

This document sets out the rules of conduct that apply at all construction sites of the Wijnen Bouwgroep and of which everyone must be aware before starting work. As a subcontractor and/or ancillary contractor, you must go through these rules with your personnel before they start working on one of our construction sites.

### 1 ADMISSION TO THE CONSTRUCTION SITE

- Employees must report to the Wijnen foreman before carrying out any work.
- Employees must always carry a valid identification document (ID card or passport) with them.
- Shouting, coarse language and indecent behaviour will not be tolerated.
- Employees must be properly dressed in undamaged clothing and the upper body covered.
- Wijnen is not responsible for protecting third party property.
- Possessing or being under the influence of alcohol or drugs is prohibited.
- No music equipment is permitted for work outside and in open buildings.
- Keep the canteen and toilet units clean and tidy.
- Smoking on the construction site is not allowed unless otherwise indicated at the location.
- The main contractor's instructions must be followed.
- All prohibition and instruction signs must be complied with.
- Safety devices may not be removed without the permission of the main contractor.
- Report unsafe situations and near misses to the main contractor.
- Create a clean and tidy workplace and prevent hazardous substances from ending up in the environment.
- Waste and residues must be separated and disposed of in the appropriate containers.
- Use water and energy responsibly, avoid waste.
- Materials and tools must be stored in such a way that they do not form an obstacle to the work.
- The workplace should be left tidy and safe at the end of the day.
- Observe the applicable working and rest times on the building site.
- If regulations and/or guidelines are not complied with, you will be denied access to the construction site

### 3 PARKING POLICY

- Park your vehicle in the designated car parking area. When parking, make sure you take the other road users into account.
- If a vehicle is already parked, you should park next to it and not elsewhere on the site.

### 4 PERSONAL PROTECTION EQUIPMENT (PPE)

- It is compulsory to wear safety footwear on the construction site.
- It is compulsory to wear a safety helmet on the construction site.
- Safety goggles are mandatory for work involving a risk of eye injury.
- Hearing protection is mandatory for work where there is a risk of hearing damage.
- Extraction and respiratory protection is mandatory for work involving dust nuisance.
- Fire-retardant clothing is mandatory for work involving a fire hazard, and a fire extinguisher must also be present during the work.
- When working with hazardous substances, the PPE specified on the label must be worn.
- A safety harness must be worn when working at heights (guideline above 2.5 metres) where collective fall protection is not provided.
- All PPE must be inspected and in good condition. Employees must also be instructed on how to wear it.

### 5 LAST MINUTE RISK ANALYSIS (LMRA)

The LMRA is a simple tool that allows the employee to carry out a final check on the safety aspects at the start of the work. The purpose of the LMRA is to identify hazards in the workplace and eliminate the risks.

Take the following 3 steps:

1. Assess the risk: don't start working straight away, but check whether there are any risks.
2. Take measures: Think about what you need to do to eliminate the risks and do it, possibly in consultation with the main contractor.
3. Start work: once everything is safe, you can start the work.

**Remember the next rule: I don't start work until I'm sure it is safe. First think, then act.**

### 6 EMERGENCIES

- Alert the main contractor in the event of an emergency (such as an accident, a fire or someone being taken ill).
- On the notice board there is an alarm card with relevant telephone numbers.
- A fire extinguisher and first aid kit (if present) are available in the foreman's hut and the reception hut.
- Do not take any unnecessary risks yourself and follow the instructions of the emergency responders.

**Signed for agreement:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_