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Safety and working conditions in connection with work carried out by third parties

Reason for change : Document for NV Cytec – Belgian legal entity

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SAFETY AND WORKING CONDITIONS

IN CONNECTION WITH

WORK CARRIED OUT BY THIRD PARTIES

AT

CYTEC SURFACE SPECIALTIES NV/SA

VERSION 2011

DOC 773-74-00-01-E

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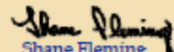
Safety, Health and Environmental Policy

At Cytec, we are committed to the safety and health of our employees, contractors, customers and neighbors, and to sustainability and the protection of the environment.

We demonstrate this commitment by striving to:

- Maintain an open dialogue with our stakeholders;
- Continually improve our safety, health, security, and environmental performance by maintaining an effective management system;
- Meet or exceed applicable regulatory requirements;
- Enable our employees to protect the environment and to maintain a safe, secure and healthy workplace;
- Reduce waste and prevent emissions to the environment;
- Conserve energy and materials usage through recovery, reuse and recycling;
- Promote the development of products that reduce safety, health and environmental risks;
- Guide our customers in the safe and responsible use of our products;
- Provide for the security of our workplace, employees and products; and
- Set objectives and targets to drive reduction of risk and improve our performance.

We seek to work with contractors, customers, suppliers, distributors, and transporters that share these commitments.


Shane Fleming
Chairman, President and
Chief Executive Officer

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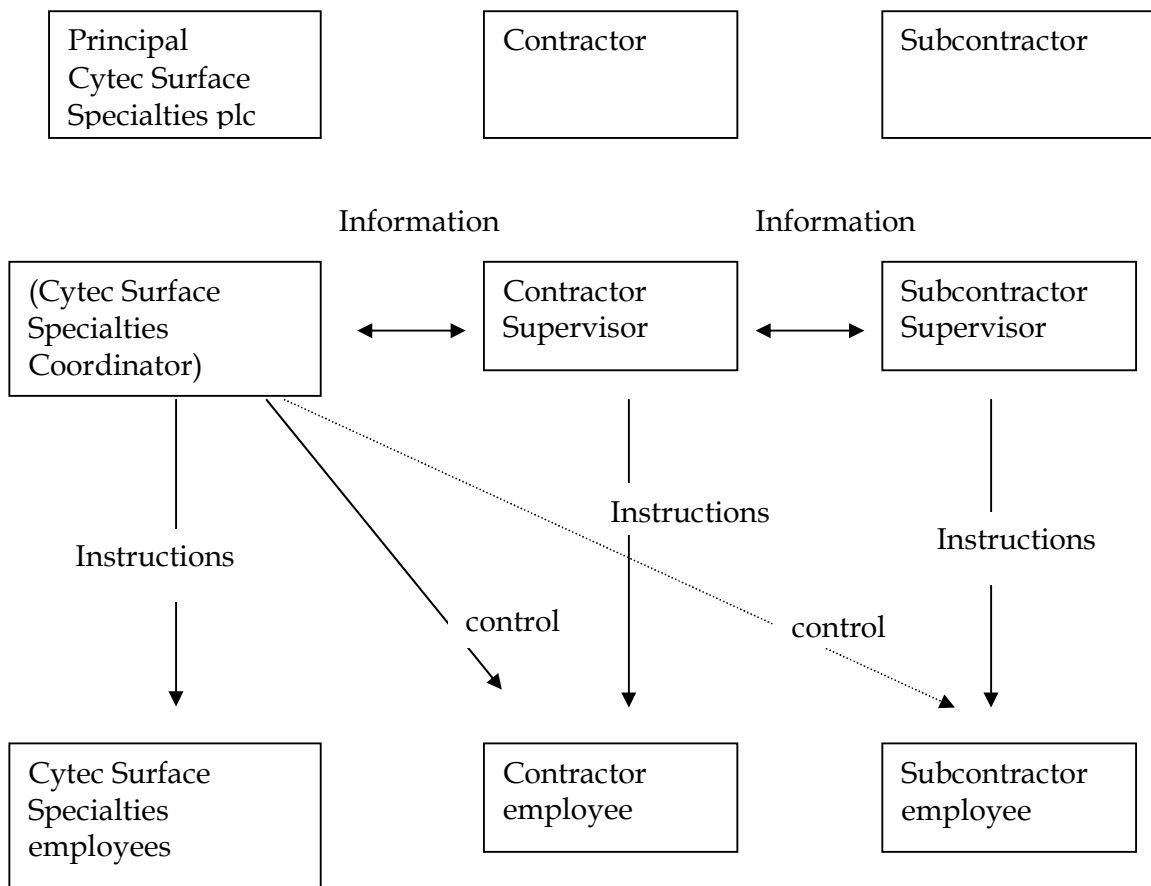
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CHAPTER 1: GENERAL REGULATIONS

1. DEFINITIONS



(see. Well being Law, 4 August 1996)

1. "Principal": is the company (in this case Cytec Surface Specialties plc) who issues the order for specific work.
2. "Contractor": is the company or self-employed person who carries out the work for the Principal and who is also the employer of third parties employed by him.
3. "Subcontractor": is the company or self-employed person who works for the Contractor and in its/his turn is the employer of third parties employed by it/him.
4. The "Cytec Surface Specialties Coordinator" is the representative of the Principal at the place of the work. This is each Cytec Surface Specialties employee or person appointed by Cytec

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Surface Specialties who is authorized to act on behalf of or on the responsibility of the Principal for the execution of tasks, for the observance of safety regulations and for acting as an intermediary in the yard. The Cytec Surface Specialties Coordinator is the intermediary between the Principal and the Contractor.

5. "Supervisor" is the supervisory person of the Contractor. He personally manages the activities of the contractors on site and he ensures that work is carried out according to the Cytec Surface Specialties regulations and the applicable legal provisions.
6. "(Sub-)contractor employee" is each employee of the (sub-)contractor who works on the Principal 's site and is tasked with carrying out the work.
7. "Yard" is a collective term for all places on the Principal 's site where the work is carried out.
8. "Yard equipment Coordinator" is a person appointed by Cytec Surface Specialties who manages the coordination of all temporary buildings.

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2. INTRODUCTION - GENERAL INFORMATION

- 2.1. The Contractor carries full responsibility and liability for the safety of its representatives, supervisory staff, employees and subcontractors. It ensures the compliance, by its personnel and subcontractors, of all regulations . All contractor personnel is 18 years or older. All contractor personnel is VCA certified or equivalent.
- 2.2. *The contractor shall comply with Wellbeing Law Article 9§2,2° :*
- a) The contractor agrees to its obligations concerning the wellbeing of both employees and subcontractors, in the performance of their work pertaining to the establishment where he will perform work;*
 - b) If the contractor mentioned in a) does not comply, the employer in whose establishment the work is performed, is entitled to take the necessary measures at the expense of the contractor;*
 - c) The contractor that relies on (a) subcontractor (s) to perform work in the establishment of an employer, agrees to include clauses a) and b) in the contracts with these subcontractors, which means that in case of subcontractor non-compliance the contractor is entitled to take appropriate measures at the expense of the subcontractor.*
- 2.3. The Contractor shall manage the work itself or shall allow itself to be represented by a competent employee with full authority, to act on its behalf (supervisor).
- 2.4. The Contractor is responsible for all damage caused to Cytec Surface Specialties (persons, buildings, material) or to third parties, by the actions or negligence of its representatives, its personnel or the personnel of its subcontractor. It shall be also be insured against this.
- 2.5. The Contractor shall relinquish with respect to Cytec Surface Specialties all liability, also liability in connection with subcontractors.
Cytec Surface Specialties cannot be held responsible for the disappearance or theft of materials/material property of the (sub-)contractor.
- 2.6. A work permit shall be issued for all work. A risk analysis for work to be carried out is part of the work permit. Subject to specific prior permission from the Principal , the Contractor may not carry out any work on Saturday, Sunday or public holidays or outside normal working hours (of 7.30 am to 4.00 pm) as well as those days considered by Cytec Surface Specialties to be holidays.

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- The list (of Cytec Surface Specialties holidays) shall be requested by the Contractor before commencement of the task.
- 2.7. The Contractor shall adjust to the internal routine of the factory, without the responsibility of Cytec Surface Specialties being able to be called upon for this reason, in whatever form.
- 2.8. Access and presence procedures will be followed.
- 2.9. The Contractor shall comply with Government regulations and with the Cytec Surface Specialties safety rules. On contravention of the safety regulations, the work of contractors can be stopped by the Cytec Surface Specialties Principals, or Cytec Surface Specialties Coordinator, or Cytec Surface Specialties' prevention consultant or delegated person, without Cytec Surface Specialties incurring any costs. Cytec Surface Specialties shall be authorized, in case of breeches of safety procedures, to summarily dismiss Contractor personnel and to refuse them access to the factory. Any costs (lost time, etc.) are the full responsibility of the Contractor.
- Cytec Surface Specialties reserves the right to take the safety measures it considers necessary if the Contractor does not immediately implement the precautionary measures requested. The Contractor shall bear all the costs of implementing the safety measures.
- 2.10. The Contractor who sets up a works shed, and this is a requirement for work longer than 1 month, shall also comply with the ARAB requirements for sanitation facilities and eating areas for its staff.
The other contractors can use the room that shall be designated for them for eating their midday meals.
- 2.11. The Contractor cannot employ a Cytec Surface Specialties employee without the authorization of the Principal, there may not be any commercial ties between the personnel of Cytec Surface Specialties and the Contractor (or vice versa).

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2.12. The Contractor's personnel are forbidden:

- a) To be in other places than where the work is normally carried out (yard);
- b) To use machines or tools not intended for them. The equipment belonging to Cytec Surface Specialties can only be used with the authorization of the Cytec Surface Specialties Coordinator;
- c) To remove equipment, raw materials or products (or waste) belonging to Cytec Surface Specialties unless otherwise specified in the contract. The supervisory staff of Cytec Surface Specialties can carry out checks and the management is authorized to have toolboxes, clothing, dressing rooms and vehicles searched;
- d) To bring alcoholic drinks or drugs into the company or to be in a state of intoxication. They can be made to submit to a breathalyzer test;
- e) Use of a cell phone in the production areas;
- f) The bringing of photographic and film equipment is prohibited; and
- g) To bring any unknown person into the company without the explicit authorization of the Principal or the Cytec Surface Specialties Coordinator.

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3. GENERAL SAFETY REGULATIONS

3.1. It is expected that every Contractor has an effective system (CSC) for the instruction and training of its employees concerning safety.

He shall also inform his staff of the applicable Cytec Surface Specialties safety regulations, as well as the instructions for an alarm, evacuation, or other incident. The Contractor should take the initiative.

A plan, with the most important information, is made available to the Principal and is displayed on site.

Contractors shall inform all of their employees of the safety regulations before they carry out work in the factory. This information shall be repeated annually. In order to comply with the regulations concerning the risks of occupational disease, the Contractor shall request information from the Prevention Service (exposure to products).

3.2. Contractors shall, depending on the activities, always inform their employees concerning the location and use of safety showers, emergency eyewashes, personal protection equipment, fire extinguishers, fire blankets, emergency exits and evacuation routes.

The necessary safety equipment (individual and collective) shall be provided by the Contractor for its personnel.

3.3. Smoking is **always** prohibited in no smoking zones; the use of open flames and machines that cause sparks is prohibited in the no smoking zones unless a fire permit is issued.

A fire permit does not give permission for smoking even in vehicles or works sheds.

3.4. Warning, prohibition or instruction signs positioned by Cytec Surface Specialties may not be removed, moved, damaged or changed.

3.5. All electric equipment, appliances, cables, etc. used shall comply with the G.R.E.I. (General Regulations for Electrical Installations).

3.6. The yard shall be left in the same state as when the Contractor entered it. After work, all the materials shall always be cleared up.

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- 3.7. The Contractor shall ensure tidiness and cleanliness in and around the yard.
- 3.8. In case there is any uncertainty concerning safety, the Cytec Surface Specialties Coordinator shall be consulted.
- 3.9. For contractors, the use of mobile phones is prohibited. (Cytec Surface Specialties personnel have explosion-proof mobile phones.)
- 3.10. Work, excavation, fire permits, work permits for enclosed spaces should be used in accordance with the procedures and are included in the preparation of the work (risk analysis).

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4. FIRE PROTECTION

- 4.1. A fire permit shall be issued for work with an open flame.
- 4.2. All tarpaulins that are used shall be fire retarding. These shall always be positioned in consultation with the Cytec Surface Specialties Coordinator to shield work that presents a fire hazard.
- 4.3. Hydrants, extinguishers, hose reels and other emergency equipment shall be easily accessible at all times. This equipment (painted red) cannot be used for any other purpose than fire fighting. The use of water from the fire service circuit for maintenance work is controlled by the fire permit procedure.
Exceptions are only possible if written authorization is given by the Prevention Service.
- 4.4. All electric appliances for yard, office, workshop, workspace, dressing rooms, etc. shall be in good condition.
The Principal can at any time, after checking, prohibit their use.
- 4.5. Flammable substances, such as fuel, oil, detergent, etc. shall be suitably packaged, clearly recognizable from the legally required labels, shall be stored separately and kept away from work areas or temporary buildings. The storage locations shall be equipped with effective warning signs.
- 4.6. The burning of waste is strictly forbidden.
- 4.7. Exits, emergency exits, stairway passages, switches, electricity substations, etc. shall remain unconditionally accessible.
- 4.8. The necessary precautions shall be taken when working with fire, fire extinguishers shall be provided, and employees shall know how to operate them. If there is any doubt, the Cytec Surface Specialties Coordinator shall be informed.

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5. TIDINESS AND CLEANLINESS

*TIDINESS AND CLEANLINESS IS ONE OF THE
MOST IMPORTANT REQUIREMENTS*

- 5.1. there shall be tidiness and cleanliness in and around the Contractor's yards, both for work under control and for work considered to be agreed. All the Principal's comments shall be carried out as soon as possible and without this incurring any cost for Cytec Surface Specialties.
- 5.2. Contractors shall have sufficient waste containers on site. These shall be fitted with a lid and be emptied on time. Containers shall be present for larger waste.
- 5.3. The supervision of the tidiness and cleanliness shall be carried out through regular checks during tours of the establishment.

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6. ENVIRONMENT

6.1. Disposal of waste materials

- 6.1.1. It is forbidden to discharge any product or substance at all into the factory sewerage system.
- 6.1.2. Waste materials originating from materials or products, belonging to the Contractor, shall be removed and disposed of by the Contractor, at its expense, in compliance with legislation.
- 6.1.3. The Contractor may not place any waste product in a Cytec Surface Specialties waste container without an explicit task or permission from the Cytec Surface Specialties Coordinator.
- 6.1.4. Any questions or problems concerning waste products should be submitted to the Cytec Surface Specialties Coordinator (e.g. disposal of soil, fluids, ...).
- 6.1.5. If operations or the use of product may result in soil-, air- or water pollution, approval shall be requested from the Cytec Surface Specialties Coordinator and obtained after presentation of the necessary facts.

6.2. Environment permit

- 6.2.1. The use or running of machines, installations or products that are classified according to VLAREM (Flemish regulation for environmental permits) 1 - appendix 1. The classification list should be the subject of a report (class 3) or an environment permit (class 1 and 2). A copy of the report or decision should be sent to Cytec Surface Specialties, to the attention of the Environment Service. If there is any doubt, the Cytec Surface Specialties Environment Service can always be consulted.
- 6.2.2. The use or running of classified equipments should be carried out in accordance with the general environment regulation VLAREM 2.

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7. PERSONAL PROTECTION EQUIPMENT

7.1 The following equipment shall always be worn:

- helmet
- safety shoes
- work clothing: composed of cotton or cotton/polyester and consisting of a shirt and pants or one-piece overall. This clothing is worn as follows: sleeves down, all buttons or other closure systems used.
- safety glasses
- gloves (*)
- harness (*)

(*) Only if these are specified in the work permit.

This equipment is provided by the Contractor for its personnel.

Each piece of protective equipment, except the clothing, shall satisfy the applicable regulations concerning PPE and have CE markings. If work is carried out on installations that contain hazardous substances, a spare set of basic equipment shall be present at the factory.

- 7.2. Equipment for specific risks arising from chemicals shall be made available, on request, by Cytec Surface Specialties.
- 7.3. An approved harness or safety belts, with attached safety lines, shall be worn by the Contractor's employees:
- if they shall carry out work at a height and where the use of scaffolding or ladders is impractical and where a wrong step can lead to a fall (see ARAB).
(legally, you should protect yourself from falling when work is carried out at a height greater than 2 meters above the ground).
 - it shall always be possible to produce the approval certificate

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8. TEMPORARY BUILDINGS

- 8.1. By temporary buildings is meant: constructions, intended as office, stores, workshop or sanitary areas. Temporary buildings and utility supplies can only be located in places designated by the yard facilities Coordinator. The constructions remain at most until the end of the work on site. Accommodation and sleeping facilities are not permitted on site. As a general rule it can be stated that the yard caravans and/or temporary buildings should be positioned outside the production zone.
- 8.2. The shell of metal buildings, supplied with electricity, shall be connected to the GP (ground) – conductor in the yard junction box.
(GP = Ground Protection)
- 8.3. Temporary buildings may only be equipped with suitable electrical heaters of a closed type.
- 8.4. It is forbidden to carry out work in the temporary buildings set up on the site of Cytec Surface Specialties that is not intended for Cytec Surface Specialties.
- 8.5. On temporary buildings, the Contractor shall indicate the name of the company in sufficiently large letters (at least 10 cm) and who the responsible person is who can be contacted in case of an accident or incident (with the phone number).
- 8.6. The Contractor itself provides the necessary sanitary facilities, unless otherwise agreed. The Principal shall provide drinking water and electricity.
- 8.7. The construction shall be able to withstand wind, rain, snow, etc. and shall be equipped with an impermeable, waterproof floor covering and heating. The doors shall open outwards.
- 8.8. There shall be sufficient equipment provided for fire fighting: in any case at least one fire extinguisher approved according to ARAB art. 52. (at least app. 6 kg powder) for each temporary building.
- 8.9. The Contractor itself shall be responsible for the tidiness and cleanliness in its temporary buildings and sanitary installations.

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- 8.10. The yard shall be tidied up thoroughly by the Contractor every week.
- 8.11. After a completed task, the yard shall be completely cleared and the situation reported to the Cytec Surface Specialties Coordinator. Own equipment and machinery, as well as materials, are to be removed immediately.
- 8.12. Passages shall in any case be kept suitably clear (ARAB art. 36).
- 8.13. At the end of a days work, all machinery and equipment shall be switched off and left in a secure condition.
- 8.14. Any loose materials shall be removed or recorded. In any case, it shall be made certain that if there is a storm, etc. no dangerous situations can arise.

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9. DANGEROUS PRODUCTS

- 9.1. The storage of hazardous goods on the terrain shall comply with VLAREM II art. 5.17. The quantity of hazardous goods stored shall be kept to a minimum.
- 9.2. During the work, a Contractor shall at any moment have an inventory of all products that it has brought onto the terrain. The inventory contains quantities and the nature of the products and is submitted to the Cytec Surface Specialties Coordinator.
- 9.3. If necessary, it shall be possible to produce the necessary permits for hazardous goods or radioactive sources.
- 9.4. All packaging shall be labelled appropriately.
- 9.5. Gas bottle and pressure vessels shall also be identified to the Cytec Surface Specialties Coordinator and set up and used in the correct manner (protection from sunlight and falling) on a cart.
- 9.6. For the installation of a fuel tank, the necessary permit shall be submitted to the Cytec Surface Specialties Coordinator. A manufacturer's certificate with the date, pressure and duration of the hydraulic test shall be present. If not available, a hydraulic test shall be carried out before putting into service.
- 9.7. An MSDS shall be available on site for each hazardous product.

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CHAPTER II: TECHNICAL REGULATIONS

1. CRANES AND LIFTING EQUIPMENT

- 1.1. All cranes and lifting equipment shall be accompanied by a valid certificate issued by an official organization. The last certificate issued shall be located on the equipment.
- 1.2. Before hoisting, the area inside the turning circle shall be inspected.
- 1.3. During lifting activities, the area within which lifting is performed shall be clearly demarcated.
- 1.4. All cranes and lifting equipment shall be equipped with a fire extinguisher en legally-required pictograms.
15. The Contractor shall provide suitable protection for underground cables and pipelines. When these cables or pipelines have to be driven over, sufficient protection shall be positioned to prevent damage to the cable and/or pipelines.
- 1.6. Tracked vehicles shall use plates to prevent damage to roads.
- 1.7. Crane operators shall be in the possession of a crane licence and have at least two years experience with the type of crane concerned.
- 1.8. It shall be determined whether the ground can withstand the pressure of the crane. Dragline plates shall be used under the feet of the crane. The pressure of the plates on the ground may not exceed 0.5 kg/cm².
- 1.9. The hoisting of persons is only permitted with a personnel lift approved by an official organization; we refer here to the legal requirements of ARAB concerning the restrictions. The combined crane and lifting device need to be approved by an official organization.
- 1.10. Forklift truck drivers shall have a valid medical certificate of fitness, and also have the necessary professional skills. They shall be able to produce this certificate.
- 1.11. The use of cranes, lifting equipment, and cherrypicker lifts in production

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- departments for work in the production zone falls under the work permit procedure (work permit) and is only permitted after explicit agreement by the department concerned.
- 1.12. For critical lifting activities, a lifting plan is required by the Principal. This shall be submitted for approval to the Cytec Surface Specialties Coordinator before the work is started.
 - 1.13. The signalling person will be at least 198 years old and needs to have received adequate training.

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2. LADDERS AND SCAFFOLDING

- 2.1. Ladders, platforms and scaffolding shall comply with Codex/ARAB terms. Ladders can only be use to traverse a height, not for working on.
- 2.2. Metal ladders cannot be used in high voltage cabins.
- 2.3. Side rails shall be fitted on all scaffolding - irrespective of their height - 1.10 m above the floor with an intermediate rail at 45 cm. Side boards (plinth) shall be present (minimum height 15 cm) on all work platforms.
- 2.4. Only scaffolds built by scaffold erectors recognized by Cytec Surface Specialties can be used. They shall erect the scaffold with suitable parts and connecting pieces. For the erection, a well formulated plan is necessary and they shall be erected according to the ARAB. They are to be inspected by an authorized person before being used. If approved, attach a label with the message "Access is permitted".
- 2.5. All of the equipment shall be well maintained.
- 2.6. Scaffolding stages, the height of which is greater than three times the smallest base side, shall be supported or secured for use. Specific attention will be given to scaffolding equipped with a tarpaulin.
- 2.7. The scaffolding wheels shall be locked before anyone steps onto the scaffolding. Movable scaffolding shall be clear of people, materials and tools before it can be moved. Movement should be carried out with care.

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3. WELDING AND BRAZING

3.1. Welding equipment

- Electric equipment including cable and ground conductors shall be kept in good condition.
- Any defects observed shall be repaired by a competent person.
- During welding, the welding and power cables shall be protected against damage by mechanical or chemical effects.

3.2. Welding

All welding and brazing activities fall under the permit procedure.

3.3. Gas bottle storage

- The specifications of Vlareem are applicable to the recipients of compressed, liquefied or dissolved gas. This clearly signifies: separation of empty and full bottles, protection from the effect of weather and sunlight, prohibition or smoking and open flames, indication with pictograms, powder fire extinguisher in the immediate vicinity, vertical storage of the bottles, etc.
- The method of connection and conditions for use of each of the compressed gases shall be known by every user, as well as the manner in which intervention shall be carried out in any incidents.
- The use of a bottle cart is always mandatory.

3.4. Electrical welding

The specifications of ARAB, art. 57, shall be strictly observed. Particular attention shall be paid to the careful connection between the workpiece and ground electrode.

Extracts from Art. 57 can, on request, be obtained from the Technical Department of Cytec Surface Specialties.

Particular attention shall be paid to welding works that take place close to each other (ground connection).

For welding work in the installation, welding equipment with a reduced null voltage shall be used.

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In the evening, when leaving the yard, all electrical welding equipment shall be switched off and the plugs removed from the wall sockets.

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4. MACHINERY, TOOLS AND EQUIPMENT

4.1 On principle, every contractor uses his own material. The use of material of third parties is only allowed when a permission in writing is given by the owner of the material.

4.2 All the materials used by the Contractor shall comply with the applicable regulations and shall be in a safe mechanical condition.

4.3 All machinery equipped with diesel engines, trucks and vehicles shall, if they work in production units where there is a prohibition on smoking be fitted with a spark suppressor. Its use in the production unit falls under the permit procedure and shall therefore be explicitly reported.

4.4 All pressure vessels shall be regularly inspected by an official organization. Uncertified vessels are forbidden.

4.5 Air compressors shall be fitted with silencers (collective protection).

Sand blasting may only be carried out:

- with legally permitted sand blasting materials;
- provided there is screening with cabinets in accordance with the instructions from the Cytec Surface Specialties Coordinator; and
- in production zones: wet sandblasting can be required.

4.6 Own machinery, vehicles and tools shall be clearly and permanently marked.

4.7 The Contractor shall have an internal procedure for making its own machines safe during maintenance work on this machinery. This procedure shall be in operation on the yard.

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5. ANY MATERIALS PROVIDED BY CYTEC SURFACE SPECIALTIES

- 5.1. As a general rule, Cytec Surface Specialties does not provide any ladders or any other materials for the contractors.
- 5.2. If, however, during the work, an exceptional a request is made to deviate from this rule, the Contractor shall be responsible for maintaining the loaned materials in good condition, from the moment that the materials leave the equipment stores to the moment of their receipt in the stores.

The loan can only occur after approval by the Cytec Surface Specialties Coordinator Maintenance Engineer and/or Maintenance Operations manager and/or person responsible for the stores.

- 5.3. All materials not handed in at the end of the work or damaged shall be replaced or repaired at the expense of the Contractor.
- 5.4. The fact that the Contractor takes possession of the loaned materials shall not release Cytec Surface Specialties from any responsibility for the condition of the loaned materials and cannot give cause for complaint against Cytec Surface Specialties, even if the materials are the cause of an accident.

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6. DEMOLITION, DISMANTLING AND REMOVAL OF INSTALLATIONS

- 6.1. The order in which something is dismantled and the handling of loads shall, before this work is started, be discussed with the Cytec Surface Specialties Coordinator.
- 6.2. If there is a danger of falling materials during demolition activities, the surroundings shall be properly demarcated and sufficient clear warning signs shall be positioned.
- 6.3. Special attention shall be paid to the tracing and identification of old underground pipelines or pipelines concealed in any other manner, cables and sewerage drains using the latest data that is available on the “underground pipelines” plans.

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7. STORM HAZARD

- 7.1. Tanks, towers, cranes and temporary buildings, etc. and installations under construction shall be adequately protected against strong winds or storms to prevent damage or danger to persons.
- 7.2. The Contractor shall provide all materials with sufficient protection against being blown away.
- 7.3. The use of lifting equipment and working on roofs is permitted up to 6 Beaufort (+/- 45 km/h).

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8. ELECTRICITY SAFETY REGULATIONS

8.1. The electrical power for your yard shall be made available free of charge from an electricity substation.

The electrical cables, as well as the yard junction boxes are supplied and positioned by the Contractor. (IP44 minimum).

The connection shall be carried out at the expense of Cytec Surface Specialties and can only be carried out by a competent Cytec Surface Specialties electrician (BA5).

Cytec Surface Specialties can however refuse the connection if violation of the ARAB or a lack of equipment, yard junction or cables should be established.

The Contractor shall bear all the expenses of delays caused by this.

8.2. The Contractor also remains wholly responsible for all accidents or damage to the materials or equipment through this "making available".

8.3. Any damage to the Cytec Surface Specialties electrical installation caused by the Contractor shall be repaired immediately at the expense of the Contractor and by the Cytec Surface Specialties Electrical Service.

8.4 High tension installations

These are only accessible to competent Cytec Surface Specialties staff. If contractors shall carry out work in these installations, they shall always be accompanied by a Cytec Surface Specialties electrician.

8.5. Low voltage installations

8.5.1. It is strictly forbidden for third parties (such as unauthorized Cytec Surface Specialties personnel) to open Cytec Surface Specialties distribution panels, to connect/disconnect cables, or to fit/remove/reset fuses.

Exception: authorized Contractor personnel - according to the legal specifications - and subject to authorization for this work from the maintenance engineer or the head of the electricity or control technology crew.

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8.5.2. It is strictly forbidden to work on parts under voltage. If this cannot be avoided, this may only be carried out when all the necessary safety measures have been taken and under the supervision of the head of the engineer or electricity crew.

8.5.3. The determination of violation on this shall be a reason for summarily prohibiting the employee(s) in breach from further access to the company.

8.6. Wall sockets

For work in the factory you can, after consultation with the Cytec Surface Specialties Coordinator for the mains and voltage level type, connect to the wall sockets provided for this purpose with a suitable CEE plug.

Before connecting an appliance to a wall socket, you shall ensure that the appliance is connected to the right voltage. In case of doubt, you can contact the Electricity Service.

8.7. Extension cables

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

Under no circumstances can extension cables run through zoned areas (in general terms these are all storage areas and production work floors in zones where smoking is prohibited). If there is no alternative, this shall be stated on the fire permit.

The AREI recommends differential switches when extension cables are used (protection against indirect contact).

Given that these are provided in the Cytec Surface Specialties wall socket circuits, you shall, when using extension cables longer than 40 m, use a connection with a built-in differential switch.

Plugs and extension cables shall be of sound quality and have an adequate cross-section:

3 phase 125 A	25	mm ²
3 phase 32 A	6	mm ²
Mono 16 A	2.5	mm ²

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8.8. Electrical installation inspection

The compulsory annual certification of all electric installations shall be organized by the Contractor at its expense. A copy of the certification report shall be handed over to the Cytec Surface Specialties Coordinator.

Before the electrical installation is connected, the installation shall be approved by a recognized organization. A copy of the blank certification report shall be given to the Cytec Surface Specialties Coordinator.

In January of each year, a new certification shall be requested by the Contractor, unless the installation was inspected after 1 November the previous year.

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9 WORK SUBJECT TO SPECIFIC PERMITS

- 9.1 Work in enclosed spaces
- 9.2 Work with an open flame
- 9.3 Opening pipelines
- 9.4 Working at heights
- 9.5 Excavation activities
- 9.6 Radiography
- 9.7 High pressure work (hydroblasting)

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10 SAFETY PROCEDURES

10.1. Theft

The guards in the porter's lodge are authorized to check vehicles. These checks shall accordingly take place randomly but regularly.

10.2. Safety

Each incoming vehicle shall register at the porter's lodge.

As a reminder: the parking spaces shall be respected.

10.3. Accidents

Each month, every Contractor shall submit its data concerning the hours worked and the number of industrial accidents to his Cytec contract manager. An evaluation of the quality and safety shall be carried out each year.

Every wound shall be treated by the Medical Service.

The investigation of an accident that takes place during the performance of work at our site shall be carried out in the presence of the victim, the Contractor's yard manager, their prevention consultant, the Cytec Surface Specialties Coordinator and a representative of the Cytec Surface Specialties Prevention Service.

10.4. Incident or near-accident

Every incident, near-accident or dangerous situation shall be reported to the Cytec contract manager using the "Incident - Near-accident" form.

10.5. Sirens at the site

All contractor personnel needs to obey to the alarm signals at the site.

10.6. Preparation of the work

The specific risks of carrying out the work shall be stated in the order.

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Before starting work, the Contractor shall contact the Cytec Surface Specialties Coordinator to discuss the specific risks associated with the yard. The Contractor shall complete a risk assessment concerning the work to the Cytec Surface Specialties Coordinator before starting work.

If Cytec Surface Specialties does not have these documents before starting work, they reserve the right not to allow the yard to start.