



## SAFETY GUIDELINES FOR CONTRACTORS



Welcome to **Evonik**.



We are using **dangerous chemicals**. **Health, safety and environment** are top priority.



Read the instructions in this guideline carefully to ensure **your safety and the safety of others**.



At the end of this module, you will have to take a **test** to confirm that you have fully understood all the instructions.



If you pass the test, you will receive your **access badge** from Security.





Click each number to learn more about our GDPR policy.

1

Click this link to read our Privacy Statement, also called [Statement on the Processing of Personal Data \(GDPR\)](#).



2

You can also find this Privacy Statement on the **information board** at the entrance of the site.



3

**Changes are possible**, so consult this information board regularly. If needed, you can obtain a **copy at the desk**.



4

By completing this module, you declare to have read the Privacy Statement.



Emergency Procedures



Using your badge



In this module, you  
will learn about

EEVAs  
(Evoniks Essential Safety Rules for the  
Antwerp site)



General Site Rules



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If you need permission to **access the site with a vehicle**, please contact your Evonik contact person.

Your **photo** will be taken for security reasons.

Show a **valid ID, passport or driving license** at the entrance.

To import and export **materials and tools**, make sure that you can prove them as your property.

**Security** has the right to inspect vehicles, when entering and/or leaving the site.





It can happen that a potentially dangerous situation arises.



Therefore, it is very important that we have an overview of the involved employees.



For this reason, we have a **clear signing in and out procedure.**



What should you do when you want to **enter** a production unit or a construction site?

**Production unit**



You should **first sign in** by holding your badge in front of the **IN**-reader.

**Construction site**



If there is no reader present, register by signing a **document**.



What should you do when you want to **leave** the production unit or the construction site, even only for a short period of time?

Production unit



You should **first sign out** by holding your badge in front of the **OUT**-reader.

Construction site



If there is no reader present, sign out on a **document**.



When you want to leave the site, consider these important points.



You need your **access badge** to leave the site.



Return your **badge to Security** if you no longer use it.



Return your **Personal Protective Equipment** of Evonik if you no longer use it.



For **unreturned PPE or badges**, a bill will be presented.

 *Click each icon to learn more.*



#### License

- ✓ Driver's **license** always required or a specific **certificate** for driving an industrial vehicle.



#### Speed limit

- ✓ The speed limit is **30 km/h** (also for bicycles).
- ✓ For **industrial vehicles**, such as cranes, forklifts etc., the speed limit is **15 km/h**.



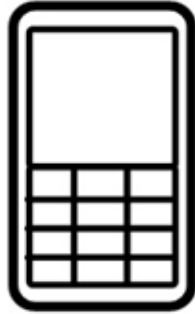
### Emergency Traffic

- ✓ Ambulance and fire brigade always have priority in case of emergency.



### Parking on site

- ✓ Use the **designated areas**.
- ✓ Parking **backwards** is required.
- ✓ **Don't leave** a vehicle with **running engine**.
- ✓ **Don't park** under **pipeline bridges** and within 1.5m of **sleeperways** and **railways**.
- ✓ **Don't park** in front of a **water hydrant** and a free area of 10m before and after must be respected.



#### Mobile communication

- ✓ Don't use your mobile phone while driving a vehicle.



#### Railways

- ✓ You can recognise them by this sign.
- ✓ There are **no barriers** so be careful when crossing railways.
- ✓ **Keep in mind that a heavy locomotive can't stop quickly!**



**Seatbelt**

- ✓ Always wear your seatbelt.

- Bicycles must be in **good condition** without any defects.
- While driving, **both hands** must always stay on the handlebars.
- Don't use your **mobile phone** while driving a bicycle.
- Always drive at the **right side** of the road.
- Driving bicycles can be **temporarily forbidden** during bad weather conditions.



- Always use the **pedestrian roads** if available.
- Always walk at the **left side** of the road.
- Always **pay attention** to motorised traffic.
- Never cross production plants or blocked areas without permission.
- Only cross railway tracks at the specific railway crossings.





You are not allowed to take any **photographs** or shoot **videos**.

It is not allowed to take **personal electronic devices** such as mobile phones, tablets, smartphones and smart watches with you in the installations.

Always check the use with your **Evonik contact person!**

Wearing **headsets and earphones** is forbidden throughout the site.

**Smoking** is prohibited throughout the site.

You can only smoke in the **designated smoking cabins**.

This also applies to **electronic cigarettes**.

It is absolutely forbidden to bring or use **alcoholic drinks, drugs or other intoxicants** to or on the site.

This is also the case for **medicines**, which are imposing restrictions on driving and operating machines.

People under the **influence of drugs or alcohol** are not allowed to enter the premises.

If you are under influence of one of these substances, you will need to **leave the site**.

You may never **eat or drink** in the installations or production units.  
Eating and drinking is only allowed in the **designated areas**.



Always wash your hands before you eat and when you finish working to avoid harming yourself with leftover hazardous chemical substances!



When using on site facilities like toilets, showers, changing rooms, site huts, kitchens and dining rooms, always leave them clean and tidy.

 Click each icon to learn more.



Disorder leads to unsafe situations.

Always clean up all **scrap and waste material**.

Do not leave **tools** unattended.



If you do not know what to do with certain waste products or materials, contact your **Evonik contact person**.

**Safety and firefighting equipment** must always remain easily accessible.



What do we expect from YOU?



After work, leave your **workplace clean and tidy**, always and everywhere.

Make sure you keep all **stairs, ladders and emergency exits** unobstructed.



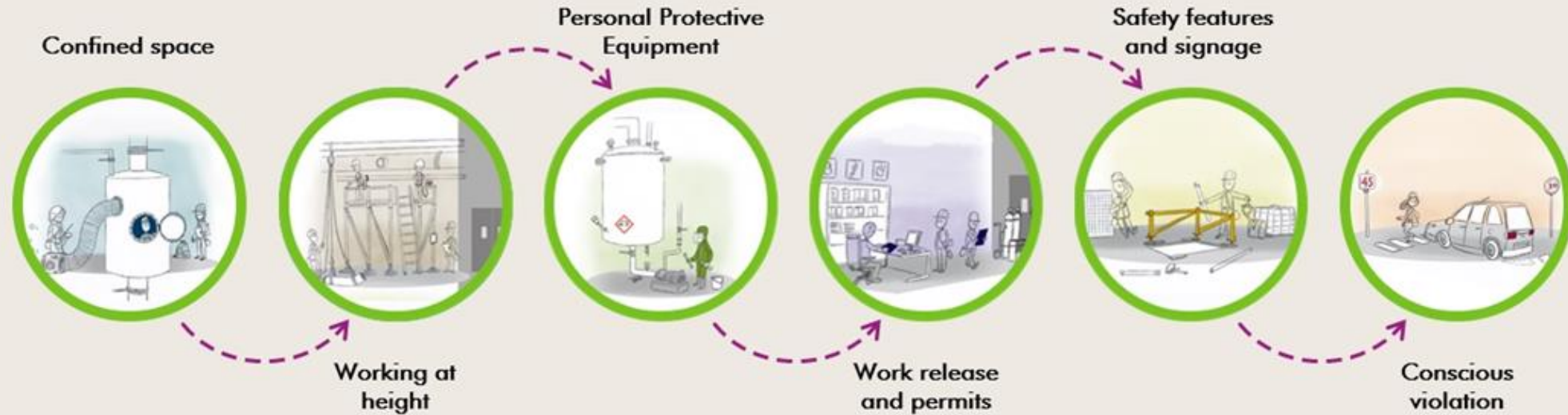
 *Click each icon to learn more.*



Pay attention to the placement of **cables and hoses**. Make sure there is no tripping hazard.

The **EEVAs** are addressing the **greatest risks** on site.

*EEVAs = Evoniks Essentiële Veiligheidsregels voor de site in Antwerpen  
(Evoniks Essential Safety Rules for the Antwerp site)*



 Click each EEVA to discover some rules and regulations linked to it.

You can only access confined spaces with a written access permit and by applying additional safety measures.

At the entrance of a confined space, you will see a specific warning sign.





✓ When working at height, it may be required to **protect yourself against falling.**

✓ Consult your Evonik contact person which **safety measures** you should apply based on a **risk analysis** for the task.



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Before going on a scaffold, you must always check

- ✓ If the green **approval plate** (inspection label) is applied and visible.
- ✓ If the **approval period** is still valid.



NEVER make any changes to the scaffolding on your own!





**GREEN LABEL** = safe  
to use



**RED LABEL** = not  
allowed to use!



**YELLOW LABEL** =  
scaffold for hoisting  
(look out for maximum  
load!)

*Click the different inspection labels to find out what they mean.*



In all PPE zones, you must wear work clothes with **long sleeves** and **long trouser legs**.

Additionally, you must wear at least the **standard PPE**:



A safety helmet



Protective footwear



Safety goggles



Additionally to the standard PPE, your **work permit** may be prescribing **specific additional PPE**, depending on your job.



When **entering** the PPE-zones, you always have to take **respiratory protection** with you.

For **visitors**, escape hoods are available in the control rooms and at the assembly points in case of a warning.



Only open the cover and put on to escape in case of personal danger.  
*Click the icons to learn more about escape hoods.*

**Don't open and use it for each warning.**



**Fit tightly around the neck** in order to avoid penetration of contaminants. A full beard or long sideburns should never obstruct the correct use of an escape hood!



When **signing in** at your work zone, you will need a **work order** with a specific job description.



Depending on the type and location of the work, **extra permits** may be required, e.g. hot work permit or access permit.



The work order contains **important safety rules**.



There may be **additional safety measures**, e.g. the implementation of the lockout principle or specific PPE.





**Before you begin a job:**

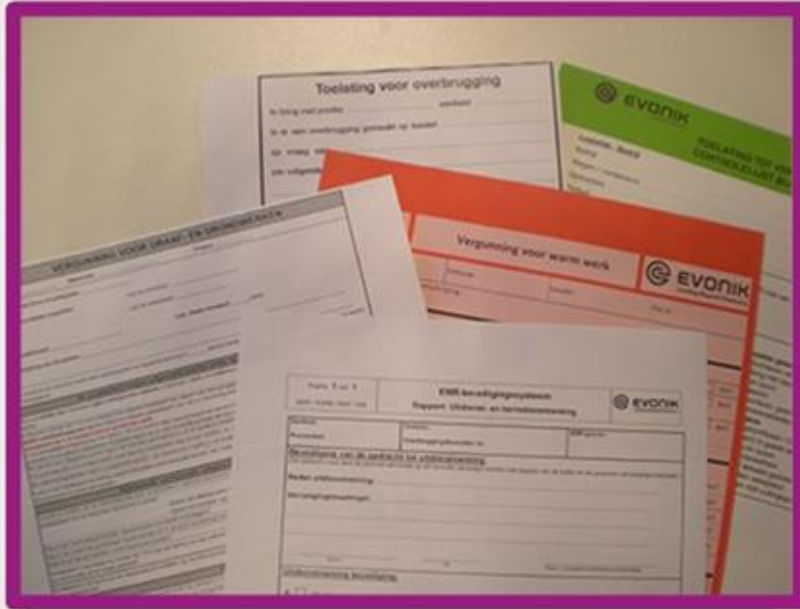
- ✓ Evonik will **sign your work order and authorise the work.**
- ✓ **All persons** carrying out the work need to **sign the work order** to indicate awareness of the safety rules and instructions for third parties.








It is **ABSOLUTELY** forbidden to start work before the work has been authorised.



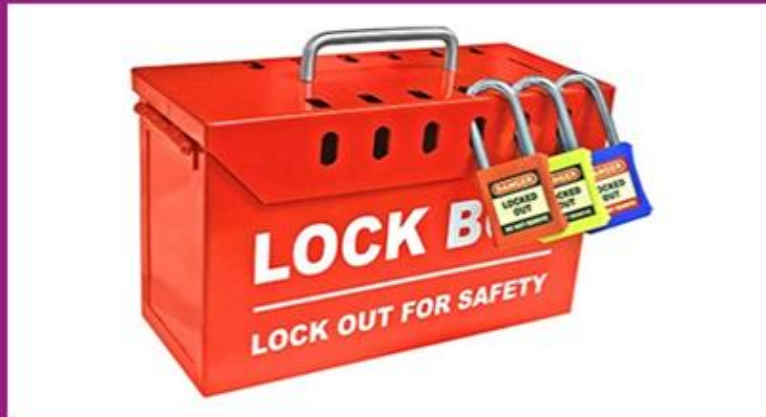
A specific **permit** is required for activities with **higher risks**.  
The most important are:



Follow the instructions on the permit carefully!

- 1** Roof permit for accessing roofs. 
- 2** Hot work permit for work such as welding, grinding, open fire and use of non-EX electronic devices in an EX-area. 
- 3** Excavation permit for digging pits and trenches. 
- 4** Access permit to enter confined spaces. 
- 5** Permit for shutting down electrical equipments. 

For your personal safety, Evonik can ask to provide your **personal lock** to a specific lockbox in accordance with your job.



- ✓ The **name of the contractor company** must be put on the **personal lock**.
- ✓ When **leaving the workplace**, the personal lock must be **removed**.
- ✓ Consult your **Evonik contact person** if you have any questions.



Before you start a task, it is very important to always do a **Last Minute Risk Analysis**.

**LMRA**  
LAST MINUTE RISICO ANALYSE

Stop zelf onveilig werk

The diagram features a central purple heart containing the text 'LMRA'. Surrounding the heart are eight icons connected by arrows in a clockwise cycle: a hand pointing at a screen, a yellow question mark, a blue clipboard with a pencil, a padlock, a wrench, a blue eye, a yellow hard hat, and a yellow warning sign with an exclamation mark.

Use a LMRA-tool of your own company or ask your Evonik contact person to get Evonik's LMRA-tool.






A **closed system**, such as a pump, pipeline or device, must always be **rinsed, emptied and depressurised by Evonik** before you may start to work on that system.

**Coloured labels** indicate the **status of installation parts** that need to be opened.



 Click the labels to find out what they mean.



Consult your Evonik contact person if you need **additional information** on this method of working.

**If you are not completely sure of releasing the system, go back to the control room to report.**





You can recognize **fire doors** by this specific **red sticker**.



They must remain **closed**.



**NEVER** use flexibles, cables and hoses through these doorways!





Keeping the workplace safe and taking care of the environment is a **collective responsibility**.



You can only carry out your work in the best conditions by **observing the rules and regulations**.



These rules and regulations are a **bare minimum** and must be followed by every person at all times.



We are **authorised to inspect your work** and will stop your activity in case of unsafe behaviour.

We hold each other accountable



for unsafe behaviour and unsafe situations



If you do not respect the safety rules, **you can be banned** from the site and you even might not be allowed to return.



Everyone must **be honest** and it must be possible to investigate any incident with all involved employees.



Withholding facts, concealing and/or manipulating information or lying, which make the **investigation of incidents** more difficult, will not be tolerated.



**No compromises where safety is concerned!**



How should you report an emergency?

- 1** In case of a **fire, gas leak, accident or incident**, you need to press the **warning button** to report it immediately. This causes a warning signal and alerts the emergency services.
- 2** **Immediately contact the control room or construction manager** with the intercom system or telephone. *Click the numbers to learn more.*
- 3** It is important to clearly state the **nature and location of the threat or incident**, so that the necessary actions can be taken fast and efficiently.

You can reach the **emergency services** by calling the **internal emergency number 112** with an internal phone. **Do not use a mobile phone** for the internal emergency number!



No matter how small the accident or the injury, **you must always go to the Medical Service to check your injury.**

In case of a **serious injury**, press the **warning button**. The **ambulance** will arrive immediately.



If you come into contact with a chemical product



Immediately rinse with plenty of water for at least 15 minutes.



Press the warning button or call 112 with an internal phone.

Before you start to work, ensure that you always know the location of



Warning buttons

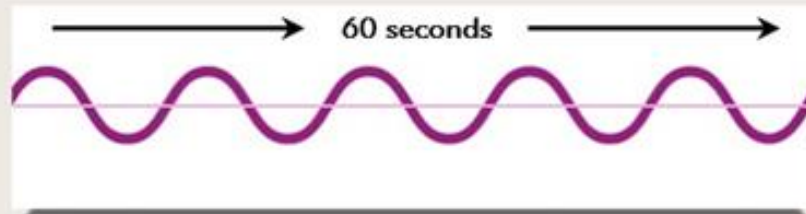



Eyewash bottles



Emergency showers

A **warning signal** will start sounding, after a warning button is pressed.




 Click the image to listen to this signal.

Stop your work immediately.

Go to the nearest assembly point.

Wait for further instructions.



 Click this icon to view additional rules to follow.



During a warning signal, **depending on your location**, you need to pay attention to **extra rules**.



If you are in a **production unit** or at a **construction site**:

- ✓ Immediately **stop working**.
- ✓ All permits are suspended.
- ✓ Leave everything behind in a safe condition.
- ✓ **Sign out** from your work zone (badge or document).
- ✓ **Go to** the nearest **assembly point** and follow exactly the instructions given by Evonik staff.



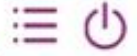


During a warning signal, **depending on your location**, you need to pay attention to **extra rules**.



If you are in an **administrative or social building**:

- ✓ **Stay inside** the room or building.
- ✓ Close all doors, gates and windows.
- ✓ Listen to the information given and **wait for further instructions**.



During a warning signal, **depending on your location**, you need to pay attention to **extra rules**.



When you are **driving**:

- ✓ **Park your vehicle** in a place, where it will not cause any hindrance.
- ✓ Stop the engine and leave the key in the vehicle.
- ✓ **Go to the nearest assembly point**, depending on the wind direction.



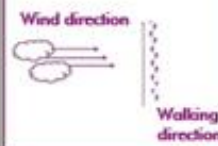
Evonik will assist you at the assembly point when **evacuation** is necessary.



Make sure you have an **escape hood** at the assembly point.




Follow the instructions of the Evonik staff.



**IMPORTANT NOTE**

**You always have to evacuate the area perpendicular to the Wind direction!**

 Click the buttons to learn what to do in case of a fire.



In the event of a fire, press the **warning button** and set in motion everything necessary to **help prevent it from spreading.**




Therefore, it is important that you always know **where the firefighting equipment is located** and, if needed, how to **use it!** Determining the location of firefighting equipment is part of your LMRA.

If the situation after a warning or evacuation is no longer dangerous, the **all-clear signal** will sound for **1 full minute**.

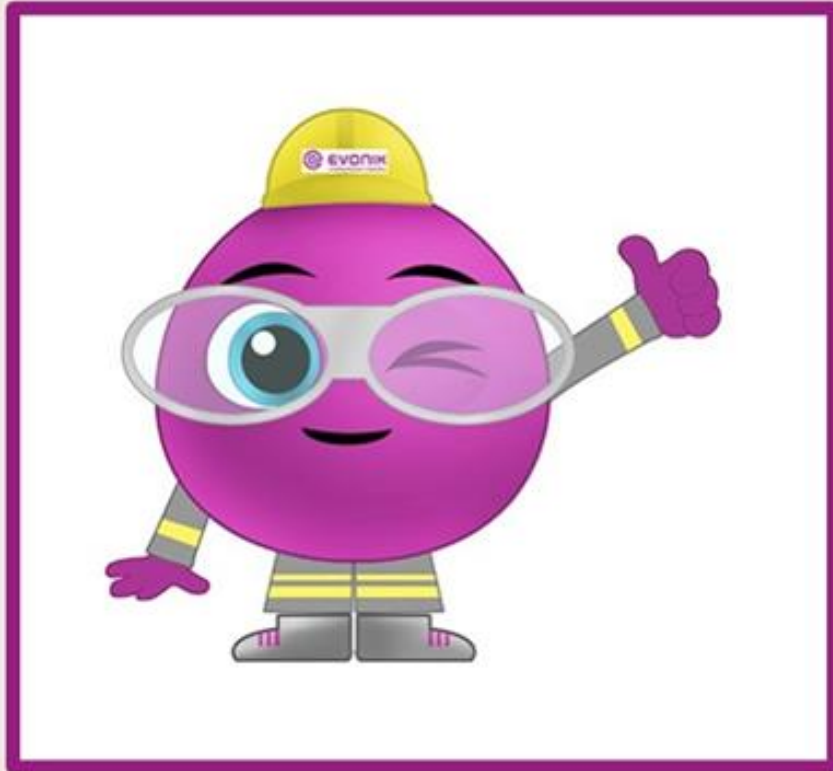


This signal means that **work may be resumed**, once **all permits and work orders are released**.

 Click the icon to listen to this signal.



Before resuming your task, remember to **sign in again** at your work location.



This is the **end of the module**.



We hope that you have **fully understood the safety rules** of Evonik Antwerp.



Now, you will have to take a **test** to receive an **access badge from Security**.



You need to score **7/10** to **pass the test**. Good luck!