EASTMAN

**SAFETY AND WORKING CONDITIONS**

**IN CONNECTION**

**WORK PERFORMED BY THIRD PARTIES**

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

**December 2025**

V14-00053-02-00

ZERO INCIDENT MINDSET



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# Veiligheids-, Milieu- en Duurzaamheidsbeleid
# Eastman Gent Noord

29 maart 2023

Eastman Gent Noord is een gespecialiseerd chemisch bedrijf dat methylamines en hiervan afgeleide producten maakt. Eastman Gent Noord wenst een toonaangevende onderneming te zijn in alle facetten van haar bedrijfsvoering.
Deze wens wordt gerealiseerd in overeenstemming met de Responsible Care filosofie van het bedrijf.

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

Momenteel lopen hiertoe in Eastman Gent Noord volgende overkoepelende projecten:

- *Safety 4.0*
  Dit project heeft als doel om met de site in 2025 wereldklasse te worden op vlak van Veiligheid en Milieu. Specifiek betekent dit:
  - *OSHA Recordable Rate*: max. 0,25. Dit betreft verwondingen.
  - *Tier1* en *Tier2* incidenten per 200000 werkuren: max. 0,1. Dit betreft ernstige veiligheids- of milieu-incidenten met vrijstelling van chemicaliën
  - *Serious Incident or Fatality* = 0. Dit betreft ernstige ongevallen

  Safety 4.0 verwijst naar het 4de niveau in de veiligheidscultuur-ladder. We plannen onze doelstelling te bereiken door allen naar dit vierde Proactieve cultuurniveau te gaan.
- *Roadmap to carbon neutrality*
  Dit project heeft als specifieke doelen voor de site:
  - 30% minder broeikasgas-uitstoot tegen 2030 (ref. 2017)
  - $CO_2$-neutraal tegen 2050

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

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

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

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

Mattias De Lille

Site Director

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**Introduction**

The attached document contains the general "Safety and working conditions relating to work carried out by third parties at Eastman."
Changes from the last version are highlighted in yellow.



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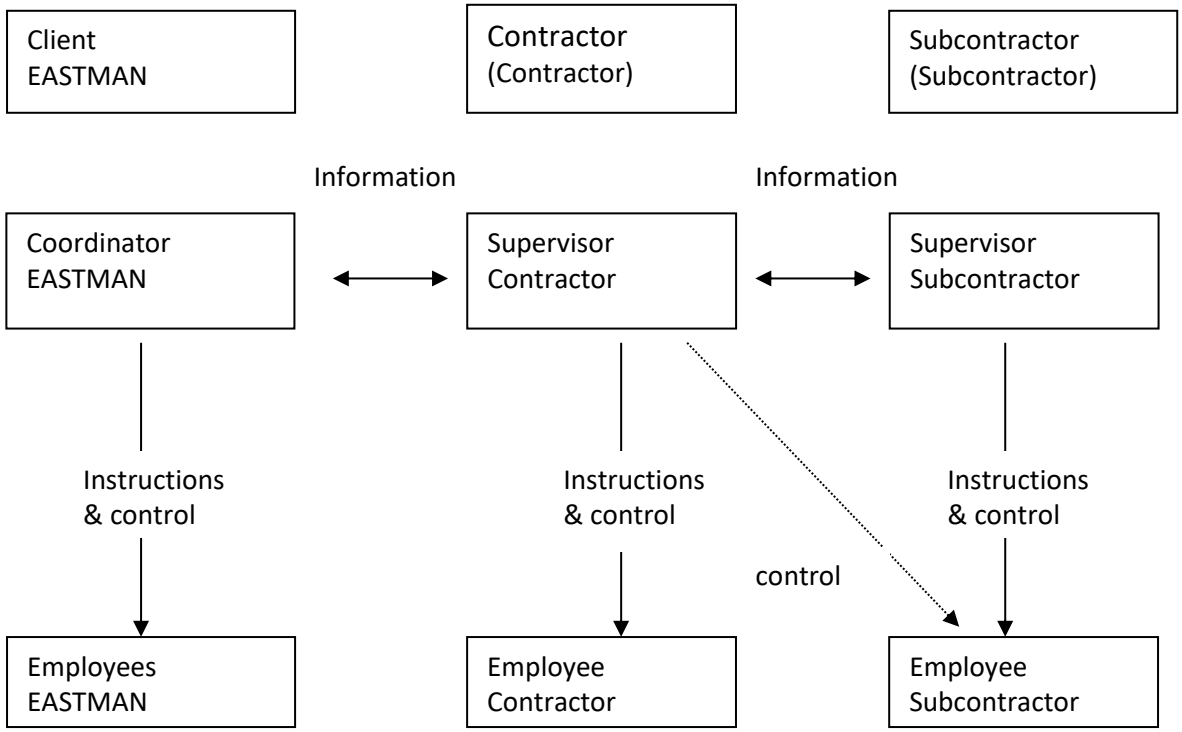
# CHAPTER I GENERAL REGULATIONS

## 1. DEFINITIONS




(See Welfare Act of August 4, 1996)

1. "Client": is the company (in this case Taminco bvba/Eastman) that commissions certain works.
2. "Contractor" or "contractor": is the company or self-employed person who carries out the work on behalf of the client and who is also the employer of third parties employed by him.
3. "Subcontractor" or "subcontractor": is the company or self-employed person who carries out work on behalf of the contractor or subcontractor and who, in turn, is the employer of third parties employed by him.
4. The "Eastman coordinator" is the client's representative at the work site. This is any Eastman employee or person appointed by Eastman who is authorized to act on behalf of and for the account of the client for the purpose of performing tasks, complying with safety regulations, and intervening on the site. The Eastman coordinator is the intermediary between the client and the contractor.
5. "Supervisor" is the contractor's supervisory person. He personally directs the contractors' work on site and ensures that the work is carried out in accordance with Eastman regulations and the applicable legal provisions.
6. "Employee (sub)contractor" is any employee of the (sub)contractor who works on the client's site and is responsible for carrying out the work.
7. "Site" is the collection of all places on the client's premises where the work is carried out.
8. "Site facilities coordinator" is a person appointed by Eastman who manages the coordination of all temporary buildings.



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# 2. INTRODUCTION – GENERAL

The following criteria are assessed when selecting contractors:

- frequency rate: criterion < 15 as an average over the last 3 years.
- At company level, in possession of a valid VCA-P certificate for work in production and laboratories (risk of contact with hazardous products) or VCA** for work in places without risk of contact with hazardous products.
- At the individual level, possession of a valid VCA-Vol certificate for the manager at Eastman and VCA basic for all employees present at Eastman.
- The result of the previous evaluation(s) carried out by Eastman for the activities of the contractor concerned: the result for the safety section is a minimum of 70/100 - if the result is > 50 and < 70, additional safety requirements are imposed.
- If these conditions are not met, this must be discussed with the Contractor Safety Manager and may result in additional conditions. The Site Director or an Eastman management member assigned by the Site Director will make the final decision in this matter.

2.1. The contractor bears full responsibility and liability for the safety of its representatives, supervisory staff, employees, and subcontractors. It is responsible for ensuring that its staff and subcontractors comply with all regulations.
When selecting its subcontractors, the subcontractor must hold a VCA* or higher certificate at company level and use the same criteria as above with regard to the frequency rate and employee VCA basic certification.
If a contractor employs foreign-language personnel itself or through subcontractors, the contractor shall ensure that at least one member of staff who is proficient in Dutch is always present on site in order to ensure efficient communication with Eastman personnel if required (e.g., to report dangerous situations or in the event of medical care). The contractor shall provide Eastman with an overview of the subcontractors and persons responsible in advance.

2.2. The contractor is obliged to supervise the work himself or to delegate this task to a competent employee with full authority to act on his behalf (supervisor). The contractor shall state the name of the person concerned in the HSE plan and provide the name to the Eastman coordinator in advance.

2.3. The contractor is liable for all damage caused to Eastman (persons, buildings, materials) or to third parties by the actions or negligence of its representatives, its employees, or the employees of its subcontractor. It must also be insured against this. The contractor must be able to present an insurance certificate.
The minimum required amount is €1,250,000 for material, physical, and immaterial consequential damage; for projects > €50,000, the policy must be increased to €2,500,000, in which case you will be notified in writing in advance.

2.4. The contractor (and subcontractors) shall waive any liability claims against Eastman. Eastman cannot be held responsible for the disappearance or theft of equipment/materials belonging to the (sub)contractor. The (sub)contractor must take all necessary measures to prevent theft.

2.5. Unless the client gives special permission in advance, the contractor can't do any work on Saturdays, Sundays, or public holidays, or outside normal working hours (7:30 a.m. to 4:00 p.m.), or on days that Eastman considers to be days off.
The list (of Eastman leave days) must be requested by the contractor before the start of the assignment.



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2.6. The contractor shall comply with the factory's internal regulations, without Eastman being held liable in any way whatsoever for this.

2.7. Employees who are not covered by the Belgian social security system must be able to present a Limosa-1 and A1 certificate upon request. For further information, see www.limosa.be + www.socialsecurity.be

2.8. The contractor and its subcontractors comply with the requirements of Article 30bis of the Royal Decree of December 27, 2007, concerning the social security of workers.

2.9. If the contractor employs student workers or interns, they must be at least 18 years of age. The contractor undertakes to comply with the provisions of the Royal Decree on the protection of young people at work (May 3, 1999) (including prohibitions on certain activities). The contractor shall inform the Eastman coordinator in advance of the possible presence of student workers. The Eastman coordinator may refuse the presence of student workers.

2.10. Eastman has the right, within the framework of the Act of July 24, 1987 (on temporary work, temporary employment, and the provision of workers for the benefit of users), to give instructions to the contractor's employees with regard to the following subjects:
- Legal obligations of the client regarding safety and well-being at work
- Working hours and rest periods
- Execution of the agreement with regard to the agreed assignment(s).

Without prejudice to the client's right to intervene at any time to clarify the performance of the agreement, only the contractor has the authority to give instructions and exercise management authority over the contractor's employees.
The following elements are in any case the responsibility of the contractor as employer with regard to its employees, and may under no circumstances form part of the client's right to issue instructions:
- Recruitment policy (processes, interviews, selection, and recruitment criteria)
- Policy regarding wages and working conditions
- Policy on training, education, and professional development, except for those that are necessary for the performance of the assignment and that are specific to the client
- Policy on disciplinary sanctions and dismissal
- Evaluation and performance reviews
- Job descriptions.

2.11. Access and attendance procedure:
See Appendix A.

2.12. The contractor must comply with government regulations and Eastman's safety rules. In the event of non-compliance with safety regulations, the work of contractors may be halted by Eastman's clients, coordinator, prevention advisor, or delegates, at no cost to Eastman. In the event of violations of safety procedures, Eastman is authorized to immediately deny contractor personnel access to the factory. Any costs, lost time, etc., will be borne entirely by the contractor.
Eastman reserves the right to take the safety measures it deems necessary if the contractor does not immediately comply with the requested precautions.
The costs of implementing safety measures shall be borne entirely by the contractor.

2.13. Contractors who use subcontractors undertake to include the following clauses in their contracts with these subcontractors:



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

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

At Eastman's request, the contractor must be able to demonstrate that it has included these provisions in its agreements with subcontractors. The subcontractors' letter of intent to comply with these conditions forms part of the safety plan.

2.14. Contractors who install a site hut, which is a requirement for work lasting longer than one month, must also comply with the provisions of the Royal Decree on Workplaces in terms of sanitary facilities and eating areas for their personnel. Other contractors may use the room designated for them to have their lunch.

Furthermore, the contractor must provide a specific risk analysis for the use of the contractor village in accordance with a checklist. This includes all activities in and around the arch shed, site hut, and generally in the contractor village. It must be specifically drawn up taking into account, among other things, ergonomics, layout, and equipment. It must be evaluated with the Contractor Village Manager and Contractor Safety Manager before the annual permit is renewed.

2.15. The contractor may not employ any Eastman personnel without the client's consent, and there may be no commercial ties between Eastman personnel and the contractor (and vice versa).

2.16. The contractor's employees are prohibited from:

a) Being in places other than those where the work is normally carried out (construction site).
b) Using machines or tools not intended for their use.
Equipment belonging to Eastman may only be used with the permission of the Eastman coordinator and in accordance with the specific safety instructions. Use is only permitted if this is clearly stated in the work permit.
c) Taking equipment, raw materials, or products (or waste) belonging to Eastman unless otherwise specified in the contract. Eastman supervisory staff may carry out checks and management is authorized to have toolboxes, clothing, changing rooms, and vehicles inspected.
d) Bring alcoholic beverages or drugs into the company or be under the influence of these. They may be subjected to a breath test. If it appears that (sub)contractor personnel are under the influence, the contractor will take measures to remove the employee concerned from the site.
e) The use of photo and film equipment is prohibited: explicit permission from the Site Director is required for this. Image material may only be used for internal use at Eastman. For other purposes, written permission from the Site Director is required.
f) Bringing other strangers into the company without the express permission of the client or the Eastman coordinator.
g) Bringing weapons, explosives, fireworks, etc. into the premises.

2.17. The contractor shall ensure the presence of its prevention advisor for at least 1% of all hours worked by the contractor. During the four year major shutdown, this shall be at least 3% of all hours worked by the contractor.



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2.18. The contractor shall ensure that at least one toolbox meeting per month is held, stating the percentage of attendance.

2.19. The contractor and subcontractors are solely and exclusively responsible for the pre-assignment of personnel and shall provide for regular background screening of employees who are scheduled or deployed at the Eastman site. The contractor shall ensure that this requirement is extended to the contractor's personnel, including consultants assigned by the contractor. By assigning people to work at the Eastman site, the contractor confirms that it has carried out a positive background check on the personnel assigned. The contractor agrees to defend, indemnify, and hold harmless Eastman's officers, directors, and employees from any claims, lawsuits, or proceedings in the event of a breach of this requirement.



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# 3. GENERAL SAFETY REGULATIONS

3.1. Each contractor is expected to have an effective system for instructing and training its employees in safety.

The contractor must identify its high-risk tasks on the basis of a risk analysis, and specific training and evaluation must be provided for these tasks.
The contractor can use the VCA criteria (www.besacc-vca.be) as a guide for this.
The following tasks, among others, are considered critical tasks:
- working with a forklift truck or aerial work platform
- attaching and removing loads (rigging)
- working on flanges – flange fitter
- working as a confined space safety guard
- working with independent breathing protection
- entering confined spaces and supervising during entry
- working on live electrical parts

Before starting work, every contractor employee must complete the Safety Challenge (Safety Introduction Film) and successfully complete the assignments (until all answers are correct). This Safety Challenge remains valid for one year. Access may be denied after 3 failures.

In addition, there is a supplementary Eastman practical training course that will take place on site and is required for all employees. This is provided by Eastman and will take place on site either by EMN or via the Train the Trainer principle by the Contractor via the "Safety Street" and is registered in GoWorkforce, the contractor management platform.

The Safety Street should preferably be done well in advance to avoid waiting times.

For short-term activities (less than 1 month), the client will additionally review the implementation conditions with all contractors using the short-term contractor checklist (see also Appendix A).

In accordance with legal provisions, the contractor will carry out a risk analysis with regard to all planned activities, including those carried out by subcontractors.

This risk analysis is part of the safety plan that is drawn up for the planned activities.
This safety plan also covers the work carried out by subcontractors and which forms part of the contract between Eastman and the contractor concerned.

The safety plan must contain the following information:
1. Identification of the company
2. Contact details of recognized technical inspection bodies
3. Contact details for the Occupational Health Service/External PBW Service
4. Contact details for occupational accident insurance organization
5. Contact details for construction site risk insurance organization + insured amounts
6. Scope + description of planned works + phasing
7. Communication lines on site
8. Communication to subcontractors + confirmation that they have received and will comply with the specific agreements and rules (letter of intent)



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9. Organization of first aid on site/add list of first aiders
10. Expected site layout + space requirements
11. Number of employees present on site at the same time (including subcontractors)
12. Number and type of machines that will be used on site (+ rented equipment)
13. Procedure for handling and disposing of waste
14. Overview of products to be brought on site + add MSDS
15. Planned lifting activities + lifting plans
16. Copy of the latest annual report of the IDPBW, as submitted to the Technical Inspection Authority (*)
17. Fg and Eg for the last three years (*)
18. Copy of VCA (*)
19. HSE targets for the Eastman contract + Action plan to achieve these results + Policy statement from the contractor's management
20. Overview of work equipment subject to inspection
21. Incident/accident reporting procedure
22. Internal organization in case of evacuation/emergency plan
23. Communication + language use on site (non-native speakers?)
24. Collective + personal protective equipment to be used on site
25. Site-specific safety introduction (training, toolbox, etc.)
26. Planning toolbox meetings (location + time to be specified)
27. Planning safety inspections with participation of site management
28. Procedure for daily start/work meetings (LMRA, etc.) with supervisors
29. HSE administration + contact details of responsible person
30. Staff deployment planning (+ possible registration for specific Eastman training)
31. A. Task risk analysis with regard to planned work + inventory of tasks with increased risk (at all locations outside the contractor village). This task risk analysis must take specific circumstances into account.
    A model is provided in Appendix E.
    B. Risk analysis specific to the contractor village location and activities taking place there, annual update linked to annual permit to be evaluated by Contractor Village Manager and Contractor Safety Manager
    A model is provided by the contractor village manager to the Top 12 contractors.
32. Housekeeping plan
33. Organizational chart of on-site/off-site safety organization.

The safety plan must be sent to the Eastman coordinator at least two weeks prior to the start of work. Work may only commence after the safety plan has been approved by the Eastman coordinator.

(*) Documents marked with (*) do not need to be added if they were already sent in the last calendar year.

It is the contractor's responsibility to organize a toolbox meeting at the start of the work. During this meeting, the risks and preventive measures will be discussed with all contractors on the basis of the safety plan.
Relevant information for the toolbox meeting can be found in Appendices C, D, E, and G of this brochure.
In addition, a toolbox meeting is organized once a month on a specific safety aspect, in which all employees working at Eastman participate and sign. After incidents or accidents, a special toolbox meeting is held ASAP on causes and preventive actions.
The topics and attendees of these toolbox meetings are made available to Eastman.



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Information in the form of a toolbox about the risks of products in the installations is available from the Eastman coordinator .

3.2. All accidents, incidents, and near misses are immediately reported by the contractor to Eastman. Appendix E provides more information on this and the reporting forms to be used.

3.3. Depending on the work, contractors must always inform their employees about the location and use of safety showers, eye wash stations, personal protective equipment, fire extinguishers, fire blankets, emergency exits, and evacuation routes.
The necessary safety equipment (individual and collective) is provided to the contractor's personnel by the contractor. Fire extinguishers are provided by the contractor.

3.4. Smoking is prohibited throughout the site, including buildings and site huts. Smoking is only permitted in designated smoking areas. The use of open flames and spark-producing machines is prohibited in no-smoking areas, unless a fire permit has been issued. The use of telephones, tablets, PCs, or cameras is also only permitted in these areas with a fire permit.
However, a fire permit does not give permission to smoke, even in vehicles or site huts.

3.5. Warning, prohibition, or instruction signs placed by Eastman may not be removed, moved, damaged, or altered.

3.6. All electrical equipment, appliances, cables, etc. used must comply with the A.R.E.I. (General Regulations on Electrical Installations).

3.7. Procedures for bypassing or modifying interlocks, as well as management of change procedures, apply on site. If this is necessary (e.g., for certain types of machine maintenance), it must be discussed in advance with the Eastman contact person. No interlock may be bypassed without the prior approval of the Eastman contact person.

3.8. Order and tidiness: the site must be left in the same condition as when the contractor entered it. After the work has been completed, all materials must be cleared away. Failure to comply with this rule may result in the work permit not being reissued.

3.9. The contractor must ensure order and tidiness on and around the site. If this does not happen, Eastman will take measures at the contractor's expense.

3.10. In case of uncertainty regarding safety, the Eastman coordinator shall be consulted.

3.11. For the use of mobile phones (GSM): see Appendix B.

3.12. Permits: see Appendix C.

3.13. Last Minute Risk Analysis (LMRA) An LMRA is carried out by the team of contractors (in principle, one LMRA per permit) before the start of the work. The aim is to use a number of questions to check whether

- The permit is clear
- The conditions specified in it can be met
- There are any hazards as a result of work in the vicinity.

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



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If circumstances change during the work or after an interruption, a new LMRA is carried out (on the same document).
It is important to note that an LMRA is a supplement to the permit, the task risk analysis, and the safety plan. A task risk analysis is a tool to better understand the work and establish preventive measures, and is used to draw up the permit. An LMRA is an on-site check by the contractors when they are ready to start work. Everyone then confirms once again that everything has been understood and that the situation is safe.
The back of the permit is used for this purpose. Contractors who have their own document can continue to use it. The document is provided by the client together with the permit.
The document is kept by the team and can be requested and checked during rounds.

3.14. The same traffic rules apply throughout the site as on public roads. Traffic signs on the site must be respected.
Pedestrian paths and crosswalks are also marked on the site. These indicate the safest route for pedestrians and must be followed.
Of course, as pedestrians, we must always remain alert. When we come to an intersection or cross the road, we must first look and only cross when there is no danger to ourselves (we do not automatically have right of way on a crosswalk; also bear in mind that a forklift truck with a load cannot stop immediately).

The use of bicycles is only permitted after explicit approval from the Eastman contact person and the EMN prevention service. This is done on the basis of a test + interview, after which a green helmet sticker is issued. The bicycles must be in good condition and must be inspected at least once a year by a qualified person. If approved, the bicycle must be labeled with the date of the next inspection. In addition, each bicycle owner must ensure that their bicycle is inspected monthly. We want to keep this accessible. We expect a visual inspection (chain, pedals, handles, etc.) and a test of the brakes.
Bicycles that show defects may not be used under any circumstances.
Cyclists must stay on the right-hand side of the track and always keep both hands on the handlebars.
Cycling is prohibited in buildings, warehouses, and near loading bays (danger of forklifts).
Cycling will also be prohibited in bad weather conditions (snow, black ice).

Electric bike/steps are not permitted on site.

All trucks, vans, forklifts, aerial work platforms, etc. on the site are equipped with a reverse signal. If this is not the case, reversing is only permitted with an escort.

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

It is **prohibited** to climb onto the roof of a **vehicle**! At the general warehouse, there is a platform ladder for safely removing materials from the roof.
All vehicles/cranes must be tethered if they are to be above 1.2 m without collective protection. If this is not possible, a TRA must be specifically drawn up. This must be approved by the client before work can commence.

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

The use of cell phones or walkie-talkies in vehicles while driving is prohibited.

When leaving the vehicle, crane, forklift, aerial work platform, scissor lift, or truck, the engine must



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be turned off and the key taken by the driver.

The use of combustion engines in buildings is not permitted.

Instructions for placing and collecting mobile work equipment (e.g., aerial work platform):
The contractor must always notify the Eastman security service (wonportiers@eastman.com) by email of the delivery or collection of mobile work equipment.

- The contact person must be specified.
- Date (and time if possible) of placement and collection.
- Placement in the parking lot at the gatehouse.
- Always leave the key with the gatekeeper .

Then inform the contact person (telecom/email) that the delivery/collection has taken place.

Note: the mobile work equipment must be kept in the parking lot at the gatehouse for as short a time as possible. If it is left there for too long, the gatekeeper will notify the contact person .

**Crossing Pantserschipstraat by slow vehicles**

To ensure that slow vehicles can cross Pantserschipstraat safely, the following procedure applies:
The driver reports to the gatekeeper and informs them that they wish to cross the public road.

- If a second person is available as an escort, the gatekeeper will lend them a high-visibility vest, warning light, and/or portable stop sign.
- Any signaling device (e.g., flashing light) present on the vehicle is activated.

Slow vehicles**:**
Aerial work platforms, forklift trucks with loads that obstruct visibility (and therefore have to drive in reverse), forklift trucks with tow trolleys, cranes, motorized trucks, etc., which, due to their length and/or limited maneuverability, pose a danger to public road users when crossing the road.
Only vehicles that are insured to drive on public roads may cross or use public roads.

3.15. Contractors shall ensure (with regard to their own employees, temporary workers, and subcontractors) compliance with the Royal Decree of May 28, 2003, on health surveillance of employees. In addition to the health surveillance specific to the contractor's activities, this also includes health surveillance as a result of possible exposure to chemicals specific to Eastman (e.g., amines, ammonia, dithiocarbamates, carbon disulfide, etc.). This exposure depends on the nature of the work. Information about this must be requested in advance from Eastman's prevention service.

For people with respiratory conditions (allergies, asthma, respiratory abnormalities or diseases), skin conditions (allergies) or abnormalities/diseases affecting their sense of smell, employment at Eastman may be inadvisable or subject to restrictions. In such cases, the prevention advisor/occupational physician must be contacted in advance, who can provide advice regarding the planned employment. Access to production areas, loading and unloading stations, and laboratories is prohibited for pregnant and breastfeeding women.

3.16. If grates (called laufers at Eastman) need to be removed in a controlled manner in order to carry out work, these laufers must be immediately replaced and anchored by the contractor after the work has been completed.



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3.17. Contractors may be observed by an observer during their work. The aim is to provide immediate feedback on safe and unsafe practices in order to increase safety awareness. We expect everyone to cooperate in this regard.

3.18. Additional conditions for in-house contractors (Top 12) and for contractors working on larger projects (to be laid down in advance in a contract).
The contractors mentioned above will be assigned an Eastman Buddy; the tasks of this buddy include:

- Acting as a focal point between Contractor Management & Taminco.
- Monthly safety tour of the site with the contractor's representative
- Participating in the monthly contractor foremen meeting chaired by the Eastman contractor safety coordinator.
- Preparing a quarterly report
- Conducting an annual evaluation of the contractor concerned together with the users in order to obtain an objective result.
- Being informed of all accidents and incidents involving the contractor concerned (both on and off site).
- Contacted by purchasing before a contract is renewed or a new order is placed.

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

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

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

- Completed checklists from the monthly safety inspections:
- A list of the monthly toolbox meetings, stating the topics and attendance.
- Reports of the visits by the prevention advisor.
- Incidents and accidents
- Reported unsafe situations/actions.
- Hours worked per month.



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# 4. FIRE SAFETY

4.1. All protective tarpaulins used must be fire retardant. This must be indicated by a label on the tarpaulins, or certificates must be submitted in advance. These must always be placed in consultation with the Eastman coordinator to shield fire-hazardous work.

4.2. Hydrants, fire extinguishers, hose reels, and other emergency equipment must always remain easily accessible. This firefighting equipment (painted red) may not be used for any purpose other than firefighting.
The use of water from the firefighting network for maintenance work is prohibited. Exceptions are only possible with the written permission of the prevention service.

4.3. All electrical appliances for construction sites, offices, workshops, workrooms, changing rooms, etc. must be in good condition.
The client may always impose a ban on use after inspection.

4.4. The area around heating elements must be free of flammable objects. Heating elements must not be left on unattended. During the winter period (November to March), a timer may be used to preheat the room for a maximum of 3 hours before entering the room.

4.5. Combustible substances, such as fuel, oil, cleaning products, etc., must be kept to a minimum, must be properly packaged, must be clearly identifiable by legal labeling, must be stored separately, and must be kept outside work areas or temporary buildings. Storage areas must be equipped with containment, closed doors, and effective warning signs. The inventory list of the contents of the storage area must be updated monthly.

4.6. Exits, emergency exits, passageways, stairs, switches, electrical cabinets, etc. must remain unconditionally accessible.

4.7 The necessary precautions must be taken when working with fire, fire extinguishers must be provided by the contractor, and personnel must know how to operate them. If in doubt, consult the Eastman coordinator.

4.8 Fire extinguishers must be in good condition and inspected at least once a year by a qualified person. Fire extinguishers whose 'head' is secured by fine-threaded bolts/nuts are prohibited. If in doubt, consult the prevention service, which can approve or reject the equipment.

4.9. Shipyard sheds must be equipped with an emergency exit, emergency lighting, fire extinguishers, and pictograms.



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# 5. ORDER AND TIDINESS

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

There must be order and tidiness around and on the contractors' sites, both for work carried out on a cost-plus basis and for work carried out on a lump-sum basis; all comments made by the client must be implemented as soon as possible and at no cost to Eastman. If this does not happen, Eastman will take measures at the contractor's expense.

5.1. Contractors must have sufficient waste bins on site. These must have a closed lid and be emptied in a timely manner. Containers must be provided for bulky waste.

5.2. Wood and wooden pallets are collected in the wood waste container. Undamaged wooden pallets are collected at the location designated by Eastman.



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# 6. ENVIRONMENT

6.1. The contractor must comply with Eastman's sorting rules. The contractor is responsible for removing its own waste. None of the fractions to be sorted may end up in the residual waste. Always comply with the sorting guide in Appendix H.

6.1.1. It is prohibited to dispose of any products or substances in the factory sewage system.

6.1. Waste materials originating from materials or products belonging to the contractor must be removed and disposed of by the contractor, at its own expense, in accordance with the law.

6.1.3. The contractor may not place any waste products in an Eastman waste container without the express instruction or permission of the Eastman coordinator.

6.1.4. Questions or problems relating to waste materials must be addressed to the Eastman coordinator (e.g., disposal of soil, liquids, etc.).

6.1.5 If operations or the use of products may cause soil, air, or water pollution, the approval of the Eastman coordinator must be requested and obtained after submission of the necessary information.

6.1.6 The incineration of waste is strictly prohibited, as is burial or discharge into the sewer system.

6.2. Environmental permit

6.2.1 The use or operation of machines, installations, or products classified according to VLAREM 1 - Appendix 1 "Classification List" must be the subject of a notification (class 3) or an environmental permit (classes 1 and 2).
A copy of the notification or permit decision must be sent to Eastman, for the attention of the environmental department.
If in doubt, the Eastman environmental department can always be consulted.

6.2.2. The use or operation of classified establishments must be fully compliant with the general environmental regulations VLAREM 2 and additional conditions.



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# 7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

7.1 The standard personal protective equipment :

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

Standard personal protective equipment consists of:

- Helmet
- High-top safety boots
- Workwear: consists of a long-sleeved vest and long pants or one-piece coveralls. This clothing is worn as follows: sleeves down and all buttons or other fastenings used.
  The workwear is fire-retardant, antistatic, and chemically resistant. Nomex workwear or equivalent is preferred (EN11612 standard and EN11611 class 1 for welding/grinding, EN1149-5, EN13034 type 6).
- Gloves (mechanical protection and/or chemical protection)
- Safety glasses
- Wide-view goggles
- Harness belt in combination with an SRL and trauma straps
- Hearing protection
- Escape mask for working at height

And is made available to its personnel by the contractor.

The contractor is responsible for having its employees' soiled work clothes washed in an industrial laundry. Taking them home and washing them at home is not permitted due to the risk of exposure to chemical residues.

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

The helmet, work clothes, and safety glasses are mandatory throughout the entire production site. The water treatment plant (across Pantserschipstraat) is also considered part of the production site. For wearing PPE on the contractor's yard: see 8.2.
The use of safety glasses is mandatory in areas marked with a blue line with shark teeth; these are mainly production facilities.
Wide-view goggles must also be worn when production installations are not in use.
A gas mask must be carried when present on floors/at heights, with the exception of buildings (e.g., CROP, New Preparation). These are provided by Eastman to the foremen/managers for a large part of the Top 12 contractors. Other contractors and short-term contractors must collect these gas masks from the control room/permit room.

The following equipment must also be worn:

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

All protective equipment must comply with the applicable regulations regarding PPE and bear the CE mark.



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7.2. In addition, additional personal protective equipment must be worn for the system opening of installations, namely Tychem/pyrrolon (chemical-resistant coveralls), neoprene/nitrile/butyl gloves, a full-face mask with ABEKP3 filter or breathing air depending on the atmosphere in the installation, and safety boots.
If necessary, this personal protective equipment must be worn throughout the entire work.
Workers must have received training in the use of this additional personal protective equipment.
This training must be demonstrable upon simple request.

Exceptions to this procedure are described as follows:

- Disconnecting/connecting instrumentation air to actuators (e.g., air ROV is disconnected);
- Working on non-product-related water pipes (e.g., disconnecting a sink) or emergency shower reservoir
- Air ducts and refrigerant pipes of HVACs (risks included in TRA)
- Fire extinguishing water pipes

7.3. Specific personal protective equipment for use in situations where standard PPE does not provide sufficient protection will be made available by Eastman upon request. Safety boots must be provided by the contractor.

7.4 Approved harnesses or safety belts, with Self Retractable Lanyard and fall arresters in accordance with Eastman's standard procedure for working at height, must be worn by the contractor's employees:

- if they have to perform work at height and where the use of scaffolding and/or collective protection is impossible.
- when performing work from a scissor lift.
- when performing work from an aerial work platform, the anchor point or "Harness-ON" interruption system must be used as the anchor point, unless otherwise agreed with the client.

The inspection certificates must always be presented.
Harness belts may only be attached to a suitable and approved anchor point in accordance with the Eastman standard procedure for working at height. Furthermore, the following anchor points are prohibited: pipes containing hazardous substances, cable ladders, sharp edges.
The use of hip belts for fall protection is not permitted.
The use of a Self Retracting Lanyard (SRL) is mandatory. This applies to all work at height unless otherwise specified by a task risk analysis approved by the Eastman client and prevention service.

If you have to move around at height with only a harness belt + SRL as personal fall protection, the double lanyard technique must be used. At least one SRL line must always be connected to an approved anchor point.

7.5 Life jacket
Available and mandatory when present on the quay. Also to be worn in the immediate vicinity of the canal, within 1 m of the bank and for work above the water.

7.6 High-visibility vest
A high-visibility vest must always be worn when working in the immediate vicinity of public roads.
This is high-visibility warning clothing (EN471).
Type Fluorescent Yellow or Fluorescent Orange.



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# 8 TEMPORARY BUILDINGS/CONTRACTOR ARK

8.1.1 The contractor must have sufficient waste bins in the container to enable sorting; the residual waste must not contain any sortable fractions. The contractor is responsible for emptying the waste bins. The waste sorting guide in **Appendix H** must be followed.

8.2. Temporary buildings are defined as structures intended for use as offices, warehouses, workshops, or sanitary facilities. These temporary buildings and utilities may only be placed in locations designated by the site layout coordinator. The structures may remain on site until the end of the works at the latest. Residential and sleeping accommodations are not permitted on the site. As a general rule, site vehicles and/or temporary buildings must be placed outside the production zone.

8.3 Safety glasses must be worn throughout the contractor park, with the exception of offices or the administrative area, toilets, and canteens. An exception is also made for the arrival and departure of personnel. Prescribed work clothing, safety shoes, and a helmet must also be worn in every arch shed. Only when it has been demonstrated that there is no risk of falling objects or head injuries is the helmet not mandatory, after consultation with the prevention service.

8.4. The shell of metal buildings equipped with electricity must be connected to the PE (earth) conductor in the site cabinet. (PE = Protection Earth)

8.5 Temporary buildings may only be equipped with proper electrical appliances. Prior to connection, the contractor must submit an inspection report for the temporary building, issued by a recognized technical inspection service. This electrical inspection must be repeated annually and whenever changes are made to the electrical installation.
The inspection certificates must be kept by the contractor in the site hut.

8.6. It is prohibited to carry out work in the temporary buildings erected on Eastman's premises to carry out work that is not intended for Eastman.

8.7. The contractor's temporary buildings must display the name of the company in sufficient size (min. 10 cm) and the name of the person responsible who should be contacted in the event of an accident or emergency (including telephone number).

8.8. Eastman provides sanitary facilities at the contractor park. Only these sanitary facilities may be used by the contractor.

8.9. The structures must be resistant to wind, rain, snow, drafts, etc., and must be equipped with impermeable, waterproof flooring and heating. Doors must open outwards.

8.10. Sufficient firefighting equipment must be provided: at least one approved fire extinguisher per temporary building (minimum 6 kg ABC powder) and at least one smoke detector per container.

8.11. The contractor is responsible for maintaining order and cleanliness in and around its temporary buildings and sanitary facilities.

8.12. Every month, Eastman appoints a contractor responsible for general housekeeping in the contractor park.
This contractor must provide someone for at least 30 minutes each month to clean up litter, incorrectly sorted waste, etc.



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8.13. The contractor must thoroughly clean the site every day. Failure to comply with this rule may have adverse consequences for the issuance of the work permit.

8.14. After a complete assignment, the site must be completely cleaned up and the condition reported to the Eastman coordinator. The contractor's own facilities and machines, as well as materials, must be removed immediately.

8.15. Passageways must be kept clear in all cases.

8.16. At the end of the working day, all machines and equipment must be switched off and left in a secure condition. An exception is made for heating appliances during the winter period (see point 4.4).

8.17. Loose items must be removed or secured. In any case, care must be taken to ensure that no dangerous situations can arise in the event of a storm, etc.

8.18. In temporary buildings, telephone numbers for emergencies and the alarm procedure (see Appendix D: Alarm Procedures) must be displayed.

8.18. Insulation materials in temporary buildings used for welding activities must be non-combustible or self-extinguishing.

8.20. A spare key for all site huts and containers must be available at the Eastman gatekeeper's office to provide access in the event of an emergency.

8.21. The waste sorting guide in **Appendix H** must be displayed in the container.



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# 9 HAZARDOUS PRODUCTS

9.1. The storage of hazardous products on site must comply with VLAREM II chapter 5.17.
The quantity of hazardous products stored must be kept to a minimum.

9.2 Products brought onto Eastman premises must be known and approved by Eastman. The MSDSs and usage instructions must be included with the safety plan. Products may only be brought onto the site with the prior approval of the safety plan by the Eastman coordinator. During the work, a contractor must at all times have an inventory of all products that he has brought onto the site. The inventory must include the quantities and nature of the products and must be communicated to the Eastman coordinator.

9.3. If necessary, the required permits for hazardous products or radioactive sources must be available for presentation.

9.4. All packaging must be provided with the appropriate labeling.

9.5. Gas cylinders and pressure vessels must also be reported to the Eastman coordinator and must be set up and used correctly (protection against sunlight and tipping over). Oxidizing and flammable gas cylinders must not be stored together in the same box.
Gas cylinders and pressure vessels must always be stored outside enclosed spaces, e.g., tanks. Gas cylinders and pressure vessels must be limited in number to what is strictly necessary.

9.6. The necessary permit must be issued to the Eastman coordinator for the installation of a fuel tank. A certificate from the manufacturer stating the date, pressure, and duration of the hydraulic test must be available. If this is not available, a hydraulic test must be carried out before commissioning.

9.7. If contractor employees work in Crop (production and warehouses) for more than 3 months/year (whether or not spread over the year), the foreman/site manager of the contractor concerned must inform Eastman's medical service. Our medical service will pass on the necessary information regarding additional annual examinations to the occupational physician of the contractors concerned. In the event of accidental exposure and/or complaints suspected to be caused by the product (skin rash, eye irritation, sore throat, dizziness, nausea) of contractor personnel, this will be reported and treated as an incident. The medical service is also notified on the same day, the names of all those involved are communicated, and additional urine samples are taken on the same day.



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# 10. TEMPORARY AND MOBILE CONSTRUCTION SITES

The regulations on Temporary Mobile Construction Sites/Safety Coordination (Chapter V of the Welfare Act and the Royal Decree of January 25, 2001) apply to construction sites where the following works are carried out:

Excavation, earthworks, foundation and reinforcement works, hydraulic engineering works, road works, installation of utility lines (sewers, gas pipes, electricity cables and interventions on these lines preceded by other works), construction works, (dis)assembly of prefabricated elements, beams and columns, fitting and equipping works, renovation works, refurbishment, repair works, dismantling works, demolition works, maintenance works, painting and cleaning works, remediation works, finishing works associated with one or more of the above works.
From the moment that two or more contractors carry out activities simultaneously or consecutively on the construction site during the execution of these works, safety coordination during the design and implementation phase is mandatory.

In concrete terms, this means that the above regulations may or may not apply in certain circumstances. Please check with your Eastman representative to find out whether your assignment is subject to this obligation. If so, Eastman will appoint a safety coordinator.

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

- Participation in coordination meetings;
- Respecting the advice of the safety coordinator;
- Taking measures as advised by the safety coordinator in the coordination log;
- Providing the requested documents, such as the supplementary VG plan with a specific risk (task) analysis. This plan must be submitted to the appointed Safety Coordinator in a timely manner and explained to him at his simple request. The plan will be assessed and must fit into the general VG plan drawn up by the Safety Coordinator.
- Upon completion of the work, submit all documents relating to materials and actions for the post-intervention file (technical file).



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# CHAPTER II: TECHNICAL REQUIREMENTS

## 1. CRANES, LIFTING EQUIPMENT, AND AERIAL WORK PLATFORMS

1.1. All cranes, lifting equipment, slings, and aerial work platforms must have a valid certificate issued by a recognized technical inspection service. The most recent certificates must be kept in the vehicle. Single-use lifting slings are prohibited.

If you want to use a hoisting or lifting device from abroad in Belgium for a period of less than 3 months, the following reports must be available with the device:
The most recent reports on the periodic inspection (maximum 3 months old) and the inspection upon commissioning of the equipment, drawn up by a recognized inspection institute in the country of origin.

1.2. Unless otherwise agreed, cranes are always installed and operated by Eastman's in-house contractor.

1.3 Before hoisting, the area within the turning circle must be inspected.

1.4. During lifting operations, the area within which lifting is taking place must be clearly marked off and the load must not be allowed to pass over people.

1.5 All cranes and lifting equipment must be equipped with a fire extinguisher.

1.6. The contractor must ensure that underground cables and pipelines are adequately protected. If vehicles need to be driven over these cables or pipelines, sufficient protection must be provided to prevent damage to the cables and/or pipelines. Tracked vehicles must use plates to prevent damage to roads.

1.7. Crane operators must hold a valid lifting certificate (or equivalent) and have at least two years' experience with the type of crane in question.

1.8

Rigger: this is the person responsible for attaching, guiding, and signaling loads during a lifting operation. They must have completed training course "AV-004 – Attaching and signaling non-critical loads" or "IS-006 – Attaching and signaling critical loads" and hold the relevant certificate. A rigger must be able to communicate with the crane operator in a common language. An IS-006 rigger is required for critical lifting operations. For very complex work, an additional team leader may be present alongside the rigger, or additional people may be designated (e.g., someone from an external team, fire guards with a general role) to give signals (e.g., whistle signals) during the lifting operation. They must also be identifiable by means of a fluorescent vest with the designation 'Rigger' and/or a fluorescent armband.

1.9. It must be determined whether the ground can withstand the pressure of the crane. Dragline plates must be used under the crane's outriggers. The load of the plates on the ground must not exceed 1 kg/cm².



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1.10. The hoisting of persons is only permitted with a personnel hoist approved by a recognized technical inspection service. We refer here to the legal provisions regarding restrictions (inspection of hoist and crane, safety harness attached to a hook on the hoist block independent of the hook on the hoist). Attaching the harness belt to the railing of the lifting basket is also permitted if there is a risk of the lifting basket spinning.
Lifting materials in material baskets is only permitted in approved material baskets. Any deviation from this requires the prior, explicit approval of the Eastman coordinator.

1.11. Forklift truck drivers and operators of aerial work platforms and scissor lifts must have a valid medical certificate of fitness and the necessary professional competence. They must be able to present a valid certificate for this.
Additional regulations apply to users of aerial work platforms/scissor lifts. They must also complete a checklist before using these machines, which can be obtained from the gatekeeper.

1.12. Aerial work platforms and scissor lifts may not be used to hoist equipment that does not fit in the operator's cage.
If an aerial work platform or scissor lift is positioned on the roadway for the purpose of carrying out work, the operator must cordon off an area around the aerial work platform using posts or cones. Do not use diesel-powered aerial work platforms in enclosed spaces. Persons in the work basket of an aerial work platform must attach their harness to the anchor point or "Harnass-On" system. Scissor lifts must always attach the harness to the designated anchor point or middle railing. This also applies when the aerial work platform/scissor lift is moving in the lowest position. Persons may only leave the work platform when it is at ground level. The above restrictions may only be deviated from by drawing up a risk analysis and obtaining approval from the prevention service.

1.13. The use of cranes, lifting equipment, and aerial work platforms in production departments for work in the production zone is subject to the work permit procedure. Supervision and standby by a second person is mandatory when these machines are used throughout the site, with the exception of delivery or collection services for aerial work platforms.

1.14. For critical lifting operations, the client requests a lifting file. This must be submitted to the Eastman coordinator for approval before work commences. Critical lifting operations are defined in clause 28 "Critical lifting." If you have not received this, please request it from the Eastman project manager.

A good hoisting file is a floor plan on which at least the following items are indicated:
- indication of installations located within the lifting circles (including heights)
- position of hoisting equipment
- positioning of the device to be lifted before the start of the lifting operations
- setup of equipment to be hoisted after hoisting work
- hoisting route indicated by a curve on the floor plan. Where possible, hoisting above process vessels or tanks filled with hazardous, flammable, or gaseous chemicals should be avoided.
- characteristics of the hoisting equipment (capacity as a function of hoisting radius, outrigger base, counterweight, boom length)
- maximum outrigger pressure in unfavorable soil conditions.
- calculation of the maximum permissible wind speed for hoisting operations.
- indication of hazards in the surrounding area (storage tanks, pipe bridges, electrical installations, cables, production facilities, manned buildings, etc.).



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

1.16. Vehicles must be equipped with adequate lighting and audible warning devices.

1.17 For cranes, a wind speed meter must be present on the crane itself or the weather forecast must be checked before and during work.



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# 2. LADDERS AND SCAFFOLDING

2.1. Ladders, platforms, and scaffolding must comply with the Royal Decree on the use of work equipment for temporary work at height (August 31, 2005).
Contractors (all users) who use these must be trained to do so.

2.2. Ladders
Metal ladders may not be used in high-voltage cabins.

Ladders must be identified and inspected every six months by an approved technical inspection service.

The following basic rules apply when using ladders:

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

A ladder is a means of overcoming differences in height and is not intended for carrying out work. The latter is only permitted if there are no safer alternatives or if the work is of short duration. The following conditions always apply:

- The standing height is limited
- The ladder is secured or held in place
- The standing time is limited (< 2 hours)
- The ladder must extend at least 1 meter above the place where the work is being carried out.
- Both hands must be used when climbing a ladder. Materials and/or tools must be carried in a belt or backpack or hoisted up.
- The force exerted is limited (only hand tools or battery-powered tools)
- The reach is less than an arm's length
- From a fall height of 1.2 meters between the lowest floor and the feet, the user must protect themselves against falls: personal fall protection suspended from an approved anchor point must then be used.
- The 1.2-meter height must be marked on the ladder with a clear marking (e.g., by a tie wrap/tape/marker on the side rails, not on the rungs themselves!).

The use of ladders is not permitted from a wind speed of 7 Beaufort (50 km/h).
Safer alternatives to a ladder are: fixed platform, scaffolding, and aerial work platform.



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2.3. Scaffolding

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

Scaffolding must be erected using suitable components and connectors. A well-designed plan is required for erection, and scaffolding must be constructed in accordance with the Royal Decree on the use of work equipment for temporary work at height (August 31, 2005). Only authorized personnel may alter scaffolding. Unless otherwise agreed, this is the scaffolder appointed by Eastman. Contractors may not alter scaffolding erected by the scaffolder. If this does occur, the contractor employees involved will be immediately removed from the site.
They are inspected before use by a competent person designated by Eastman. There is also a weekly periodic inspection.
If approved, they will be labeled with the words "May be entered" with the date of inspection and identification of the inspector.

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

All equipment must be well maintained.

2.4. Mobile scaffolding, the height of which exceeds three times the smallest base side, must be supported or secured during use. This must always be done in accordance with the manufacturer's instructions by authorized persons. The mobile scaffolding may only be accessed from the inside of the scaffolding.
The scaffolding wheels must be locked before entering the scaffolding.
Mobile scaffolding must be free of people, materials, and tools before it is moved.
This must be done with care and in a longitudinal direction.

2.5. Standing on pipes (insulated or uninsulated) is never permitted. Appropriate scaffolding must always be provided for carrying out work on pipes.



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# 3. WELDING AND BURNING

3.1. Welding equipment

- Electrical welding equipment, including cables and earth conductors, must be kept in good condition.
- Any defects found must be repaired by a qualified person.
- During welding, welding cables and power cables must be protected against damage from mechanical or chemical influences.
  See Chapter 8 for electrical safety regulations.

3.2. Welding

**All welding work is subject to the fire permit procedure.**

When welding overhead or when there is a risk of spattering weld droplets, wearing a hood is mandatory. Fireproof or fire-retardant welding blankets must be used for welding and/or grinding work. All combustible materials and dust must be removed before work commences.

3.3. Oxyacetylene welding

Oxyacetylene welding is only permitted with the express permission of the client.

- The use of containers for compressed, liquefied, or dissolved gas must comply with the regulations of the ARAB and Vlarem. This clearly entails: separation of empty and full cylinders, protection against weather influences and sunlight, prohibition of smoking and open flames, indicated by pictograms, powder extinguisher in the immediate vicinity, vertical storage of cylinders, protection against tipping over by using a cylinder trolley.
- Gas cylinders must be lifted using a suitable tool (e.g., a container) to prevent them from falling (do not lift the cylinder directly).
- Each user must be familiar with the connection methods and conditions of use for each of the compressed gases, as well as the procedure to follow in the event of an incident.
- For acetylene cylinders, a flashback arrestor must be installed immediately after the pressure regulator.
- During welding and burning work, the cylinders must be kept outside a radius of 5 meters from the welding work.
- Propane and butane cylinders must be equipped with a pressure regulator (working pressure max. 1 atmosphere).

3.4. Electric welding

The provisions of AREI, Art. 57, must be strictly adhered to. Particular attention must be paid to the careful connection between the workpiece and the earth electrode.
A copy of Art. 57 can be obtained from Eastman's technical department on request.
Particular attention must be paid to welding work carried out in close proximity to each other (earth connections).



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For welding work in confined spaces, only welding equipment with reduced no-load voltage is used. This equipment is provided with the correct rating plate and, during the annual inspection, the no-load voltage is measured and stated on the inspection report.
The return line (grounding) of the welding machine is connected as close as possible to the welding location and is secured with an effective clamp to prevent sparking.

**In the evening, when leaving the site, all electric welding equipment must be switched off, the plugs must be pulled out, and the gas cylinders must be closed and removed from the production area (only left on site with the permission of the client and site manager).**



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# 4. MACHINES, TOOLS, AND EQUIPMENT

4.1. All equipment used by the contractor must comply with the relevant regulations and be in a safe mechanical condition.

4. The use of all machines, trucks, and vehicles equipped with combustion engines is subject to the fire permit procedure and must therefore be explicitly stated.

4.3. All pressure vessels must be inspected regularly by an official body. Uninspected vessels are prohibited.

4.4 Air compressors must be equipped with silencers.

Sandblasting:
- may only be carried out using legally approved sandblasting agents
- provided that it is shielded with tarpaulins in accordance with the instructions of the Eastman coordinator.
- in production areas: wet sandblasting may be imposed.

4.5. Own machines, tools, and equipment must be marked in a clear and indelible manner.

4.6. A setup of multiple machines assembled on site (e.g., chemical cleaning, sandblasting, industrial cleaning, catalyst replacement) often involves additional risks due to on-site assembly/construction. For these setups, a "contractor installation construction" checklist must be reviewed together with the Eastman prevention service.

4.7. Angle grinders must be equipped with a handle and a dead man's switch.
They have an automatic braking system; for the larger types (power > 2 kW), the deceleration time is limited to 5 seconds.
The devices are also equipped with an anti-kickback stop.
For all grinding work, it is mandatory to wear cut-resistant gloves and safety goggles in combination with face protection (or alternatively a face shield with integrated safety goggles).
Grinding machines must be held with both hands (e.g., the grinding machine cannot be used to sharpen welding needles; the use of a point grinder is recommended for this purpose).

Working with grinding machines is discouraged as much as possible. If safer alternatives (saws, pipe cutters, etc.) are available, these are preferred and it is possible that a permit will not be issued in order to eliminate unnecessary risks.

4.8. Work equipment (fixed installation) Commissioning
A report is drawn up by the internal contractor prevention advisor.
This report confirms compliance with current safety and hygiene laws and site rules. It must be displayed near the equipment in question, including the instructions for use = Safety instruction card or VIK.

4.9. Knives must be of the safety type. Only in exceptional cases and where this is not possible due to the type of work may another type be used, after consultation with the Eastman representative.
Furthermore, cut-resistant gloves must always be worn during all cutting activities. A safe cutting direction must also always be followed, i.e., away from the body.



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# 5. POSSIBLE PROVISION OF EQUIPMENT BY EASTMAN

5.1. As a general rule, Eastman will not provide ladders, scaffolding, or other equipment to contractors.

5. However, if during the works and in exceptional cases a request is made to deviate from this rule, the contractor will be responsible for keeping the borrowed equipment in good condition from the moment it leaves the tool warehouse until it is returned to the warehouse.

Borrowing will only be possible after approval by the Eastman coordinator, maintenance engineer, and/or maintenance operations manager and/or warehouse manager.
The contractor is responsible for training its people in the use of the equipment made available. It shall ensure that this equipment is only used by people who have been trained for this purpose and shall inform them of any specific instructions.

5.3. All equipment that is not returned at the end of the work, or that is damaged, will be replaced or repaired at the contractor's expense.

5.4. The fact that the contractor takes possession of borrowed equipment releases Eastman from any responsibility for the condition of the borrowed equipment and shall not give rise to any recourse against Eastman, even if the equipment causes an accident.



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

6.1. The order in which something is demolished and the handling of loads must be discussed with the Eastman coordinator before starting this work.

6.2. If there is a risk of falling materials during demolition work, the area must be properly cordoned off and sufficiently clear warning signs must be placed.

6.3. Special attention must be paid to locating and marking old underground pipes or other concealed pipes and sewers, using the latest information available on the "underground pipes" plans. When electrical cables are demolished, ISO procedure V32-00053-09-08-07 applies, which describes explicit preparation by a competent E&I preparer appointed by Eastman.

# 7. STORM HAZARD

7.1. Tanks, towers, cranes + temporary buildings, etc., and installations under construction must be adequately secured against strong winds or storms to prevent damage or danger to persons.

7.2. The contractor must adequately secure all materials against being blown away.

7.3 The use of hoisting equipment, working on scaffolding and roofs, and the use of ladders is not permitted when wind speeds exceed 7 Beaufort (50 km/h). For cranes, a wind speed meter must be present on the crane itself or the weather forecast must be checked before and during work.

7.4. Under no circumstances may materials be left on scaffolding or roofs. These must be removed every evening. If this is not possible, they must be secured against falling or being blown away.

7.5 Lightning: apply the 10-second rule.

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



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# 8. SAFETY RULES FOR ELECTRICITY

8.1. The electrical power for your construction site can be provided from an electrical substation or via a generator. The electrical cables, as well as the site cabinet, are supplied and installed by the contractor.
The connection will be made at Eastman's expense and may only be carried out by a qualified Eastman electrician. Prior to connection, a conformity check for each commissioning without infringements must be submitted to Eastman's client by a recognized technical inspection service. Eastman will refuse the connection if violations of the AREI or defects in equipment, site cabinets, or cables are found.
Any delays or expenses caused by this shall be borne entirely by the contractor.

The contractor shall notify the Eastman coordinator of the electricity requirements for the planned work in advance (at least 4 weeks before the start of the project). The coordinator will discuss this with Eastman's Energy/EMR department, which will then determine how this connection will be realized.

8.2. However, the contractor remains fully responsible for any accidents or damage to equipment or devices caused by this "provision."

8.3. Any damage to Eastman's electrical installation caused by the contractor will be repaired immediately at the contractor's expense by Eastman's electrical service department.

8.4 High-voltage installations
These are only accessible to authorized Eastman personnel. If contractors need to carry out work on these installations, they must be BA4/BA5 authorized personnel of the contractor - in accordance with the legal provisions - and provided they have authorization for this work from the maintenance engineer or the team leaders for electricity or control technology, and they must always be accompanied by an Eastman electrician.
In addition, a TRA must be drawn up, taking into account all necessary safety measures concerning the activity and the environment (see also Part I, 3.1 Safety Critical Tasks) and a work permit.

8.5. Low-voltage installations

8.5.1. Third parties (such as non-authorized Eastman personnel) are strictly prohibited from opening Eastman electrical distribution boards, connecting/disconnecting cables, or installing/removing/resetting fuses.
Exception: BA4/BA5 authorized personnel of the contractor - in accordance with legal provisions - and provided they have authorization for this work from the maintenance engineer or the team leaders for electricity or control technology.
In addition, a TRA must be drawn up, taking into account all necessary safety measures relating to the activity and the environment (see also Part I, 3.1 safety critical tasks) and a work permit.

8.5.2. It is strictly forbidden to work on live parts. If this cannot be avoided, it may only be done if a TRA has been drawn up, taking into account all necessary safety measures relating to the activity and



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the environment, and under the supervision of the engineer or electrical team leader (see also Part I, 3.1 safety critical tasks).

8.5.3. Any violations of these points will result in the employee(s) in violation being prohibited from entering the company premises.

8.6. Sockets

The use of power outlets in the installations is not normally permitted.
This may only be permitted after consultation with the Eastman coordinator (checking the type of network and voltage level; connecting to the sockets provided for this purpose with a suitable CEE plug). Before connecting devices to a power outlet, it must be ensured that the device is switched to the correct voltage. If in doubt, consult the Eastman coordinator.
An electrical generator is always provided for all welding work. This electrical generator is set up outside the zoned area in consultation with the Eastman coordinator. An electrical generator may only power one welding machine.

The use of a safety transformer is mandatory for the use of electrical appliances (e.g., wired lighting and hand tools) in confined spaces. Welding equipment must be equipped with reduced no-load voltage, which is indicated by the following symbol: S .

8.7. Extension cords

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

Under no circumstances may extension cables run through zoned areas (broadly speaking, this includes all storage areas and production floors in no-smoking zones). If this is unavoidable, it must be stated on the fire permit.

The AREI recommends the use of differential switches (protection against indirect contact) when using extension cables.
As these are not provided in the circuits of the sockets at Eastman, you must use an adapter with a built-in differential switch when using extension cables longer than 40 m.

Plugs and extension cables must be of sound quality and have a sufficient cross-section:

3-phase 125 A 25 mm2
3-phase 32 A 6 mm2
Mono 16 A 2.5 mm2

8.8. Inspection of electrical installations

The mandatory annual inspection of all electrical installations is organized by the contractor. A copy of the inspection report
is handed over to the Eastman coordinator.
Before the electrical installation is connected, it must be approved by a recognized inspection body. A copy of the blank inspection report (without violations or comments) is sent to the Eastman coordinator.
Every year in January, the contractor will request a new inspection, unless the installation was inspected after November 1 of the previous year.



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8.9. Generators/Compressors

If a generator is used, this must be discussed in advance. Before each use, it must be subject to a conformity check with the AREI regulations. Before use, a check must be carried out using a checklist that includes the following conditions:

- Placement outside the blue zone, keep the footpath as clear as possible.
- Placement within the blue zone with a fire permit (see matrix)
- Placement not under a pipe rack or walkway
- Fire extinguisher present
- Instructions for switching on and off present or known to the operator
- No visible oil leaks or defects when put into service, hoses in good condition and safety devices present to secure couplings.
- Instructions for switching on and off available or known to the operator.
- No visible oil leaks or defects upon commissioning / Good maintenance.
- Ground generator The external ground connection of the compressor/generator is connected to a grounding point (16-25 mm²), or if there is no external ground connection (e.g., for smaller portable generators), the Class II (= double-insulated) electrical equipment symbol is indicated on the nameplate: ⧈
- Generators must always be switched off at the end of the working day.
- Test the emergency stop (if present, otherwise the on/off switch).



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# 9. EXCAVATION WORK

9.1. An excavation permit is always required for excavation work. The following must be requested in advance:
- Klip and/or Klim must be applied for as required by law;
- Consult soil and sewerage plans;
- Pipes must be exposed manually in risk zones, whereby a safety guard is always required in the vicinity of underground gas pipes (natural gas, hydrogen), high-voltage cables, and underground pipes of the city water firefighting network. Risk zones are always indicated on the underground pipe plan.
- A vacuum truck is a safer option to prevent damage to any cables/pipes. The properties of the potentially contaminated soil are important here. If relevant, measures must be taken with regard to explosion hazards and the release of gases/vapors.

9.2. Working in the vicinity of Fluxys natural gas pipelines or Air Liquide hydrogen pipelines:
When excavating within a 15-meter zone around these pipelines, Fluxys/Air Liquide must be notified in advance by the Eastman coordinator. The planned preventive measures must be agreed in advance with their representatives. The contractor's safety plan must take these provisions into account.

9.3. Demarcation of excavation work:
The excavation site must be clearly marked by demarcation. This demarcation consists of a fixed railing placed at least 2 meters from the edge of the pit. If this would cause the railing to be placed on the road or prevent access to an installation, this distance may be deviated from. Concrete reinforcing bars used in a barrier must always be fitted with a protective cap.
An alternative is to cover the excavation. The material used must then be suitable for any traffic that may pass by.

9.4. Protecting walls against collapse:
From a depth of 1.25 meters, it must always be assessed whether the installation of walls is necessary. From a depth of 6 meters, walls must be calculated by a civil engineer. It is also possible to work in stages.

9.5. Access routes for crane/excavator
The location where the crane/excavator can drive and be positioned must be checked, taking into account underground sewers and wells.

9.6. Confined spaces:
Pits with a depth (from 1.25 meters) equal to or greater than the diameter are considered confined spaces.

9.7. Inspection notification:
Pits with a depth of 1.25 meters or more must be reported to the occupational health and safety inspectorate. The Eastman coordinator must be informed of this so that he can make the report.

9.8. Bars, for example from formwork, that protrude and pose a risk of injury if they fall or are moved, must be fitted with a protective cap.



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# 10. HIGH-PRESSURE CLEANING

10.1. **Industrial** high-pressure cleaning is defined as (see definition: working with a high-pressure cleaner):
1. with a working pressure of 250 bar or more, or
2. with a pump power of more than 10 kW at a working pressure higher than 25 bar. (see definition SIR, www.sir-safe.nl )

10.2. From January 1, 2014, high-pressure cleaning (see definition in scope) may only be carried out by companies that are members of SIR ( www.sir-safe.nl ). These companies undertake to apply minimum rules in the areas of training and equipment. The contractor's obligations are:

- Preparing a task risk analysis for the work involved;
- Appropriate training specifically for high-pressure cleaning
- High-pressure cleaning is prohibited for persons under the age of 18;
- Periodic inspection of the equipment used;
- Use reinforced spray boots adapted to the pressure for manual or semi-automatic high-pressure cleaning; use of a waterproof suit/acid suit, wide-view goggles in combination with a face shield or a full-face mask depending on the working pressure and possible chemicals as minimum eye/face protection; this must be assessed in the task risk analysis.
- Cordon off the spraying area (minimum 6 meters), also taking into account the levels above and below. The distance between two sprayers must also be at least 6 meters;
- Presence of a first aid card specifically for high-pressure cleaning (first aid for injuries caused by high-pressure liquid cleaning). Any injury caused by high-pressure liquid, no matter how minor, must be treated immediately.
- The spray gun must be equipped with a dead man's switch; the control button must not be able to be pressed or blocked and must be protected by a bracket against accidental contact.
- The spray pipe must be at least 75 cm long.
- The maximum reaction force on the sprayer must not exceed 250 N (25 kg) and in a confined space must not exceed 150 N (15 kg).
- If there are more than two connections to a single installation, closing one spray nozzle must not cause a pressure change of >10% at the other spray nozzle.
- Hoses are equipped with hose breakage protection.
- Make agreements regarding rest breaks (heavy work).
- Make agreements regarding the collection of rinse water inside and outside the production department (also regarding rinsing and emptying pipes).

10.3. Working with a **home & garden** high-pressure cleaner is understood to mean:
1. with a working pressure of less than 250 bar.
2. with a pump power of less than 10 kW at a working pressure of less than 25 bar.

- Preparing a task risk analysis for the work involved;
- Periodic inspection of the equipment used;
- Use of boots, waterproof suit/acid suit, safety goggles in combination with a face shield or a full-face mask depending on the working pressure and possible chemicals as minimum eye/face protection; this must be assessed in the task risk analysis.
- Cordoning off the spraying area (minimum 6 meters), also taking into account the levels above and below. The distance between two sprayers must also be at least 6 meters;
- The spray gun must be equipped with a dead man's switch; the control button must not be able to be pressed or blocked and must be protected by a bracket against accidental contact.

10.4. Tank containers, tank trucks, and vacuum trucks carrying products other than Eastman products may not be rinsed at the company.



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## 11. CIVIL ENGINEERING WORKS NEAR INSTALLATIONS IN SERVICE

When civil engineering works are carried out in/near installations in service using heavy machinery such as cranes, excavators, bulldozers, mini-excavators, loaders, earth-moving machines, the above machines with jackhammers, etc., specific attention must be paid to the additional risks posed by this equipment.
The following measures must then be taken:

- Step-by-step task risk analysis of the works, taking into account the risks of the installation. This standard risk analysis by the contractor is discussed in advance on site with the contractor, the person responsible for the work, the prevention service, and the department involved where the work is being carried out. During this discussion, the risks of the installation are discussed and additional measures are established. The contractor adapts his risk analysis accordingly. If no task risk analysis is available, or if it is insufficient, the work may not be started.
- Barriers: if work is carried out less than 5 meters from the installation (shortest distance between the machine and the installation during the entire work), a fixed, physical barrier (e.g., Heras fencing, barrier with scaffolding material) must be placed between the installation and the location of the work. If shielding is not possible, a safety guard (independent of the contractor) must be appointed for the duration of the work.
- Prohibition: it is prohibited to work with such machines less than 2 meters (shortest distance between machine and installation during the entire work) from an installation that is in service. In such cases, work must be carried out manually.

## 12. DEMARCATION

In order to limit the risks when carrying out work, it must always be checked where and what demarcation must be placed.

- Preferably, fixed demarcation (Heras type) should be used.
- In case of a risk of falling (due to pits or removed walkways), only fixed demarcation is used.
- If barrier tape is chosen, it will be printed with the name of the company and the start and end dates.
- Every evening, any barriers that are no longer necessary will be removed.



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## 13. FIREPROOF CERAMIC FIBERS

When working with fireproof ceramic fibers, the code of good practice "Working with fireproof ceramic fibers" must be followed.
This includes:

- Submitting a safety plan.
- Compliance with the training requirements for everyone working for the contractor.
- Organizing the necessary measurement campaigns.
- Disposing of waste in accordance with regulations and the code of good practice.

## 14. ASBESTOS

When working on/with materials containing asbestos, the regulations 'Royal Decree on the protection of workers against the risks of exposure to asbestos' must be followed.
This includes:

- Submitting a safety plan
- Including the relevant parts of the asbestos inventory in the safety plan.
- Notifying the health and safety inspectorate – chemical risks department within the legally prescribed time limits.
- Being able to submit the necessary accreditations as an asbestos removal expert.
- Compliance with training requirements for everyone working for the contractor.
- Organizing the necessary measurement campaigns.
- Removing and depositing asbestos at a certified processing facility and submitting the necessary documents to Eastman.

All these documents must be submitted in advance to the Eastman coordinator.

## 15. X-RAY/RADIOGRAPHIC EXAMINATION

When performing non-destructive testing (Rx), exposure to radiation may pose health risks. This work may only be carried out by specialists from an approved organization. Depending on the strength of the source used, a perimeter is marked out to prevent unauthorized persons from entering. These examinations should preferably be scheduled outside normal working hours.



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

Lockout (lock), tagout (label), and try (test) is a safety procedure whereby installations and energy sources are switched off during work. This protects staff and contractors from the dangers of unexpected start-up and unexpected release of hazardous substances and energy.
This shutdown is achieved by means of locks that are applied by production, the keys to which are kept in a locked lockbox with a tagmaster.

Each employee of the contractors involved must attach their personal lock to the lockbox at the start of their activities and remove it after the end of their work. If the contractor finishes their activities at the end of the day or shift but the assignment is not yet complete, the contractor must remove their personal lock from the lockbox and, in consultation with the Eastman representative, determine which group lock will be placed on the lockbox to replace the contractor's personal lock. In addition, the contractor must fill in the lockbox tagmaster (company and personal name, nature of the work – mechanical or electrical – and whether or not it is complete).

The contractor's personal locks are marked with the name of the person concerned and the name of the company.

In the event of a shutdown, this procedure may be modified following official communication from Eastman.



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# 17. PURCHASE CLAUSES CONTRACTORS/VENDORS

The following purchase clauses are currently available:

Cl. 1: Safety and hygiene certificate
Cl. 2: Written information & instructions for use of work equipment
Cl. 3: Machines
Cl. 5: Electrical appliances and wiring
Cl. 6: Inspection in accordance with AREI
Cl. 7 Explosion-proof material
Cl. 8: Hydraulic material
Cl. 10: Work equipment for lifting and hoisting loads
Cl. 12: Ladders
Cl. 14: Chemical products
Cl. 15: Noise
Cl. 16 Initial purchase (PPE)
Cl. 17: Replenishment (PPE)
Cl. 18 Steam appliances
Cl. 19: Pressure vessels – Storage – Gases
Cl. 20: Pressure vessels – Pressure equipment – Production
Cl. 21: Heat exchangers
Cl. 22: Pipes subject to inspection
Cl. 23: Pipes
Cl. 24: Storage tanks – liquids
Cl. 25: Compressed air receivers
Cl. 26: Certificate for working with third parties
Cl. 27: Scaffolding
Cl. 28: Critical lifting
Cl. 30: Overfill protection – storage tanks for hazardous substances
Cl. 31: Safety and pressurized fittings
Cl. 33: Lightning protection
Cl. 34 Surge protection
Cl. 35 Safety valves
Cl. 36: Certificate
Cl. 37: Request for cleaning work
Cl. 38: Contractor work
Cl. 39: Transportable pressure equipment – Gases
Cl. 40: Structural components with load-bearing properties



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# APPENDIX A  OPERATIONAL ACCESS PROCEDURE FOR CONTRACTORS

**General principle**

All persons who are not employees of Eastman Gent Noord must be registered and identifiable by means of identification when they enter the Eastman "Factory premises."

Each visitor must be registered with the gatekeeper via "visitor registration" at the latest on the day prior to the visit by the Eastman applicant. This ensures that the gatekeeper receives the information necessary to guarantee a customer-oriented and smooth welcome.

All third-party contractors who will be entering the production site must complete the Safety Challenge and successfully complete the assignments (until all answers are correct). This Safety Challenge remains valid for one year.

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

**Short-term contractors (occasional external workers):** are not permanently present at the company, but may be employed for a limited period (1 day to a maximum of 1 month).  This may also be for several shorter periods during the year.
For short-term contractors, there is first an introduction to the site rules via an Eastman-provided "Safety Challenge" that is carried out at the reception desk before access is granted, followed by practical training on site that is followed in "Safety Land" (introduction from 2026).

The Eastman contact person or client goes through a checklist together with all short-term contractors.  In the event of interrupted periods of employment on site, the checklist is reviewed at the start of each new assignment.

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

**Long-term contractors (regular external personnel):** these are individuals who are present at the company for a longer (preferably consecutive) period (more than one month).
For permanent contractors, there is first an introduction to the site rules via an Eastman-provided "Safety Challenge" that is carried out at the reception desk before access is granted, followed by practical training on site that is followed in "Safety Land" (introduction from 2026).

In addition, the manager of each contractor employed at Eastman must take a test administered by the Eastman Contractor Safety Manager. If they pass, they receive a green sticker on their helmet. In this case, the manager is also authorized to provide basic training to new employees.

New employees are expected to be supervised by experienced personnel who have sufficient knowledge of the applicable procedures.

Compliance with these training courses will be regularly checked by the Eastman contact person/client/prevention service.



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**Schematic overview of registration/training:**

| GUIDELINES FOR ACCESS BY NON-EASTMAN PERSONNEL | Checking certificates/safety figures | Training | Registration by client | Entrance |
|---|---|---|---|---|
| **CONTRACTORS = working without supervision**<br><br>Applies to short-term and long-term contractors | **GoWorkforce**<br><br>See procedure,<br>this takes precedence over registration: do not register without approval!<br><br>Exceptions known in advance (VCA or safety figures) must be requested proactively from Eastman Purchasing or Eastman Safety | **Long term: Safety challenge (On Site) + Safety Land**<br><br>**introduction/downtime training (On Site)**<br><br>**Short term:**<br>**Safety challenge (On Site)**<br>**+ Safety Land +**<br>**Short-term checklist by client On Site** | **Registration form**<br><br>Badge request | **Zeeschipstraat gatehouse**<br><br>Once you have obtained your badge, you must use the turnstile |
| **VISITORS = no work and under supervision** | / | **Safety challenge (On Site)** | | |

**Vehicle access to the company premises**

The same rules apply throughout the Eastman site as on public roads.
Vehicle traffic is only permitted on paved roads between the various buildings, installations, and tank farms. The maximum speed on the site is 20 km/h and 5 km/h in the vicinity of loading and unloading areas and at the parking lot near the gatehouse on Pantserschipstraat.
Vehicles are only permitted on the factory premises at the express request of the Eastman contact person. This permission is given in writing by the gatekeeper on the basis of the white card "Vehicle Admission Permit." This card is valid for a maximum of one week before it must be renewed. Vehicles are only permitted for loading and unloading materials. Vehicles are not permitted to park on the site for a whole day. This avoids all unnecessary traffic on the site.
The gatekeeper may, in consultation with the Eastman representative, question or withdraw this permission.
When stationary, the vehicle's engine must be switched off and the key taken with you.
Parking is not permitted at fire hydrants on access roads or at emergency and access doors.
When delivering materials for a contractor, this contractor will always ensure that the supplier reports the name of the contractor to the gatekeeper, as well as the mobile phone/telephone number of the contractor person to be contacted on site.
The contractor shall notify the client Eastman the day before.



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# APPENDIX B  Use of mobile phones (cell phones), tablets, PCs, and cameras

The possession and use of non-Ex mobile phones (cell phones), tablets, PCs, and cameras is prohibited without a fire permit within the blue zones of the production site.

Explosion-proof mobile devices are permitted. Such devices bear  the code:

 II 2 G – EEX ia IIC T4

Do not make calls from moving vehicles (stop the vehicle, pull over to the side of the road safely, and only then make the call).
You must also stop walking or cycling and move to a safe location to make the call.



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# APPENDIX C WORK PERMITS

**Type of permits**

These are required for safety checks during the work; they are issued by the Eastman coordinator; written permission is required for work to be carried out by persons outside the installation.
When work falling under the fire, excavation, confined space, or system opening procedure is to be carried out outside normal working hours, this must be reported in advance to the Eastman coordinator.

1. **General (non-specific) work permit**
   Permit for work that does not fall under excavation, fire, system opening, or confined space permits.
   The permit is issued for the duration of one working day (from 7:30 a.m. to 4:00 p.m.) or shift – but can be extended.
   The form is circulated by the Eastman coordinator.
   The work permit must always be an original. In the event of scope adjustments or other changes, a new work permit must be issued.
   Each permit must be signed (and approved) by the client, the manufacturing department or service where the work is being carried out, and then by each contractor.
   The permit is required for all work carried out within the Eastman site, except in the contractor's own site hut. The contractor receives a copy of the permit and must always strictly comply with all preventive measures.
   In some cases, however, a combination of several permits will be required.

2. **Fire permit**:
   Written permission to carry out work involving open flames, heat generation, or sparking.
   A fire permit is also required for the use of cranes, lifting equipment, and aerial work platforms in production departments located in the blue zone.
   It is important that the permitted activities (including welding, cutting, drilling, grinding, open flames, non-Ex equipment, and other spark-producing work) are clearly indicated on the fire permit. The fire permit matrix, which is displayed in the permit rooms, serves as a guideline for this.
   All work is limited to that specified on the permit.
   The following are also considered non-Ex devices: tablets, PCs, and cameras.
   The fire permit is issued for the duration of one working day or shift, but can be extended. The form is circulated by the Eastman coordinator.
   A fire permit must be signed before the start of the work by the client, the engineer or production coordinator of the production department, by a representative of the prevention service, and then by each representative of the contractor, who will receive a copy of the permit.
   Work may not commence before the permit has been signed by the department manager and the prevention service.
   For every fire permit in or less than 10 meters from a blue zone, there must be continuous LEL/$O_2$measurement. This can be a measurement by the fire watch. If this is not the case, the contractor will be given an LEL/O2 device from the control room. This measurement may be supplemented by a measurement of toxic gases. After use, it must be returned to the control room. If this is not done, a fee equal to the value of the device will be charged.



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**3. Confined space permit**

A permit is also required to enter confined spaces. This work permit must be signed by the client, the manufacturing or service manager, the representative of the prevention service, and then by each representative of the contractor, who will receive a copy of the permit.
The confined space permit is only valid for one working day or shift and cannot be extended.
An accompanying rescue plan must be drawn up for every enclosed space permit. The presence of a safety guard with a safety kit for first-line intervention is also required.
In conductive confined spaces, the electrical equipment must be of a suitable type (see A.R.E.I. Article 94). For example, use reduced safety voltage (see also electrical provisions in Part II, point 8.6).

**4. Excavation permit**

4.1. An excavation permit is required for any intervention in the soil, including pile driving, soil drilling, etc.
The excavation permit is required on the entire Eastman site. The client must also be consulted for the necessary information regarding underground pipes, including electrical cables, water, telephone, gas, and steam pipes, and water drains.
Contractors must request permission from the Eastman coordinator at least two weeks in advance to break up roads or otherwise block factory roads.
An excavation permit is issued for the duration of one working day or shift, but may be extended.

4.2. If there is a risk to the safety of the personnel involved and/or others, excavations, ditches, trenches, pits, etc. must be sufficiently sloped to prevent collapses or landslides.
If sloping is impractical, formwork must be used if the height difference exceeds 1 meter. From a depth of 1.25 meters, it must always be assessed whether the installation of walls is necessary. From a depth of 6 meters, walls must be calculated by a civil engineer. Work can also be carried out in stages.

Appropriate measures must be taken to prevent accidents that could be caused by the collapse of piled earth, stacked building materials, or the falling of materials or any heavy objects.

4.3. For excavations deeper than 1.25 meters, a sufficient number of ladders must be provided to allow personnel to evacuate quickly.
Excavations greater than 1.25 meters are subject to the provisions for confined spaces.

4.4. Contractors must install proper barriers, railings, cover plates, signals, and, if necessary, lighting and/or effective warning signs to protect personnel in the vicinity of dangerous work or excavations. If barriers are used, they must be fixed handrails positioned at least 2 meters away from the excavation. In specific cases (blocking a road or access to an installation), this distance may be reduced with the approval of the Eastman contact person.
Floor openings, open trenches, excavations, etc. must be covered if railings or barriers do not provide adequate protection for personnel.

4.5. Barrier cables, ropes, chains, and other obstacles must be sufficiently marked so that they are clearly visible both during the day and at night.

4.6 If electrical cables, etc. are exposed during excavation work, they must be properly supported to prevent them from breaking under their own weight. When reburying electrical cables, protective covers and warning tapes must be replaced in a proper manner; advice must be sought from the Eastman coordinator before starting work.



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4.7. Depending on the working conditions, the Eastman coordinator may decide to call in a safety guard and provide a rescue plan.

4.8. This work permit must be signed by the Eastman coordinator, the manufacturing or service manager, the safety service representative, and a representative of the contractor, who will receive a copy of the permit.

**5. System opening permit**

A specific permit is also required for opening pipes, equipment, or installations. This work permit must be signed by the client, the manufacturing or service manager, and each representative of the contractor, who will receive a copy of the permit.
The system opening permit is only valid for one working day or shift and cannot be extended. The use of a chemical suit, respiratory protection, boots, and chemical gloves is typical for system openings. The contractors involved must be trained for this.

**6. Annual permit**

An annual permit is required for work carried out on the contract site and at the maintenance workshop workstations. This may include both a work permit and a fire permit and is issued annually before the previous one expires. The applicant contacts the prevention service, the situation is assessed on site, and the permit with conditions is displayed on site.

An annual permit is required for any contractor with a temporary container on the contractor's yard.

**7. Container deliveries/pickups (contractor village)**

For the delivery of containers to the contractor village, this must be requested from the EMN coordinator several weeks in advance. Guidelines for placing containers can be requested from the EMN coordinator.
Delivery/collection at contractors: report to the gatekeeper. The driver parks in the car park and contacts the contractor. The contractor accompanies the driver to the contractor park or place of delivery/collection. The gatekeeper always checks the delivery address (which must be Eastman) on the shipping note.



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# APPENDIX D EMERGENCY PROCEDURES EASTMAN

**(to be displayed in temporary buildings)**

1. Warning:

- Any emergency or the onset thereof must be reported immediately. This can be done by:
- Pressing the alarm button (this automatically activates the alarm siren).

Either: Pressing the alarm button (this automatically activates the alarm siren).

Or: Calling the factory fire department: "alarm number 100" (internal number where the person reporting the emergency states their name, the location, and nature of the incident (no automatic alarm siren signal).

Alternatively: Notify the doorman by telephone (tel. no. 09/254 1456) and provide initial information about the nature and location of the incident.

2. What to do in case of alarm?

2.1. In case of an alarm siren: **long** siren blasts:

Contractor personnel must proceed to the safest location (muster point) indicated on the work permit, downwind. If working in the contractor area, they must report to the muster point near the smoking room with their personal badge. There, they must wait for further instructions from the Eastman coordinator.

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

In that case, everyone must gather (to allow for a headcount):

2.2.1. At the building shipment near the facade technical room and report with your personal badge

2.2.2. If the latter is in the direction of the wind, report to the water treatment side PVS with your personal badge

2.2.3. You will be given instructions on the safest route to reach the assembly point.

2.3. End of alarm = continuous tone (1 minute)
When the alarm ends, return to work. The work permits have expired due to the alarm and must be renewed.

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

4. Useful telephone numbers:

- Nurse: 09/254 1455 - Porter (first aid) 09/254 1456
- Security service: 09/254 1673 - 09/254 1671
- City fire department: 0-112
- Ambulance: 0-112



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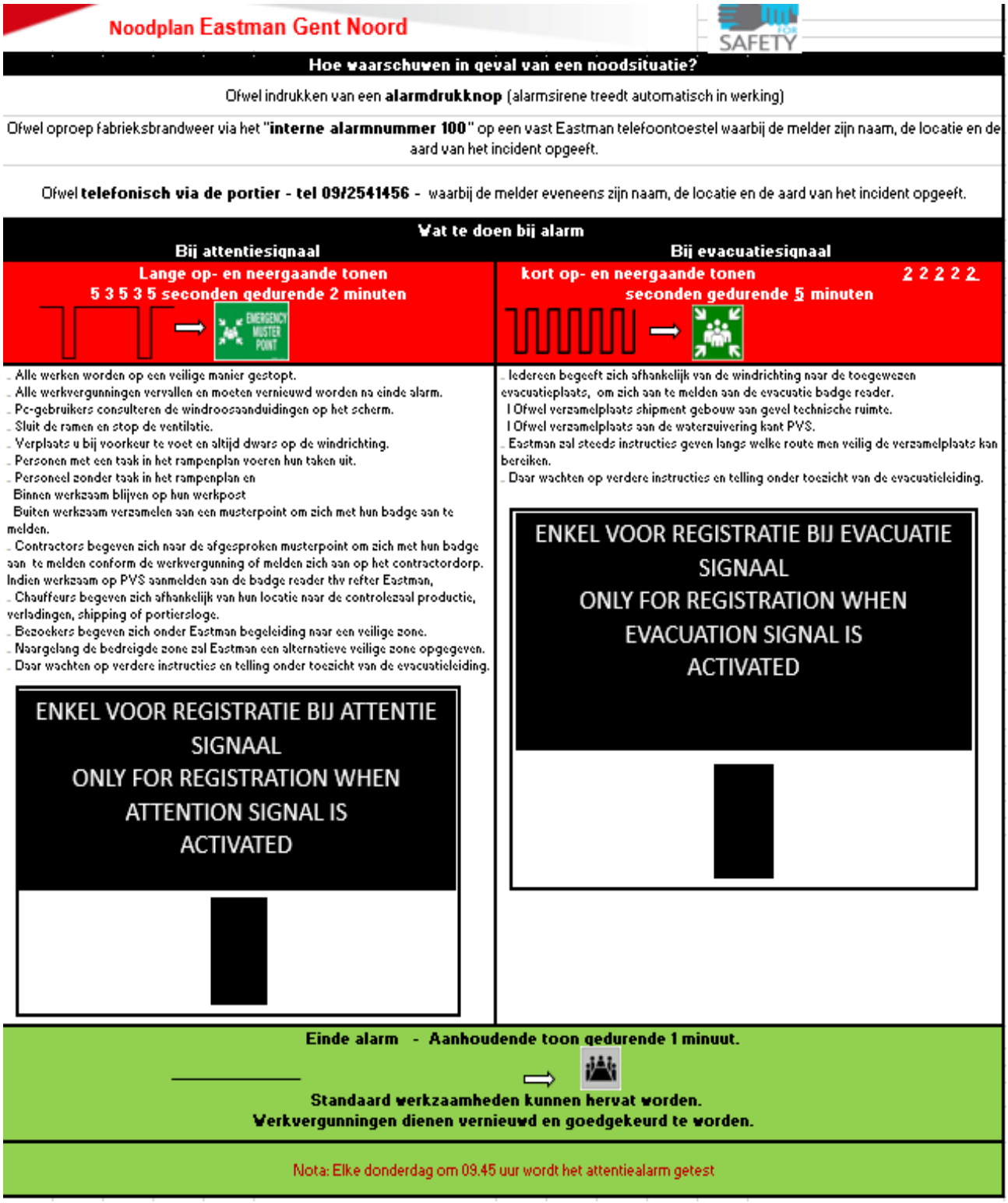
## 5. Abbreviated emergency plan template attached in appendix



**Noodplan Eastman Gent Noord**

**Hoe waarschuwen in geval van een noodsituatie?**

Ofwel indrukken van een **alarmdrukknop** (alarmsirene treedt automatisch in werking)

Ofwel oproep fabrieksbrandweer via het "**interne alarmnummer 100**" op een vast Eastman telefoontoestel waarbij de melder zijn naam, de locatie en de aard van het incident opgeeft.

Ofwel **telefonisch via de portier - tel 09/2541456 -** waarbij de melder eveneens zijn naam, de locatie en de aard van het incident opgeeft.

**Wat te doen bij alarm**

**Bij attentiesignaal**

**Lange op- en neergaande tonen**
**5 3 5 3 5 seconden gedurende 2 minuten**

- Alle werken worden op een veilige manier gestopt.
- Alle werkvergunningen vervallen en moeten vernieuwd worden na einde alarm.
- Pc-gebruikers consulteren de windroosaanduidingen op het scherm.
- Sluit de ramen en stop de ventilatie.
- Verplaats u bij voorkeur te voet en altijd dwars op de windrichting.
- Personen met een taak in het rampenplan voeren hun taken uit.
- Personeel zonder taak in het rampenplan en
  Binnen werkzaam blijven op hun werkpost
  Buiten werkzaam verzamelen aan een musterpoint om zich met hun badge aan te melden.
- Contractors begeven zich naar de afgesproken musterpoint om zich met hun badge aan te melden conform de werkvergunning of melden zich aan op het contractordorp. Indien werkzaam op PVS aanmelden aan de badge reader thv refter Eastman,
- Chauffeurs begeven zich afhankelijk van hun locatie naar de controlezaal productie, verladingen, shipping of portiersloge.
- Bezoekers begeven zich onder Eastman begeleiding naar een veilige zone.
- Naargelang de bedreigde zone zal Eastman een alternatieve veilige zone opgegeven.
- Daar wachten op verdere instructies en telling onder toezicht van de evacuatieleiding.

ENKEL VOOR REGISTRATIE BIJ ATTENTIE SIGNAAL
ONLY FOR REGISTRATION WHEN ATTENTION SIGNAL IS ACTIVATED

[redacted]

**Bij evacuatiesignaal**

**kort op- en neergaande tonen** 2 2 2 2 2
**seconden gedurende 5 minuten**

- Iedereen begeeft zich afhankelijk van de windrichting naar de toegewezen evacuatieplaats, om zich aan te melden aan de evacuatie badge reader.
  I Ofwel verzamelplaats shipment gebouw aan gevel technische ruimte.
  I Ofwel verzamelplaats aan de waterzuivering kant PVS.
- Eastman zal steeds instructies geven langs welke route men veilig de verzamelplaats kan bereiken.
- Daar wachten op verdere instructies en telling onder toezicht van de evacuatieleiding.

ENKEL VOOR REGISTRATIE BIJ EVACUATIE SIGNAAL
ONLY FOR REGISTRATION WHEN EVACUATION SIGNAL IS ACTIVATED

[redacted]

**Einde alarm - Aanhoudende toon gedurende 1 minuut.**

**Standaard werkzaamheden kunnen hervat worden.**
**Werkvergunningen dienen vernieuwd en goedgekeurd te worden.**

Nota: Elke donderdag om 09.45 uur wordt het attentiealarm getest



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# APPENDIX E ACCIDENTS – PREVENTION – FIRST AID – CORRECTIVE AND PREVENTIVE MEASURES

## 1. Prevention

Before work commences, Eastman will inform the contractor of the risks present at the factory.
The contractor must, in turn, inform Eastman of the hazards (chemicals, ionizing radiation, etc.) that it brings into Eastman.
In any case, the contractor must send a safety plan (see 3.1.) to the Eastman coordinator two weeks before the start of the work, taking into account all the above-mentioned risks and hazards and describing all the preventive measures envisaged. Part of the safety plan is a task risk analysis. This task risk analysis must take into account the specific task and environmental conditions after inspection of the work site in the presence of the Eastman client. A model is provided further on in this appendix. Work may only commence after approval by the Eastman coordinator. Contractor employees must be informed via a toolbox, and the contractor must ensure that its employees receive training.

## 2. First aid

2.1 In the event of any accident requiring medical intervention:

- either the nursing service be called: tel. no.: 09/254 1455
- or, outside office hours, the doorman (= first aid): 09/25409/254 1456
- or, in urgent cases, the emergency services

| | |
|---|---|
| Eastman fire department: | internal tel. no.: 100 or via the doorman (09/254 1456) |
| External | 0-112 |

2.2. If **a chemical substance** gets **into the eye**, the eye must be rinsed immediately with running drinking water, preferably at an eye wash station, and this rinsing must be continued continuously for at least 15 minutes.
The medical service or doorman must also be notified.
Note: when the eye wash station is activated, an alarm is triggered at the doorman's desk and the emergency response team is called in.

2.3. If **chemicals come into contact with the body**, the affected areas must be rinsed with running water for at least 15 minutes.
To ensure adequate rinsing, shoes and clothing covering the affected body parts must be removed.
The Eastman medical service is available to contractors to provide first aid to injured persons.

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

2.4. The medical service must also be notified in the event of **inhalation of chemical substances**.

2.5. An **approved first aid kit** must be present (marked with a pictogram) in the contractor's site hut. An eye wash bottle must be included in this kit or hung separately.

## 3. Reporting near misses, unsafe actions, and situations.



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3.1. All accidents, incidents, and near misses must be reported immediately by the contractor to the Eastman contact person.

3.2. Each accident must be reported in writing to the prevention service, as follows:
- within 3 working days
- in detail, stating:
    - the name and age of the victim
    - place and time of the accident
    - nature of the injury
    - description of the accident with analysis
    - preventive or corrective measures to be taken to prevent recurrence.
- See the injury accident form for contractors in the appendix.

If the accident results in incapacity for work or is considered a serious accident (detailed report), the contractor's prevention advisor must immediately report this to the Eastman prevention service so that an appointment can be made to jointly investigate the accident on site.
If a detailed report needs to be drawn up, it will be agreed who will draw up this report and within what period of time.
If no agreement is reached, the report will be drawn up by Eastman within seven days.
The report will then be discussed with the other party and supplemented with any comments.
If there is no agreement on the comments/actions, this will also be stated in the report or an addendum may be made to the initial report.
The report will then be discussed in the PBW committees of Eastman and the contractor.
The report will state the date of these committees and the comments (the report may be attached as an appendix).
If it appears that the report cannot be submitted within the specified period, an extension of the deadline will be requested.
If multiple inspections are authorized, each party will request this extension from its authorized inspection.

3.3. Cleaning accidents – unsafe actions and situations.
If the contractor identifies risky, unsafe actions and situations that prevent the requested work from being carried out safely, the work must be stopped and the Eastman coordinator notified. A near-miss report (see the near-miss report form – contractors in the appendix) must also be drawn up and sent to Eastman's prevention service.
Note: reporting also applies to observations on site that are unrelated to the work.



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**Model task analysis worksheet**

Work assignment: .....

Execution period: .....

| Work phases | Execution period | Work equipment used | Risks | Control measures to be taken |
|---|---|---|---|---|
| | | | | |

Name and position of author:..... Date: .....

Signature:.....



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**Eastman**
**Prevention and Protection Department**

**REPORT FORM: "*INJURY ACCIDENT*" - contractors**

*An injury accident is an event in which physical damage (injuries) is sustained, regardless of whether this results in incapacity for work.*

| **The victim** |
|---|
| **Name:**<br>**First name:**<br>**Company:**<br>**Initial treatment on: day, / / at**<br>**Injury:** |

| **The accident** |
|---|
| **Accident occurred on day, / / at hour**<br>**Witnesses:**<br>**Location of the accident:**<br>**Detailed description of the accident:** |

| **Measures to be taken** |
|---|
| |

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



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**Prevention and Protection Department**

## REPORT FORM: "*NEAR MISS*" - contractors

**A near miss or near accident is a sudden, unexpected, and undesirable event (a malfunction, an error) that did not cause any visible damage, either material or physical.**

| | |
|---|---|
| **Date of creation:** | **Date of discussion:** |
| **Prepared by:** | **Discussed by:** |
| **Department:** | |

| **Error identified** |
|---|
| |

| **Possible causes** |
|---|
| |

| **Possible solutions** |
|---|
| |

***After discussion, always send the completed form to the Eastman Prevention & Protection department.***



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# APPENDIX F GENERAL SAFETY REGULATIONS EASTMAN

## Properties of Eastman products

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

## Smoking ban at the Eastman facility

- Smoking is only permitted in the designated smoking cabins.

## Permits

- Combined work and fire permit→ for all work
  – description of work
  – information about the facility (residual products, how they are secured)
  – information about the environment
  – specifications regarding PPE
  – regulations regarding fire prevention
  – specification of emergency infrastructure (emergency shower)
  – all contractors sign = acknowledgment of risks and measures
- Confined space permit→ for entry
  – head in space = permit
  – in combination with work permit
  – additional measures: safety guard, rescue equipment, etc.
- Excavation permit
  – in combination with work permit
  – location of underground pipes and cables

## Standard PPE for construction and maintenance work in an existing production facility

- Helmet
- Safety glasses
- Wide-view goggles (in the blue zone)
- Closed clothing (long pants and long sleeves, fire retardant, antistatic, and preferably Nomex or equivalent)
- Gloves (cut-resistant or chemical-resistant)
- Safety shoes
- Continuous measurement (oxygen, LEL, and Product PID) to be worn when performing hot work with a fire permit.
- Escape mask when working at height

## PPE throughout the entire production area



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

**Emergency infrastructure**

- Knowledge of the locations of emergency showers and eye wash stations.
- Additional emergency showers installed for major shutdowns at the site hut
- Exposure to chemicals = immediately rinse eyes and body thoroughly with water for 15 minutes
- Medical service behind the gatehouse

**ALARM = factory siren**

- Attention = 3 – 5 – 3 – 5 – 3 – 5 - … (2 minutes)
  → to the location stated on the work permit (if the location stated on the work permit is in the restricted zone or if you are working on the contractor square, go to the operations center or to the gatekeeper).
  → Registration of attendance
- Evacuation = 2 – 2 – 2 – 2 - … (5 minutes)
  → Evacuate to the soccer field or Shell gatekeeper
  → Choice of evacuation location depending on wind direction
- End of alarm = continuous tone (1 minute)
  → Return to work
- Test alert signal: every Thursday at 9:45 a.m.

**Order and tidiness**

- Keep work location clean and tidy
- Keep passageways clear
- Waste containers available



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**Equipment**

- Scaffolding:
  - Regulatory requirements
  - Have inspected
- Tools and (mobile) machines:
  - Regulatory requirements and certification.
    - Have them inspected
    - Pay special attention to live parts (e.g., insulation fault cables)
    - De-energize at the end of the working day
- Ladders:
    - Minor work, light tools, short duration (maximum 2 hours)
    - Stable surface and ladder secured
    - Correct use (always 3 points of contact)
    - Clear marking at a height of 1.2 m!

- Stairs:
    - Always keep one hand on the handrail
    - Take one step at a time

**Information for contractors**

- Introductory training course for first-time access to the Eastman Gent Noord site and annual refresher course (Eastman safety challenge)
- Training on the specific risks and control measures related to working at the Eastman Gent Noord site, e.g., exposure to chemical products.
- Training on life-critical procedures (fire permits, confined spaces, excavation permits, PPE, system opening, LOTO, etc.)
- The work permit
- Toolbox meeting by the contractor foreman for the contractor's employees
- Start-up meeting
- LMRA
- Monthly contractor team meeting with the foremen
- Monthly contractor/buddy safety tour
- Buddy TOP 12/Contractor quarterly meetings



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# APPENDIX G Waste sorting guide

30-00053-08-01 Revisie 3.0 - 04/2021

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



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