When entering the lab, process halls or storage rooms, contractors will ALWAYS:

- Take off any jewelry, only flat wedding rings are allowed.
- Never touch anything nor take any pictures/make any videos without explicit consent of the communication manager of BBEPP.
- Tie medium and long hair together.
- Wear a hair (and/or beard) net when instructed to do so [only in case food grade processes are running].
- Wash and disinfect hands before entering.
- Respect distances advised by the accompanying BBEPP staff member with respect to any equipment or resources.
- Cover small wounds on hands or arms with a blue [waterproof and metal detectable] adhesive plaster before (re-)starting the work.

Contractors performing any operational activity ALWAYS wear:

- Safety glasses
- Safety or working clothes [long sleeves/long pants]
- Safety shoes
- Other extra Personal Protective Equipment (PPE), depending on task.

Your Contact Person at Bio Base Europe Pilot Plant is:

[Contact information]

Mobile Phone Number Contact Person:

[Contact information]
GENERAL GUIDELINES FOR CONTRACTORS

Wash and disinfect your hands
- Before entering the lab, process halls or storage rooms
- After each toilet visit
- In case of dirty hands during work
- After lunch/eating

- No eating
- No drinking
- No chewing allowed outside the meeting rooms, cafeteria and kitchen

Smoking is only allowed outside the main entry (Parking 1)

- everyone is responsible for his/her personal hygiene and safety
- No photography and filming is allowed on site
- You have to register every day upon arrival and deregister at departure
- Please report any sickness or skin infections upon visitor registration
- Report injuries immediately at the reception
- Contractors always ask permission to enter process halls, labs or storage rooms
- Contractors are not allowed to perform any actions in production processes
- You need a work permit for every work you need to do.
- Waste processing
  - BBEPP is not liable for the collection and processing of the contractor’s waste.
  - A pick-up can be arranged in dialog with your BBEPP contact.

PROCEDURE IN CASE OF FIRE

1. Close the door of the premises or area where the fire is located so as to contain it.
2. Warn people nearby and evacuate immediately.

- If you pass by a fire alarm while evacuating, activate it. If not, call the reception desk:
  - Call General number 09 335 70 01
  - Or Jochem Van Hove 0492 17 40 29

IF YOU HEAR THE FIRE ALARM

1. Remember:
   - Do NOT attempt to put out the fire
   - Do NOT attempt to salvage equipment or objects, you are putting yourself at risk
   - Do NOT use the elevator
   - Do NOT re-enter the evacuated building under any circumstances until you receive specific instructions to do so

2. If you hear the fire alarm, evacuate immediately to the main assembly point at Parking 1 (P1)

3. If you pass by a fire alarm while evacuating, activate it. If not, call the reception desk:
   - Call General number 09 335 70 01
   - Or Jochem Van Hove 0492 17 40 29

4. Close the door of the premises or area where the fire is located so as to contain it.

Welcome at Bio Base Europe Pilot Plant.

For health, safety and quality reasons, please complete the information below*.

Company:

Name:

Mobile Phone Number:

License Plate:

Your Contact Person at Bio Base Europe Pilot Plant is:

Start date of your assignment:

End date of your assignment:

Safety welcome given by:

Name:

Date:

Signature:

* please fill in with capital letters.