vettig of chemisch bevuild papier en karton, cellofaanpapier, behangpapier, aluminiumfolie en zakjes in aluminium.	Per dienst, in de rolcontainers of in container aan PackT.
PMD+ Deze afvalstroom bestaat uit een mix van plastic en metaal verpakking en drankkartons. Enkel huishoudelijk PMD+ afval geen bedrijfsmatige verpakkingen.	P: Plastics flessen, flacons en bakjes, charcuterieschaaltjes, botervlootjes, plasticbekers, yoghurtpotjes, foliezakjes. M: Drank en conserveblikken, spuitbussen van voedingswaren, aluminiumbakjes en schaaltes, deksels van glazen potten. D: Drankkartons dwz elk type brik die vloeibare producten heeft bevat.	Aluminiumfolie, papieren handdoekjes, tissues, huishoudelijk afval, verpakkingen met gevaarsymbolen, verpakkingen van motorolie, pesticiden en siliconenkits, verpakkingen > 8 liter, aluminiumfolie, piepschuim.	Per dienst en in de rolcontainers.
Glas	Wit en gekleurd glas van voedingswaren. Leeg en gespoeld.	Chemisch bevuild glas, TLC-plaatjes, Pyrex-glas, vlak glas, porselein of aardewerk,...	In rolcontainer.
Kartonnen drinkbekers	Kartonnen drinkbekers.	Kunststof drinkbekers, PMD, papier en karton, restafval, glas.	Per dienst en in de rolcontainers.
Restafval > 1 meter	Geverfd, verlijmd of geïmpregneerd hout (B&C hout), rubber, vlak glas, gespoelde flexibels etc.	Chemisch bevuild materiaal, papier, karton, PMD, steen en puin, A-hout	Aan standaardhal en algemeen magazijn.
Metalen vaten	Lege met water gespoelde vaten, per 4 omgekeerd op pallet en voorzien van het label "gespoeld".	Gevulde vaten.	In standaardhal.
Metaal schroot	1 Non-ferro, aluminium, lood, koper, elektrische kabels, RVS (roestvrij staal). 2 Blik, spaanders, geperste vaten. 3 Zwaar metaal, gietijzer.	Chemisch bevuild materiaal, restafval, papier en karton, PMD, hout, glas, steen en puin.	Per dienst en in de containers aan algemeen magazijn.
Steen en puin	Steen en beton van afbraakwerken.	Stortbeton en yton.	Aan algemeen magazijn.
Hout	Onbehandeld, ongelakt en niet-geïmpregneerd hout (A-hout).	Geverfd, verlijmd of geïmpregneerd hout (B&C-hout).	Aan magazijn ex-ox.
Harde plastic > 1 meter	PVC en HDPE buis of plaat, veiligheidshelm, veiligheidsbril, emmers, kratten, boxen of dozen.	Jerrycans en vaten met gevarensymbolen, plastic folie, piepschuim, polyester, rubber dam.	Aan algemeen magazijn.
Harde plastic	Lege met water gespoelde IBC's of PE vaten, voorzien van het label "Gespoeld".	Ongespoelde, bevuilde IBC's of PE vaten.	In standaardhal.
Zachte plastic / folie	Elastische plastic folie om palletten te omwikkelen en krimphoezen.	Chemisch bevuilde folie of plakband.	Aan tankenpark 4.
Piepschuim	Diverse soorten schoon, wit piepschuim (in grote stukken of korrels) afkomstig van elektronica verpakking. Droog verpakt in transparante foliezakken van 400 liter.	Gekleurd, bevuild piepschuim. Verpakkingsschips of andere kunststoffen.	Per dienst en achteraan de standaardhal.
Zuivere rotswol	Droog, chemisch zuiver en vrij van andere afvalstoffen.	Nat, chemisch of met andere afvalstof bevuild (vb bepleistering).	Nabij Altrad.