PFIZER CONTRACTOR SAFETY FILE PROJECT: CONTRACTOR COMPANY:

Drafted by:	Name	Surname	Position	Date
Contractor firm Representative				
Pfizer Project Lead				

Table of content

1. Work Planning & Supervision

A. Organisation of health & safety management on construction sites

The SAFETY COORDINATOR is in charge of coordinating the safety and health aspects for the totality of the work, in case a project should meet requirements according to legislation of temporary or mobile construction sites. Agreements between different employers concerning safety and health at the construction site must first be approved by the safety coordinator. The necessary documents for this must be supplied by the contractor firms. This must take place at least 14 days before starting work. The task-specific risk assessments must be delivered in DUTCH and/or ENGLISH.

Submit the following documents to the VCV for approval (at least 14 days before starting work)

- HSE plan of the company, PPE & emergency numbers
- Specific risk analysis of the tasks to be performed
- Signed VG Charter (incl. info on occupational physician and insurance)
- Accident figures for the last 5 years
- Copy of the site notification/work declaration
- Copy of the planning of the work to be carried out -> provide the latest update on each occasion
- List of subcontractors (if applicable) -> pass on the latest update on each occasion
- Copy of plans from KLIP-KLIM (if applicable)
- Communication plan (if applicable for foreign-language workers)
- Hoisting plan (if applicable)

Contractor identification and health & safety charter – see **ATTACHMENT 1 Health- & Safety Charter**

Before the start of the project (and/or before the start of each phase/batch in function of the work), the **COMMISSIONING AUTHORITY** will organise a **KICK-OFF MEETING**. All affected contractors and the safety coordinator will be invited to this meeting.

EACH CONTRACTOR separately will organize a **START-WORK MEETING** before the start of work. The Commissioning Authority and the safety coordinator will be invited to this meeting as well.

The relevant parties agree to be present at the WEEKLY COORDINATION STRUCTURE MEETINGS.

EACH CONTRACTOR must hold **at least 1 TOOLBOX meeting monthly** on a safety topic and is required to appoint a **SAFETY OFFICER** who will be present at the construction site for the full duration of the works.

All site supervisors must be competent in **DUTCH OR ENGLISH**, as well as the **LANGUAGE** spoken by their **WORKERS**. If other languages are spoken a **COMMUNICATION PLAN** must be submitted.

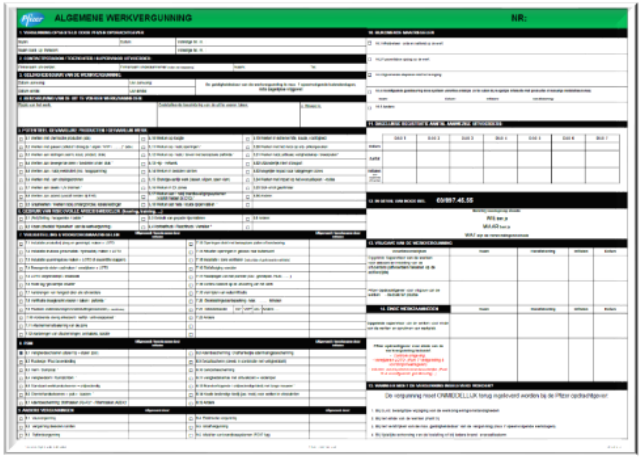
A **DAILY SAFETY MEETING** will be held at the large construction sites at a time to be announced. At this meeting, the activities of the last 24 hours as well as those of the coming 24 hours will be discussed with respect to safety. Each contracting company is expected to have their safety officer present at this meeting.

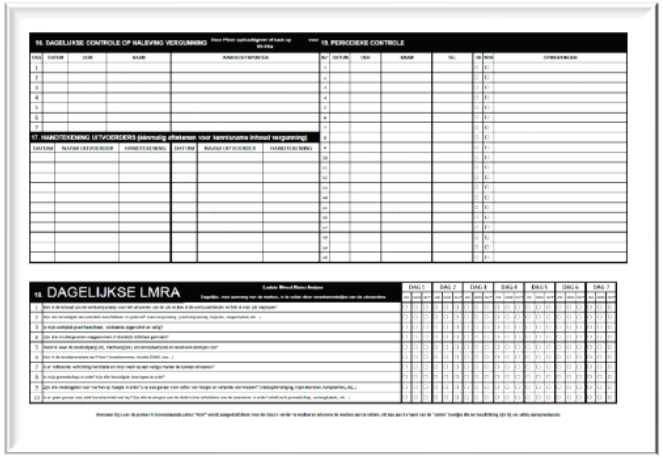
Pfizer is free to invite the safety officers to participate in a regular **SAFETY TOUR (Observation of Unconscious Behaviour [OOG] tours)** at the work site.

B. White boards/Permitting Area

- *General Work Permit*

For all operational activities, a **GENERAL PFIZER WORK PERMIT** must be requested and received prior to execution of the work.





Depending on the specific risks and working conditions, the following **SUPPLEMENTARY PERMITS OR DOCUMENTS** may be required:

- FIRE PERMIT (see chapter 9.A. **Fire permit**)
- PERMIT FOR ENTERING ENCLOSED SPACES (see chapter 10.C. **Enclosed spaces**)
- SHUT DOWN OF FIRE EXTINGUISHING SYSTEMS (see chapter 9.C. **Working on fire extinguishing systems**)
- CEILING PERMIT (see chapter 3.C. **Working above aseptic production area's / Simultaneous activities on different levels**)
- ELECTRICAL WORK PERMIT (see chapter 7.A**. Working with/on electrical power sources**)
- EXCAVATION PERMIT (see chapter 10.A. **Planning & requests**)
- METHOD STATEMENT > Step by step plan of action for high hazard works, see **ATTACHMENT 2 Method Statement Blanc Form**
- LMRA (Last Minute Risk Analysis) > To perform daily after release of permit(s) > changes in environmental conditions, other works on/around the work location may require additional actions prior to starting the works; see **ATTACHMENT 3 LMRA (Last Minute Risk Analysis)** Blanc Form

The use of one or more of these supplementary work permits, however, does not prejudice the further use of the corresponding General work permit.

The General work permit is **VALID FOR A MAXIMUM OF 7 CONSECUTIVE WORKING DAYS**. Pfizer issuer, however, is always free to limit the duration of the permit.
ATTENTION: After an evacuation ALL WORK PERMITS ARE CANCELLED. Works may only be **resumed** after the permits have been **released again** by Pfizer.

The work permit is prepared before the start of work by the trained contractor site supervisor and/or the PFIZER project engineer/supervisor and then reviewed together with the contractor's SITE SUPERVISOR to add risks and possible additional task-specific safety measures, before being **released** by the **PFIZER PROJECT ENGINEER/SUPERVISOR at the work location**

When requesting the work permit, account must be taken of the fact that **SUFFICIENT TIME** must be allowed to thoroughly and safely handle the needed **PREPARATORY WORK** (securing the installation, installation of scaffolding…).

If the work permit is **APPROVED**, it is **SIGNED BY ALL CONCERNED PARTIES** and the planned work may be executed according to the arrangements contained in the work permit.

The representative of the contractor who signs the permit upon issuance is responsible for **COMMUNICATING** the EHS requirements as they are established in the permit to each of his **COLLEAGUES**.
Each employee of the contractor who contributes to the work described in the work permit must **sign off** on the back of the work permit for **approval**, indicating that he/she received and understands the instructions described on the permit.
Contractor employees who have not signed off on the back of the work permit and are therefore not aware of the safety requirements may never perform the work described in the work permit.

The General Work Permit is always drawn up in **DUPLICATE**:
- the ORIGINAL **WHITE COPY** of the permit must be **PRESENT AT THE WORK PLACE**
- the **YELLOW COPY** of the permit remains in the possession of the **PFIZER PROJECT RESPONSIBLE**.

ATTENTION: no changes may be made to the original without changing the carbon copy.

No work can be carried out without a work permit. Violation of this rule will result in immediate withdrawal of access badge. The work permit is prepared before the start of the works by the Pfizer project manager together with the contractor's site manager. The work permit is released at the location where the work is to be carried out.
If during execution of the work it appears that the **SECURITY ARRANGEMENTS** as established in the permit **CANNOT BE COMPLIED WITH**, the work must be **STOPPED TEMPORARILY** and the Pfizer managers (site supervisor/project manager) must be notified immediately. Consultation must take place to determine whether and how the work can be continued.

Pfizer may request the work permit at any time during execution of the work for I**NSPECTION** purposes. If **SERIOUS VIOLATIONS** are detected, this can result in the **IMMEDIATE REVOCATION OF THE WORK PERMIT** and subsequently **SUSPENDING ALL WORKS**.

All work permits need to be **RETURNED daily** before 9:00 a.m. to the issuer. Upon restart of the work, the permit is retrieved from the Pfizer permit issuer or safety supervisor and information is obtained concerning whether the conditions at the workplace are unchanged since the last working day.

The contractor's SITE SUPERVISOR will **check daily** whether the conditions on the work floor are **consistent** with the arrangements made in the permit. As confirmation, he must enter his initials, the date and the number of employees working that day on the permit.

At the **end of the work**, the **contractors' site supervisor** will sign for confirmation that the job was properly completed and the workplace cleaned. The PFIZER PROJECT ENGINEER verifies on the last working day, together with the supervisor on the spot that all the requirements were met, and signs for acceptance at the same time.

A permit is always completed IN THE NAME OF THE MAIN CONTRACTOR. ONLY THE MAIN CONTRACTOR receives the permit from the commissioning authority. In the event that the main contractor is unavailable (e.g. for weekend work), the subcontractor can take it on, but they must also have completed the "**Pfizer contractor safety training**" and "**work permit training**" ("Purple Sticker training"), and possess the same CQ-level SCC agreements as the main contractor. As "Contact person" on the Work Permit, the field "*Firm name subcontractor (if applicable):*" is then filled in.

A designated area (**Whiteboard Area**) must be allocated in the work zone for daily coordination of activities and documentation.

The Whiteboard must include the following information:

- Contactor name and no. of employees on site
- Brief description of activities / location
- Documentation required
- High Hazard (HH) work
- Project Safety Statistics
- Contact details Project Lead / Construction Management Team (CMT) and safety coordinator

Description of works/scope using safe plan of action, RIE, step-by-step scenario, ... - see **ATTACHMENT 2 Method Statement Blanc Form**

Working Hours & Weekends

The working regime must be **respected following the standard principles of Belgian labour law and in keeping with the agreements** according to the sector's joint committee and the collective bargaining agreement in force.

1) Prohibition of work on Sunday or a public holiday
2) Prohibition of night work
3) Prohibition on exceeding the maximum working hours limits 11 hours per day or 50 hours per week.
4) Saturday work is always on a voluntary basis

The **DURATION** of the activities as specified in the **GENERAL WORK PERMIT** must **ALWAYS BE RESPECTED**. **WORKING LONGER** is possible **ONLY AFTER FORMAL APPROVAL BY PFIZER**.

Unless otherwise mutually agreed by Pfizer, the following activities may be performed **only in the weekend** (Saturday 6:00 a.m. – Sunday 6:00 p.m.):

- **Transport and removal of machines, material and equipment through the building**
- **Dangerous hoisting and lifting work above buildings**
- **Chemical cleaning of piping or equipment**
- **Dry Fog cleaning activities may have an impact on accessibility on Aseptic technical platform**
- **Extensive works on electrical installations, server systems**

If activities are planned for execution during the weekend, approval is needed in advance (Pfizer contact person) as the involved departments need to be informed.

2. Access / Site Setup

A. Access to the Pfizer-site

- *Access badge*

Access to the Pfizer site is only possible after obtaining a **personal identification access badge.**

This access badge will only be handed out **after full compliance** with the online sign up tool **OnyxOne (more info on www.onyxone.com)**

See ATTACHMENT 6: OnyxOne Stappenplan Contractors/Subcontractor

An access badge will be issued when:

- all required company (CQ) and personal (PQ) **qualifications** are submitted and approved in OnyxOne
- all required identification documents have been provided (passport, A1/Limosa form for foreign workers) and training certificates if applicable
- the Pfizer-client creates a **job** in OnyxOne for the specific works and assigns the contractor to the job
- all required **General EHS** *(outside profile 27)* **and GMP** *(inside profile 28)* **training films** and associated **tests** have been **successfully completed**

The **access badge** must be **worn AT ALL TIMES** and is for personal use only.

The use of someone else's badge will result in immediate removal of entry rights to the site!

- *Qualifications & training*

All contractor supervisors are obliged to follow the online "**Pfizer Contractor Safety Training**" and **"Work Permit training**", to be repeated yearly.

This E-Learning can be taken via OnyxOne on request; the contractor supervisors need to sign up through a member of the Safety Engineering team. The person will receive an invite as soon as they are assigned to a job. After successful completion of the associated test at the end of the training a **PURPLE Helmet Sticker** can be obtained from members of the Safety Engineering team.

The completed trainings are being logged in OnyxOne, and remain valid for 1 year. Users will receive a reminder one month before the course's expiration date with an invitation to retake the course.

The trained supervisors are in turn responsible for training all their workers (incl. sub-contractors), in the form of toolbox slides, before starting the works.

On-site yard-specific safety induction trainings (a.o. via "Safety Street") and toolboxes will be provided, in relation to the tasks at hand. The workers will receive a specific helmet sticker after successfully completing this/these training(s).

Each contractor firm executing works not listed in the exceptions list below must possess a **valid SCC certificate** (or another recognised equivalent) before they can be put on the gate list.

- □ **SCC(Dl)** Safety certificate for contractors
- □ **MASE (Fr)** Manual d'Amélioration Sécurity de Entreprises
- □ **OHSAS18001** Occupational Health and Safety Assessment / veiligheid en gezondheid op de werkplek.
- □ **ISO45001** replaces the OHSAS18001

Exception list activities (= no SCC-obligation):

Activity Description
➢ **Information, Communication and Media Services**
• Telecommunication
• Software (maintenance, inspection)
• Hardware (communication techniques, maintenance, inspection)

Activity Description
➢ **Construction Services**
• Gates and doors (Assembly, inspection) • Interior finishing works in offices, company buildings and asceptic rooms (eg. flooring, painting, dry wall erection) without prior demolition works • Installation of construction yard facilities and tents
➢ **Installation & General Services**
• Engineering administrative mechanical (incl. piping) • Engineering administrative civil • Engineering administrative E&I/automation • Engineering administrative multidisciplinary • Housekeeping services • Gardening services • Street and road maintenance • Winter service (de-icing) • Pest control • Transport general • External storage (logistics) • Packaging services (logistics) • Recruitement & Selection, Human resources management
➢ **Installation & General Services**
• Laboratory equipment & appliances (delivery, maintenance and inspection) • Laboratory and control service (other) • Catering Services • Safety supervision (security) • Communication Services & PR

Activity Description
➢ **Installation & General Services**
• Training & coaching • Strategic Consultancy • Marketing Consultancy • Technical Consultancy • Controlling, financial and business administration • Management Consultancy • HR Consultancy (incl. assessment centers) • IT Consultancy
➢ **Home Apparatus Services**
• Home and kitchen appliances (electrical, maintenance and inspection) • Repair/maintenance of machines/appliances (e.g. factory guarantee)

- *Basic EHS Arrangements*

All **personnel** employed by the contractor (Site leader, supervisors, foremen, laborers, …) must be adequately **informed** and knowledgeable regarding Pfizer **procedures**, **tender and technical specifications**.
Each contractor firm is required to keep a daily **attendance list** of all workers present on-site at Pfizer, and to be shown upon request.

Each contractor firm is required to designate a **safety officer minimum Level II,** irrespective of the quantity of works. The Safety Officer must be clearly identifiable (Purple helmet sticker)

In case of extensive/ high risk works or a site presence of 12 workers or more, regardless if they are all working on 1 or several yards, the safety officer is required to be on-site part time and from 25 workers full time presence is required.

With a site presence of **50 workers or more** a **second safety officer** is required to be on site full time to supervise the construction yard(s).

The safety officer shall take part in the **daily safety briefings of the construction yard(s)** where his company has workers present for the total duration of the employment of his company's staff.

The safety officer is responsible for the safe work practice of both their own company and the sub-contractor or self-employed workers. He is tasked with training all workers regarding Pfizer procedures (see Part **Qualifications & training**).

Main responsibilities safety officer: follow up adherence to Pfizer safe work practice, correct where necessary, make and compose and deliver toolbox meetings with own and sub-contractor workers

Minimum age: The minimum age for construction workers is 18 years. Student workers are not allowed to perform works on construction sites. In other areas light works like cleaning may be performed, a task based risk analysis must be made available.

- *Procedures for sub-contracting*

Only 2 levels of subcontracting are allowed.

The main contractor remains responsible and liable for all his sub-contractors and therefore must maintain permanent supervision on site for all their activities, regardless of the level of sub-contracting, including independent workers.
Temporary/Interim workers are allowed on site provided that they comply with all legal requirements as stated in CODEX Book X, title 2 and title 4.
Additionally, temping agencies must possess a VCU certificate (Safety certificate for the company and VCA Basic for all workers). A job and location specific risk analysis must be available for all temporary workers.

When applying for site access on the OnyxOne portal only one level of sub-contracting is allowed, a sub-contractor cannot in turn invite other companies; this must be done by the main contractor.

Independent workers will be invited by the main contractor; they inspect the validity of the provided documents (Dimona, Limosa, A1,…), possible Certificate of Independence and certificates (SCC) – see Chapter 2.A **Certificates**.

A list of sub-contractors is included in the safety officer's report.

- *Declaration of works*

The 'Registration of works' needs to be done online via www.socialsecurity.be.
This applies to all real estate works.

Which types of work need to be registered?

- all building works in compliance with art.30bis law 27/6/1969);
- for each contract "client – contractor" > 5.000 euro (excl vat) with at least 1 sub-contractor; or
- for each contract "Client – Contractor" > 30.000 euro (excl VAT) with or without subcontractor(s).

Who needs to do the registration?

- registration needs to be done by the contractor appointed by the client and before beginning of works.
- the first registrar receives a unique number/code : 1y1-xxxxxx;
- this unique number needs to be communicated to all contractors who subsequently join the project.
- communication is done by client or legal safety coordinator.
- registration form must be posted at all yard entrances.

The former **'Prior Notification' in the context of Temporary and/or Mobile Construction Sites in accordance with art. 45 of the relevant RD is presumed to be included in the Works Declaration.**

The RD Temporary and/or Mobile Construction Sites is **applicable** when at least 1 type of performed work appears on the "list art. 2 KB TMB" and 1 or more (sub) contractors are active, either together or subsequently.

If applicable the RD states legal requirements regarding:

- the contractual appointment of a "legal safety coordinator design and execution".
- drafting of a project health and safety plan
- keeping a Post Intervention file
- keeping a Coordination diary

Checkin@work :

- Required for all construction projects with a total cost >= 500.000 euro (excl. VAT);
- Registration needs to be done at www.socialsecurity.be with the same unique number (see above)
- Registration form with QA code shall be posted at yard entrance.

Certificates

If a foreign company wishes to employ employees (possibly posted) in Belgium, this foreign company must declare and register with the NSSO as a 'foreign employer'. So regardless of the obligation to declare work, a foreign employer must always report to the NSSO. It is therefore not possible for a foreign contractor to fulfil the legal obligation of declaring work without registering a Belgian enterprise number.

For Pfizer it also applies that the declaration of work per employer must be demonstrated by means of a certificate, to be uploaded in OnyxOne at person level.

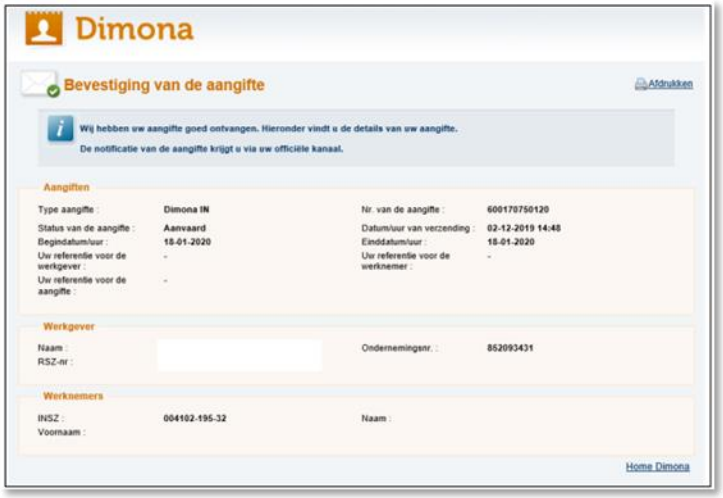
This may involve the following certificates:

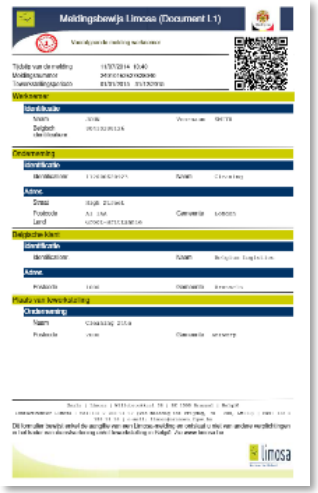
- **DIMONA**: The Dimona (**D**éclaration **Im**médiate/**On**middellijke **A**angifte) is the electronic message by which the employer declares every hiring and leaving of an employee (resident in Belgium) to the NSSO. The contractor must be able to submit the confirmation of declaration before work starts. If the assignment lasts longer than originally declared, a new declaration must be submitted. Filing, extending or cancelling a Dimona declaration can be done online.

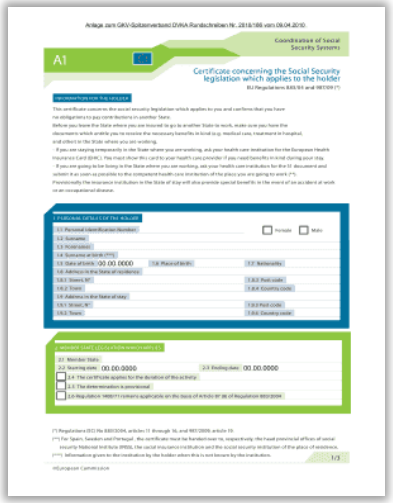
- **LIMOSA**: Limosa is intended for **foreign workers coming to work in Belgium** on a **temporary or part-time** basis.
  In other words, it concerns employees who usually work in a country other than Belgium, or who have been recruited in a country other than Belgium, or self-employed persons who come to Belgium to pursue a **self-employed** activity on a temporary basis but do not reside there permanently.
  The contractor must be able to present the Limosa-L1 notification certificate **before work starts** in Belgium. If the assignment lasts longer than originally declared, a new declaration must be filed. Entering, extending or cancelling a Limosa declaration can be done online.
  Exceptions to the Limosa certificate are possible but only when starting up a new installation with stay < 8 days (1 x per year) or for maintenance works with stay < 5 days.

- **A1**: The A1 attestation is a portable European document, intended for **foreign workers**, confirming the social security legislation applicable to workers working in more than one EU Member State. It contains the period of validity and the country to which the worker is subject and where they have to pay social security contributions. To claim an A1 certificate (of any type), one must be affiliated as a self-employed person in principal or secondary occupation with a social insurance fund in the home country, and be in order with the payments of social contributions.

- **Self-employed subcontractors** can submit as proof the **extract from their Social Secretariat** attesting that they are registered as self-employed.







- *Specific training requirements*

For the **SPECIFIC SAFETY TASKS** listed in the table below, the contractor shall provide a copy of the qualifications of his authorized personnel in accordance with the register of Risky Tasks (VCA - BESACC) **BEFORE STARTING THE WORKS**.

Description of the training	Certificate of a VCA (SCC) certified exam center	Health certificate - Safety function	Certificate of a whether or not VCA certified exam centre or own employer (*)	Training via OnyxOne
Safety induction Granting access to the Puurs site – Profile 27	**VCA basic**			X
Contractor safety training supervisors / foremen. ONYXONE E-learning	**VCA full**			On request (Work permit, Fire Permit, Line Breaking)
GMP induction Granting access to production buildings. Profile 28				X
Mobile crane operator		X	X	
Tower crane operator		X	X	
Rigger / Training lifting critical loads	X	X *(Increased Vigilance function)*		
Lifting non-critical loads			X	
Forklift driver	X	X		
Driver Electric pallet truck		X	X	
Scissorlift operator		X	X	
AWP operator	X	X		
Excavator driver		X	X	
Concrete pump operator		X	X	
Scaffold user			X	
Tank guard				X

Omschrijving van de opleiding	Certificaat van een VCA erkend examencentrum	Gezondheidsattest - Veiligheidsfunctie	Certificaat van een al dan niet erkend examencentrum of eigen werkgever (*)	Training via OnyxOne
Confined space watch	X	X		
Fire watch	X			
First Aid worker	X			
Asbestos removal	X			
BA4 - BA5			X	
Use of personnel fall protection			X	
Radiation training specific for working on E-Beam				Specific Pfizer training

(*) If a certificate is awarded by own employer the course content must made available upon request. The training curriculum must meet at least the standards as described in the VCA Register of Enhanced Risk Tasks.

B. Evacuation roads and emergencies

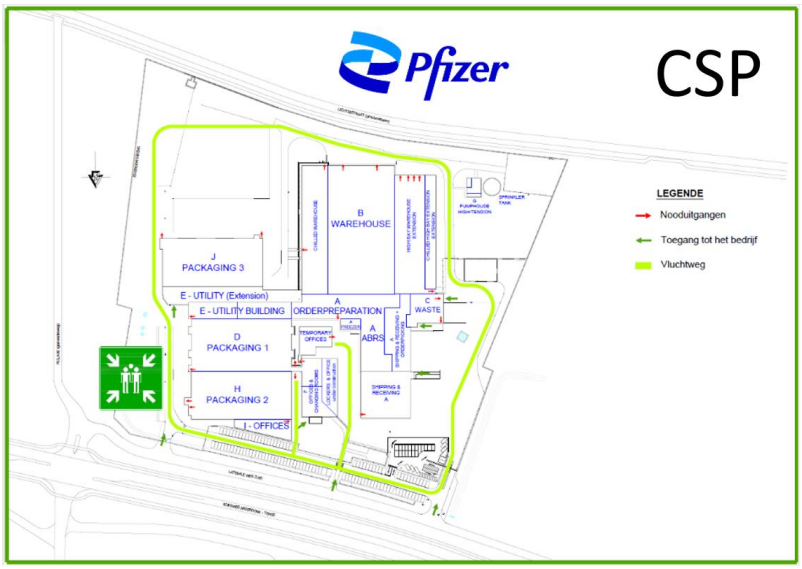
- *Evacuation assembly points*

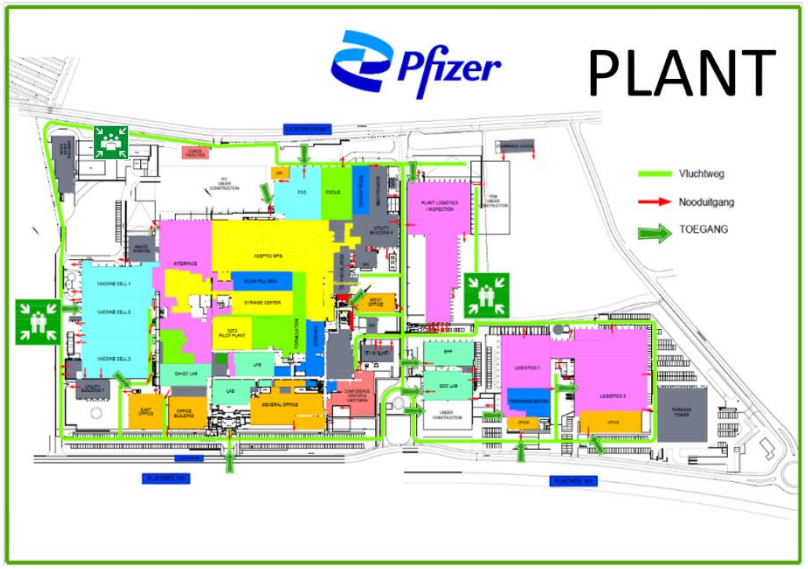
In case of **FIRE/EVACUATION ALARM (continuous signal / or horn)** everyone must, after securing their work location, proceed to their designated **evacuation assembly point**.

The **location** of the various evacuation assembly points can be found on the maps below.

It is required to **badge out** at the assembly point.

On the evacuation point a headcount is held and compared to the site **ATTENDANCE LISTS.** Names of any and all missing persons must be reported immediately on the Pfizer **emergency number 03/897 45 55.**





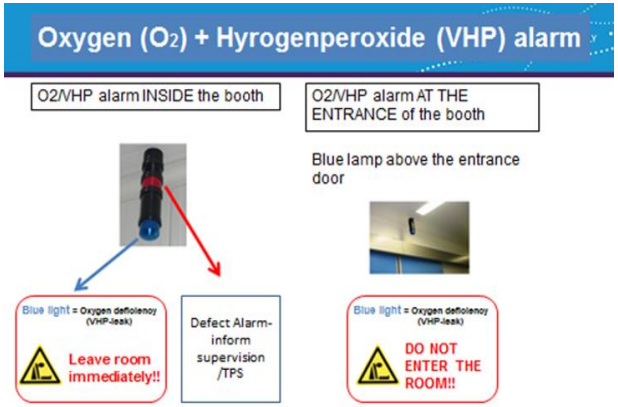
The **evacuation point** may only be left after **explicit permission** of the Pfizer responsible(s)..

ATTENTION: After a general alarm **ALL WORK PERMITS ARE CANCELLED.** Works may only be resumed after the permit has released again by Pfizer.

EMERGENCY DOORS MAY ONLY BE USED IN CASE OF AN EMERGENCY. They may not be used as a standard **ENTRANCE TO THE YARD.** If an emergency door is to be used as an entrance/exit then a personnel lock with badge registration must be in place. Unauthorised use of emergency doors will be sanctioned. Emergency exits and passageways must remain clear at all times.

- *Different alarms*

There are specific arrangements for yards with accompanying alarm horns and alarm recording.



Work is done in certain zones within the company with **NITROGEN AND HYDROGEN PEROXIDE**. In the event of a leak in small, enclosed areas, these products can result in a hazardous atmosphere (nitrogen -> suffocation and hydrogen peroxide -> internal burns). These zones and the access to these zones are equipped with oxygen and hydrogen peroxide alarms (blue light).

If you are **IN A ROOM** where a **BLUE FLASHING LIGHT AND ALARM** are activated, **LEAVE THIS ROOM IMMEDIATELY** and inform the Pfizer manager responsible for this. Rooms with an **ACTIVE BLUE FLASHING LIGHT** at the **ACCESS DOOR** may **NOT BE ENTERED**.

There is an **X-RAY PRODUCING APPARATUS (E-Beam)** in one of the production rooms.

This machine does not contain an ionising source. However, the E- beam does produce X-rays when in operation. In consultation with the supplier and the government licensing body, the E-Beam was equipped with diverse **protective means** (lead housing, protection due to distance,…). These protective measures ensure that radiation exposure to bystanders remains well below the legal limits.

Continuous dosimeters were installed in the room at critical places. If these meters detect an increase in radiation, a **visual and audible alarm** will be activated. Upon activation of the alarm, the room must be vacated immediately. The instructions to be followed in the case of alarm are hanging in the room and at all entrances to the room.

No specific training is required for contractor activities in the room. However, if work is to be performed on the E-beam itself, the workers must have already followed **Pfizer in-house radiation training**.

- *Measures & procedures in case of a work related accident*

EVERY CONTRACTOR FIRM must keep a **FIRST AID KIT** available on the yard(s).

Each work related injury must be reported to a **QUALIFIED FIRST AIDER,** details provided must include seriousness of the injury and location of the victim.

- In case of a **NON SERIOUS INJURY** first aid may be given by a qualified person of the contractor's company, who will accompany the victim to the **PFIZER MEDICAL STATION** (03/897 43 33) and inform the Pfizer project lead as well as the Safety Supervisor. The Pfizer medical staff will ascertain the injury and applied first aid and refer to the nearest hospital if necessary.
- In case of a **SERIOUS INJURY or an accident requiring additional assistance**, **Pfizer** must **ALWAYS** be contacted via the EMERGENCY NUMBER: **03/897 45 55.** Pfizer will undertake all further necessary steps such as dispatching the on-site emergency response team, coordinate with external emergency services, etc…
- In case of **doubts** concerning the condition of the victim (for example after a fall from a height and/or risks to the spinal column) **DO NOT MOVE THE VICTIM** (unless there is immediate danger), but wait for the emergency services or the qualified first responders.

EACH ACCIDENT must be **REPORTED** to the Pfizer site supervisor, a Pfizer Safety Supervisor and the Safety Coordinator. Each accident must be **subjected to an incident investigation** in consultation with Pfizer. An incident report must be established upon Pfizer's request.

For each **LOST TIME ACCIDENT** or with **greater than average first-aid care** (e.g. suture, cast…), the following parties will be invited to participate in the accident investigation:

- Pfizer Safety Department
- Safety Co-ordinator responsible for Project Execution or representative from Construction & Safety Supervision Team
- Safety Advisor/site supervisor of the contracting firm
- Victim and possible witnesses

Accidents for which reports are legally required (**SERIOUS ACCIDENTS**), the contracting firm in question, in consultation with Pfizer and the Legal Safety Coordinator responsible for Project Execution, must draw up a **comprehensive report** and submit this on time to the **legal inspection services**.

- *Measures & procedures in case of fire*

EACH FIRE must always be reported immediately:

- by activating a **FIRE ALARM**
- or by dialling the **EMERGENCY NUMBER** **03/897 45 55**

When calling the **EMERGENCY NUMBER** please give the following information:

- your **NAME**
- the **LOCATION** of the fire
- the **EXTENT** of the fire
- if there is eminent **DANGER**

After these steps an attempt at **EXTINGUISHING** the fire may be made **provided that one does not endangers oneself.**

Due to the increased fire risk during construction activities an operational smoke detection and/or sprinkler system must be present.

As long as the worksite (wind- and waterproof) does **not have continuously operational smoke detection** and hot works are being carried out, the project team should appoint a **fire guard for constant supervision** during construction activities. The guard may not perform any other activities while supervising.

During construction site activities, there must be **at least 1 fire extinguisher** (water foam 6 kg; CO2 extinguishers at electrical installations and production machinery) **per 150 m^2** at strategic locations on site.

If **no sprinkler protection** is active, all points on the site must be accessible with **fire hoses**. If this is not the case, at the start of the construction site, the project team must provide sufficient extra fire hoses (type DSP45, length 25 m) and associated fire nozzles to make fire extinguishing water from nearby compartments available at all locations at the site.

When providing and using fire extinguishers, the (expected) type of fire (fire category) must be taken into account. Do not use powder extinguishers inside buildings or water- and windproof working areas, always use foam extinguishers.

Fire category	Symbol	Type of fuel	Features	Examples	Extinguishing agent
A		Solid materials	Glow and flames	Wood, paper, textiles	Water, foam, ABC powder
B		Liquids	Flames	Oil, petrol, greases	Foam, CO^2, BC powder, ABC powder
C		Gases	Flames	Butane, propane and natural gas	CO^2, BC powder, ABC powder
D		Combustible metals	Glow and flames	Magnesium, aluminium, sodium	D powder (metal fire powder)
F		Oils and greases	Flames	Deep-frying fat	Grease extinguisher, fire blanket

C. Rules & Regulations Contractor Village

- *Site- or material containers*

If a site or material container is needed during execution of the works on site, the installation may take place **ONLY AFTER CONSULTATION WITH THE PFIZER CONTACT RESPONSIBLE FOR CONTRACTOR SAFETY & CONSTRUCTION**. A specific area will be assigned to the contractor for installation of the container if sufficient space is available. Before any construction or container may be erected or positioned, FORMAL APPROVAL must be given by the responsible Pfizer contact. This approval will be given for a period of the duration of the project.

Only containers of the brand Algeco are allowed in the contracting village according to the types and colours below; rental contract with Algeco, without intervention by Pfizer (to be arranged directly with Algeco). For yards, this is done via offers different suppliers.

-	Materiaalcontainers (storage zeecontainer 20ft)	- donkergrijs RAL 7015
-	Bureelunits (verdiep) – type REI60 versie	
	Wanden	- lichtgrijs RAL7035
	Boeiboord	- blauw RAL 5002
	Buitendeur en bewegende delen ramen	- rood RAL3002

An entry **STAIRWAY** with more than 2 steps must be equipped with a railing. Two railings are required if there are more than 8 stairs or the stairway is wider than 1.5 meters. The step must be made according to the applicable regulations. The use of **OPEN PALLETS** as step or walkway to the container is **PROHIBITED**. All exterior doors must open outward.

The **MINIMUM WIDTH** for all passages, door openings, etc. should be 70 cm. This applies to both normal and emergency exits. The contractor must take into account doors that open outward, which could block passages.

Hanging company flags or advertising panels is not allowed. Each container must contain a TAG with the **NAME OF THE FIRM**, and the **NAME** and **TELEPHONE NUMBER OF THE CONTACT PERSON**. The identification used should be a Pfizer sticker witch will be given to the contractor after approval.

Storing materials **ON TOP OR BETWEEN** containers is **NOT ALLOWED**.

A common dining room is provided (contractor cafeteria). This is cleaned on a regular basis by Pfizer. **NO AUTHORIZATION** will be given for the **PLACEMENT OF INDIVIDUAL CONTAINERS TO SERVE AS DINING ROOMS**.

Toilet facilities will be made available to the contractor in the contractor cafeteria. These will be cleaned by Pfizer on a regular basis.

Pfizer

FIRMANAAM:.....

VERANTWOORDELIJKE FACILITEIT:.....

TEL. VERANTWOORDELIJKE:.....

GELDIG TOT: .....

PFIZER VERANTWOORDELIJKE VOOR GOEDKEURING:.....

The allocated area must be managed with due care by the contractor. Therefore, it must regularly **CLEAN UP** the zone and, if necessary, carry out the necessary repair work. The contractor must ensure that water and condensate cannot accumulate. The contractor is responsible for the **REGULAR CLEANING** of their containers (material, office containers or other).

The **HOUSEHOLD WASTE** produced by the contractor must be deposited in the appropriate waste containers. These Pfizer containers are emptied periodically by Pfizer. If a contractor brings its own waste container for household waste, it must be equipped with a **WASTE BAG** and must **REMAIN CLOSED AT ALL TIMES** in order not to attract vermin. In this case, the contractor itself is responsible for periodically emptying its own waste container (removing the waste bag).

ATTENTION: starting 01/01/2023 all waste needs to be sorted, according to PMD, food waste, paper/cardboard, …
and in transparent waste bags compliant with the Vlarema 8 changes

Pfizer provides **ELECTRICITY** for lighting, small household appliances and small hand tools (drill, grinder, …). Fitting out the unit is in agreement with Algeco/the rental company. The contractor is expected to take proper care of this unit (e.g. energy saving). **Before a container can be taken into service the electrical components need to be inspected and certified as per AREI art.270.** This Inspection Report should always be present and accessible in the unit.

The number of **FIRE EXTINGUISHERS** that needs to be present in temporary facilities with assumed normal fire risk:

- Each single container connected to an electrical grid at least 1 ABC foam extinguisher with 6kg capacity; for welding shops with greater surface area a minimum of 2 foam extinguishers.
- All extinguishers must easy to reach and their location visibly indicated.

At the end of work at the site, the contractor, at its own expense, must return to its original state the premises or container made available to it. This must take place **WITHIN 2 WEEKS** after finishing work at the site. This means that all structures, cables and pipes installed by the contractor must be removed and the area cleaned up completely.

Any damaged parts that are the property of Pfizer must be repaired by the contractor**.**

Compliance with these requirements within the contractor village will be frequently monitored via **ROUNDS**. If non-conformities are found with respect to the requirements, the contractor must take all necessary measures to comply with the regulations. If the contractor fails to do what is required, Algeco/the container rental company will take the necessary measures at the expense of the contractor.

Storage material

The contractor may only store material in the **area assigned** to the contractor. Any materials stored outside this area will be removed. Costs resulting from this removal will be charged to the contractor.

All stored materials should have identification showing owner and contact details, using a Pfizer sticker.


Pfizer TOELATING TIJDELIJKE STOCKAGE

FIRMA:.....

VERANTWOORDELIJKE CONTRACTORFIRMA:.....

TELEFOON:.....

MATERIAAL BESTEMD VOOR:.....

STOCKAGE TOEGELATEN TOT:.....

NAAM PFIZER VERANTWOORDELIJKE:.....

HANDTEKENING PFIZER VERANTWOORDELIJKE: .....

It is **NOT ALLOWED** to perform **work** in the contractor village that is **unrelated** to the work to be carried out on behalf of Pfizer.
It is also **NOT ALLOWED** to use the allocated area to **store material** that is **unrelated** to the work to be carried out at the site or to stock material in other than the assigned location.

Permanently installed **machines** (table saw, drill press, …) in the containers must always be equipped with an **instruction card** in the language of the user. This instruction card must hang in the immediate vicinity of the machine. The saw blade must have a fully closed protective cover and a wooden push-rod must be available and used at all times.

The **STORAGE OF MATERIALS** such as scaffolding, ladders, cranes, site machinery, etc. must be done in such a way that **all entrances, passageways, emergency exits, stairs, etc. remain open** and that possible workers from other companies can further conduct their activity in a safe way.

All materials **PRONE TO FALLING OVER** must be stored **HORIZONTALLY**.

- *Storage dangerous goods*

If the contractor wishes to store **FUELS** at its assigned location, this storage area must meet all requirements of Vlarem II. This includes in particular: drip trays, double- walled tanks, overpressure protection, leak-proof underground, etc.
If there is a **possible risk of fire hazard** in the area, the placement should be **discussed first** with EHS and Pfizer environmental department.

Dangerous goods that are not used immediately should be stored outside the buildings in the provided place.
Bringing in a minimum (daily dose) of hazardous goods is permitted. In the case of liquids, drip trays must be provided!

The requirements for open storage areas are as follows:

- Closed storage areas or storage in basements is prohibited
- Never place under office containers
- **FULL** and **EMPTY** cylinders must be stored **SEPARATELY** from each other with a clear indication “full” and “empty”
- Protection against sun and other heat radiation is used (shelter).
- Ventilation is provided above and below
- The pictogram “Fire, open flame and smoking prohibited” is applied if flammable gases are being stored

The following minimum safety distances must be respected between the **inflammable gases** (e.g. acetylene, propane,…) and the oxidising gases (oxygen):

- Storage capacity up to a maximum of 1,000 litres (water content): 2 m
- Storage capacity up to a maximum of 5,000 litres (water content): 5 m

These safety distances also applies to empty, not gas-free receptacles.

Always obtain **permission for acetylene use** from Safety Team Pfizer in advance (re. Cross-sensitivity VHP sensors) – see also Chapter 9.C **Use cutting torch with acetylene / oxygen safety regulations**.

The **permanent storage and processing** of waste is **not permitted**. It is prohibited to bring external waste to the Pfizer site.

D. Yard traffic

Parking spots

Parking is only allowed on the specially allocated contractor parking or, if not available, elsewhere as designated by Pfizer.

Vehicles are permitted on-site only for the purpose of **loading and unloading materials**. Parking spaces will be allocated by Pfizer according to availability.

The Belgian traffic code is applicable, including wearing of seatbelts.
MAXIMUM SPEED LIMIT is 20 km/h, or as indicated on the signage: 5-10-15 km/h. It is prohibited to overtake moving vehicles. Pedestrians and bicyclists always have right of way. In case of excavators, the maximum allowed speed is 10 km/h. On construction yards other limits may apply.

FIRE DEPARTMENT ACCESS ROADS and main thoroughfares may never be blocked and always reachable.

- *Loading and unloading materials*

On large sites, a transport procedure (including advance notice of deliveries, etc.) applies in consultation with Construction Management Team.

The storage place, loading and unloading zones for materials must be determined so that loading, unloading and other operations do not pose a risk to other personnel (own and third parties) present on the site. If zones need to be demarcated, the Contractor is responsible for this.

ALL TRANSPORT on construction sites must adhere to **designated routes and entrances**. In case of deviations all logistic movements need to be consulted with Pfizer responsible.

LOADING AND UNLOADING of materials and equipment on the construction yard must be consulted with the site supervisor.

- When loading and unloading on height personal fall protection must be worn when applicable *eg. Combisafe-systemen*
- Always be leashed during loading and unloading at height like trucks and their trailers/containers *vb. Concrete slabs*.

All vehicle **MANEUVERS are always done with a Spotter present**.

Partial blocking of public roads as well as access roads, emergency roads, … on the Pfizer site, for construction purposes must be kept to a minimum and may only proceed **after prior consultation of local authorities and always in agreement with the transport coordination Construction Management Team, and the Safety & Construction team.**

All replacing or removal of traffic signage, necessary for construction purposes, must be submitted to the responsible signage contractor. A copy of an officially approved **TRAFFIC SIGNAGE PLAN** must be kept available on site and made available to the safety coordinator.

Example of a **material shaft with collective protection** (scaffolding material): using **sliding gates**, operated by a spotter and locked by chain and lock, access can be granted without fall protection for delivering material at height.

E. Code of conduct & supervision

Pfizer or its appointees have the right to **INSPECT** the work at all times**.**

In the case of **SERIOUS / REPEAT VIOLATIONS**, Pfizer is entitled to **HAVE THE WORK STOPPED.**

In the event of **SERIOUS / IMMEDIATELY DANGER FOR PERSONS OR THE ENVIRONMENT** Pfizer has the right to **immediately** take **suitable actions AT THE EXPENSE OF THE CONTRACTOR(S)** that **remain in default**.

In case of accidents or damage, **Security** should always be **informed**. Depending on the incident, a collision form or damage assessment form should be drawn up.

Persons who **do NOT COMPLY with the safety and health guidelines** and/or who are unable to identify themselves, will be **SENT OFF THE CONSTRUCTION SITE** either temporarily or permanent. Retaking the safety training (with or without the person's supervisor) might also be a possible **SANCTION**.

- *General*

- As of January 1st 2014 there is a COMPLETE BAN ON SMOKING ON THE PFIZER SITE, except in the designated smoking areas in the yards
- NO EATING AT THE WORK SITE. Food may only be consumed in the areas provided, like canteens. Only WATER IN CLOSED BOTTLES is allowed on the construction yards.
- TOILETS are located in in the site-specific contractor facilities or office buildings.
- It is STRICTLY PROHIBITED to make use of WORK EQUIPMENT (scissor lifts, pallet transporter,…) and TOOLS belonging to Pfizer at ONE's OWN INITIATIVE AND WITHOUT THE FORMAL AUTHORISATION OF PFIZER.

- *Zero Tolerance*

Breaches of the below rules will result in the **immediate removal** off the Pfizer site, and company management will be informed immediately:

- Breaches to working at height procedures
- For knowingly ignoring or incorrectly applying the LOTO procedure
- Ignoring the smoking rules or possession or use of alcoholic drinks / drugs on the Pfizer-site
- Performing works without a valid work permit
- Passing along a personal access badge
- Unwanted behaviour (aggression, racism, misogyny, homophobia, …)

- *3 Strikes regel*

For violations of not wearing PPE, unsafe behaviour, low risk activities, not respecting the barriers, … the sanction policy will be in **3 steps**:

1. After the first official warning the contractor(s) will be invited together with his supervisor for an explanatory meeting with the respective Pfizer Safety Supervisor and the construction supervisor.
   Person(s) involved will be asked to provide a written statement why he was not or improperly wearing his PPE.
2. The second infringement will result in the contractor supervisor and/or management of the contractor firm being invited on site to explain why their employee(s) are not adhering to Pfizer procedures
3. After a third breach is established access to the Pfizer site will be revoked for the person(s) involved and the job assignment is cancelled.

The duration of the sanction will be determined according to the nature of the incident and response of the individual and management.

- *Contractor-evaluation & rewarding policy*

Contractors are asked to immediately **notify perceived dangerous situations** to the Pfizer safety supervisor/commissioning authority. The notification will be entered into our **VIK- tracking system** and further followed up. This manner of working is intended to be a proactive safety policy.

The Pfizer contractor safety committee will regularly conduct a **contractor evaluation**. During this evaluation, the safety performance of the principal contracting firms will be assessed. The evaluation is carried out based on the following parameters:

- Observations recorded during site tours on the reverse side of the permits
- Accidents (First Aid)
- Accidents with work furlough (TIR)
- Documentation required for safety coordination (Safety, Health and Environment [VGA] plan, EHS charter, risk analysis)
- Number and quality of the reported situations entered in the VIK- database

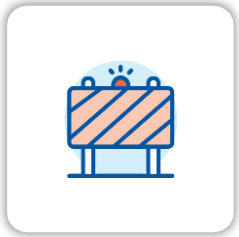
A **Pfizer contractor safety award** is periodically presented based on these evaluations as a reward for the best performing contracting firm in Safety.

However, companies that (systematically) score low on this assessment or are guilty of serious infringements will be invited for an interview with the aim of drawing up a corrective action plan. If this doesn't results in improvement or if the seriousness of the infringement is of such a nature, this may result in **removal** of this company from the list of **approved contractor companies**.

To individually motivate working contractors on the job to create safe working conditions, motivate others and maintain them, Pfizer operates a reward system in the form of a **Safety Passport**. This is an incentive savings card meant to collect stickers with a monetary value that can then later be exchanged for a nice reward.

When a positive comment is made by one of the Pfizer Safety Supervisors, this will not only be noted in the VIK database, but the contractor can receive a sticker for this. As the savings card is part of the safety booklet, it also immediately encourages the contractor to always carry it in his pocket and consult it more quickly when in doubt about certain safety rules.

When collecting the reward, the card is handed in and the contractor receives a new one. The contractor's company/foreman is also always informed of the positive remark(s).



3. Work zones

A. General work areas

For each construction site a **logistics plan/site installation plan** needs to be provided and approved by the Pfizer Construction Management Team.

B. Demarcation zones & barriers

- *Construction site set-up*

The work area must be completely **fenced off by hard barriers** to protect the area from unwanted visitors.

Access to the site must be by **turnstile with badge control and registration** on the Pfizer evacuation system, unless agreed otherwise.

If the work area is **located inside the site**, i.e. surrounded by an operational environment, the work area must be completely protected by a **temporary wall**, compliant with Building Standards (HERAS fences are not allowed to protect work areas in this case).

Implementation of walls/foil to **prevent dust** from entering the production area, to be agreed with the construction manager or project engineer. There must be a separation between people and materials moving in and out (PAL/MAL).

People have access to site zones via **technical platforms**. If this is not possible, then via PAL/MAL to site zone. This is the responsibility of the PE Building given the impact for production zones (e.g. Grade C).

The routes for the **supply and removal of materials from production zones** to the work area must always be **cleaned** after transport in order to avoid contamination.

A **SEPARATED ACCESS ROUTE** needs to be installed for contractor employees to be able to go to the construction site. Site traffic needs to be rejected from this area. These access routes need to be demarcated with **fixed barriers**. No safety tape is allowed to mark these areas.

Site entrances / gates are kept **closed** to prevent unexpected visitors to the construction site.
At the end of each working day, where needed, the access routes to the work site must be **LOCKED with a BLUE PADLOCK.**

A **CONSTRUCTION SITE SIGN** will be installed at **all major access routes** to the work site. This sign indicates the **minimum STANDARD PERSONAL PROTECTIVE EQUIPMENT** to be worn and the **TELEPHONE NUMBERS** of the Pfizer **PROJECT MANAGERS**

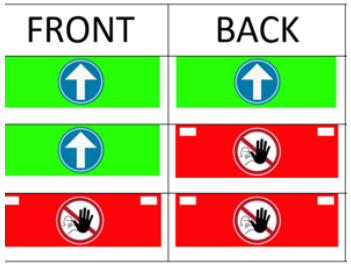
To define work areas in the construction site, hard barriers or fences need to be used. **Use of demarcation tape is not allowed.**

Identification of work zones according to **Safety Visual Standardisation Program:**

Figure 1. Site sign Pfizer

Figure 2.Project Safety Visual Standardisation Program – see att. 8 for full program

Access routes to and from work areas, need to be and remain free from any obstacles and, as the site itself, must be adequately lit according to codex Wellfare at work, carried out and provided in accordance with the specifications. **EACH CONTRACTOR** is responsible for **LIGHTING ITS OWN WORK AREAS**. The lighting must implemented according to the applicable regulations.



In general:

- for outside yards, storage material, for loading and unloading: minimum light intensity 50 lux;
- for corridors, staircases, warehouses: minimum light intensity 100 Lux

PFIZER provides **GENERAL ENTRANCE AND EMERGENCY LIGHTING** in existing buildings.
Evacuation routes need to be demarcated in all construction yards, and emergency exits must be installed.

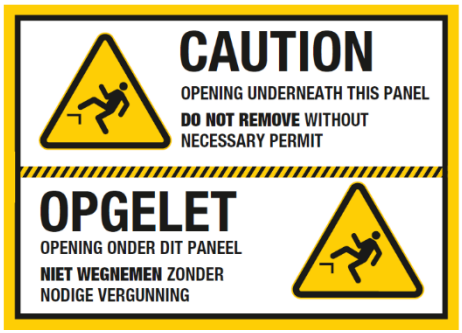
Pfizer provides a **White Board** at each worksite where all work permits, Method Statements and risk assessments can be consulted.

- *Collective protection equipment (CPE'S)*

The use of COLLECTIVE PROTECTIVE EQUIPMENT is **PRIORITARY** to the use of personal protective equipment and safety signage.

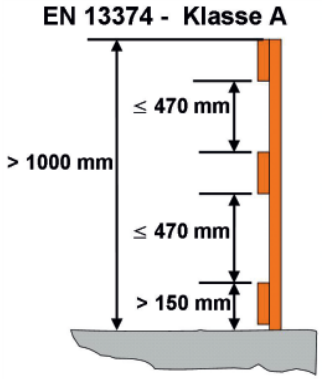
Locations where a **fall hazard** exists (openings in ceilings, pits, non-walkable ceiling areas, during the construction of vaults, …) must be **closed off and protected** by fixed safeguards that are not easy to move/remove.

Temporary closed openings (using panels) should have an sign on top (available at Pfizer Engineering Safety Supervisor).



If **PROTECTIVE SLATS OR SCAFFOLDING MATERIAL** is used for protection, the **guardrail** must be placed at a height of 1 - 1.2 m. The intermediate slat must be located at a height of +/- 0.45 meter.

There must also be a **baseboard** of min. 0.15 m.



A temporary edge protection handrail system is defined in articles 434.7.1. to 434.7.3. of the ARAB and following and in standard EN 13374. Class A is used for flat floors with maximum slope of 10°.

Deviations in the use of the **intermediate slat and baseboard** must be requested and approved in advance by Pfizer.

When working with mobile work equipment (such as forklift trucks, riding trowels, etc.), next to openings in the floor or wall that present a risk of falling (pits, edges), a **toe board** must be provided to prevent the machine from rolling off the floor. This must be strong enough to stop the machine.

The use of **MODULAR FENCING (**e.g. Heras fencing) is permitted as permanent protection only to the extent that it is **secured against unauthorised moving**. This can be done for example by **connecting** the fences to each other and attaching them to a permanent structure. Side supports should also prevent the fence from tipping over in case of wind load or other impact.

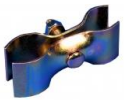
If a fall hazard zone cannot be protected by fixed barriers, this should be reported immediately to Pfizer.

All temporarily placed collective protection must be equipped at regular intervals with the appropriate **Signage**.

TEMPORARY CPE's must at all times be maintained and may never be removed BEFORE PERMANENT CPE's OR EQUAL are installed.

Fence base

Fence clamp



Outlet protection

Removal of CPE may only be done with an appropriate work permit/Method Statement and after consultation with a Safety Supervisor.

- *Signalisation & identification*

If a zone needs to be closed off for non-authorized persons **appropriate signage with applicable risks indicated with correct icons** must be put up. All temporary facilities for enclosing a zone must have the necessary signage present.

The **SITE SIGN** (see Figure 1. Site sign Pfizer) must:

- make it clear to all the **reason for closing off the zone (in other words, the hazard)**.
- indicate the **contact information** of the person who had the zone closed off, as well as the **date of installation and** the anticipated **period of validity** of the demarcation.
- indicate whether a **general entry ban** applies to the zone or whether the zone is subject to **restricted access**.
- be placed at **all accesses** to the risk zone. In the case of large enclosed zones, signs must be installed at **regular intervals** so that they can be easily consulted.
- be placed in visible locations, and protected against **(weather) conditions** that would make the information on the sign illegible.
- not conflict with the use of **Pfizer in-house signaling and other signaling**.

Type of signalisation	Description of use see chapter:
Construction site	3.B. Construction site set-up
Internal Traffic	2.D. Yard traffic
Signage regarding code of conduct	2.E. Code of conduct & supervision
EX zones	9.A. Fire hazard management
Confined space	10.C. Enclosed spaces
Works on fire detection and fighting systems	9.C. Working on fire extinguishing systems
LOTO tags	7.B. LOTO
Scaffold tag	6.D. Inspection of scaffolds
Non-walkable area's	6.B. Working on ceilings / roofs
Fire protection and -detection	2.B. Measures & procedures in case of fire
Evacuation	2.B. Evacuation roads and emergencies

Netting and plastic tape MAY NOT be used to demarcate zones.

All loose structures that are temporarily placed/erected at a construction site (e.g. **STRUTS, SUPPORTS, ACCESS LADDERS, TEMPORARY WORK PLATFORMS**,…) must be identified.
The **IDENTIFICATION** must contain the following information:

- □ Name and phone number of the person who had the structures installed (client)
- □ Name company and contractor, responsible for constructing the structure
- □ Date of installation

(not applicable for outside construction yards)

JACKETS: Identification of persons on the construction site, different colours and name + company on the helmet:

	WHO	COLOUR	MARKING
	Site supervisors	blue	Company name
	Safety prevention advisors	yellow and black	Safety
	Riggers (for guiding and putting on loads)	green	Rigger
	Spotters (safety guards, job guards, transport escorts)	orange	Spotter
	Fire guards	red	Fire guard
	Site workers	yellow	Company name

C. Working above aseptic production area's / Simultaneous activities on different levels

If access is needed to a ceiling above an aseptic production zone, a **CEILING PERMIT** must be requested and approved beforehand. Failure to follow this procedure can result in **VERY SERIOUS QUALITY PROBLEMS**.

Zones demarcated with following sign may not be entered without a valid ceiling permit:

Contact production and inform about activities, they confirm the ceiling permit.

The ceiling permit should be kept with Engineering after end of works.

The simultaneous execution of work (whether or not by different parties) on work floors located on top of each other can entail the danger of falling objects.

If there **is direct visual contact between two work floors located on top of each other** that is accompanied by activities entailing the risk of falling objects, **access to the danger zone in the lower work floor must be prevented** as long as work is being conducted on the upper level.

If there **is no direct visual contact between the two work floors located on top of each other,** but falling/loose objects could still (albeit indirectly through openings) reach the lower level, at least the openings between the work floors must be **blocked using tarps.** A walkable ceiling can be considered as a barrier but a ceiling permit is necessary.

D. Demolition works

Before the start of demolition works, a detailed **execution plan** need to be prepared (day by day works, drawing available, attached to work permit).

This execution plan needs to be reviewed and formally approved by **a structural engineer**. During execution of the works this plan must be strictly adhered to and periodically re-evaluated. Work permits for demolition works need to be approved daily by an appointed structural engineer.

- *Managing dust emission during construction and demolition works*

As of January 1, 2017 Belgian law requires companies to **minimise dust emission** during construction- demolition – and renovation works. This legislation is applicable for all said works in open air with a duration of more than one day.

There are **4 specific measures** required to prevent dust emissions coming from razing work, sandblasting, polishing, grinding, drilling, milling, sawing and demolition.
At least one of these four measures must be taken:

1) Protection with cloth or tarps;
2) Misting of the location where work will be performed;
3) Wetting the area around the equipment;
4) Direct dust extraction on demolition hammers, polishers, grinders, drills, milling machines and sanders. Additionally there must be misting or wetting when performing demolition works under dry or windy conditions in which dust dispersal occurs visually.

All dust control equipment must be inspected and maintained, filters to be replaced regularly.

In case collective measures are **inadequate** to control **particle emissions** appropriate PPE must be provided by contractor company for its employees. This section pertains mainly to dust containing Syliciumoxide (SiO2), quartz and wood. Legal limits for occupational exposure to dust are noted in 'Codex, Book VI, attachment VI.1-1'. Minimum PPE to be used is at least P2 dust filter mask. Other required PPE for specific works are noted on the general work permit.

If **vibration** is generated in the vicinity of production buildings, vibration control instruments should be set up (e.g. labs filling lines).

E. Waste management & collecting discharges

- *Order and cleanliness*

Each contractor is required to **clean up his work area** and **remove all waste DAILY**. Brush trolleys to be provided for cleaning up after soiling.

According to working arrangements, dispose of waste separately in provided containers or otherwise.

ROADS, PASSAGEWAYS AND STAIRWELLS must remain clear of **OBSTACLES AT ALL TIMES**.
Electrical cables may not impede pedestrians nor be placed on the floor on transport routes. All cables must be hanged on hooks wherever possible.

- *Storage and removal of soil, rubble and debris*

STORAGE OF SOIL, RUBBLE AND DEBRIS may only be done in **ZONES DESIGNATED** in the **construction site logistics plan** in an **ORDERLY AND STABLE WAY, AND PROTECTED AGAINST THE WEATHER**.
This is always at the contractor's charge.

EXCAVATED SOIL may only be removed from the site according to the applicable legal regulations related to **SOIL TRANSPORT** and in consultation with Pfizer.

- *Removal and transport of (hazardous) waste*

Depending on the **TYPE OF WASTE** (domestic waste, industrial waste, small hazardous waste, wastewater, scrap material, etc.) the contractor, in accordance with the applicable regulations, shall **PROPERLY TRANSPORT** these materials and if applicable **SUBMIT PROOFS OF THEIR TRANSPORT** to an **APPROVED DUMPING SITE OR TREATMENT SITE** as well as the **PROOFS OF TREATMENT** (a copy is submitted to the environmental department for inclusion in the site dossier).

HAZARDOUS WASTE must **always** be identified in accordance with the legal regulations (**PRODUCT NAME AND RELEVANT ICONS**)

Hazardous waste may **never** be disposed of in the **SEWER SYSTEM**!

BURNING WASTE on the construction site is forbidden.

- *Asbestos removal*

Any **ASBESTOS** present has been inventoried and indicated with pictograms. If asbestos is detected that has not been indicated, this must be reported to Pfizer immediately. **REMOVAL OR CAUSING MECHANICAL DAMAGE TO ASBESTOS IS STRICTLY PROHIBITED AND MAY ONLY BE PERFORMED BY SPECIALISED FIRMS.** All entrances to area's where asbestos removal is conducted must be closed of for unauthorized entry and **appropriate signage** must be put up (see **Signalisation & identification**).

Reporting of **Asbestos removal works** to the appropriate Federal Governmental Department(s) **is obligatory for**:

- All works including removal of asbestos or materials containing asbestos.
- Removal, maintenance or repair of piping of which the insulation contains asbestos and which are executed using ‘asbestos bags’.

Reporting needs to be done by the contractor executing the Asbestos removal works.

Notification of asbestos removal work must be done at least fourteen days before the start of the works and whenever there are significant changes in the method of working compared to the original notification.

- *Chemical cleaning*

The use of hazardous products must be **REPORTED TO PFIZER PRIOR TO BE BROUGHT ON SITE** by submitting the **SDS** (**Safety Data Sheet**) of the product to Pfizer.

The HEALTH AND SAFETY MEASURES (e.g. PPE) PRESCRIBED in the material safety data sheet must always be respected.

4. Installation & Tools

A. Inspection and certification of tools and work equipment

The inspections and certifications of tools and work equipment must be performed as outlined in the chart below. Users of said tools and equipment must always verify that it is in proper working condition prior to its use. If serious defects are identified the tool or equipment must be taken out of use immediately and repaired / reinspected before taken into service.

Type of tool / equipment:	Certification / Inspection by:		Periodicity of the inspection / certification	How must the periodic inspection/certification be demonstrated
	External inspection company (NOBO)	Qualified person (own company)		
Tower crane	X		After installation and 3 monthly afterwards	Most recent certification report must be present
Mobile Crane	X		3 Monthly	
Forklift truck	X		3 Monthly	
Scissor lift	X		3 Monthly	
Telescopic platform	X		3 Monthly	

Type of tool / equipment:	Certification / Inspection by:		Periodicity of the inspection / certification	How must the periodic inspection/certification be demonstrated
	External inspection company (NOBO)	Qualified person (own company)		
Material elevators	X		3 Monthly	Most recent certification report must be present
Personnel elevators	X		3 Monthly	
Hoisting and liting equipment (Chains, hooks, slings, lifting yokes, etc…)	X		3 Monthly	NOBO certification sticker
Personal fall protection (Safety harnas and belts, life lines, fall arrestors, etc…)	X		Yearly and after each fall.	NOBO certification sticker
Temporary electrical switchboard	X		Prior to taken into service. Subsequently every 5 years	NOBO certification sticker
Fire extinguisher		X	Yearly	Proof of inspection by the own company's qualified person must be present and visible (Colour code-sticker- as described in a procedure)

Type of tool / equipment:	Certification / Inspection by:		Periodicity of the inspection / certification	How must the periodic inspection/certification be demonstrated
	External inspection company (NOBO)	Qualified person (own company)		
Ladder		X	Yearly	Proof of inspection by the own company's qualified person must be present and visible. (Colour code-sticker- as described in a procedure)
Stepladder		X	Yearly	
Electrical hand tools		X	Yearly	
Electrical cable reels		X	Yearly	
Electric pallet truck		X	Yearly	

B. Electrical tools

All **GRINDERS** must be equipped with a **DEAD MAN'S SWITCH**. A dead man's switch requires a double action to start the unit, and the machine stops immediately if either button is released. The grinder must also be equipped with a **HANDLE** and **PROTECTIVE SHIELD**.
SELECTION OF THE GRINDING DISC must be done in function of the maximum RPM of the grinder. The maximum RPM of the grinding disc must ≥ maximum RPM of the grinder.
Full-face screen is mandatory during use.

Replace grinding mills for mechanical and electrical works with alternative cutting devices.

MAGNETIC DRILLS must always be secured using a **CHAIN OR SLING** on the structure on which it is used. Improper attachment (eg. due to paint on the structure) or unexpected magnetic loss (eg. due to power outage) may cause the drill to fall and injure people nearby or under the tool.

Use of a normal grinder for cutting all kinds of stones is forbidden. Appropriate tools like **MECHANICAL STONECUTTER or WATER COOLED CONCRETE SAW** must be used**.** Wearing a full face screen is not mandatory if the device is adequately shielded by a protective cover, and always in consultation with Safety Supervisor.

Whenever possible use **spark free tools instead of grinders** for construction works such as cutting cable trays, air ducts, etc. *(eg. manufactorer Dracotools Gotenschaar 3520 and metal scissors 1020)*:

Fixed machines (saw table, column drill, construction lifts, etc.) should always be provided with an instruction card in the user's language. This instruction card is posted in the immediate vicinity of the machine. Table sawing machines shall be provided with a closed protective cover and push bar. Table saws shall be adjustable in height. Safety goggles shall be available in the immediate vicinity of the machine (storage box).

C. Hand tools

- *Use of knives*

Only safety knives with **automatic retracting blades** are allowed.

Use of other types of knives is only allowed after prior approvement by Pfizer EHS dept. or Safety Supervisor.

When permission is obtained to use knives without automatically retractable blade (eg Stanley) they may never be left behind with the blade unprotected. This means that the knife must be retracted and/or stored in a blade holder after each use. It is NOT ALLOWED to store unprotected knives in clothing or storage boxes.

5. Personal Protective Equipment (PPE)

A. Project Standard PPE

The following PPE should ALWAYS be worn on site:

Long sleeves mandatory on construction sites!						
TECHNICAL PLATFORMS	✓	✓	✓	✓	✓	
CONSTRUCTION ZONES	✓	✓	✓	✓	✓	✓
PRODUCTION ZONES	✓	✓				
PLACING/DISMANTLING TEMPORARY WALLS GRADE B or C	✓	✓	✓			

Specifications:

- **Safety Shoes:** Use of correct type S3 water-resistant, with steel nose, heel recess and preferably with raised ankle protection
- **Work attire:** long trousers and suitable upper attire with LONG sleeves
- **Gloves:** CUT RESISTANT SAFETY GLOVES CE. Cat. II , EN 420, EN388:2016 (4X42B) *(Exception: no gloves when handling rotating equipment – such as drills and circular saws)*

EXCEPTIONS to this are only possible with the formal authorization of Pfizer. These will be documented on the work permit or indicated on site.

It is the **RESPONSIBILITY OF EACH CONTRACTOR to make the PPE that is prescribed in the work permit available** to its workers / visitors / subcontractors, and to ensure that it is used correctly.

Each contractor will ensure that the **PPE** is in **GOOD CONDITION** and **INSPECTED** if legally required (see chapter 4.A. **Inspection and certification of tools and work equipment**).

In certain cases, the use of (safety) clothing and PPE can entail additional risks because they can become caught in the tools used. Consequently, it is **PROHIBITED TO WEAR GLOVES AND OTHER LOOSE OR WIDE-FITTING OUTERWEAR** while operating **DRILLS** and **CIRCULAR SAWS**. When using saw tables and handheld circular saws, additional protective goggles are mandatory.




B. Additional PPE

In function of the risks associated with the work to be performed, the **WORK PERMIT** can impose **ADDITIONAL PPE**.

When using **saw tables and handheld circular saws**, additional **protective goggles** are mandatory.
Safety goggles shall be available in the immediate vicinity of the machine (storage box).

While performing **GRINDING ACTIVITIES**, goggles or safety glasses **IN COMBINATION WITH A FACE SHIELD** must be used.

When using a **manual pneumatic chisel**, the use of **instep guards** is mandatory (eg. for wooden concrete stakes).


C. Personal fall protection

PERSONAL FALL PROTECTION may only be connected to a **CERTIFIED ANCHOR POINT and/or AFTER CONSULTATION WITH PFIZER.**





BAN on HIP BELT as personal fall protection.

MANDATORY and CORRECT USE OF HARNESS is crucial!

Users must be **100% PROTECTED** AGAINST FALLING. When moving at height, double shackling should always be used and **ALWAYS MINIMUM 1 OF THE 2 HOOKS** should be **FIXED** to an anchor point.

When using **PERSONAL FALL PROTECTION**, account must be taken of the following safety aspects:

People using personal fall protection must be trained in its use (see chapter 2.A. **Specific training requirements)**.

Use of **stop chutes and fall arrest devices:**

Use Fall Arrest Block (FAB)

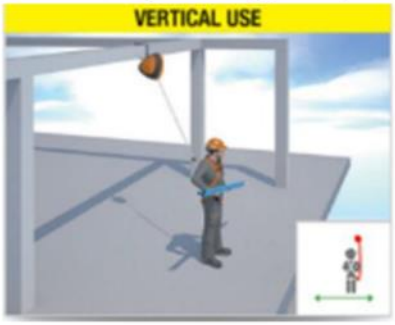
WHEN TO USE?

- In case **collective** protection (e.g. barrier, safety net, …) is not possible
- More mobility required than with standard lanyard

ATTENTION:

Most fall arrest blocks are only suitable for **vertical** use, only suitable types may be used **horizontally**!

Wrong use can lead to failure of the blocking mechanism !



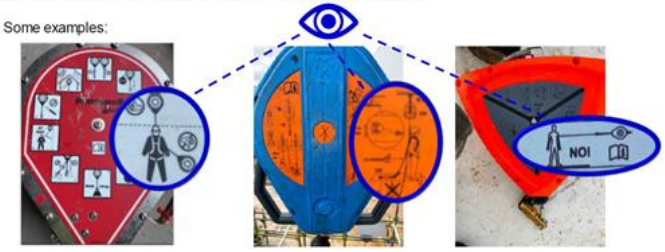
POINTS OF ATTENTION

- Correct alignment : sufficiently strong *anchorage point, cable directly to the safety harness*
- Visual check before starting and correct use of material

POINTS OF ATTENTION

BEFORE USE ALWAYS CHECK THE FAB IS SUITABLE FOR THE SPECIFIC SITUATION BY THE POSITION OF THE ANCHOR POINT

Some examples:



6. Working at height

A. Hierarchy of control / edge protection

When working at height the following hierarchy of control measures needs to be respected:

- Always prioritize **Collective Protection Equipment**.
- Use of personal fall protection is a **last resort**

Hand tools for scaffolders must be secured with lanyards when working at height.
For other contractors, this is also recommended and mandatory when working on open sites during civil works *(eg. hammer, crowbar, battery drill)* from level 2 metres. Transportation of small parts or hand tools should also be secured against falling by using bags, material bins, buckets, ...

B. Working on ceilings / roofs

Work may be done on roofs only after the **LOAD BEARING CAPACITY** of the roof has been **checked** in function of the work to be performed (check with Pfizer Engineering Building dept). This carrying capacity needs to be mentioned on the work permit.

If work must be done **WITHIN 4 METRES OF A ROOF EDGE** that is not equipped with a permanent guardrail at least 1.2 metres high, or an **OPENING IN A CEILING OR ROOF**, **COLLECTIVE EDGE PROTECTION** (hard barriers, safety net) must be used. Alternatively as a last resort personal fall protection needs to be used: **safety harness, fall arrestor and suitable anchor points.**

Entering roofs with **ice formation** is not allowed without additional measures, only after approval by a Safety Supervisor

Safety nets may only be installed by **specialised firms,** or by the contractor itself but in that case the **inspection** must always be carried out by a **competent body**.

When **OPENINGS** in roofs, ceilings or floors must be made, they must ALWAYS be covered in such a manner that they are **WALKABLE**. Care must be taken that covers are anti-slip material. The cover needs to be identified using following sign.

If this is **NOT POSSIBLE**, all access routes to the non-walkable zone (openings) must be blocked using **HARD BARRIERS OR FENCES.**

If openings are closed off with non-walkable covers due to quality reasons then signage must be put at **ALL ENTRANCE POINTS TO THE AREA** with the **RISK OF FALLING.** This must contain the name and phone number of the person responsible for placing the covers.

In addition signage must be put up **ON EACH INDIVIDUAL NON WALKABLE COVER**, indicating the **PROHIBITION TO ENTER**.

If work must be done on ceilings, the **carrying capacity** of the ceilings must be verified prior to performing the work. The zone where the work will be done must be indicated on a **MAP** and included as appendix **TO THE WORK PERMIT**.

IT IS PROHIBITED TO STAND OR LEAN ON SMOKE DOMES / SMOKE HATCHES. They are unable to bear the weight of a person. Non-load bearing structures (e.g. smoke domes) must be identified using the icon above.

If walkable floors must be (temporarily) opened or ducts made, a request must be made at least the day before for **a general permit specifically issued for this purpose**. The Pfizer entity commissioning the work can, according to the specific working conditions, decide to have the work performed under the supervision of **a standby person**.
The executors of the work must always wear **personal fall protection**.

All accesses to the zone where the floors have been opened up or ducts are being installed must be closed off with **fixed guards** and the appropriate **signalisation** (see chapter 3.B. Demarcation zones & barriers).

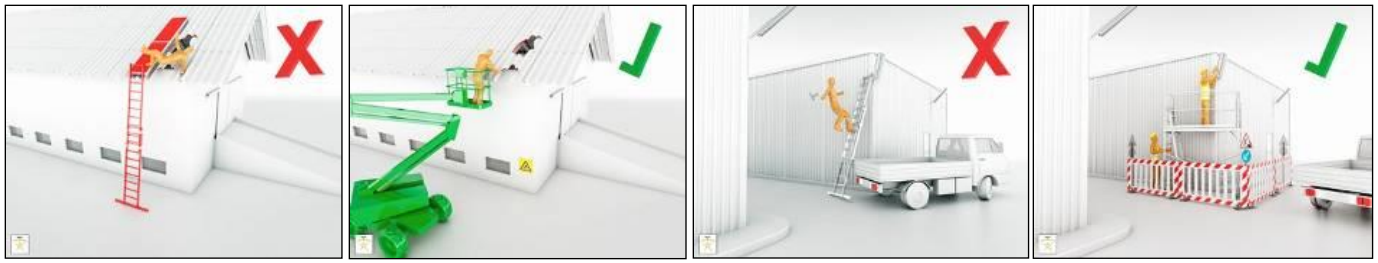
The validity of the above work permit must be limited to **1 working day**.

Upon **returning the work permit** at the end of the working day, Pfizer as commissioning authority, together with the manager of the person performing the work, must consult on site to verify whether the work zone is safe to leave (floor slabs replaced and baseboards reinstalled, guards back intact,…).

C. Use of ladders

Ladders are used primarily to **BRIDGE HEIGHT DIFFERENCES**, not as a platform for working on height and can only be used after all alternatives have been considered with the Safety Supervisor.

A-Frame- Sliding- and Single ladders may only be used if no alternative is possible(eg platform ladders, scaffold, scissor lift,…) AND after performing an LMRA by filling out a LADDER LAST CARD: SEE ATTACHMENT 4



A-Frame ladders may not be used as a straight ladder, when used it needs to be fully opened. Both feet of the user must remain on the operational side of the ladder. **Ladder last card required, see ATTACHMENT 4 LMRA Ladder Last Card.**

Additional considerations when using a ladder:

- The ladder must be in accordance with design standards and legal requirements.
- The correct type of ladder must be chosen for the task (height, load capacity, construction material,…)
- Before use, the ladder must be inspected for damage and functionality. In this, the following risk criteria must be taken into account:
    - Condition of the ladder (damage?) + inspection sticker present
    - Age
    - As of 1/1/2018 new standards for ladders apply: EN131-1 and EN131-2. It is the responsibility of the contractor to replace old ladders that do not meet these standards. Only ladders for professional use are allowed on site.

Overshoes are not allowed when using a ladder.

Use of ladders for mechanical works near (<1m) high voltage cables and installations must be evaluated as part of the electrical permit. Metal ladders are not allowed here.

D. Access equipment (scaffolds)

- *Installation of scaffolds*

Installing, changing, tearing down and inspecting (mobile) scaffolding and stairway towers on the Pfizer company premises may only be performed by a specialised scaffold builder appointed by Pfizer, **in house contractor VIP in accordance with the 'Pfizer scaffold construction specifications' guidelines. See ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6)**, (page 1 of 21)

Requests are evaluated and passed through via the Pfizer Scaffolding Coordinator to the contractor.

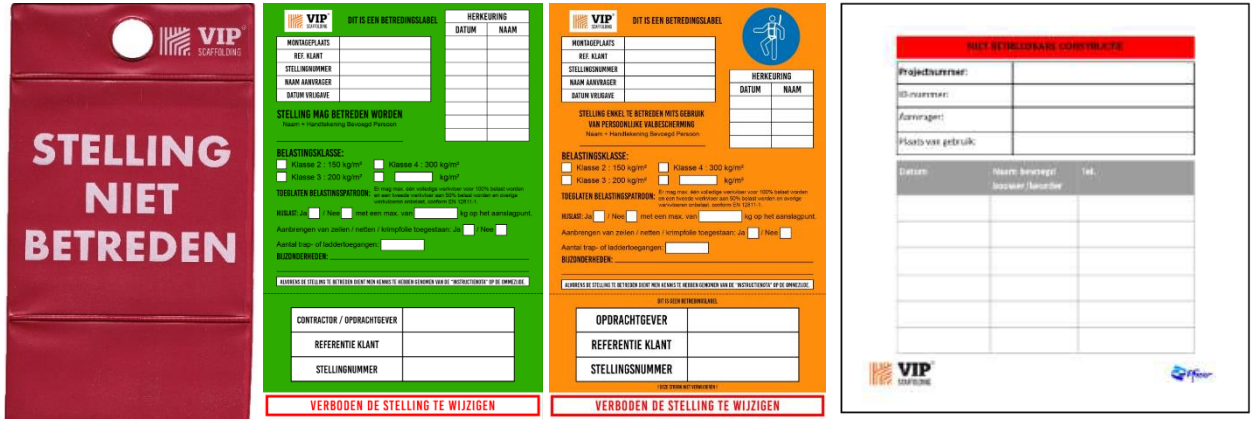
When scaffoldings are being constructed, account must be taken of the risks to individuals and materials that might be located under this scaffolding while it is being built, used and disassembled. The appropriate measures need to be taken to minimise the risks.

- *Inspection of scaffolds*

Before first use, after modification and on a **weekly basis** all scaffolds are (re)certified by an appointed competent person.

Four kinds of colour-coded tags are used on Pfizer placed in tag holder at each access of the rack:

- A **red** tag holder is placed during erection and modification of a scaffold or if the scaffold is not conform to standards. **Entry of the scaffold is forbidden!**
- A **green** tag is used when a scaffold is conform to standards. The scaffold may be used
- An **orange** tag is used purposely built scaffolds that are not conform. These scaffolds may only be entered **USING PERSONAL FALL PROTECTION & 100% LEACHED**
- The **white** card labelled "non-accessible structure" is used for scaffolding and non-accessible structures such as guardrails to enable periodic inspection/re-inspection.



- *Mobile scaffolds*

The drawing offers an overview of important safety related points of attention when using mobile scaffolds.

All **wheels** must be **locked** before entering and working on a mobile scaffold.

When scaffolds are used in an area with frequent internal transports an area around the scaffold must be demarcated **WITH HARD BARRIERS** for **collision protection**.

During CONSTRUCTION and DISASSEMBLY of scaffolds the impacted area around/under the works needs to demarcated and kept clear of people.

(Mobile) Scaffolds must be kept clean at all times with a minimum of materials stored. Materials must be secured when stored vertically.

Aluminium mobile scaffoldings are only allowed where the environment (size/bearing capacity) does not allow a full-fledged mobile scaffold. This is an exception and is always done in consultation with the Scaffolding Coordinator! Assembly and inspection are done via the Scaffolding Coordinator.

- *Surrounding conditions with scaffolds*

All scaffolding constructed in the vicinity of high voltage of min. 500V, where inevitably electricity cables run through the scaffolding and scaffoldings which protrude above buildings must be earthed at existing earthing points or paintwork-free structure of the building where the scaffolding is constructed.

Earthing cables and associated clamps for installation on the scaffold shall be the responsibility of the scaffold provider. Only a trained person can and may connect these and carry out the corresponding measurement. This is at the commissioner's expense.

Power cables and lighting may not be mounted directly on the scaffolding, but by means of plastic S-hooks.

E. Access equipment (Mobile Elevated Work Platforms - MEWP's)

AERIAL HOISTING EQUIPMENT, SCISSOR LIFTS or other work equipment for working at heights are subject to **LEGAL INSPECTIONS** (see chapter 4.A. **Inspection and certification of tools and work equipment)** and be suitable for the working environment (e.g. ATEX zoning). Use of equipment with internal combustion engines is prohibited inside buildings. ***Use of cages in which people are lifted by forklift and open lift systems is prohibited*. Telescopic handlers with certified and coupled double-deck manbuckets are allowed.**

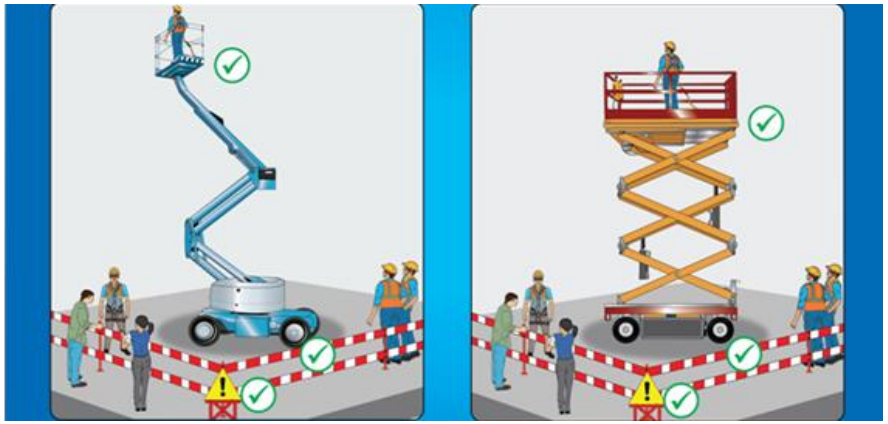
Users of this kind of equipment **must have the appropriate training** (see chapter 2.A. **Specific training requirements)**.

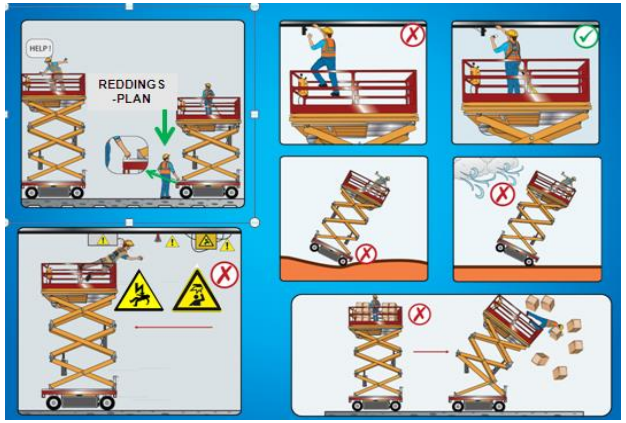
It is forbidden to perform works while standing on the railing of scissor lifts or cherry pickers. Only after consultation with Safety Supervisor and/or with a Method Statement can a deviation of this rule be allowed.

Be mindful of the maximum load capacity of all mobile elevated work platforms.

In scissor lifts, cherry pickers and lifting cages **PERSONAL FALL PROTECTION, harnas and safety line** must be worn. **The length of the safety line must be adapted to the possible fall height.**
Use of a lanyard with a fall arrest block is not permitted if possible fall height < 7m (see chapter 5.C Personal fall protection)

In operational / production/ warehouse zones, the area around an aerial work platform / scissor lift must always be **DEMARCATED WITH FENCES and APPROPRIATE SIGNS DISPLAYED**. This is intended to prevent **FALLING OBJECTS** from injuring bystanders, and other internal means of transport (reach trucks, BTs,…) from **COLLIDING** with the aerial work platform / scissor lift. At construction sites, this also applies to stationary work from an aerial work platform/scissor lift. For mobile work at construction sites from a scissor lift/aerial work platform, demarcation of the work zone must be examined based on the risks, and the use of separate pedestrian zones must be considered.





Scissor lifts, hydraulic platforms may **NOT be used** to lift/hoist loads located **outside the basket**.
If there are **no other possibilities**, this may be deviated from after consultation with Construction & Safety, and the employer is obliged to demonstrate by means of a risk analysis that the working method and the equipment used do not entail any additional risks and are suitable for the work to be carried out. The manufacturer's safety regulations must always be followed. The risk analysis must always be present as an appendix to the work permit.

Mobile elevated work platforms, scissor lifts and/or other equipment for working at heights may **not be used within 3m of aerial high voltage cables**.

A mobile aerial work platform/scissor lift may only be **moved** when the platform is at its lowest point. Deviations are possible if a Method Statement is provided (flat surface, adjusted speed, etc.) and after approval by a Pfizer Safety Supervisor.

F. Installation of vaults

- *Loading and /or Offloading of trucks*

The use of a **Combi-Safe** is **mandatory** (cfr 2.D. **Loading and unloading materials**)

Alternative could be an MEWP or other collective security system but only if proposed through a Method Statement.

- *Preparation Assembly prefab*

For **civil engineering works (placing slabs and columns**), a **risk analysis and Method Statement** must be used to determine whether works are permitted on the underlying floors outside the perimeter of the above-mentioned works, always in consultation with Construction & Safety Management. (see 3. C. **Working above aseptic production area's / Simultaneous activities on different levels**).

Collective protective equipment (CBM) takes precedence over Personal Protective Equipment (PPE)! (cfr 3.B. **Collective protection equipment (CPE'S)**)

All beams, walls, other edge elements are pre-fitted with collective fall protection and lifted with mounted collective fall protection (handrail).

- *Installing vaults*

Position vaults with **safety nets as collective fall protection**:

- Should be done in a specific assembly area accessible only to authorised persons, demarcated with scaffolding material and provided with necessary pictograms
- Underlying lifting zones must be clearly marked for everyone
- Hard barriers with the necessary pictograms are compulsory
- Provide attachment points in new structure *(e.g. openings in steel beam for muskets, groove in concrete beam for anchor pin, special attachment hooks for steel beams, ...)*
- Assembly: last wall with pre-mounted railing if there is no fixed beam
- Equipped with the necessary certificates

Use double netting: **drop net + dust net** to prevent, for example, chains from falling down through the large meshes.

If no other attachment options for mounting nets are available, e.g. hooks, slots,...,

- Use of mobile safety nets as collective fall protection (by means of scaffolding)
- Use scaffolding work floor as collective fall protection

- *Installing TT Floor elements*

Installation **without safety nets:**

- Temporary railings provided in advance *(assembly from AWP can be done as an alternative)*
- Fitters stand behind the collective fall protection at all times
- After installation of new vaulting, dismantle previous collective fall protection

- *Installing columns*

- Separate assembly area provided for installation + signage with PPE requirements
- Keep fall danger zone limited
- Preference for Pivot with lifting yoke instead of Frimeda hooks due to incorrect load on anchor points & danger of toppling over during straightening
- No standing under load/in line of fire

G. Working with high wind speeds

Lifting and hoisting equipment with a **working height from 10m** must be equipped with an **anemometer.**

Actions to be taken in case of **excessive wind speeds from 60km/h or 16.6 m/sec**: no lifting work allowed, no scaffolding work.

The crane operator is responsible for lifting work, he senses when he is losing control and what is (un)responsible and takes the necessary action. In doing so, he respects the maximum limit of 16.6 m/sec.

7. Work on installations under pressure

A. Hazardous energy sources

NEVER work on MOVING PARTS, FIXTURES UNDER TENSION or EQUIPMENT UNDER PRESSURE unless expressly authorised in writing by Pfizer after review of the Method Statement..

- *Working with/on electrical power sources*

For all **ALL WORKS LISTED BELOW** an electrical work permit must be requested and approved.

- **Working under voltage** (>50V AC and 75V DC)[(1)]
  - Working in proximity of voltage
  - Measuring/testing in a BA5 electrical cabinet
- **Working on systems under high voltage**
- **Mechanical works (grinding, drilling, cutting,…)** in **proximity (<1 meter) live high voltage cables and not locally capped cables.**

[(1)] Working under or in proximity of voltage is allowed as long as IP2X requirements are met. For replacing lightbulbs under tension this means the fixture(s) are intact and not removed.

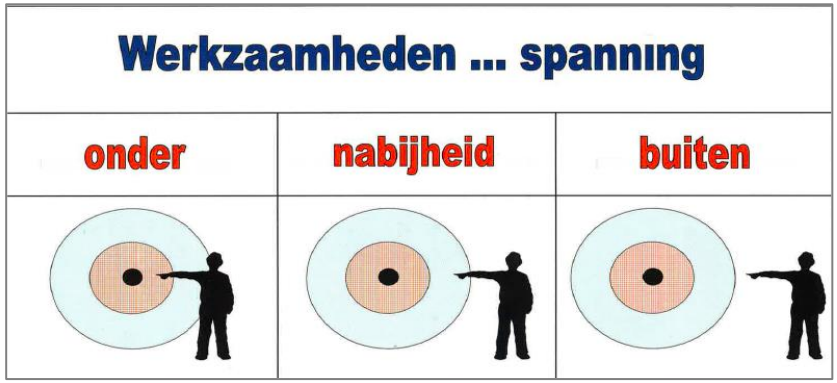
The requirement to use an electrical permit **applies to all, including Pfizer employees**. The electrical permit is valid for **MAXIMUM 1 working day**.

The chart below offers an overview of the **minimum required training qualifications** of the **executor** and the **Pfizer approver**.

Type of work	Executor(s)	Pfizer Approver
Working under voltage (>50V)	BA5	
Working near voltage	BA4	
Testing , measuring, detecting defect	BA5	
Works on high voltage installations	BA5 + additional High Voltage training	
Mechanical works in proximity <1m of high voltage installations/cables	To be determined in consultation with Pfizer approver	BA5 + additional High Voltage training

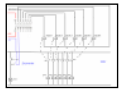
Work may never be done with live power applied.

The distance to an accessible, i.e. not IP2X or finger-safe, piece of conductor that is under power, in which a body part or a tool is to be introduced, determines whether the work is conducted under, in the vicinity of, or outside the high voltage zone. The zone under power is called the touch zone (red circle) and the zone in the vicinity of the voltage (blue circle) is called the proximity zone. The distances that determine these zones depend on the voltage on the accessible conductor.



	Under	Near	Out of reach
50-500 V AC	<2,5 cm	2,5 cm < ….< 1m	>1m
500-15000 V AC	<20 cm	20 cm < ….< 3m	>3m

In order to make sure **no tension is present** when working the following **essential steps** must be taken:

Step 1.	***Work preparation*** *(eg.using the correct electrical plans)*	
Step 2.	***Switch off*** *(eg. Turn off main power, remove connection from electrical outlet,)*	
Step 3.	***Lock*** *(eg. Padlock on main switch – see chapter 7.B LOTO)*	
Step 4.	***Testing / Measuring***	
Step 5.	***Earthing*** *(Compulsory with high voltage, low and intermediate tension when there is a risk of induced voltage)*	
Step 6.	***Demarcation*** *of the work area and placing of appropriate signage* (see chapter 3. B Signalisation & identification). ***Section off parts that may still be under tension***	
Step 7.	***Release*** *of work permit*	

Works on electrical systems/installations may only be performed **DULY TRAINED PERSONS (BA4 / BA5** – see chapter 2.A. Specific training requirements).

For works listed below an **ADDITIONAL ELECTRICAL PERMIT** must be applied for and received:

- All works on **HIGH VOLTAGE INSTALLATIONS**
- All works **NEAR HIGH VOLTAGE CABLES**
- Working on systems **UNDER TENSION**
- Working **NEAR NON SECURED ELECTRICAL INSTALLATIONS** (eg. Measuring in a BA5 cabinet)

ALL TEMPORARY INSTALLATIONS must be inspected and certified by a notified body prior to use (see chapter 4.A. **Inspection and certification of tools and work equipment**).

It is not sufficient to inspect only panels or distribution boards, the entire installation (connections, boards, cables, generators, earthing, … must be inspected conform AREI art. 270 for Low Voltage Installations.

DISTRIBUTION PANELS MUST REMAIN CLOSED AT ALL TIMES.

Plugging in or disconnecting power on canalis or removing electrical cabinets (yard signs) from the Pfizer Electric Grid, is reserved exclusively for the Pfizer Utilities department.

All connections (**PLUGS / POWER OUTLETS**) must be suited to use in **A DAMP ENVIRONMENT MINIMUM IP44**.

Elektrische kabels

The mechanical resistance of the cables at the construction site must be compatible with the conditions of use. At a construction site, only cables of the type H07RN-F, CTMB-N, CTFB-N or equivalent cables may be used. In practice, the diameter of the wiring to which a power outlet is connected must be at least 2.5 mm². Only a diameter of 1.5 mm² is allowed for the connection of lighting equipment.

Electrical supplies for industrial applications need to be produced according to the European Standards and need to have a CE label.

When **extension cable reels** are used, the cable must be **completely rolled out** before use.

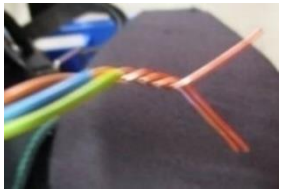
CABLES must **ALWAYS BE SUSPENDED** to prevent **TRIPPING** and/or protected against possible damage.

DAMAGED CABLES must be removed and replaced immediately.

CABLES TAKEN OUT OF SERVICE MUST BE REMOVED IMMEDIATELY! = PROFESSIONALISM

If it is not possible to remove a cable then the following actions MUST be taken:

- Step 1: Cable disconnected from any power source
- Step 2: Remove a small part of cable insulation
- Step 3: Copper wires must be entwined
- Step 4: Cover the free ends with insulation tape/ an end cap
- Step 5: Attach a green information tag to the end of the wire.



The **entwining** of the **copper wires** is an **additional safety measure** that supplements disconnection of the cable. In the case of unauthorised switching on the circuit, this causes a short circuit and the fuse will blow immediately.
However, this procedure should only be applied in exceptional cases. The rule remains that cables should be removed immediately after being taken out of use. This therefore must be systematically verified at the **end of the work/project acceptance**.

If a cut-through cable is discovered that is not equipped a wire nut or insulation tape and tag, it should NEVER be touched, measured or removed. Create a safe zone around the cable and immediately notify your Pfizer contact of the dangerous situation. This person is obliged to inform the Pfizer Utilities Department, which will take the appropriate action to safely take the cable out of service.

New, unconnected electrical cables need to be provided with a protective tape at all endings. Never leave copper wires exposed.

We rely on the 'good workmanship' of our contractors to ensure that they deliver good quality at all times. Therefore, always check the work delivered for any errors. In this way, the installers can guarantee safe operation for themselves, and all those who will have to work on these systems afterwards.

- *Ionising sources*

The use of **IONISING SOURCES** (e.g. thickness measurements) must **ALWAYS** be **REPORTED** beforehand. All access to the work areas where work is being done with ionising sources must be sealed and equipped with **appropriate signage** - general entry ban (see chapter 3.B **Signalisation & identification**.

B. LOTO

To **prevent** installations being **switched on uncontrollably** during maintenance work, which could cause serious accidents, the Lock Out/Tag Out (LOTO) procedure should be used, following these 6 steps::

1. PREPARATION & COMMUNICATION
2. STOP MACHINE/INSTALLATION
3. PERSONAL LOCK
4. TESTING
5. PERFORM WORK
6. CHECK + REMOVE TAG

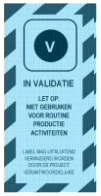
EACH CONTRACTOR MUST HANDLE LOCKING FOR HIMSELF. This means that if multiple parties are working on the same machine / installation independently of each other, each of them must lock the machine to prevent restarting. The use of **MULTI- LOCK PLATES or Lockboxes** can be a help here.

Locking should be done with **PERSONAL PADLOCKS**. The locks used, however, must always be clearly identified using a **white LOTO tag** (company name, name & telephone number of the person who attached the lock). This tag contains an LMRA on the flip side which must be filled out when no work permit or work instruction is available.

If it is **impossible** to implement padlock(s) the **RED TAG PROCEDURE** must be applied by the executor of the works:

- If a red tag is already present, contact the responsible on the tag
- Execute a risk analysis with the responsible
- Demarcate the zone
- Fill out a new red tag “UNSAFE AREA” and have the responsible sign.
- Place a red tag on all entrances of the demarcated area and on the place of the actual dangerous situation.
    - The executor determines who is adequately informed/trained to work safely in the area
    - Executor informs these people of the unsafe situation
    - Executor notes the name of all people who have access to the area on the back of the tag

BLUE TAGS are used on equipment that is “**in validation”**.



GREEN TAGS are purely informative and may not be used in combination with a padlock.

The REMOVAL OF LOCKS OR LOCKING TAGS BY UNAUTHORISED PERSONS will result in IMMEDIATE DISCIPLINARY ACTION.

C. Pipelines

The **Line Breaking Procedure** must be applied for all works where existing, **in-service pipelines** are **opened** (making Tie-in, placing valve - instrumentation,...). Training in OnyxOne available on request.

The procedure consists of the following steps:

- The client is responsible for:
    - emptying and depressurising system according to script
    - applying the necessary LOTOs according to the plan
    - preparing a separate Work Permit for Line Break and subsequent work on the opened system
- The contractor indicates the location with **Orange Line Break** tape and has it verified by the client
- The client applies **Purple Line Break** tape for confirmation
- The **work permit** is signed by both parties, a P&ID diagram drawing with line break location is attached
- The contractor applies his own LOTO lock and the work can start

8. Hoisting and lifting of loads

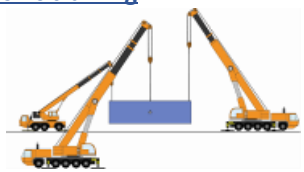
A. Lifting plan

For the use of mobile cranes, tower cranes or heavy car loading cranes, a **lifting plan** will be drawn up before execution of the hoisting operation.
This lifting plan will be submitted for approval to the contracting authority and safety coordinator before start of the work. The lifting plan contains at least the following information:

- The weight and center of gravity of the load
- The procedure for securing the load
- The set-up of the crane
- Delivery and removal of the load
- Check for the presence of underground pipes and/or obstacles
- Ground pressure (up to 10 tonnes/m²)
- Check for the presence of power lines
- Procedure for communication between the rigger and crane operator

Hoisting and lifting may only be performed by **AUTHORISED PERSONNEL (**also for hoisting of non-critical loads) (see chapter 2.A. **Specific training requirements**).

If **MULTIPLE LIFTING DEVICES WITH OVERLAPPING BOOMS** are used (at one or contiguous construction sites), a procedure must be drawn up in consultation with the safety coordinator(s) responsible for project execution.



B. Lifting of critical loads

Employees who are required to lift, move and/or coordinate critical loads in plant areas, workshops or laboratories when carrying out lifting operations.

Are considered critical loads:

- loads whose centre of gravity is not known, which are bulky in form or size and which do not have permanently defined attachment points
- loads that must be positioned very precisely and must therefore be handled exactly right
- loads which are carried over or where there is an interaction between the crane and the building or between the crane and the building
- loads that need to be lifted with several non-stationary lifting devices

C. Preparation

Each contractor must take the required measures to guarantee the **STABILITY** of its hoisting and lifting equipment (as well as the other equipment).

For this, it will consult the **GROUND STUDY, UTILITY LINE MAP, KLIP plans** If the stability of the ground is inadequate, **OUTRIGGER PADS (max pressure 10T/m²) OR STEEL RAMPS** must be used in order to ensure safe deployment of the lifting equipment

The working environment must be properly **VISIBLE** to the operator and rigger(s) (install additional lighting if necessary).

Communication between operator and rigger must be guaranteed. Additional means of radio communication must be provided.
The rigger must be clearly recognizable **(green vest)**.
When lifting works are started, a clear whistle sound must be given by the rigger.

NEVER HOIST ABOVE PERSONS OR ZONES THAT ARE IN USE.

The zones where the hoisting will be done must be CLOSED OFF during the hoisting work and appropriate signalization need to be installed.

D. Certification and use of hoisting and lifting devices

All hoisting and lifting devices used must **LEGAL INSPECTION** (see chapter 4.A. **Inspection and certification of tools and work equipment)**.

All lifting equipment and accessories must comply with statutory inspection standards. Proof of this inspection must be visibly displayed. If a colour-coded system is used, this must be communicated to Pfizer in advance.

Hoisting pallets with hoisting belts is not permitted. **Pallet hooks** should be provided for this purpose.

The use of a **passenger cage** that must be hoisted by a crane for working at height or for transporting persons is **not permitted**.

9. Fire safety

A. Fire hazard management

- *Fire permit*

A **FIRE PERMIT** must be obtained for **FIRE HAZARDOUS HOT WORKS.** *(Exceptions: Contractor village and maintenance shop)*
The **FIRE PERMIT** must always be kept **AT THE WORKPLACE**.

The fire permit must be **RE-REQUESTED , RELEASED and handed over** to FCR / Security DAILY. Before start of works, 1 copy of the fire permit should be delivered to Pfizer Security. After finishing the works at the end of the working day, the extra copy should also be brought in to Pfizer Security.

For the use of **NON EX-PROOF ELECTRICAL TOOLS IN EX ZONES** a fire permit must also be obtained.

- *Demarcation hot work areas*

During execution of the hot work, **at least 1 ABC FOAM FIRE EXTINGUISHER of minimum 6 kg must ALWAYS be in the vicinity**. Near electrical installations and production equipment **FOAM OR CO2** extinguishers must be used.

When producing **SPARKS,** surrounding area's must be protected with **FIRE RETARDANT BLANKETS**.
Hot work zones, such as shielded welding and grinding areas, should be discussed with the client and Safety Supervisor.

- *Supervision & signalisation*

A **PERMANENT GUARD / FIRE WATCH** is required for **high hazard hot works inside production buildings** and **HOT ROOFING WORK**. This should be explicitly stated on the **hot work permit. A fire guard is required to wear a red fire retardant jacket.**

Although there are no open flames or high temperatures with electrowelding, there is a risk of fire. Because of this risk, these works require a fire permit and must be continuously monitored for at least 1 hour after completion of the works. Additional monitoring of the work by means of an infrared camera may be required.



Zones with an explosion hazard must be equipped with the necessary signalisation. Thus the explosion hazard zone in a work zone around the charging points for forklifts must be clearly identified (zone to be demarcated and pictogram(s) mounted). To perform activities within these zones, specific agreements and guidelines apply and separate training to enter the zone; check with your client.

- *Adjusted PPE*

While performing hot work, the contractor must always wear FIRE RETARDANT CLOTHING WITH LONG SLEEVES according to the **EN ISO 14116 standard - Protection against heat and flame, and the clothing of welders must meet the EN ISO 11611 standard** for protective clothing for use in welding**.**

Appropriate **gloves with long sleeves** should be worn for **welding**.

While performing **GRINDING ACTIVITIES**, goggles or safety glasses **IN COMBINATION WITH A FACE SHIELD** must be used.

B. Use and storage of hazardous substances

At the **END OF THE DAY'S WORK or during breaks (workplace empty), GAS BOTTLES MUST BE CLOSED** and **THE PRESSURE IN HOSES AND PRESSURE GAUGES RELEASED.**

Gas bottles must be handled with extreme caution. Gas bottles not being used (including empty bottles) must be **STORED OUTSIDE THE BUILDING** at a fixed location **IN AN UPRIGHT POSITION, SECURED**, equipped with the **PROTECTIVE CAP** and **PROTECTED FROM THE SUN**.

In addition, gas bottles must never be placed in mobile work equipment (scissor lift/MEWP), piperacks or scaffolding at heights.
Lifting must always be carried out with approved lifting accessories suitable for gas bottles

All hazardous substances must be properly **labeled**.

Hazardous products must be safely **STORED** according to the relevant legal regulations. All hazardous liquids must be stored in **a DOUBLE-WALLED CONTAINMENT FACILITY OR ABOVE A DRIP TRAY**. The containment facility must be able to handle the maximum volume of stockpiled liquid.

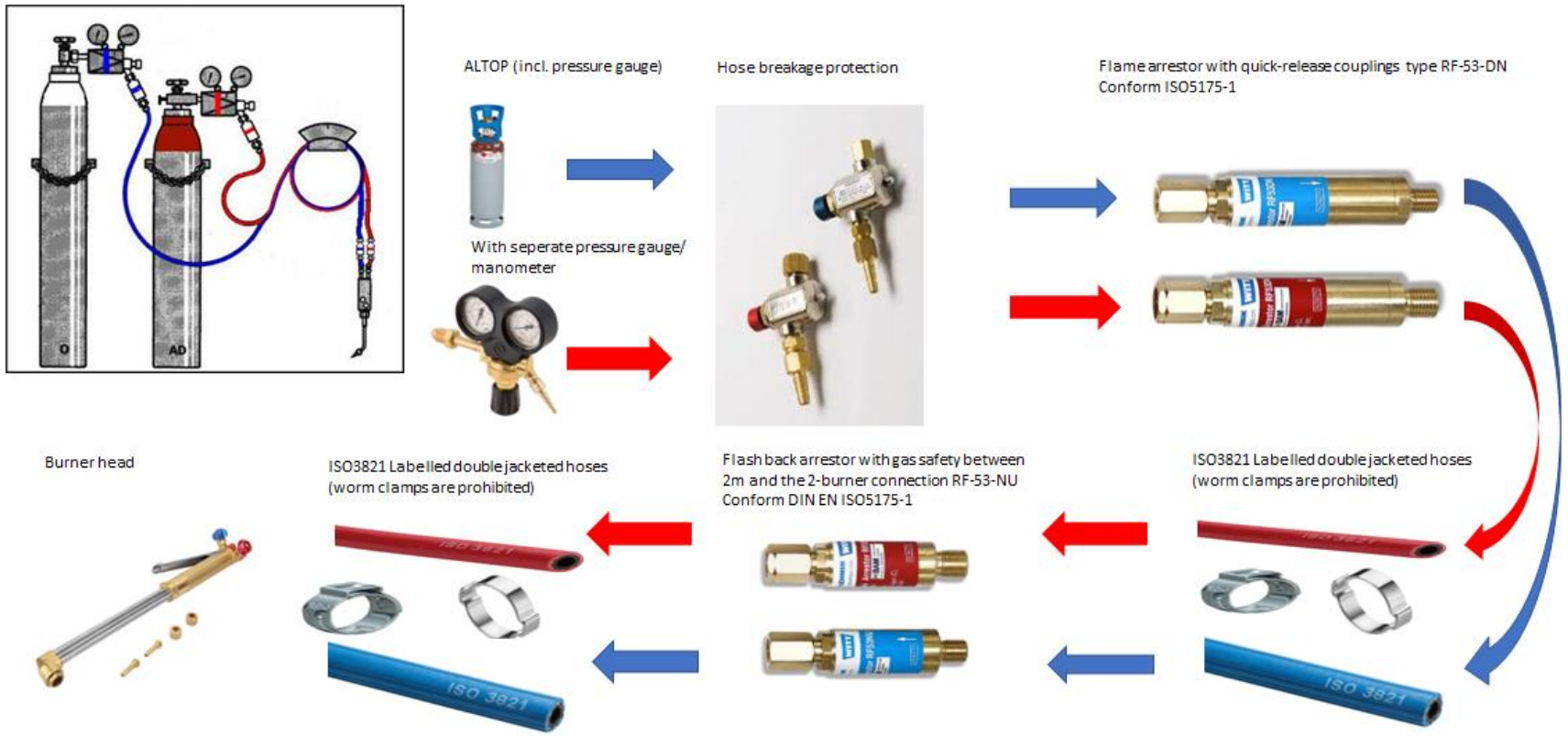
C. Use cutting torch with acetylene / oxygen safety regulations

Materials to be used:

- labelled double jacketed hoses according to ISO3821 with date of manufacture, maximum validity 5 years
- fixed hose clamps with the same diameter as the hose (worm clamps prohibited!)

A 'flash back arrestor' must be fitted on the side of the gas cylinder *(e.g. model type RF-53-DN)*, in accordance with standard ISO5175-1 and provided with a gas anti-return valve and flame screen to prevent flashback in the cylinder.

A flame arrestor should also be provided on the burner side *(e.g. model type RF-53-NU)*, conforming to standard DIN EN ISO5175-1, whether or not fitted with non-removable quick-release couplings to avoid mix-up with oxygen piping.



Installation:

The complete installation should be checked for leaks with soap water before commissioning.

The maximum pressures must not be exceeded:

- for acetylene 0.5 Bar
- for oxygen 5-10 Bar.

Before ignition first flush the pipes:

- first flush the acetylene line by opening the tap on the cutting torch for a few seconds and closing it again,
- then flush the oxygen line by opening the tap on the cutting torch for a few seconds and closing it again.

Then open and ignite the acetylene tap again, controlling the flame with oxygen until a smooth white flame is obtained.

D. Working on fire extinguishing systems

Work on or shutting down CRITICAL FIRE SYSTEMS (SPRINKLERS, SMOKE ALARMS, MODIFICATIONS TO FIRE WALLS,FIRE DOORS,…) or **USING FIRE EXTINGUISHING WATER** must ALWAYS be **REQUESTED** from Pfizer AT LEAST 24 HOURS beforehand.
The work may only be performed if a valid **Impairment Tag** (through the Gaps Impairment Notification Form) is obtained via the Pfizer Safety Department.

THE **TAPING OVER SMOKE DETECTORS** is only allowed in **exceptional** circumstances, after approval by the Pfizer responsible and EHS department.
If smoke detectors must temporarily be taken out of service, this must be requested and a valid **Gaps Impairment Tag** needs to be obtained. In this case or when insufficient firefighting equipment is available a permanent fire guard must be stationed. See **Fire permit** for details.

10. Excavation works / Enclosed spaces

A. Planning & requests

Earthworks require a **KLIP** plan application.

The KLIP application is **mandatory for any person who will carry out earthworks on the territory of the Flemish Region**.
Earthworks are all activities that have an impact on the ground surface or subsoil and can cause damage to cables and pipes. No distinction is made between public and private domain.

The obligation to submit a plan application does **not** apply in cases of **force majeure** and for earthworks carried out **manually**. The obligation also does not apply if it concerns earthworks on land owned or managed by the person who will carry out the earthworks and if that person knows that the presence and location of the cables and pipes have not changed since the previous planning application.

The notification must be made by the **contractor** carrying out the earthworks **no later than 15 days and no earlier than 40 days before** the start of the works.

Plans that need to be consulted are:

- Internal floor plans at Pfizer (via Pfizer contact person)
- the plans requested via the KLIP portal (requested by the contractor in question at least 2 weeks prior to the start of work).

The available ground plans must be present on site with the excavation permit.

Prior to the start of excavation works for the purpose of repair or changes to underground cables or pipes, it is necessary to clearly identify the cable(s) or pipe(s).

ALWAYS CONSULT MAPS BEFORE BEGINNING TO DIG AND MANDATORY USE OF EXCAVATION PERMIT

B. Excavation works

- *Subterranean utilities*

When excavation work must be done by means of cranes, backhoes or other mechanical equipment, exploratory excavations will first manually be made **around the excavation area** with a flat shovel or mechanically with a vacuum truck (equipped with hose with plastic nozzle). This is to locate and mark underground lines.

Only when complete certainty prevails concerning the existing pipes/cables can use be made of excavation equipment. The exploratory trenches must be at least 20 cm deeper than the pit to be dug mechanically.

Within a radius of **1 METER AROUND UNDERGROUND PIPING/ELECTRIC CABLING,** only **MANUAL EXCAVATION** may be done. This boundary indication must always be conspicuously attached to the site of the work.

Excavation work near **live electrical cables** may only be carried out by BA4 qualified workers with an electrical work permit.

Excavation near to **UNDERGROUND GAS LINES** must be **REQUESTED FROM** the **GAS NETWORK MANAGER** beforehand.

Upon discovering **unidentified pipes/cables** or in the case of **damage** to the piping/cables, work must be stopped immediately. The work may be resumed only after approval by the responsible Pfizer manager.

The use of a **concrete or stone saw** and the use of **mechanical excavators** is allowed when dealing with a hardened/hard top layer, but is **FORBIDDEN within a 1 meter zone** around a location where **electrical or instrument cables** disappear below ground level. All mechanical work within a perimeter of 1 meter around the cable may **only** take place when the **POWER HAS BEEN REMOVED**.

If power cannot be removed, an electrical work permit must be requested.

All excavated cables and piping must always be **sufficiently supported** to prevent damage. The cables must be prevented from sagging.

- *Excavation works area*

When working with a mechanical shovel, bulldozer or other mechanical excavator or excavation equipment, no one may enter the outer turning radius, + **the length of one man, from the boom and the machine**.

The impact of excavation work on the **internal traffic plan** must be assessed during preparations. In consultation with the appropriate Pfizer manager, the necessary alternative routes/accesses must be provided for and indicated.

All excavations must be surrounded by fencing (hard barriers).

Excess groundwater will always be removed in order to ensure maximum visibility during the excavation work to be carried out. This can be done by ground dewatering and/or pumping.
Ground dewatering requires a **permit** and this must be requested and discussed with the Pfizer EHS/environment department during the design phase.

For **depths > 1.2 meter**, excavation work must be considered as **risky**. With respect to supervision, this means that during the excavation work, there must always be at least 1 person outside the excavation area. This person may be working, but must always maintain eye contact with those performing the excavation work. (see **Planning & requests**)

All excavations **greater than 1.20 meters** deep and whose **sides** have a **slope** steeper than 4/4 (45°) (base/height) must always be equipped with an appropriate support wall for the entire circumference to prevent the excavation from caving in.
All excavations that are to be accessed must be fitted **with fixed access stairs or ladders**.
From 3 persons or more in the excavation, at least a **second escape route** shall be provided to allow for rapid evacuation in the event of an emergency.

When working in excavations **deeper than 2 meters**, a prior assessment must be made, in consultation with EHS, as to whether the 'enclosed workspace' procedure must be followed (SOP-51313)

- *Closing of digs*

When **re-filling** excavations, sufficient attention must be paid to compaction of the **ground layers**.

High-voltage cables and cables not locally fused must be equipped with physical shielding before filling in.

C. Enclosed spaces

An enclosed space is a space that is **DIFFICULT TO ACCESS** (narrow entrance / exit) and a space in which a **HAZARDOUS ATMOSPHERE** can be present.
A hazardous atmosphere can be formed by oxygen displacing gases (nitrogen, argon …), poisonous and or explosive fumes.

EXAMPLES of the most common enclosed spaces are: manholes, storage tanks, steam boilers, excavations > 1,2m, …



Note: **TEMPORARILY CREATED SPACES** where a hazardous atmosphere might be present must be considered and treated according to the instructions for enclosed spaces.
Safety team to be consulted!

Before entering an enclose space, a **SEPARATE WORK PERMIT** must be obtained. The permit for entering an enclosed space must be **RE-ISSUED DAILY**.
This permit should always be completed in consultation with EHS Department or Pfizer Safety Team.

Safely entering an enclosed space requires much preparation (**measurements, rescue equipment**…). For this reason, always submit your request **AT LEAST 1 DAY BEFOREHAND**. Site EHS department to be consulted for risk analysis.

Entry of an enclosed space may only be initiated after performing the needed **DAILY PRELIMINARY CONTROL MEASUREMENTS** (oxygen, LEL,…)

While the enclosed space is being accessed, there must **ALWAYS BE AT LEAST 1 TRAINED SAFETY GUARD CONTINUOUSLY SUPERVISING** the safe execution of the work.

The person in the enclosed space must ALWAYS wear a PERSONAL OXYGEN METER.

Distributielijst	
# copies	**Distributiepunt**
NVT	NVT

Overzicht van distributiepunten: FORM-24999.
Vul NVT in als er geen distributiepunten zijn.

Historiek	
Versie	**Wijziging**
10.0	Lay-out volledig aangepast cfr Global Visual Standards; Volledige herschikking hoofdstukken; Update evacuatieplannen EHS; Nieuwe afbeelding Werkvergunning; Hfst 1.B Werkvergunning aftekening onderaannemer toegevoegd, Arbeidsduur & weekendwerk deel toegevoegd; Hfst 2.A. Blauwe sticker verwijderd, foto Safety Street toegevoegd, Certificaten toegevoegd, Opleidingsvereisten (toevoegingen & aanpassing kolommen); Hfst 2.E Beloningsbeleid (Veiligheidspaspoort toegevoegd); Hfst 4.A Keuringen tabel (toevoegingen & aanpassing kolommen); Hfst 4.B Verplicht volgelaatscherm; Hfst 6.A; Hfst 6.C; Hfst 6.D 'witte tag' & 'aluminium rolstellingen' toegevoegd; Hfst 6.F Plaatsen van welfsels toegevoegd; Hfst 6.G Werken met hoge windsnelheden toegevoegd; Update Werfbord versie 6; Hfst 7.C Leidingen (Line breaking procedure toegevoegd); Hfst 9.C Gebruik snijbrander met acetyleen/Zuurstofveiligheidsvoorschriften; Bijlage 7 Lastenboek Stellingen Versie 6
9.0	Aanpassing/toevoeging: Hfst 3; Hfst 7.6 sticker, 7.20; Hfst 9.2 foto, 9.3 werfbord; Hfst 14.9; Hfdst 15.4; Hfst 20.1, 20.6, 20.7, 20.8; Hfst 21.2 extra foto's, 21.3 tekstkader, 21.4; Hfst 22.8; Hfst 23.2; Hfst 24.1, 24.10; Hfst 25.0, 25.8, 25.9, 25.10, 25.11; Hfst 27.2; Hfst 28.6; Hfst 29.12; Hfst 30.10, 30.11; Hfst 31.17, 31.18, 31.19; Hfst 33.1; Hfst 37.3 foto; Hfst 42.1; Hfst 43.2, 43.3, 43.5, 43.10, 43.11 Bijlage 7 en 8 toegevoegd
8.0	Toevoeging van het watermerk PFIZER (CRF#2325865), Inhoudstabel hfst 46 toegevoegd, Hfst0 0,1-0,7;Hfst 0,1;Hfst 0,3;Hfst0,4;Hfst 0,5 tabel aangepast; Hfst6 tabel aangepast;6,19; Hfst7, 7,1 &7,5&7,11&7,16;Hfst8, 8.2 &8,4; Hfst9,9,4;hfst10, 10,1&10,3&10,6&10,8&10.10; Hfst11,1,4&11,5; Hfs12, 12,2; Hfst13, 13,1&13;2&13,4&13,12; Hfst14,14,5&14,11&14,13; Hfst15,15,2&15,3&15;5; Hfst16,16,1&16,2; Hfst17,17,2; Hfst18, 18,3; Hfst21, 21,1&21,6&21,8; Hfst22, 22,1&22,6; Hfst23,23,1; Hfst24,24,1&24,3&24,5&24,10; Hfst25,25,1&25,3&25,5&25,6; Hfst26, 26,3&26,5&26,6; Hfst27; Hfst29, 29,7&29,10&29,13;Hfst30, 30,1&30,3; Hfst31, 31,1&31,4&31,16&31,18; Hfst38,38,2; Hfst39,39,3,39.6,39.7,39.8; Hfst40, 40,4&40,5&40,7; Hfst41, 41,1; Hfst42, 42,7&42,9&42,10&42,11; Hfst43, 43,9; Bijlage1,5en 6 toegevoegd

7.0	Aanpassing/toevoeging: Hfst 0.5 , 6.20,7.19, 9.3, 9.4, 11.4, 12.2,13.11, 13.2 ,14.7, 20.1, 22.6,24.6,25.0,25.4, 26.2,26.3,26.4, 26.5, 27.2, 27.7, 43.5, bijlage1,2&3
6.0	Aanpassing/toevoeging : 0.2, 0.3, Hfst.4, 13.2, 14.10, 19.3, 19.3;.4, 26.4, 29.2, 29.5, 29.15, 29.18, 30.1, Hfst.31, 35.4, 39.7,
.5.0	Aanpassing/toevoeging 0.2, 0.5, 4.1, 5.2, 6.11, 6.12, 6.13, 6.18, 7.1, 7.5, 7.8, 7.9, 9.1, 9.3, 11.5, 11.6, 11.8, 11.11, 13.4, 14.4, 16.2, 19.4, 20.1, 21.2, 21.6, 22, 24.6, 24.7, 26.7, 29.8, 29.17, 31.16, 31.17, 34, 37.1, 43
4.0	Toevoegingen Hfdst 7, 31b, 5.5b, 5.9, 5.17, 5.23, 13.12, 13.13, 13.14, 14.11, 14.12, 14.13. Wijzigingen 13.4, 13.6, 13.7, 13.8, 13.11, 18.6, 18.7, 22.7, 22.14, 26.7, 27.2, 29.b.1, 36.1
3.0	Diverse aanvullingen en aanpassingen in hfdst 04, 05 , 06, 08, 10, 12, 14, 17b, 21a, 21b, 22, 23, 24, 25, 26, 27, 28, 29, 34, 38
2.0	Allerhande kleine aanpassingen
1.0	Nieuw document

Behoud steeds historiek en plaats recentste versie bovenaan (Table/Insert/Rows Above).

Client: Pfizer Manufacturing Belgium, Rijksweg 12, 2870 Puurs

SAFETY and HEALTH CHARTER

Building project: .....

Construction site: .....

Company (sub)contractor: .....

Address: ..... N°. .....

Post N°.: ..... Municipality/ City: .....

Tel.: .....Mobile phone: ..... E-mail:.....

General information:

External service for prevention and protection at work: .....

.....tel: .....

Doctor in occupational medicine: ..... tel: .....

Legislative Insurer B.A. Accidents: ..... tel: .....

General HSE manager: ..... tel: .....

Construction site information:

your site manager: ..... tel/Mobile phone: .....

E-mail: .....

your S&H manager at the site: ..... tel/Mobile phone: .....

E-mail: .....

your first aid worker(s): .....tel/Mobile phone: .....

E-mail: .....

contractors:.....YES / NO [1]; if the answer is yes, see relevant contact details in annex [2] .....

1. The undersigned shall return this completed and signed **S&H charter**[3] confirming that the undersigned has examined and clearly understood the safety requirements applicable on the construction site.
   The undersigned hereby undertakes to strictly observe the safety and health obligations and the provisions in the applicable legislation (in particular the Royal Decree of 25/01/2001 concerning Temporary or Mobile Construction Sites)

2. The undersigned hereby declares receiving the **safety and health plan for this construction site** and shall take the appropriate initiatives to notify the contents of this S&H plan to all the undersigned's workers and, where appropriate, the (sub)contractors working on the undersigned's behalf.

...../...../.....	.....	.....
date	*Name and status*	*signature*

[1] *delete the word that is not applicable.*

[2] *further information on this matter to be provided by contractor in annex.*

[3] *Pursuant to article 29 of the Law on well-being (04/08/1996).*

ATTACHMENT 2 Method Statement Blanc Form

Method Statement

Company name :		**Date :**	
Author :		**Job location :**	
Job Description :		**Additional documents required:**	Hot work permit Yes ☐ No ☐ Excavation permit Yes ☐ No ☐ Electrical permit Yes ☐ No ☐ Confined space permit Yes ☐ No ☐ Lifting plan Yes ☐ No ☐ Other Yes ☐ No ☐ If yes, specify :

Personal Protection Means (PPE) necessary for the execution of the work

Gloves cat II 4342 x	Helmet x	Safety glasses x	Fluorescent safety jack x	Safety shoes min. P3 x	Ear protection	Fall protection

Consecutive activities:	**Define risks and hazards:**	**Measures taken to mittigate risks and hazards :**
State all activities in sequence.	Describe possible risks/hazards wich may lead to damage or injury.	State all required mitigating actions for each identified risk/hazard.

Method Statement

Parties	**Name**	**Signature**	**Date**
The protective measures as described above have been taken and the works will be carried out accordingly			
Contractor :			
Client :			

ATTACHMENT 3 LMRA (Last Minute Risk Analysis) Blanc Form

Laatste **M**inuut **R**isico **A**nalyse			
Ken ik de inhoud van de werkvergunning voor het uitvoeren van de job, ken ik de werkzaamheden en heb ik mijn taak begrepen?	OK ☐	NOK ☐	N/A ☐
Zijn alle benodigde documenten beschikbaar en gekend? (Vuurvergunning, graafvergunning, hijsplan, stappenplan, enz.)	OK ☐	NOK ☐	N/A ☐
Is mijn werkplek goed bereikbaar, voldoende opgeruimd en veilig?	OK ☐	NOK ☐	N/A ☐
Zijn alle struikelgevaren weggenomen of duidelijk zichtbaar gemaakt?	OK ☐	NOK ☐	N/A ☐
Weet ik waar de nooduitgang(en), vluchtweg(en), verzamelplaats(en) en noodvoorzieningen zijn?	OK ☐	NOK ☐	N/A ☐
Ken ik de noodprocedure op Pfizer? (noodnummer (03 897 45 55), locatie EHBO, enz.)	OK ☐	NOK ☐	N/A ☐
Is er voldoende verlichting/ventilatie om mijn werk op een veilige manier te kunnen uitvoeren?	OK ☐	NOK ☐	N/A ☐
Is mijn gereedschap in orde? Zijn alle benodigde keuringen in orde?	OK ☐	NOK ☐	N/A ☐
Zijn alle maatregelen voor werken op hoogte in orde? Is er geen gevaar voor vallen van hoogte en vallende voorwerpen? (Valstopbeveiliging, hijsmaterialen, kantplanken, enz.)	OK ☐	NOK ☐	N/A ☐
Is er geen gevaar voor elektrocutie? Zijn alle keuringen van de elektrische installaties van de aannemer in orde? (Elektrisch gereedschap, verlengkabels, cable management, enz.)	OK ☐	NOK ☐	N/A ☐
Indien er een vraag met NOK beantwoord is, dienen alle uitvoerders uitgelegd te worden wat er van hen verlangd wordt om de status op OK te krijgen.			

Laatste Minuut Risico Analyse (LMRA)

Supervisor aannemer/Toezichter: ☐

Deel 1: Algemeen

Datum: ☐☐☐ Nr. Werkvergunning: ☐ Taak/Activiteit: ☐

Gereedschap: ☐ Locatie: _____

Deel 2: Gevarenidentificatie (Definieer welke acties je zal ondernemen om de gevaren die gedefinieerd zijn in de risicoanalyse in te perken. Dit in functie van de taak en de locatie)

Activiteit	Gevaar	Corrigerende maatregel

Deel 3: Aangifte

Supervisor aannemer/Toezichter: Ik heb de LMRA gelezen en begrijp de inhoud. Ik heb de bijlagen van de werkvergunning beoordeeld (indien van toepassing) en heb de relevante delen van deze LMRA ingevuld. Ik bevestig dat de benodigde maatregelen genomen zijn.

Naam: _____ Handtekening: _____

Uitvoerders: Ik heb de LMRA gelezen en begrijp de inhoud. Ik heb de bijlagen van de werkvergunning beoordeeld (indien van toepassing) en heb de relevante delen van deze LMRA ingevuld. Ik bevestig dat de benodigde maatregelen genomen zijn..

Naam: _____ Handtekening: _____ Naam: _____ Handtekening: _____

Naam: _____ Handtekening: _____ Naam: _____ Handtekening: _____

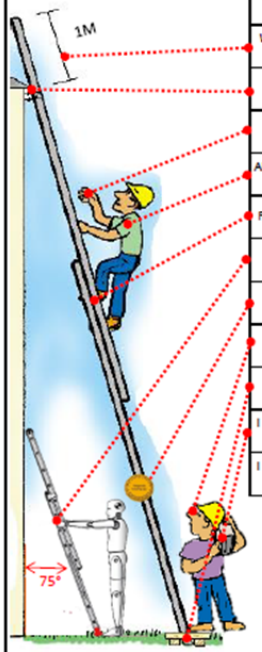
Naam: _____ Handtekening: _____ Naam: _____ Handtekening: _____

Naam: _____ Handtekening: _____ Naam: _____ Handtekening: _____

ATTACHMENT 4 LMRA Ladder Last Card

LAST MINUTE RISK ANALYSIS

LMRA MANDATORY when using: single- sliding- A frame ladders.

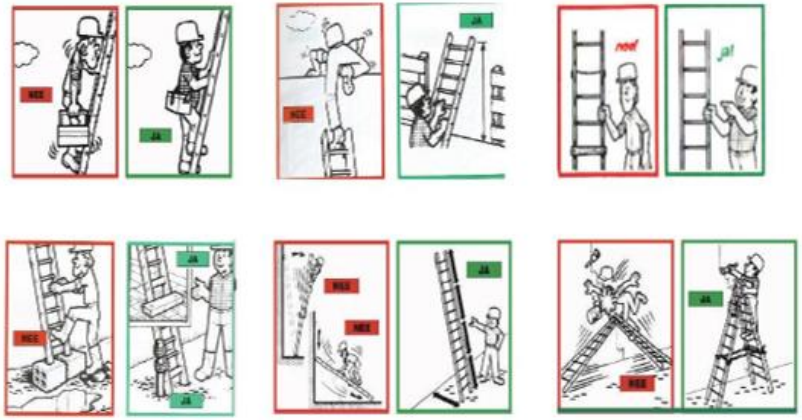


	OK
Have all alternatives been considered (scissorlift, cherry picker, scaffold, etc...)?	
When ladder is used to reach another level = At least one meter overhang.	
Ladder is secured against tilting and falling.	
Actions to be performed don't require much force <100N	
All activities are within on arms length, always one shoulder inside the ladder's width.	
Respect the 3-point contact rule: 2 hands /1 foot - 2feet / 1 hand.	
The ladder is mounted in a correct angle (68° - 75°).	
Yearly inspection performed and clearly marked.	
Is the ladder in good condition, visual inspection before use.	
The ladder is secured against slipping.	
I hold nothing in my hands during ascending/descending ladders, **Hands Free !**	
I don't need to use a higher rung than is indicated, if no indication is present don't use the **Last 2 Rungs.**	

IF "OK" BOX IS NOT COMPLETED CONTACT SUPERVISOR OR PERMIT AUTHORIZATION HOLDER

NAME AND SURNAME:	
Works to be performed:	
COMPANY NAME:	
DATE:	
LOCATION:	
PERMIT NR°, WORKORDER NR°, RISK ASSESMENT NR°:	

Positioning and use of ladder



SENSIBILISATION = IMPORTANT !!!

ATTACHMENT 5 Pre-Bid File , (page 1 of 4)

Scoring
1: unacceptable
3: meets expectation
5: Exceeds expectation

Welke soorten vergunning zijn er bij Pfizer?

Score 25%

	Paragraaf	Score	
1			Aanleveren volgende documenten ter goedkeuring aan VCV (min. 14 dagen vóór start werken)
2			De taak specifieke risicoanalyses dienen aangeleverd te worden in het NEDERLANDS of het ENGELS
3			Algemene werkvergunning, graaf vergunning, vuurvergunning, besloten ruimte betreding, elektrische vergunning, werken aan brandblus systemen, vergunning tot betreden van plafonds
4			Arbeidstijden Pfizer van 07u00-18u00, arbeidsduur te respecteren volgens afspraken pariatair comité en geldende CAO , maximum 11u per dag of 50 u per week
6			Toegang tot de site enkel met toegangsbadge , aanmeldingstool ONYXONE: registraties , aanmedlen op opdrachten , certificaten VCA etc , trainingen
7			Aangifte der werken TMB , CIAW
8			Certificaten werknemers Dimona, LimosaL1 , A1 , bewijs van zelfstandigheid
9			Specifieke opleidingsvereisten waar te raadplegen : bvb mobiele arbeidsmiddelen
10			Evacuatiewegen en noodsituaties
11			Hulpverlening en maatregelen ingeval van ongeval
13			Reglement contractordorp werf-en materiaalcontainers
14			Werfverkeer, laden & lossen van materialen, gebruik combisafe
15			Gedragsregels en toezicht: zero tolerance, 3 strikes, beloningsbeleid safety paspoort
16			Afbakenen van werfzones: collectieve beveiliging, persoonlijke beveiliging, identificatie
17			Afvalbeheer: Vlarema 8 selectieve scheiding van afvalstoffen, orde en netheid op de werf
18			Wettelijke Keuringen en controles van arbeidsmiddelen en gereedschap bvb slijpmolens verplicht met dodemansknop
19			PBM's persoonlijke valbescherming
20			High Risk: werken op hoogte, arbeidsmiddelen, stellingen > method statements
21			Civiele werken: plaatsen van welfsels
22			Werken aan installaties onder druk
23			Werken aan elektrische installaties
24			Werken in besloten ruimtes
25			Hijsen en heffen van lasten
26			Brandveiligheid
27			Graafwerken

ATTACHMENT 5 Pre-Bid File , (page 2 of 4)

	Safety team (25 %)			
1	How many people are directly employed	Quantity		
2	# Management			
3	# General Operatieves, Drives, ...			
5	# Safety People			
6	Whate % of your current workload does this project represent?			
7	Do you sublet portions of your Work?			
8	If so, What is the portion outsourced on this project			
9	Attach subcontractor list of possible companies that will assist on our premissess			
	Languages. How many different languages? How is the communication to the floor?			
10	Provide details of specific ratios of non-working Supervisors and Safety Professionals to working craft personnel proposed for this project.			
11	Provide names and addresses of any professional advisers or consultants you use for Health & Safety, including in-house staff			
12	Please provide details of significant contracts recently executed or currently being			
	Project 1:	Title:		
	Description			
		Completion Date		
		Contract Value		
		Main Contractor		
		Architect/engineer		
		Reference		
	Project 2:	Title:		
	Description			
		Completion Date		
		Contract Value		
		Main Contractor		
		Architect/engineer		
		Reference		
	Project 3:	Title:		
	Description			
		Completion Date		
		Contract Value		
		Main Contractor		
		Architect/engineer		
		Reference		
13	Provide an Organisation Chart for the team (to include main contractor and sub-contractor personnel) that you will utilise for this project.			
14	Provide Resumes / summary of experience for key members of the specific team you and your sub-contractor plan to utilise on this project.			
15	Please outline the key measures which you would propose to take on this Pfizer project to comply with the Pfizer "Incident and Injury Free" approach to safety			
16	Have your site supervisors received formal safety training?			

Incident rates (25 %)

		2017	2018	2019	2020	2021
1	Total people on payroll					
2	Total people via interim, subcontracting					
3	Total effort hours					
4	Experience Modification Rate (insurance)					
5	First Aid Incidents					
6	Recordable Incidents					
7	Restricted Work Incidents					
8	Fatalities					

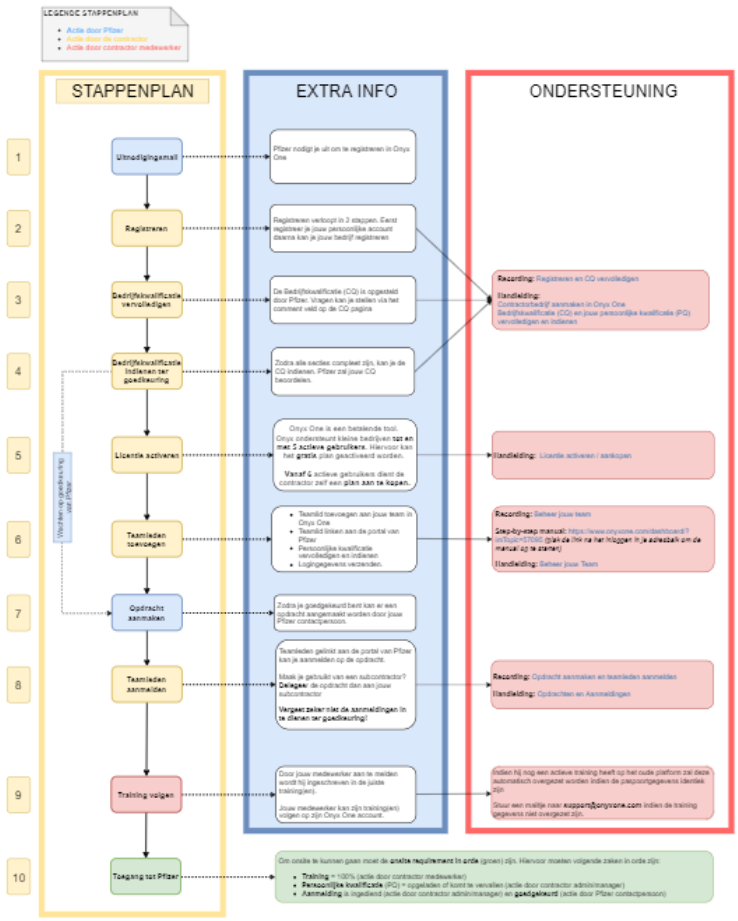
Scoring 1: unacceptable
3: meets expectation
5: Exceeds expectation
Score 25%

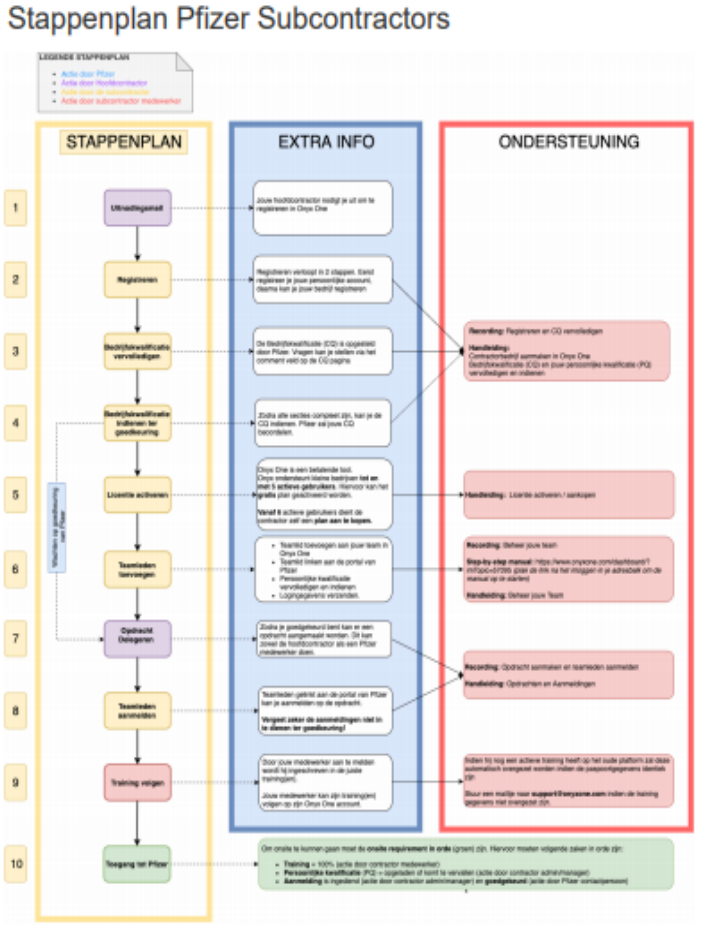
Safety program (25 %)

1	Does your company and subcontractor operate a recognised HS&E system (Belgian VCA,...)	
2	How often do you conduct safety meetings	
3	How often do you conduct safety inspections	
4	Please supply us with a blanc and filled in safety inspection sheet:	
5	Do you have a program of progressive discipline for those who violate safety rules?	
6	Provide details of any training programs you have in place for your employees / sub-contractor employees that are applicable to this project.	
7	Supervisor Health and Safety Training – How do you ensure that your supervisors, particularly new hires, understand your safety programme and are aligned with your company's safety culture?	
8	Describe your arrangement you have in place that ensures that safety improvement action items are highlighted and addressed within the appropriate timeframe.	
9	How do you evaluate the effectiveness of your company safety management system?	
10	Describe your incident and injury investigation/management programme, highlighting how incidents are reported and investigated; causal factors are identified and corrective actions are defined and implemented.	
11	Has your company received any safety awards within the last 5 years? If yes, please provide	
12	Show the "Bevoegdheidslijst" (= list of competences and certificates)	

ATTACHMENT 6: OnyxOne Stappenplan Contractors/Subcontractor

[PFIZER - Onyx One Manual - Confluence (atlassian.net)]





ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 1 of 21)

SCAFFOLDING SPECIFICATIONS

Compiled by : SOYI – RACU	Date : 02.12.2022

Table of contents:

ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 2 of 21)

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

1 PURPOSE

To standardise the method of constructing, dismantling and adapting all scaffolding on the Pfizer Puurs site. This is in order to provide safe scaffolding and thereby prevent accidents.

To ensure that all scaffolding complies with the applicable legal standards and quality requirements (specifications) as described in the "Code of Good Practice" drawn up by Constructive and further developed in cooperation with FOD WASO.

1.1 Definitions

General

A scaffolding is a collective protection device for creating an elevated work floor. It is a temporary but stable construction that must allow work at height to be carried out easily and without additional risks.

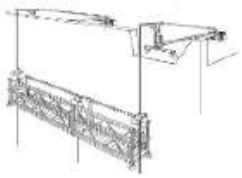
1.1.1 Fixed scaffold

A scaffold which:

- rests directly on the ground below it (ground floor, concrete floor, platform, structure, etc.)
- is not movable.
- is self-supporting in the vertical section and is built up without interruption horizontally.
- is possibly anchored against lateral movements.

1.1.2 Suspended scaffold

A scaffold where the majority of the posts/tubes do not rest directly on the ground below but are firmly anchored to a fixed structure, both inside and outside buildings.



ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 4 of 21)

1.1.3 Mobile scaffold

A scaffold that stands directly on the floor below and can be moved.

1.1.4 Protection scaffold / Drop-floor

A scaffold which is solely intended to catch falling objects, and may not be used to carry out work.

1.1.5 Construction height

The distance from the lowest support point to the highest work floor.

1.1.6 Work floor

A platform equipped with edging, top and bottom handrails from which work can be carried out.

1.1.7 Assembly floor

A platform only to be used during assembly, disassembly or adjustment of scaffolding.

1.1.8 Stairway (access) tower

An access tower is a scaffold equipped with stairs and intended for frequent use, also called stairway tower. A stairway tower can be used to reach the working floors of a scaffold, or can be a stand-alone stairway tower to provide access to a roof, for example.
The height of the stairway tower passages must be at least 2.5 m, i.e. the beams must extend at least 2.5 m.
The height will also be marked with yellow/black tape.

Mobile scaffold

Protection scaffold

Assembly floor vs. Work floor

Stairway access tower

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

2 GENERAL CONDITIONS

2.1 Legislation and standards to be followed

The construction, use and maintenance of scaffolding must comply with the general regulation for work protection *RD 31.08.2005* concerning the use of work equipment for temporary work at height.

Any scaffolder who is exposed to the risk of a fall from a height from 2m during assembly/ disassembly of elements must in all circumstances secure himself to a sufficiently solid part of the scaffold or preferably to a fixed structure per *RD 13.06.2005 point 10*.
Suspension point to be used as high as possible and straight above the body.

2.2 Materials used

2.2.1 Standardisation

The necessary inspection reports and certificates of conformity for all materials and work equipment used can be submitted to Pfizer client upon simple request.

2.2.2 Condition of materials used

All materials and parts of scaffolding are treated to be free of corrosion and grease, except the screw threads which must be in good condition. All materials and components used must be free of defects and kept in good condition by the scaffolding company. Damaged material must be stored separately and removed from the site as soon as possible.
Within production-related areas, all materials used must be clean, dry and free of paint.

2.2.3 Ladders used

Ladders should be suited for a minimum load of 150kg and have a maximum length of 5m. Any deviation must be approved in advance by the Pfizer Scaffolding Coordinator.

ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 6 of 21)

2.2.4 Tarpaulins

Tarpaulins should meet the minimum standard M2 according to NF P 92-501/504/507. (M2 = hardly inflammable)

ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 7 of 21)

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

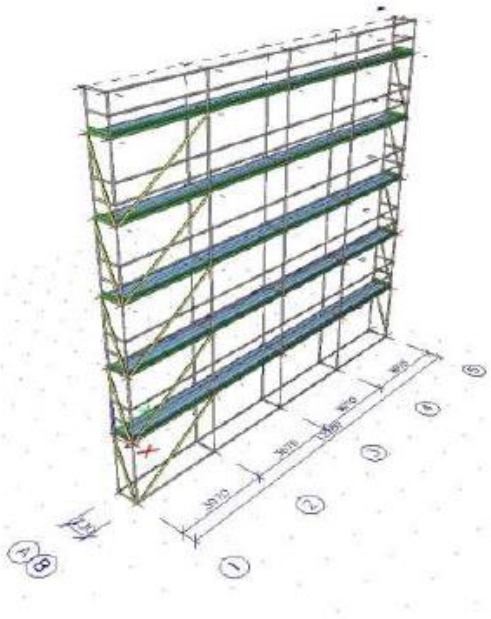
3 CONSTRUCTION PLAN

The standard construction design of a scaffolding always complies with class 3 (200kg/m²) of EN12811. In exceptional cases, this may be deviated from at the client's request. The construction design must always comply with at least class 2 of EN12811.

Upon simple request, a cost estimate is submitted to the client. The calculations are based on EN 12811 and the Eurocode.

Where relevant, the scaffold design takes snow and wind loads into account.

Scaffolding other than in modular construction may only be used after prior agreement.



ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 8 of 21)

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

4 TECHNICAL REQUIREMENTS

4.1 Surface

- Scaffolding must always be placed on a flat and firm surface.
  Where applicable, the load bearing capacity of floors and structures (including roof loads) must always be verified and confirmed in advance by a Pfizer Structural Engineer.
- Supporting on clean room ceilings is never allowed, handrails are possible but only with prior consultation and permission of the client and the scaffolding coordinator/safety officer.
- Base jacks are supported by a footboard on solid surfaces, but this is not needed on concrete surfaces. Where necessary, plastic foot protectors are used to avoid damaging floors.
- Footboards are always made of Wood or polyethylene to prevent sliding. Overlap floors may not be used as a scaffolding board.
- On grid floors, a board must be placed that goes from support beam to support beam and sufficiently overlaps both beams.
- On unstable surfaces, footboards should be used as described in "Code of good practice for scaffolding construction".
- Construction height: the height of a scaffold is the vertical distance from the lowest support point to the highest work floor
- If the height of a scaffold exceeds 3 times its narrowest base, the scaffolding must be anchored in sufficient places or the height/width ratio must be adjusted by extending the base.

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

4.2 Anchoring

- Under no circumstances shall scaffolding be anchored to pipes or removable structures. Anchoring is only carried out to fixed structures.
- Anchoring to fixed structures is achieved by means of beam hook couplers, with sufficient anchor points provided for the entire scaffolding.
- An anchored scaffolding must be protected against lateral deformations by providing sufficient diagonal tubes.

4.3 Flooring

- Used floor elements (boards) have a maximum length of 3m in order to achieve a permitted spread load of 200kg/m² at all times. Deviations from this must always be approved in advance by Pfizer Scaffolding Coordinator. (e.g.: masonry scaffolding= 300kg/m², platform scaffolding= ....kg/m²)
- Assembly floors will be used from an assembly height of 2 meters.

4.3.1 Work and intermediate floors

are at all times:

- Completely laid out and joined.
- Provided with edge protection and handrails at 0.4m-0.5m and 1m-1.2m height.
- Floors that are not fitted with toe boards must be secured by means of the securing clip at the bottom of each board.
- If overlap flooring is used, it must always be secured by means of 3 plastic securing clips on each side, placed in a triangular pattern at a sufficient distance from each other. A maximum of 2 overlaps are allowed.
  When using steel locking bolts, 1 on each side is sufficient.
- Only after consultation and approval by Pfizer may wooden planks be used as flooring. If used, they must also be secured against shifting or tilting.

- The width of the work floor must be suited to the nature of the work to be carried out.

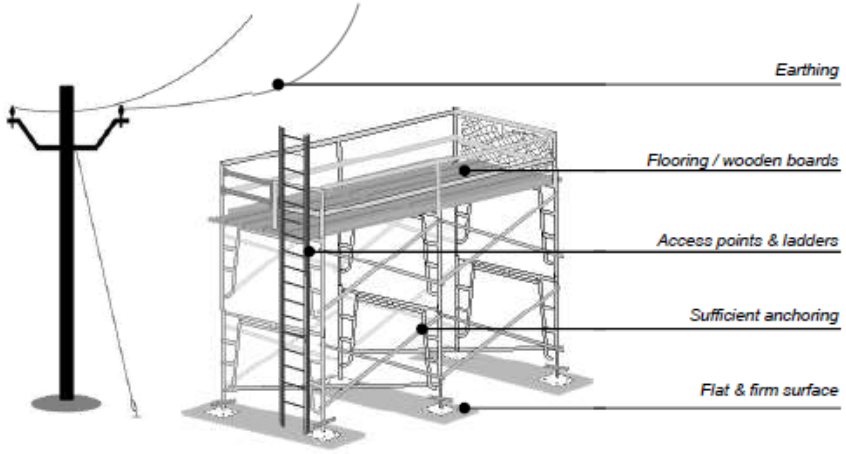
4.4 Ladders and access points

- Every work floor higher than 0.5m must be equipped with an access ladder that stretches to a minimum of 1m and a maximum of 1.6m above the work floor and is positioned at an angle of +/- 75°.
- Where the ladder rests on a floor, rubber caps must be used as floor protection. Wooden boards should not be used for this purpose (to avoid tripping hazards).
- The access to the base of each access ladder should be even and free of obstacles. If necessary, a safe walking platform of min. 40cm wide is provided.
- Both ladder uprights are anchored with cross couplings at a maximum distance of 3m, the lower anchorage at a minimum distance of 1m can be made with a swivel coupling. The anchoring of an access ladder should not cause a false step or double grip.
- If the effective drop height on the outside of the access ladder exceeds 2m, a smooth tube is installed as an additional guardrail. This guardrail is mounted from 1m above the foot of the ladder (to avoid a collision risk). A ladder cannot be used as a handrail for another ladder.
- Where necessary, intermediate floors will be used to reduce the length of the ladders used. The maximum distance between the different work floors or between the work floor and the intermediate floor is 3m.
- Scaffolding with a work floor of 8m or more which cannot be closed off completely, must have a drop floor 1m below the work floor, unless there already is another work floor at a maximum of 2m below the work floor.
- If it is not possible to install a ladder as prescribed, the necessary precautions must always be taken in consultation with Pfizer to assure safe access to the scaffold. Under no circumstances should a non-anchored ladder be used for this purpose.

- A gate must always be installed at each access to a work floor or intermediate floor. If this is not possible, alternatives will be considered in consultation with Pfizer's Scaffolding Coordinator.

4.5 Earthing

- All scaffolding built in the vicinity of high voltage of a minimum of 1500V, where unavoidably electricity cables run through the scaffolding and scaffolding that protrudes above buildings must be earthed at existing earthing points or paintwork-free structures of the building where the scaffolding is mounted.
- Earthing cables and associated clamps for assembly on the scaffold are the responsibility of the scaffold provider.
- Only a trained person can and may connect these and carry out the corresponding measurement. This is the client's responsibility.
- Power cables and lighting may not be mounted directly on the scaffold, but by means of synthetic S-hooks.



SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

5 METHOD OF WORK

5.1 Demarcation

- When scaffolding is being constructed, dismantled or altered, and vertical transport of scaffolding material takes place, the surrounding zone shall be demarcated by hard barriers provided with a pictogram "Beware working at heights" as well as the contact details of the supervisor in charge of the work. The demarcation zone shall be at least 2m (+1m per 10m scaffold height). This applies from an actual fall height of 3m.
- If necessary, this zone must be monitored after consultation with the Pfizer Scaffolding Coordinator and/or Safety Supervisor.
- Scaffoldings over passageways for people and/or traffic, both inside and outside buildings, must always be fitted with safety nets to prevent materials or waste from being dropped.
- If there is automatic transport near the scaffolding, collision protection must be mounted.
  - Outside: with concrete blocks or extra scaffolding all around (about 20cm)
  - Inside: with collision protection on the posts, yellow poles anchored in the floor or extra scaffolding all around (about 20cm).

5.2 Certification/training

The assembly/ disassembly or modification of scaffolding may only be carried out by personnel from the scaffolding firm who have received the necessary training and are certified scaffolders.

5.3 Obstructions

- Scaffoldings may not obstruct any escape routes or passages unless explicit permission has been obtained from Pfizer's Scaffolding Coordinator and a detour has been implemented.
- Scaffoldings may not block fire intervention installations (reels-hydrants)..
- Scaffolding components must be placed at least 10 cm away from pipes and equipment in order to prevent damage.

- The permitted gap between wall and scaffolding to work without a handrail is 20cm
- The height between the beams in the scaffolding is always 2 m. Only in a stairway tower is this 2.5 m, in order to guarantee passage from top to bottom without the risk of impact. If the beams need to provide a higher passage, this must be discussed with the scaffold tower coordinator, because the manufacturer prescribes that the maximum height of the beams may not exceed 2.5 m.

5.4 Access

- During construction/dismantling/adjustment use of ladders is mandatory. Climbing/descending along vertical beams should be avoided.
- From an actual fall height of >2m, the use of assembly floor(s) is mandatory. These floors may only be used during assembly/ dismantling/ modification of the scaffolding and must be removed before the scaffolding is released.
- During construction/dismantling/adjustment a red tag holder stating "ACCESS TO SCAFFOLDING PROHIBITED" shall always be placed on the scaffolding. In the event of work being interrupted, access to the scaffolding will be barricaded or prevented (removal of ladders).

5.5 Material storage

Before and during works, all materials used shall be stored horizontally in an orderly and safe manner. Materials may only be stored vertically if they are secured from falling over. After dismantling, materials must be immediately removed. If this is not possible, temporary storage must always take place in consultation with the Pfizer Commissioner or Scaffolding Coordinator.

ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 14 of 21)

5.6 *Release (inspection tags)*

5.6.1 Green tag

After assembly or after every modification, the scaffolding must be inspected by a trained person/scaffolding inspector before it is ready for use, after which he affixes a green access label in a document holder.

This label shall be placed at man height in the immediate vicinity of each access and shall contain at least the following information:

- Work order number / applicant's reference
- Date of installation
- Maximum distributed floor load per m^2
- Name and signature of the inspector
- If applicable: date of reinspection and next reinspection

5.6.2 Orange tag

Scaffolding with insufficient collective protection due to the nature of the work to be carried out on the scaffold shall be provided with an orange access label and may only be accessed when wearing personal fall protection equipment.

The orange label shall contain at least the following information:

- Pictogram "Personal fall protection compulsory"
- Work order number / applicant's reference
- Date of installation/modification
- Maximum distributed floor load per m^2
- Name and signature of the inspector

This is an exceptional and temporary measure that can only be applied for the duration of the works and with the prior consent of Pfizer's Commissioner and Scaffolding Coordinator. After the last activity on the scaffolding, it must be

brought back into standard safety condition and re-labelled with a green label after inspection, or dismantled.
If this is not possible within the same working day, the Pfizer Commissioner and Scaffolding Coordinator must be consulted.

5.7 Revisions

- Only specially trained and qualified people with a certificate of professional expertise may revise scaffolding.
- Scaffoldings are reinspected weekly by an authorised person from a scaffolding company. Rejected scaffoldings are taken out of service by removing the green label from the document holder so that the red tag stating " Access Prohibited " *(="Stelling niet betreden")* is visible. The inspector informs the Pfizer Commissioner and Scaffolding Coordinator so that appropriate action can be taken.
- Scaffolding handrails and non-accessible constructions such as protection scaffolding should always be labeled "non-accessible construction" *(="niet betreedbare constructie")* to allow for periodic inspection.

ATTACHMENT 7: Scaffolding Specifications Pfizer (version 6), (page 16 of 21)

5.8 *Weather conditions*

- At wind speeds above 60 km/h, no construction, dismantling or modification works at heights on the outside of buildings may be carried out. This may be waived if permission is granted by the Scaffolding Coordinator and/or Safety Team after evaluation on site.
- Scaffoldings with snow or icy work floors may not be accessed. If use is absolutely necessary, the floors must first be cleared of snow and ice.
- If a heavy storm (wind speeds of 90 km/h or more) is forecast, preventive measurements should be taken by securing or removing all materials at heights. A report on the tours and actions taken must always be submitted to the commissioner(s).

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

6 ADDITIONAL SPECIFIC REQUIREMENTS

6.1 *Mobile scaffolds*

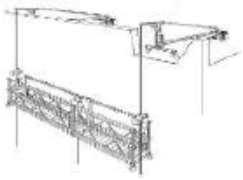
- For light work of short duration, mobile scaffolding may be used for a working floor height of max. 8m.
- The castors must be fitted with a functional blocking device.
- Maximum load class 3: 200kg/m²
- If placed on steel grid floors, these must be fitted with sufficiently thick cover plates so as not to exceed the maximum point load of the floor and to facilitate moving the scaffolding.

Max height: 8m
Max load: 200kg/m²
Blocking device on castors
Floor cover if needed

6.2 *Suspended scaffolds*

Principle of securing against sliding or loosening

- Suspension in system construction: every supporting fixture must be provided with an additional lock to prevent loosening of the system connection.
- Construction in pipe and coupling: every bearing cross-coupling (right-angled coupling) of the suspension as well as every bearing cross-coupling of the work floor is provided with an additional cross-coupling against shifting or slipping.
- Swivel couplers are forbidden as load-bearing elements.
- The maximum working load on suspended platforms is 150kg/m² unless explicitly stated otherwise.



Max load: 150kg/m²
In system construction:
additional lock on fixtures
In pipe & coupling construction:
additional cross-coupling
No swivel couplers for load-bearing elements

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

6.3 Lifting loads from a scaffold structure

- Suspension within the structure of a fixed scaffolding for a lifting load of up to 1000kg up to a height of 4m between the outrigger and the attachment point:
  - Calculation note with construction drawing (1,5m x 1,5m - 2m x 2m - 2,5m x 2,5m and 3m x 3m) to be drawn up once and submitted.
  - A label with the permitted lifting load in kg must be affixed at the attachment point.

- Suspension within the structure of a fixed scaffolding for a lifting load greater than 1000kg:
  - Calculation note with construction drawing to be drawn up and checked by a recognised authority on the basis of art. 280 of the ARAB.
  - A label with the permitted lifting load in kg must be affixed at the attachment point.

- Suspension outside the structure of a fixed scaffolding and lifting load greater than 100kg:
  - Calculation note with construction drawing to be drawn up and checked by a recognised authority on the basis of art. 280 of the ARAB.
  - A label with the permitted lifting load in kg must be affixed at the attachment point.

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

7 GOLDEN RULES FOR SCAFFOLDING CONSTRUCTION

7.1 Assembly & disassembly plan

For assembly/disassembly and modification of scaffoldings, an assembly/disassembly plan must be present on the site. All safety measures (fall of material, personal fall protection, manufacturer's guidelines as well as Pfizer regulations) must be communicated in an understandable format to the contractors involved. This must always be done in the language of the contractors if they are not Dutch-speaking.

7.2 Work permits

A unique work permit must accompany each assembly or disassembly of equipment. This permit shall be prepared by the trained person performing the work and endorsed by a trained Pfizer employee or third party. A general permit may be issued for projects on a floor-by-floor basis until additional hazards or obstacles are identified. In these cases, separate permits will be reviewed with the Safety Manager and the Scaffolding Coordinator.

7.3 Structural deviations

Vertical position and correct horizontal level: maximum deviation of 0.5cm per running meter of column. Correct squareness of the basic elements.

7.4 Swivel base jacks

Minimal extension of adjustable base jacks.

7.5 Diagonals

The mountings of diagonals should be placed as close as possible to the nodes (max 20cm). A node is the place where the vertical, transverse and horizontal beams meet.

7.6 Protruding elements

Avoid protruding tube elements in passageways, entrances to floorboards and on work floors.

7.7 Wedge

The wedge of a system beam is always mounted from top to bottom.

7.8 Passing on scaffolding parts

Throwing scaffolding parts is prohibited at all times. Passing materials should always be carried out from hand to hand with the body out 'the line of fire'.

7.9 Loose parts

- During construction, no small parts may be left loose on the scaffold, they must be secured against falling (use of bags, material bins).
- All hand tools required for the work shall be secured against falling by means of lanyards.
- After assembly and before commissioning of a scaffold, all assembly planks and floors/loose floor elements must be removed.

7.10 Activities permitted on a scaffolding under construction

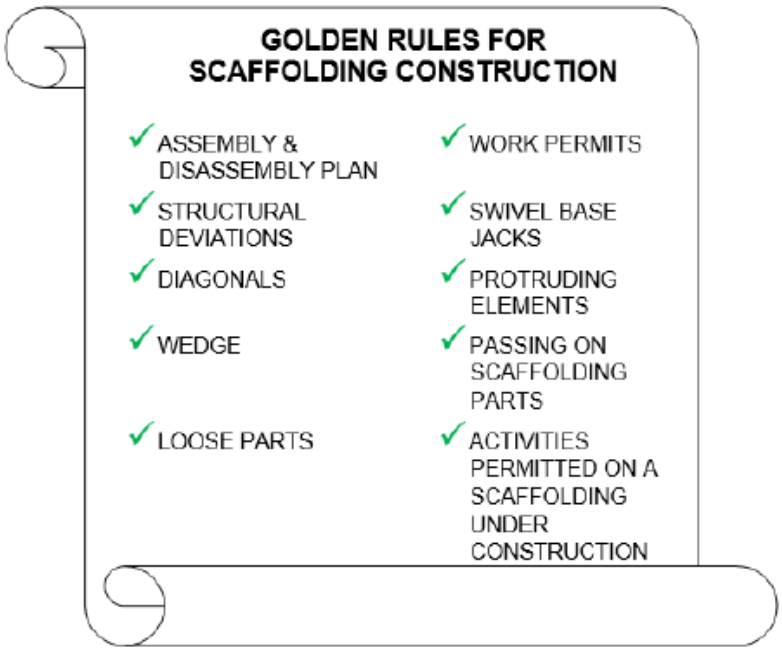
A risk analysis with all parties involved and Pfizer safety team should always be conducted.

Minimal precautions to be taken:

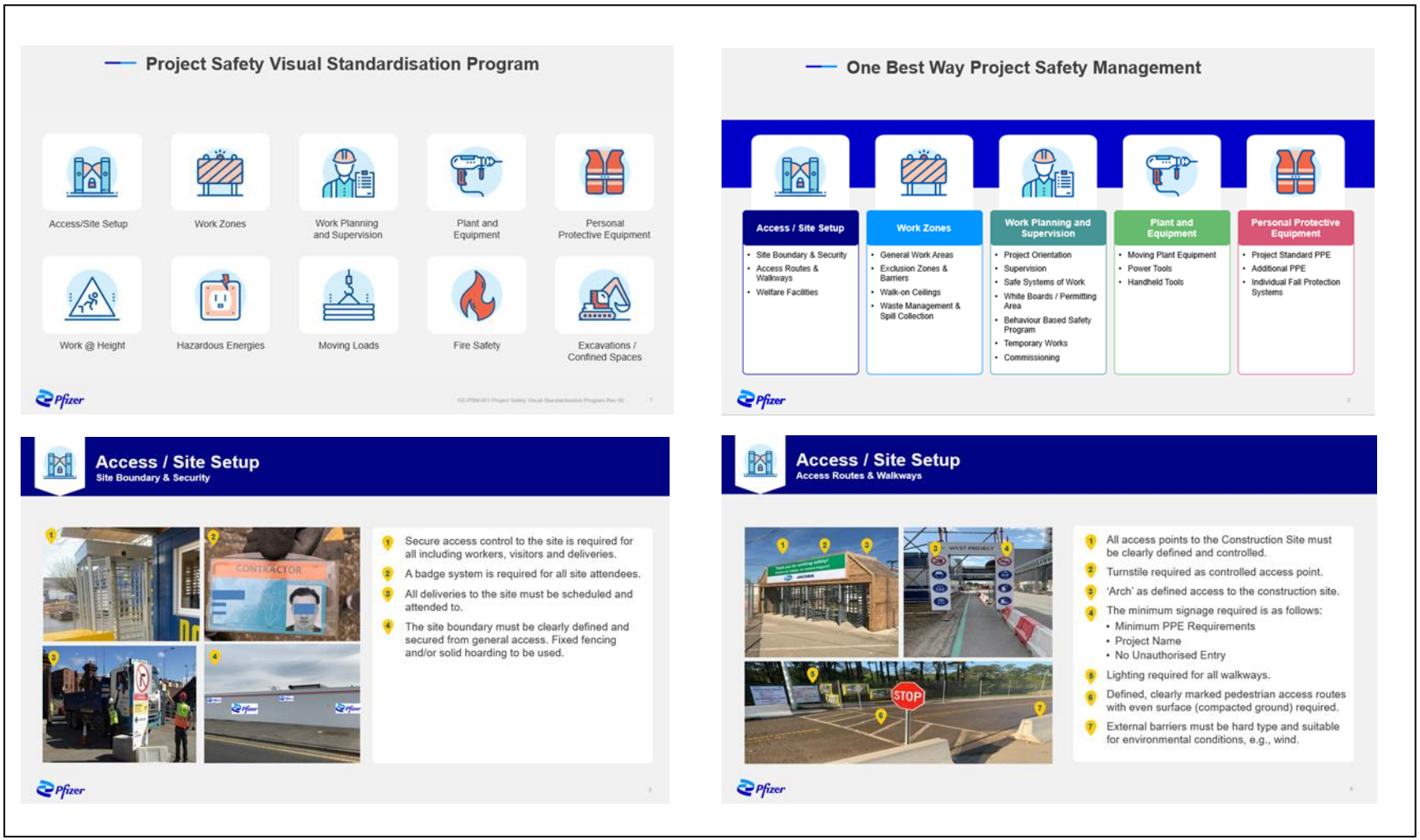
- Finished area is physically separated from unfinished area by top and bottom handrail.

SCAFFOLDING SPECIFICATIONS	
Compiled by : SOYI – RACU	Date : 02.12.2022

- Warning sign(s) "No trespassing" adequately posted.
- No risk of falling objects on finished section.
- The entrances of the section on which other activities are going on and the section which is further finished by scaffolding should be separated. The access ladder used by scaffold builders must be provided with the tag holder stating " ACCESS TO SCAFFOLDING PROHIBITED".



ATTACHMENT 8: Project Safety Visual Standardisation Program (page 1 of 11)



Access / Site Setup
Welfare Facilities

1. Toilet / restroom facilities must be provided on site. Provision shall be made for men and women.
2. Toilets / restrooms must be adequately ventilated, lit and maintained in a clean condition. Cleaning checklist displayed.
3. Washing facilities supplied with hot and cold running water required. Suitable means of cleaning and drying to be provided.
4. Drinking water must be provided at appropriate locations.

Pfizer

Work Zones
General Work Areas

1. Clean as you go policy must be implemented at all times.
2. Adequate lighting must be provided for safe access and for completion of all tasks.
3. All cables / hoses must be elevated off the ground and secured to eliminate trip hazards and to avoid damage.
4. Waste bins and vacuum cleaners must be provided for work crews.
5. Work benches must be provided for cutting with hand / power tools.

Pfizer

Work Zones
Exclusion Zones & Barriers

1. Exclusion zones must be established for all work which has the potential to impact others.

Hard barriers required to delineate all exclusions zones.

- Exterior – metal
- Internal – plastic or metal

Access control sign including responsible person contact details must be displayed. The following is recommended:

- 'Caution' for Storage Areas
- 'Authorized Access Only' for low-risk activity
- 'No Access' for medium-high risk activity

Where work is taking place in, or adjacent to, a live area additional controls may be required. These may include additional barriers, protection of live equipment, and control of hazardous energy.

Pfizer

Work Zones
Walk-on Ceiling

A Walk-on Ceiling (WOC) plan must be implemented. The plan must include:

1. Access requirements – primary access must be stairs. Ladders are for emergency escape only.
2. Walkways – a designated walking route must be defined and kept clear.
3. Edge protection – required for all openings / leading edges.
4. Weight restrictions must be communicated and signage posted for the overall ceiling and individual panels.
5. All bump hazards must be clearly identified.

Specific training must be implemented for those requiring access and a daily register maintained.

Pfizer

Work Zones
Waste Management & Spill Control

A Waste Management Plan must be implemented on the project and must include the following:

1. A project waste collection area to be in place with waste streams clearly identified.
2. A bund must be used for the storage of hazardous liquids. This includes oils/fuel / solvents/other as required by SDS.
3. All engine driven plant to have a spill kit supplied within the vehicle.
4. Spill kilts to be placed in centralized areas (white board / entrance points / fire points, etc.)
5. All surrounding water courses / storm drains must be protected from 'run off' created by project activity.

Pfizer

Work Planning and Supervision
Project Orientation

1. All project personnel must complete a face-to-face Project Orientation.
2. A Safety Commitment Board must be displayed prominently and signed by all project personnel.
3. A familiarisation tour of the site must be completed as part of Orientation.
4. Name and project must be clearly displayed on safety helmets on completing Orientation. Individual's name should be to front with no obstruction.

Pfizer

Work Planning and Supervision
Supervision

2 Contractor requirement for Professional Safety Cover on GE Capital Projects

No of Contractor Employees	Part Time Cover	Full Time Cover (All Shift Work)
0-12	8 hours per working week	Full time by request if classified as 'high risk'
12-25	20 hours per working week	Full time by request if classified as 'high risk'
≥ 25 - 50		1 no
≥ 50 - 100		2 no
≥ 100 - 150		3 no
≥ 200		4+ as detailed by a specific management plan

All contractors must ensure that adequate Supervision is provided to manage Project Safety Requirements.

1. **Worker Supervision** – All work crews must have a **competent/project trained designated** supervisor. Their function is as follows:
   - Attend daily coordination meeting (Whiteboards)
   - Ensure Risk Assessment/Method Statements are communicated/implemented.
   - Ensure all projects permits are in place/implemented.
   - Ensure the Dynamic RA is completed (LMRA/SPA/JHA)
   - Positively engage with all project personnel to create a safe work environment.
2. **Safety Supervision** – All contractors must provide a competent EHS professional to manage and support project safety requirements.
   - Site cover relates to the number of employees and/or the Risk Level.

Pfizer

Work Planning and Supervision
Safe Systems of Work

1. Safe Systems of Work are required for all activity on site as follows:
   - Formal risk assessment / method statement (RAMS) must be completed per activity to define how the work will be safely carried out.
   - Permits / authorization as required.
   - An assessment (SPA / LMRA / JHA) to reflect dynamic hazards and required controls associated with the task and the work location.

Pfizer

ATTACHMENT 8: Project Safety Visual Standardisation Program (page 4 of 11)

Work Planning and Supervision
Whiteboard / Permitting Area

1. A designated area (Whiteboard Area) must be allocated in the work zone for daily coordination of activities and documentation.
2. The Whiteboard must include the following information:
   - Contactor name and no. of employees on site.
   - Brief description of activities / location.
   - Documentation required.
   - High Hazard (HH) work.
   - Project Safety Statistics.
   - Project Team / Area Owner contact details.

Pfizer

Work Planning and Supervision
Behaviour Based Safety Program

1. A Behaviour Based Safety Program with incentives must be used on the Project to encourage a positive Safety Culture. Core components include:
   - Feedback process for all individuals in the form of a Good Catch System or Safety Observation Reporting.
   - Supervision and coaching to encourage positive and discourage negative behaviors.
   - Regular 'All Hands' gatherings, promoting safety achievements / resolving safety concerns.

Pfizer

Work Planning and Supervision
Temporary Works

A Temporary Works Plan must be in place to manage the design, installation and removal of temporary structures that allow permanent structures to be completed. The following must be considered:

1. Propping systems.
2. Shoring / excavation supports.
3. False work / formwork systems.
4. Loading bays / designed scaffolds.

A Temporary Works Coordinator must be appointed, and a schedule of temporary works developed and maintained.

Pfizer

Work Planning and Supervision
Commissioning

1. The Project Safety and Health Plan must be updated to include all commissioning activities. The following must be addressed:
   - A process for reviewing competency of all commissioning engineers and a training plan where required.
   - A comprehensive COHE Plan.
   - A process for system boundary identification (tagging).
   - A process for handover / handback of system including partial systems.
   - Safe system of work including RAMS, test packs, permits, etc.

Pfizer

Plant and Equipment
Moving Plant Equipment

1. All moving machinery must be certified for use with a 'plant sticker' attached as confirmation.
2. Anyone operating moving vehicles must be appropriately trained.
3. When moving in the vicinity of other site personnel, a Spotter must assist the driver and direct others away from the path of the vehicle.
4. Movement alert devices, including both visual and audible, are an essential component of any moving plant.

Pfizer

Plant and Equipment
Powered Tools

1. All power tools, including supply leads, must certified for use with a label attached.
2. Operators must be trained.
3. When not in use all power tools to be stored in a secured area, e.g., Job Box. **Note:** All Job Boxes must have a slow-release opening/closing mechanism to avoid pinch points.
4. 'Whip Clip' connectors must be attached to all pressure powered hose connections.

Pfizer

Plant and Equipment
Handheld Tools

1. All handheld tools must be fit for purpose and carried securely by the user.
2. When working with tools above others, tool tethers must be used where exclusion zones are not possible.

The use of tool tethers is always mandatory for all works by scaffolding companies.

Pfizer

Personal Protective Equipment
Project Standard PPE

1. **Minimum Project PPE includes:**
   - Hard Hat (Company Name / Users Name / Induction Sticker Attached).
   - Safety Glasses including Safety Prescription Glasses.
   - Hi-visibility clothing.
   - Gloves – cut level 3.
   - Safety footwear / boots S3-category.
   - Long sleeves / armlets.
   - Long trousers / full body coverage.

Pfizer

ATTACHMENT 8: Project Safety Visual Standardisation Program (page 6 of 11)

Personal Protective Equipment
Additional PPE

Additional PPE maybe required as defined in the risk assessment for the work. Examples include:

1. Hearing protection where noise impairs or may cause harm to your hearing.
2. Full face visor where abrasive parts or debris may damage your skin / eyes.
3. Arc flash protection where an electrical arc flash event is possible.
4. Respiratory protection where harmful dust levels may occur.

Pfizer

Personal Protective Equipment
Personal Fall Protection Systems

Fall restraint systems must be considered above fall arrest systems.

1. All harnesses / lanyards / connection points must be certified and inspected before use, tagged and the manufacturer's label clearly visible.
2. The user must be trained.
3. All harnesses must be stored correctly.
4. A rescue plan must be in place.

The use of a harness as a primary protection measure requires authorization.

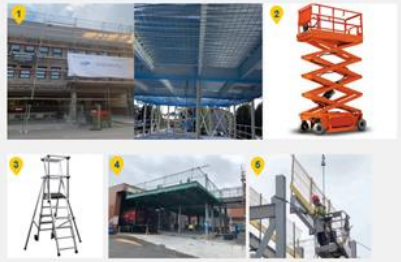
Pfizer

One Best Way Project Safety Management

HH1 Work @ Height	HH2 Hazardous Energies	HH3 Moving Loads	HH4 Fire Safety	HH5 Excavations / Confined Space
• Hierarchy of Control / Edge Protection • Openings & Fragile Surfaces Management • Access Equipment (Scaffolds) • Access Vehicles (MEWPs) • Working Platform Ladder	• Control of Hazardous Energy (COHE) • Lock Out / Tag Out • Temporary Electrical Systems	• Lift Planning • Lifting Machinery / Lifting Devices Certification • Securing / Unloading • Manual Transport	• Hot Work Management • Storages of Flammables & Pressurized Cylinders • Hot Work Stations	• Underground Services • Excavations • Confined Space Control

Pfizer

Work @ Height
Hierarchy of Control / Edge Protection



Where work @ heights cannot be avoided the hierarchy of control must be applied.

1. Collective measures must always be considered first:
   - Safe working platform in the form of a properly constructed scaffold with secured ladder.
   - Roof netting system and fall restraint system for roofing personnel.
2. Where a fixed platform is not suitable a mobile elevated platform (MEWP) or similar must be considered.
3. If all other options have been considered and are not *feasible, a working platform ladder may be used.
4. Leading edges must be suitably protected with handrail, toe-boards and netting.
5. Edge protection to be installed from a safe working platform, e.g. scaffold, MEWP, etc.

*All other work @ height options must be subject to a detailed risk assessment and authorization process. The use of a harness as a primary protection measure requires authorization.

Pfizer

ATTACHMENT 8: Project Safety Visual Standardisation Program (page 7 of 11)

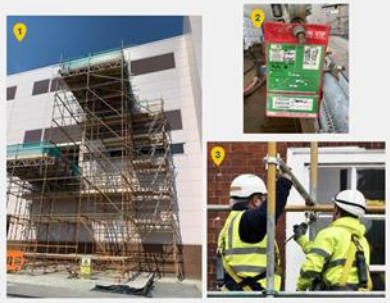
Work @ Height
Openings & Fragile Surfaces Management

All projects must implement an Openings / Fragile Surfaces Management procedure. All openings and fragile surfaces must be fully protected to prevent persons or objects accidently falling through.

1. Double handrail and toe boards are required to protect all large openings / fragile surfaces.
2. Debris netting is required to prevent debris from falling through.
3. All small openings must be covered and clearly marked. The cover must be secured and must support 2x the weight of imposed load. The maximum imposed load must be displayed (sign).
4. When protective measures are removed from an opening or fragile surface to facilitate work, a detailed plan is required to manage the potential hazard. Controls should include exclusion zones.

Pfizer

Work @ Height
Access Equipment (Scaffold)

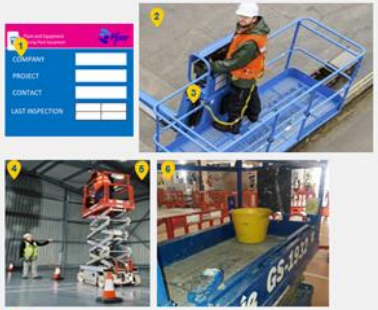


A plan must be in place to manage the design, erection, modification, recording and inspection of scaffolds for the project. The following requirements apply:

1. Scaffolds must be constructed and used as per design requirements by Pfizer authorized scaffolding companies.
2. Scaffolds must be certified (tagged) before use and inspected periodically.
3. Scaffolds must be constructed by a trained and competent person.

Pfizer

Work @ Height
Access Vehicles / Mobile Elevated Work Platforms (MEWPs)



1. Access vehicles must be certified, and plant sticker attached indicating details.
2. Operators must be trained and competent.
3. Users must wear a full body harness with a restraint lanyard, secured to a designated tie off point inside the vehicle.
4. A trained Spotter on the ground must instruct the Operator when moving the vehicle horizontally or vertically.
5. Spotters must be trained in the appropriate action to be taken in the event of machine failure at height, i.e., how to perform a rescue from height.
6. Storage for tools and materials within the MEWP required to maintain a clear working surface.

Pfizer

Work @ Height
Working Platform Ladders

Ladder Last standard applies on all projects. For individual access working platform ladders are required. The following rules of use apply:

1. All work must be carried out from the platform with the safety guardrail in position.
2. The platform must only be used on a level surface.
3. The platform must have a positive tie. The gate must be secured to avoid accidental opening.
4. Ladders must be inspected before use. Inspections must be recorded at least every 7 days.

Pfizer

ATTACHMENT 8: Project Safety Visual Standardisation Program (page 8 of 11)

Hazardous Energies
Control of Hazardous Energy (COHE)

A Control of Hazardous Energy (COHE) plan must be developed for the project. Key requirements include:

1. All systems must be clearly identified / labelled to indicate status.
2. All live systems must be physically protected to prevent injury to Operatives.
3. Where a system is being energized, or where chemicals are being introduced for the first time, a detailed risk assessment is required. The assessment must include:
   - A full system walkdown to identify all interfaces / potential leak points – redline P&IDs to reflect as-built conditions.
   - System ownership / tagging.
   - Exclusion zone identification.
   - Air / water test service test procedure.
   - Emergency response measures in case of release.

All systems and their status must be clearly identified on a drawing displayed in White Board areas and referenced during communication briefings.

Pfizer

Hazardous Energies
Lock Out / Tag Out

An approved Lock Out / Tag Out (LOTO) procedure must be in place for the project and a LOTO Coordinator appointed to ensure implementation.

1. A schedule of all LOTO systems must be maintained. Responsibility needs to be clearly defined.
2. Only single key locks are to be used. Any doubles are to be cut up and disposed of.
3. Lock boxes are the preferred control mechanism.
4. A formal authorization process is required for all system lock outs.

Always follow the Six Steps for Electrical LOTO:

1. Source
2. Disconnect
3. Verify
4. Apply Lock
5. Test
6. Perform Work

Pfizer

Hazardous Energies
Temporary Electrical Supply

A Temporary Electrical Supply drawing, must be in place before work commences.

1. Temporary electrical power must be provided using transformers. Transformers must include the following protection systems:
   - GFCI protection (Ground-Fault Circuit Interrupter).
   - Grounding.
   - Amp rating / circuit breakers.
   - Dead-front panels covering live wiring or busbars.
   - Hinged, lockable covers to protect receptacles and circuit breakers.
2. A check must be carried out periodically to ensure the transformer is fit for use.

Pfizer

Moving Loads
Lift Planning

All Lift Plans must be approved, communicated and implemented before lifting commences. Key requirements include:

1. Hard barriers with warning signs around lifting area.
2. A competent Rigger is required to rig load safely.
3. A Spotter* controls the load during transfer and ensures persons are not in direct line of the suspended load. Spotters must be identified with orange printed vest / jacket.

   In addition to visual controls, 2-way radio communication is required for all lifts.
4. Lifting over live / occupied areas should only be done as a last resort and should be subjected to a detailed risk assessment.

*Riggers may act as Spotters

Pfizer

ATTACHMENT 8: Project Safety Visual Standardisation Program (page 9 of 11)

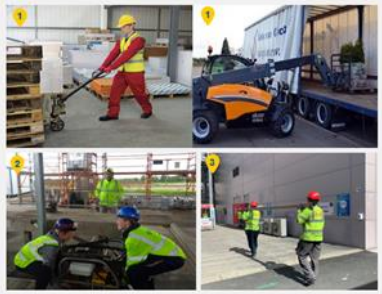
Moving Loads
Lifting Machinery / Lifting Devices Certification

1. All lifting machinery must be certified and a detailed Plant Sticker attached.
2. All operators must be trained.
3. All lifting devices must be certified and a detailed tag attached.
4. All lifting devices must be stored correctly.

Moving Loads
Securing / Unloading

1. All loads must be secured to the vehicle when transporting.
2. All suspended loads need to be attached by a trained rigger. A tagline must be used to control / guide movement of the load
3. When unloading from a trailer the rigger must be protected from potential falls from height.
4. During lifting an audio signal must be given to alert the surrounding area of a suspended load passing.

Moving Loads
Manual Transport



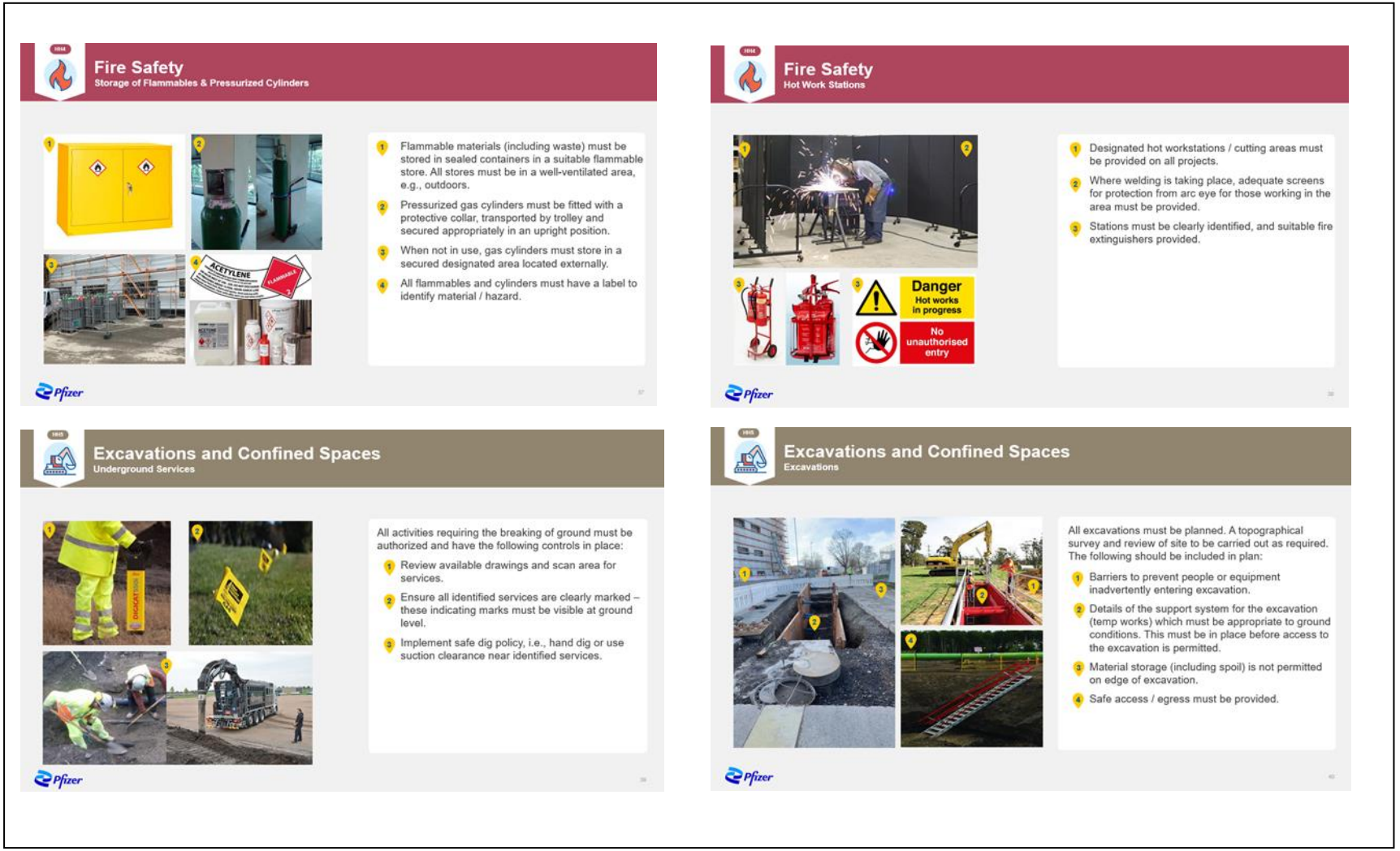
1. Where possible avoid manual lifting of loads.
2. Operatives must be trained in good manual handling practice.
3. Any load over 2m in length must be carried by minimum of 2 people.

Fire Safety
Hot Work Management

A Hot Works plan, including Emergency Response requirements, must be implemented for all projects. The plan must include:

1. Isolation (impairment) and reinstatement requirements for existing fire protection systems, e.g., sprinklers, smoke detection, suppression systems.
2. Firewatch requirements. A Firewatch must be present for duration of all hot work and for an agreed period after completion of work.
3. Firewatch must be trained and certified in appropriate response requirements and provided with the correct equipment.
4. A detailed risk assessment and competent person authorization is required for any hot work adjacent to/within a hazardous area.

ATTACHMENT 8: Project Safety Visual Standardisation Program (page 10 of 11)



ATTACHMENT 8: Project Safety Visual Standardisation Program (page 11 of 11)