

RE001 - GSHER - General safety, health and environment rules for contractors performing assignments for Elia

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Summary:

These rules describe the safety, health and environmental measures imposed when work is performed at the request or on behalf of the Elia group, in its own name or for third parties.

This document is fully electronically signed on 19/02/2024

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Related documents

PR005	General Safety Instructions for working at Substations
PR301	General Safety Instructions for working on Lines
PR302	General Safety Instructions for working on and near Cables
PR004	Regulations regarding the entry of an Elia Electrical Area (EER)
LI001	Definitions
LI004	List of offences and sanctions
	Code of Conduct
	H&S addendum of General Specifications applicable on Major Construction site
FO022	Mandate Form
	Elkey Process
	High Safety Risk Process

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1 Purpose

This document describes the Elia rules relating to safety, health and the environment that apply to any external company that carries out contracts for Elia or in the Elia infrastructure.

In addition, the contractor is responsible for the application of all provisions related to safety, health and environment as he deems necessary in the course of its activity.

This document is a complement to the General Purchasing Conditions.

The term “contractors” refers to external companies and self-employed workers as described in the Well-being Act of 4 August 1996 and its implementing decrees.

2 Scope

This document applies to:

- All assignments on behalf of Elia, but also on all works carried out in Electric Elia Area, in Non-Electrical Elia Area, in Greenfield and for EPCI-projects as defined in LI001 – Definitions¹;
- All works on behalf of third parties that take place in an Elia-infrastructure with the exception of works carried out on behalf of distribution system operators (Ores, Sibelga, Fluvius, Resa).

Contractors/subcontractors acknowledge that they have familiarized themselves with the provisions and requirements laid down in these General rules, declare that they fully agree with its content and undertake to apply it in its entirety. The offences and the sanctions will be included in the contractual documents such as the Service Level Agreement (SLA).

3 Applicable legislation, standards, and rules

3.1 General health and safety aspects

3.1.1 General provisions

All valid legal provisions on health and safety apply, including but not limited to:

- The Act of 4 August 1996 on the well-being of workers in the performance of their work (Well-being Act) and its implementing decrees;
- The Code on Well-Being at Work;
- The General Regulations for the Labor Protection (GRLP);
- The General Regulations for Electrical Installations (GREI);
- The decrees of communities and regions with regard to safety, health, and the environment.

As well as all other safety rules with regard to safety, health and the environment imposed by Elia such as the “[Code of Conduct](#)”.

3.1.2 Safety management systems

Elia favors external companies who apply a management system based on a standard such as VCA, ISO 45001 or equivalent and who have obtained the certification of their system.

Elia reserves the right to carry out checks and audits on the safety management system.

¹ The list “LI001 – Definition” is to be found in the library on our [website](#).

3.1.3 Evaluation system of the company's safety and health maturity

Elia prefers to choose external companies that are certified according to Safety Culture Ladder or equivalent and that have a safety behavior development program in their company.

3.2 Specific health and safety aspects

The specific safety rules at Elia during the execution by a contractor of certain works whether the use of specific tools are Also applicable: the General and Special Safety Instructions for Work² carried out in high-voltage substations (GSIS and SSIS), when working on lines (GSIL and SSIL), when working on cables (GSIC and SSIC).

3.3 Durability programme ActNow

3.3.1 ActNow

In recent years, sustainability has become a core part of Elia's strategy. The [ActNow](#) plan defines concrete and measurable objectives which outline how Elia will embed sustainability into its business processes in the years ahead. ActNow focuses on five key dimensions which are aligned with the United Nations' Sustainable Development Goals: climate action, environment & circular economy, health & safety, diversity, equity and inclusion and governance, ethics & compliance.

The Contractor shall ensure the implementation of those five dimensions and compliance of its activities with the philosophies in the ActNow plan.

3.3.2 General provisions

Depending on the Belgian Region in which contractors are performing assignments, they must comply with all of the legal provisions on the environment that are in force in the relevant region, as well as the applicable European legislation.

This environmental legislation contains rules relating to the protection of the air, soil, groundwater and surface water and sets out obligations regarding waste, nature conservation, handling of hazardous substances (such as asbestos, PCBs, SF6, fuels and oil), the prevention of noise, the prevention of dust production, rules for assignments in forests, and so on. This list is not exhaustive. The provisions of the legislation vary from one Region to another.

For services to be provided on Belgian territory in the North Sea and in the Belgian Exclusive Economic Zone in the North Sea, federal environmental provisions apply.

Furthermore, contractors must comply with the specific environmental provisions laid down in Elia's environmental policies and procedures, which shall be enclosed with the specifications depending on the purpose of the assignment.

3.3.3 Environmental management systems

Elia favors contractors using an environmental management system such as ISO 14001 (or an equivalent certification, such as EMAS).

Elia reserves the right to carry out checks and audits on the environmental management system.

² The General Safety Instructions are to be found in the library on our [website](#).

4 Contractors' main responsibilities

4.1 General responsibilities

The contractor fulfils its obligations related to safety, health and environment such as described in the legislation and guarantees compliance by its employees and its subcontractors.

During the entire duration of its works, each contractor must be represented on site by a worksite manager for the works outside the Elia infrastructures and by a work leader for the works in the Elia infrastructures. Prior to all services, he provides the coordinates of its work leader and/or site manager to Elia. The provisions applicable to the contractor's worksite manager shall also apply to the contractor's work leader. The worksite manager and the work leader³ have the required professional qualifications and the necessary knowledge for the execution of the work.

In the context of large infrastructure projects (including EPCI contracts), the contractor appoints an H&S site manager during the execution of the work, from preparation to completion, unless otherwise stipulated in the invitation to tender. The appointment of this H&S site manager, or equivalent, in no way reduces the contractor's responsibility with regard to safety policy on the construction site. The description of the function of the H&S Site Manager or equivalent is included in "H&S addendum GOS applicable to major construction site"⁴.

Without prejudice to any applicable liability provisions agreed between contractors and Elia, contractors shall be liable for any damage caused by their employees or their subcontractors. They shall bear the associated costs and protect Elia against any claims made by third parties in this regard. Contractors shall take out the appropriate insurance to cover their liability.

Contractors must guarantee that their employees have the appropriate work equipment (WE) and collective (CPE) and personal protective equipment (PPE), that these are in good condition and that they are used in accordance with legal and local rules, as per the manufacturer's instructions and the contractors' risk assessments. He also guarantees that its employees have received the required training and instructions for use. This also applies to any subcontractors.

In addition, every employee who is on the construction site must be identifiable (company's name, worker's name) in some way.

If the contractor is unable to carry out its assignment under safe conditions, he must carry out a STOP and stop the work immediately. The contractor will immediately inform Elia as the client verbally and confirm this in writing within 24 hours.

Contractors or their subcontractors shall not be entitled to any compensation for costs incurred if they themselves are responsible for the unsafe conditions, nor shall they be entitled to any indemnity for services they must provide to rectify these unsafe conditions.

In the event of a transfer of responsibilities, this must take place in accordance with the FO022 – Form mandate⁵ subject to Elia's approval.

Any instructions and advice given by Elia to contractors concerning the application of the various rules cannot under any circumstances exonerate contractors from their responsibility. In this

³ The definition of Work Leader is the one mentioned in LI001 – Definition and is available on the [website](#).

The work leader is the contractor's representative on site who is responsible for the supervision and safety of site works inside Elia infrastructure. He receives access and work permits from the Employer's Project Conductor. He is the interface between the Employer's Project Conductor and the (sub)contractor's personnel.

The worksite is the contractor's representative on site who is responsible for the supervision and safety of site works in a Greenfield space or N-EER. He gives access and permit to work to third parties (ex. People of the employer, suppliers, ...)

⁴ General organisational specifications are to be found on the [dropfolder](#).

⁵ The form "FO022 – Form mandate" is to be found in the library on our [website](#).

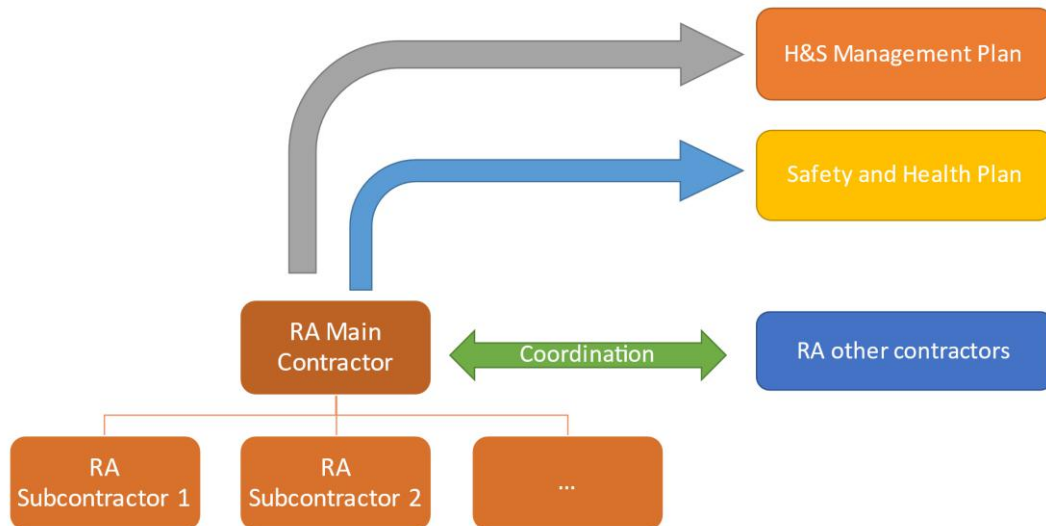
connection, contractors waive all rights to make any claim against Elia or to bring an action against it for joint liability, unless they can conclusively prove that Elia’s instructions and advice concerning the application of the various rules in relation to the assignment were clearly incorrect.

4.2 Provisions relating to risk analyses

The contractor undertakes to draw up a risk analysis based on the risks communicated by Elia but also the risks specific to its activities. In this, he also takes into account the risks indicated by its subcontractors.

the contractor will include its risk analyses in its H&S management plan and in its health and safety plan.

During the execution of its assignment, it will take into account the risks identified by other contractors that may have an impact on its works and will take the necessary measures with regard to the actual situation on the construction site.



5 Inspection and measures that can be taken by Elia

Elia reserves the right to take the measures as defined in the Law of 4 August 1996 if Elia finds that the contractor is not complying with its obligations regarding the well-being of employees and/or respect for the environment.

Contractors must be able to produce the relevant information (e.g. list of all tools, equipment, devices and materials that will be used; characteristics of specific machines; details of protective equipment) at the request of Elia or any party appointed by Elia.

Elia will refuse access to employees who do not comply with the rules on access and on the performance of the work.

If offences are found, please refer to LI004 - List of offences and sanctions⁶ and/or to the Service Level Agreement (SLA).

⁶ The list “LI004 – List of offences and sanctions ” is to be found in the library on our [website](#).

6 Organisation of the work

6.1 Contractors' duty to provide information

The contractor has a duty to provide information and a training obligation related to safety, health and environment such as described in the legislation. And the contractor must:

- Deliver its health and safety plan 14 working days before the start of the works (unless prior agreement with the Elia responsible) for the temporary or mobile construction sites as defined in the Royal Decree of 25/01/2001 concerning temporary or mobile construction sites. This also applies to EPCI projects;
- Identify the risks and develop the prevention measures specific to the assignment to be carried out;
- Make preliminary visits to the establishment or construction site where the assignment is to be carried out in order to gain knowledge of the working conditions and to evaluate the risks;
- Ensure that the designated work leader and/or worksite manager has participated in the work preparation for the execution of the works and has become aware of the identified risks arising from the risk analysis as well as the method of implementing the agreed prevention measures. In the event of a change of work leader and/or worksite manager, a formal transfer must take place with a record in a document;
- For a large construction site (including EPCI contracts), deliver an H&S Management Plan in accordance with the instructions in "H&S addendum of General Organisational Specifications applicable on Major construction site"⁷.

6.2 Contractor and employee identification

Each contractor must have a detailed organizational chart of application of all activities. This organization chart will display all the positions and names of the appointees. This organization chart will be extended to include all subcontractors of the main contractor.

6.3 Declaration duty

In accordance with the Royal Decree of 25/01/2001 on temporary or mobile construction sites, the contractor is responsible for declaring the works before they start. This declaration must be made by the contractor on the social security portal ([NL/FR/DE](#)) in the case of construction works or works which must be the subject of a prior declaration in order to protect the safety and health of the employees.

The contractor must also register attendance for construction works via the [checkin@work \(NL/FR/DE\)](#).

The contractor must also fulfil its social security obligations:

- The mandatory Dimona declaration ([NL/FR/DE](#)) for its employees to the RSZ;
- The mandatory Limosa notification ([NL/FR/DE](#)) for foreign employees who come to carry out temporary or partial assignments in our country.

Without prejudice to other contractual provisions, the contractor must also respect the legislation on the duration of the works ([NL/FR/DE](#)).

The contracting party must always be able to prove proof of the declarations on simple request.

⁷ General organisational specifications are to be found on the [dropfolder](#).

6.4 Access conditions

Access to Elia sites is only granted to people, vehicles and objects whose presence is necessary for business reasons, and only for the time required for the relevant tasks to be performed after receipt of permits.

6.4.1 Access conditions to the Electrical Elia Area

In addition to the obligations associated with access to an electrical Elia area, as defined in “LI001 – Definitions” and the conditions of access to this space as defined in “PR004 – Prescriptions for accessing an Elia Electrical Area (EEA)”⁸, we draw your attention to some rules concerning Security at Elia:

- If an insecurity situation is identified, you should always contact Elia’s Security Operations Centre (SOC). For example, the suspicion of burglary, a situation endangering the physical security of the substation etc. The SOC can be reached 24 hours a day, 7 days a week by phone (03/640 07 00), as well as by e-mail for less urgent questions (security@elia.be);
- Elia’s access control system is based on the use of an electronic key. Two types of electronic keys are currently in use: the access badge and the Elkey⁹:
 - Any request for an access badge/Elkey from a contractor must be addressed to the SPOC admin of the area concerned. This request must be made via the form on the website. Then, the badge/Elkey must be collected in person at the relevant service center. Valid identification must be presented for verification;
 - The access badge/Elkey is strictly personal, and its use is the responsibility of its user. The access badge/Elkey may not be passed on or loaned to third parties for any reason whatsoever. It is forbidden to grant or allow access to Elia’s infrastructure to persons who are without a specific mandate or legal authorization;
 - Loss or theft of the access badge/Elkey must be reported immediately to Elia’s SOC in order to prevent its use by an unauthorized user;
 - In accordance with the GDPR law, each holder of access badge/Elkey has a legal right to access and rectify their personal data. Subject to proof of identity, they may exercise this right of access by sending a written, dated and signed request to Elia’s Security Department. The data retention period is limited and is clearly defined as one year after the last activity;
- Some of Elia’s high-voltage substations are equipped with surveillance cameras. Elia’s SOC operators can view these images in real time or in recorded form. These images are saved in accordance with the Camera Act for a maximum period of 30 days;
- Any crime or attempted crime will be reported to the appropriate law enforcement authorities.

6.4.2 Access conditions to the Non Electrical Elia Area and Greenfield works

The Non Electrical Elia Area and the Greenfield construction site are defined in LI001 – Definitions.

In the case of these areas:

- Within the framework of the contract and the workplace, the contractor is given the means to access the Elia infrastructures.
- Contractors must register at the reception of the Elia infrastructures.
- The reception at the workplace outside the Elia infrastructures is at the expense of the contractor.
- For access by contractors to towers under the climbing barrier (pruners), there are, if necessary, specific requirements of the site owner(s).

⁸ The LI001 and PR004 are to be found in the library on our [website](#).

⁹ The Elkey process is to be found on our [website](#).

- For activities outside the infrastructure in the vicinity of Elia installations, the contractor is subject to Section 9.3.6. of Book 3 of the GREI. More information is available at: [Safety around our infrastructure \(elia.be\)](https://www.elia.be/safety-around-our-infrastructure)

6.4.3 Access conditions for vehicles

Only vehicles that are absolutely necessary for performing the work or transporting employees, material or equipment to/from the facilities are permitted access to the site, and are only granted access for the time required for the work or transport operation in question.

The Belgian Highway Code applies to all vehicles, as do the internal regulations.

Contractors must take all measures necessary to prevent their vehicles or other mobile work equipment from causing damage. Anyone who causes damage shall have to bear the costs of repairs.

6.4.4 Elia knowledge test

In the context of assignments for Elia and/or during the works in the Elia infrastructures, depending on the type of activities, a knowledge test on the risks in our installations and infrastructures may take place before and during the works. This test concerns effective knowledge of Elia's special safety, health and environmental regulations and applies to every employee of the contractor and its subcontractors.

All modalities as well as the obligations for certifications are located on our [website](#).

The contractor shall ensure that its employees and those of its subcontractors have the required Elia safety certificates.

Elia reserves the right to change the methods of testing knowledge.

6.5 Site housekeeping

All contractors working at the workplace shall in particular, without being exhaustive:

- The orderly and the cleanliness, throughout the entire works ;
- The choice of the location of the workstations and the storage areas in consultation with Elia, and of the storage of various (construction) materials and hazardous products;
- The appropriate handling of (construction) materials and hazardous products;
- The appropriate use of work equipment;
- Respect the limitations placed on the workplace;
- Take safety measures for site traffic.

They also monitor:

- The provision of the required sanitary and social facilities (changing rooms, refectories, washrooms, toilets and beverages, etc.) to its employees and its subcontractors in accordance with the CAO 124. Elia personnel may also use these sanitary facilities if the workplace is located outside an Elia infrastructure. These installations must be kept clean.

It is forbidden to use Elia's sanitary facilities (changing rooms, washrooms, toilets, etc.) unless Elia has expressly made them available. When using them, the basic rules of hygiene must be observed.

6.6 Permit to work

No work may be carried out without a permit to work:

- In Elia infrastructures: the permit to work, the Specific Safety Instructions (SSIx), cordoning off plan and any other relevant documents are handed over to the contractor's work leader only after explanation of the required management measures and the internal rules relating to the organization of the contracts, before they can start;
- In the Greenfields (including EPCI projects), the contractor is obliged to set up a written permit to work system. It is the responsibility of the contractor to transfer the necessary permits to work to the worksite manager that performs the works, it will do this for its own works as for the works of its subcontractors as for the works of third parties, as for the Elia works. The permit to work system is part of the contractor's H&S management plan.

6.7 Coordination of the work

6.7.1 General provisions

In accordance with the Law of 4 August 1996, the contractors and Elia must cooperate in the implementation of the management measures relating to safety, environment, health and coordinate their activities.

If high-risk situations are identified during work preparation (either by Elia or by the contractor), the High Safety Risk process¹⁰ applies, and the prevention measures will be determined as a result of the risk analysis.

The meetings are organized to ensure coordination and will be included in a report. All decisions taken at these meetings will take effect immediately. In principle, for Elia infrastructure projects (including EPCI contracts), these meetings take place at least every 2 weeks, with the first taking place at least one month before the execution of the works, unless otherwise agreed with Elia. The coordination meetings organized by the Safety Coordinator Realization in application of the coordination structure shall take place prior to or following this site meeting.

The necessary arrangements must be made between Elia's works responsible and the contractor in order to monitor the evolution of the work and to ensure the required coordination.

6.7.2 Coordination during work execution

In addition to the regular site meetings, two moments of coordination should take place every day: the 360° and the Morning STAR:

- 360°: Consultation between the work leaders and/or the worksite managers of the different teams in the case of coactivity with the aim of informing all the work leaders and/or the worksite managers of the safety measures taken, as well as informing the different teams about all the works and indicating the concrete agreements to ensure good cooperation in complete safety. This consultation should take place with any major change during the day;
- Morning STAR: The work leader and/or the worksite manager discusses with its team and its subcontractors the planned works during the day as well as the risks associated with this. It shares and consults with its team and its subcontractors the information of the 360° and organizes a STAR moment (Stop, Think, Act, Review). This discussion should take place with every major change during the day.

6.7.3 Royal Decree on temporary or mobile construction sites

In the case of temporary or mobile construction sites, all coordination obligations included in the Royal Decree of 25/01/2001 apply.

If coordination structure applies, the contractor is at least represented at the coordination meetings by the actors defined in the same RD and by:

¹⁰ The High Safety Risk process is to be found in the library on our [website](#).

- The work leaders and/of worksite managers and their managers are active in the relevant period of the site;
- The work leaders and/of worksite managers and their managers, who become active during a later period of the site.
- In the context of EPCI contracts, invites the contractor the Safety Coordinator Conception at the project preparation stage and the Safety Coordinator Realization at the project execution stage on all site meetings.

The agenda of the coordination meetings shall be defined in the annexes to the health and safety plan.

6.7.4 Language

In principle, the contractor, its work leader and/of its worksite manager must be able to control the language (French or Dutch) of the service center and of the region in which the works take place, provide all information about the risks inherent in its works and the works of its subcontractors verbally or in writing, and cooperate in safety coordination.

Exceptionally, for specific works defined by Elia, the language for coordination and communication may be English instead of the language of the region and of the service center, French in the Dutch-speaking regions and service centers or Dutch in the French-speaking regions and service centers. This is authorised after approval by Elia. Elia reserves the right to determine when and in which case this exception applies, but also to determine when this exception is accepted. If such, all documents and all verbal and written communication shall be in the language indicated.

However, the legal document required by the authorities must always be provided in the language of the region. The translation of these documents shall be borne by the contractor.

The contractor, its work leader and/or its worksite manager must also be able to transmit the acquired information and instructions, as well as any other applicable security insignia to its employees and its subcontractors in a language that is understandable to them. It is therefore the responsibility of the contractor, its work leaders and/or its worksite manager to translate the instructions in a smooth and comprehensible manner into the language(s) spoken by its employees and its subcontractors.

6.7.5 Use of subcontractors

It is prohibited to subcontract the entire contract. Subcontracting of part of the contract is allowed provided that Elia has granted prior written consent regarding the work to be subcontracted and the identity of the subcontractor.

There may only be one level of subcontracting for high-risk critical activities and/or stages as identified during the various work preparation stages and in the HSR process¹¹, unless agreed otherwise in the contract.

A maximum of two levels of subcontracting are permitted for activities other than those mentioned above, unless agreed otherwise in the contract. For EPC contracts, by way of derogation from the above, up to two levels and three levels respectively are allowed.

Contractors must provide a list of subcontractors that they may use in good time, so that Elia may analyse the list.

Regardless of the circumstances, any contractor wishing to use a subcontractor must inform the client, Elia, of this fact beforehand.

¹¹ The High Safety Risk process is to be found in the library on our [website](#).

Elia may reject the subcontractor under any circumstances, without having to state its reasons for doing so.

6.7.6 Temporary Partnership

In the case of a temporary partnership, it will have a representative responsible for safety and health.

6.8 Cordoning off and signs

The contractor must respect the cordoning offs (see GSISP, GSIL, GSIC¹² and GREI), the local signs and symbols.

The contractor must provide these by law and adapted to the actual situation.

6.9 Maintaining the integrity of the site, facilities, and equipment

6.9.1 Fire preventions

The contractor must comply with the obligations defined by the Codex, Book III, Title 3 on fire prevention at workplaces.

During work with open fire/flame or in the presence of a heat point, in the vicinity of flammable materials, a fire permit is required. The conditions are included in the GSIS.

6.9.2 Evacuation

The contractor, in consultation with Elia, must draw up a specific evacuation plan at its workplace and adapt it according to the layout of the site in the event of temporary changes.

6.9.3 Works that threaten integrity

When carrying out works that may threaten the integrity of the installations, devices and equipment, the contractor undertakes to take the necessary measures to conserve the integrity of the installations, devices and equipment.

6.10 Limitations on the use of temporary agency, young workers and trainees by contractors

The contractor shall respect its duties and obligations with regard to work organization and special categories; such as temporary agency, young workers and trainees, of employees as described in Book X of the Code.

Reminder: The law prohibits young workers from maintaining, cleaning, and repairing high-voltage facilities, and working where there are risks related to high-voltage electricity.

6.11 Pregnant employees

In their capacity as employers, contractors have a legal obligation to make sure that all possible measures are taken to protect pregnant employees from exposure to risks that could be hazardous to them or their unborn children. These special measures must be applied during pregnancy and breastfeeding. Based on all the risks of which they are aware, contractors must investigate whether pregnant employees are in danger and/or whether they should be denied access to the worksite.

The following are prohibited for pregnant workers: access to cable cellars, works in the vicinity of impedance coils and in the vicinity of cable channels.

¹² The General Safety Instructions are to be found in the library on our [website](#).

7 Rules regarding work equipment and collective and personal protective equipment used or issued by contractors

7.1 Choice and use of Work Equipment (WE)

Work equipment must comply with the requirements laid down in Book IV of the Code as well as in the GRLP and the decrees relating to work equipment.

The WE must be in order with the control and the evidence of these inspections must be made available on request.

The contractor does not entitle himself to use Elia work equipment, unless with approval.

7.2 Choice and use of collective protective equipment (CPE)

The use of collective protective equipment must comply with the requirements defined by the relevant legislation.

According to the prevention hierarchy, use of collective protective equipment (which reduces the risk of accidents) always takes precedence over the use of personal protective equipment (which limits the consequences) and must result from the contractor's risk analysis.

7.3 Choice and use of work clothing and personal protective equipment (PPE)

The following is mandatory on all Elia worksite :

- Wearing safety shoes S3 are mandatory;
- Wearing work clothes adapted for the execution of the works.

The PPE illustrated on the site fencing are also mandatory.

The contractor shall also make available to its employees the necessary personal protective equipment and work clothing which it will have identified as required based on its risk analysis and the personal protective equipment that will be identified by the risk analysis and the health and safety plan provided by Elia.

8 Chemical, physical, and biological agents

8.1 Choice, use and storage of hazardous materials (HazMat)

If the assignment may entail use of or contact with HazMat, contractors must comply carefully with the provisions of the relevant well-being legislation (environment and well-being at work) and its implementing decrees.

The contractor must also ensure that only a limited quantity of PMGE strictly necessary for the execution of his works at the workplace is stored and he must be able to communicate the relevant permits (if applicable).

Use of HazMat must be discussed with the client (Elia) based on a user-conducted risk assessment and the safety data sheet (SDS).

The contractor undertakes to respect the legislation on the transport of dangerous products.

Contractors are responsible for the materials they use and for the waste arising from their use of these materials.

8.2 Physical agents and environmental factors

The contractor undertakes to respect its obligations and to take the necessary measures regarding physical agents and environmental factors as defined in Book V of the Code.

Concerning the lighting, contractors shall ensure that all work areas, whether indoors or outdoors, are always lit appropriately for the work situation. Ideally, LED is chosen as the lighting source. In the outdoor environment, the contractor limits the artificial lighting as much as possible and the light beam is directed downwards to avoid the negative effects on the fauna.

8.3 Biological agents

During works involving a risk of minor injury (e.g. scrapes) and works on sanitation facilities and sanitation pipes or on/in sewers, contractors must take the following non-exhaustive list of measures on the basis of their risk assessments:

- personal hygiene;
- hygiene at work: no smoking, eating or drinking during such works;
- Wearing custom PPE;
- tetanus vaccines where there is a risk of injury;
- hepatitis A vaccines where there is contact with waste water that is contaminated with faeces ;
- Etc.

9 Health and hygiene

No meals may be consumed in buildings belonging to Elia except in the places specifically designated for this purpose, and providing that the client, Elia, has given prior approval. This applies also for using toilets in buildings belonging to Elia.

Meals may only be consumed if hands have been washed and sufficiently clean, non-contaminated work clothing is worn.

Contractors and their staff must not bring or consume any alcoholic drinks, drugs, or other narcotics. Access to worksites is barred to people who are obviously under the influence.

Smoking is prohibited in all workplaces, except in the open air.

In the event of an epidemic or pandemic, the contractor undertakes to take specific measures during the declaration of an epidemic emergency and to respect the directives imposed by the government and Elia.

10 Psychosocial risks

The risk analyses must take into account the psychosocial risks related to the activity carried out for Elia.

11 Environmental rules

The environmental rules are based on the applicable Regional and Federal environmental legislation (depending on the location of the activities) and the environmental policies and procedures established by Elia within the framework of the assignment. These rules must be obeyed.

All contractors must comply, at all times, with the relevant environmental legislation of the Region in which the assignment is taking place.

The details of these rules are described in the Environmental Management Plan and Requirements if applicable.

11.1 General information to provide

Elia shall supply contractors with its own environmental policies and procedures that apply to the assignment.

Before accepting an assignment, contractors must identify its environmental aspects, determine the key aspects of these and gauge the potential impact. Although there is no single approach for identifying environmental aspects, the chosen approach may, for example, take account of continuous and diverse emissions into the air, release of materials into the water and/or the soil, use of raw materials, natural resources and energy, problems linked to the local environment, and so on. The chosen approach must take account of normal working conditions, as well as the situation at the start and the end of the assignment.

Contractors must adopt one or more procedures based on the applicable environmental legislation, apply these and regularly update them so that their employees, the employees of any subcontractors and the persons working under their management may be informed and made aware of:

- the importance of complying with legislation, Elia's environmental policy, and the contractor's own environmental policies and procedures;
- the key environmental aspects of their work and the positive environmental impact to be gained from improving their performance;
- their role and responsibility in complying with Elia's environmental policy and procedures, including preparations for emergency situations and the required responses;
- the potential consequences of non-compliance with these environmental policies and procedures.

Since competence in this area may be acquired through initial vocational training and/or experience, contractors must keep hold of the relevant evidence.

Contractors confirm that:

- upon Elia's request, they will update the composition of their environment department (name, role, telephone number, fax number and e-mail address);
- upon Elia's request, they will update the description of their environmental management system, which outlines all the measures taken to ensure environmental competence in all their services and, where applicable, their production process;
- they guarantee that the equipment and technologies they use are sustainable technologies that aim to minimise the environmental impact.

11.2 Sustainability

11.2.1 Ecodesign

The contractor commits to an ecodesign-oriented approach. This includes the integration of environmental aspects into the design of building and project components with the aim of improving the environmental performance (materials, emissions, and waste) of the project throughout its life cycle. If applicable, the international BREEAM standards are used.

11.2.2 EcoVadis

EcoVadis provides insight into the performance of companies on four sustainability themes: Environment, Labor & Human Rights, Ethics and Sustainable Procurement.

The contractor retains an EcoVadis rating for the entire duration of the Agreement plus the duration of the execution. During this period, the contractor will always maintain a valid

EcoVadis rating and will in no case be without a valid rating for more than four months. All costs of obtaining or maintaining an ESG rating are entirely borne by the contractor.

11.3 Emissions

The contractor has a strategy to limit the emission of carbon dioxide and other greenhouse gases and air pollutants.

- Machinery: reduce carbon dioxide and other greenhouse gas emissions as much as possible, for example through the deploying of energy-efficient equipment, the use of biofuels, renewable energy sources (wind, solar);
- The use of diesel generators/groups on the site is strongly discouraged .

As part of its ActNow program, the Elia Group is seeking to reduce its impact on the global climate by examining its greenhouse gas emissions. An important step in this journey is to gain more insight into the carbon footprint of its activities, which includes construction projects for new infrastructure, whose emissions fall under Elia Group's so-called Scope 3 emissions. As part of this effort, Elia is requiring any bidder to commit to a detailed tracking and examination of all GHG-emissions that are a direct consequent of this project.

11.4 Energy and raw materials

11.4.1 Rational use

If large volumes of products (e.g. lubricants, fuels, process water, electricity, compressed air) are required, agreements must be reached with Elia with a view to minimising consumption. Insofar as possible, energy-consuming equipment must be turned off when it is not in use.

The Contractor shall specify materials and systems that:

- Simplify and reduce maintenance requirements;
- Require less water, energy, and toxic chemicals and cleaners to maintain;
- Are cost-effective and;
- Reduce life-cycle costs.

With regard to mobility, the contractor will make maximum use of public transport and electric means of transport and limit travel to what is necessary.

11.4.2 Origin of raw materials and materials

The contractor shall give preference to materials produced in fair and safe working conditions and whose production has not contributed to deforestation, pollution, or other forms of negative environmental impact.

The contractor shall pay particular attention to recycled materials used.

11.4.3 Recyclable materials

The contractor chooses materials that are recyclable as much as possible and/or that have a long service life.

11.5 Respect for nature and biodiversity

The contractor carries out works that at least retain the ecological value.

No herbicides shall be used during works on Elia sites.

The need to cut or prune shrubs and trees as part of the assignment shall be kept to a minimum and the breeding seasons of birds must be taken into account (normally from 1 April to 30 June).

Green areas shall be returned to their original state unless otherwise agreed as part of the assignment or following consultation with an Elia representative.

(Re)planting is done exclusively with local planting material of sufficient height and density and is sufficiently diverse.

Fertilization is avoided in order to maintain an ecological balance and limited maintenance.

The use of flower mixtures with native composition is recommended over lawn.

Planting on facades is also highly recommended.

11.6 Soil and water protection

During the works, contractors must take all the necessary preventive measures to avoid contaminating the soil, groundwater, and surface water. These measures must be identified in partnership with the Elia works supervisor and must comply with the legal requirements and Elia's internal environmental policies and procedures.

It is strictly prohibited to release any form of HazMat (e.g. solvents, chemicals) into the sewer, the sanitation water circuit, or the rainwater circuit, whether on an Elia site or outside an Elia site.

If a small leak forms, measures shall be taken to limit its spread and ensure that the leaked substance can be absorbed appropriately (e.g. by an absorbent material).

Any waste that results must be removed by the contractor and supplier (as described above).

Assignments involving earthworks (excavation of soil, even if it will be replaced) are performed as per the applicable provisions in the Region in which these earthworks are taking place, taking into account that the excavation of contaminated soil may or may not be considered hazardous waste, to which special provisions apply that may vary depending on the Region in question.

11.7 Waste and excess materials

Contractors shall ensure:

- That they stick to the following hierarchy and monitor market developments with a view to optimizing waste treatment:
 - Prevention;
 - Reuse;
 - Recycling;
 - Responsible alternative use;
 - Disposal;
- That they shall bear these criteria in mind when choosing a waste processing centre;
- That they shall sort their waste;
- That they shall keep Elia informed.

Contractors must ensure that it is possible to collect waste separately on every worksite. Contractors must ensure that waste resulting from used materials and products and waste resulting from the execution of the assignment is removed regularly, using legal means, at least once a week. Otherwise, Elia may take the necessary measures to remove the waste at the contractors' expense.

Contractors must do everything they can, at all times, to prevent the waste they produce from spreading (including when the weather is bad). If they fail to do so, Elia may take the necessary measures to prevent the spread of waste at the contractors' expense.

If the waste that is produced is inherent to the contractors' activities but produced by Elia's facilities, Elia shall be considered the producer of the waste. Nevertheless, contractors must ensure that it is managed in line with the applicable legal provisions and internal regulations.

They must supply Elia with the required certificates regarding the removal and correct treatment of the waste. However, the following provisions apply:

- The contractor must comply with Regional legislation on waste management (storage, transport, and treatment) and have the necessary approvals, a copy of which Elia obtains.
- The contractor shall keep a waste register.
- The contractor shall submit monthly to Elia's Environment Department (recycl@elia.be) the receipts for the collection of hazardous waste and the relevant treatment certificates. These documents must contain at least the following information:
 - The date of collection of the waste;
 - The nature of the waste: the EURAL code and the name as indicated in the list of waste and hazardous waste;
 - The amount of waste, expressed in mass or volume;
 - The properties and composition of the waste;
 - The name and address of the owner of the waste (Elia-werf address);
 - The name, address, and approval of the recipient (collector or centre of collection and/or treatment) of the waste;
 - The place of destination, the code, and the method of treatment of the waste;
 - The modes of transport: name, address, and approval of the carrier.
- The contractor provides Elia's Environment department (recycl@elia.be) with an annual overview of all hazardous and non-hazardous waste collections.

If the waste that is produced comes from contractors themselves, they shall remain its owners. In this case, too, they must ensure that it is managed in line with the applicable legal provisions and internal regulations. They must be able to present the certificates required by law if requested by Elia.

Contractors are also responsible for regularly removing and transporting any excess materials resulting from their activities.

11.8 Packaging

Contractors must strive to minimise the amount of packaging and avoid using excessive packaging. Contractors must remove used packaging along with waste (as described in the *Waste and excess materials* section).

11.9 Fuel storage on construction sites and refuelling machines

All refilling points for mobile tanks or fuel tanks shall be located on waterproofed ground or a waterproofed surface. Contractors must collect any leaked liquids so that these do not contaminate the soil, groundwater, or surface water. Transfers must be made by pump, under the careful supervision of the operator. Transferring substances to mobile tanks by simply using gravity is strictly prohibited.

11.10 Restoring the site to its original condition

The site must be cleaned at the end of the assignment. More specifically, all waste, materials and containers must be removed and all land that was used for storage and organisation must be returned to its original condition, unless otherwise specified by Elia.

12 Guidelines in the event of incidents, occupational accidents, and offences

12.1 General provisions

The contractor has taken all preventive measures to prevent an incident or accident, as well as the means to limit its consequences should it occur.

In addition to respecting its legal obligations regarding the declaration of accidents, the contractor undertakes to report to its Elia responsible party any incident, near miss and accident at work that has happened to its employees and/or subcontractors.

He also undertakes, in cooperation with its internal prevention service and/or its HSE service, to deliver a report of an incident, a near miss, an accident or a violation with the elements defined in the annex to this document to his Elia responsible person within 15 working days.

If there may be an impact on the grid, Dispatching must be notified by calling the emergency number 0800 99 044.

12.2 Specific provisions in case of offences

In addition to the general provisions mentioned above, Elia will apply the sanctioning policy as defined in "LI004 - List of offences and sanctions " and in the SLA.

These sanctions may range from the implementation of an action plan to lifetime exclusion of the contractor and/or its employees.

13 What to do in an emergency

The term "emergency" refers to: any suddenly-arising situation that may harm people, facilities, environment, equipment and/or worksite organisation and requires urgent action (e.g. fire, explosion, sudden emergence of a life-threatening situation).

The contractor undertakes to draw up a specific emergency plan for its worksite and its activities during work preparation, which includes the procedures in the event of an emergency, a fire, and an explosion.

When the works will take place in the vicinity of a SEVESO facility and/or a nuclear facility, specific measures will be included in the emergency plan.

The contractor undertakes to make the measures to be taken in the event of emergencies available to its employees and its subcontractors (in the form of a poster, GSM alarm, etc.).

The contractor must provide this contingency plan upon request.

14 Annex I: report in the event of incidents, near misses, accidents at work or offences

14.1 Contents of the report

The report shall contain the following elements:

- Event description (incident, near miss, accident at work or offences):
 - Date and time;
 - The installations in which the event occurred;
 - The environmental zones affected by the event;
 - The normal activities in progress at the location;
 - The circumstances of the event;
- The consequences of the event;
- The primary, secondary and tertiary causes of the event;
- The safety measures taken immediately;
- The prevention measures to prevent the recurrence of the event in the future;
- A short/medium-term action plan.

In addition to this report, the contractor undertakes to provide all supporting documents relating to its prevention measures and its action plan (toolbox, procedure, etc.).

This report will then be analyzed by the service responsible for the safety of Elia's contractors. This service reserves the right to request a second report if the first is considered insufficient. The same applies to all supporting documents that the contractor will provide.

Elia reserves the right to organize a management-to-management meeting with the contractor's hierarchical line in order to request a short/medium-term action plan from the external company and to apply financial sanctions in accordance with the SLA, or to deny the contractor future assignments on behalf of Elia.

14.2 Specific provisions in the event of environmental incidents and accidents

Any incident or accident that may impact upon the environment (e.g. flue gases, fumes, spillages, soil contamination, contamination of sewers or waterways, noise, etc.) must be reported immediately and confirmed in writing to:

- Elia's works supervisor or the party appointed by Elia;
- Elia's Environment Department;
- the safety coordinator for implementation for works falling under the scope of the Royal Decree on temporary or mobile construction sites;
- if necessary, the bodies mentioned in the relevant legal provisions;

so that the necessary measures can be taken right away to prevent further contamination.

The contractor also agrees with Elia the approach on which the negative environmental effects will be treated and identified.

14.3 Specific provisions in the event of serious and very serious occupational accidents

In addition to the legal provisions in case of serious and very serious unincorporated mentioned in book 1 of the Code and in article 94ter of the Law of 4 August 1996, the contractor undertakes to rely on the cooperation with the service responsible for the safety of the contractors at Elia during the preparation of the comprehensive report. The contractor undertakes to request the advice of the same service before sending that report to the FPS Employment, Labor and Social Dialogue – Supervision Wellbeing at Work.

Reminder, the report must be sent to the FPS within 10 calendar days. The contractor will therefore contact its Elia responsible as soon as possible in order to ensure its cooperation with the service responsible for the safety of the contractors at Elia.