



General **Security** and **Safety** Rules



GSSR

Applicable to **external companies** (*)
undertaking work on the Kirchberg Campus



GSSR

For the use of **external companies***

undertaking work on the Kirchberg Campus

The purpose of the General Security and Safety Rules (GSSR) is to draw external companies' attention to a number of measures taken in the interests of all concerned.

They constitute a reference document containing useful information for all companies required to undertake work on the Kirchberg Campus.

This document is not exhaustive nor does it replace the General Health and Safety Plan, which is applicable where appropriate, in accordance with the Grand Ducal Regulation of 27 June 2008 on the minimum safety requirements to be applied on temporary and mobile sites.

* **External company:** a company that has a contract with the Bank – or one of its service providers – that is required to work from time to time on site but does not have a structure in place the whole year round on the Kirchberg Campus.



Kirchberg Campus - West Building



Kirchberg Campus - East Building

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1. ACCESS TO THE EIB CAMPUS

1.1 Legal requirements in Luxembourg

All work must be announced in advance and prepared in close cooperation with the EIB link person – the technical person in charge of organising and monitoring the work.

All companies, whether from Luxembourg or elsewhere, must comply with Luxembourg's legal requirements (administrative formalities, safety requirements, etc.).

All companies shall be responsible for their service providers, who must also comply with the laws and regulations of Luxembourg.

Where and how to get information – non-exhaustive list

Luxembourg regulations and laws:

www.legilux.lu

- Law of 31 July 2006 introducing an Employment Code
- Health and safety requirements of the Labour and Mines Inspectorate, especially those to be applied on temporary or mobile sites: www.itm.lu
- Environmental requirements, particularly those relating to operating permits for buildings: www.environnement.public.lu
- Requirements laid down by the Association d'Assurance contre les Accidents (Association for industrial injury insurance) – Industrial Section – and its related Safety Guide: www.aaa.lu

Good practice, standards, CRTI-B clauses and other applicable technical specifications must also be scrupulously complied with. www.crtib.lu

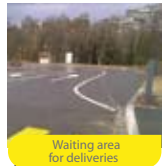
Key formalities to be completed

www.entreprises.public.lu

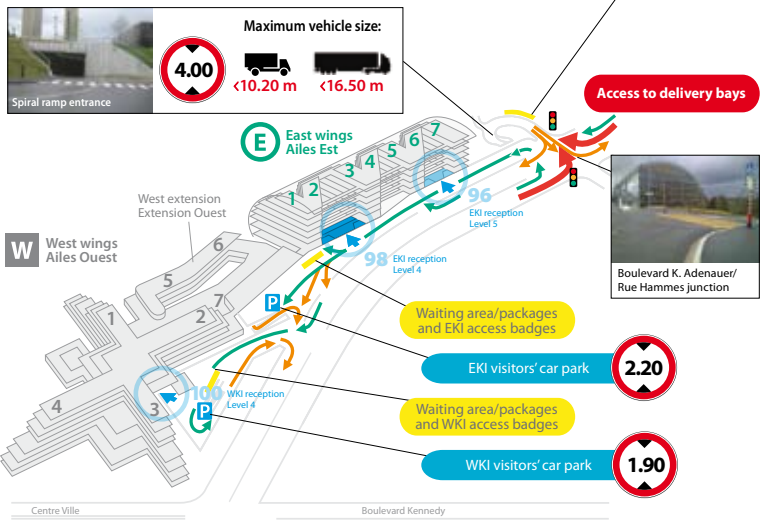
- Permit for small business establishment or number of prior declaration certificate received from the Ministry for the Middle Classes www.mdt.etat.lu
- Trade register www.rcsl.lu
- VAT plus VAT identification number www.aed.public.lu
- Luxembourg social security card/E101 form www.cns.lu

In addition, for foreign companies, the following requirements: www.itm.lu

- Advance notice of posting of employees to another location (Communication préalable de Déplacement de Salariés (CDS))
- One person in Luxembourg – possibly one of the on-site workers – to be in possession of the work permit, E101 form and employment contract, etc. for each worker so that they can be shown to the authorities.



1.2 Access to the Kirchberg Campus



Both the **access map** and **Deliveries Guide** may be downloaded via the link www.eib.org/offices.



2. HOW TO PREPARE FOR THE WORK TO BE UNDERTAKEN

2.1 Basic security rules

Parking areas, access times and other practical arrangements must be determined with the EIB link person and specified in the technical staff access request.

Upon arrival at the site, each worker will receive an access badge in exchange for proof of identity. Each time they enter or leave the site, they and their equipment will have to pass through security checks, e.g. security doors, scanners.

Any information received, whether directly or not, shall be strictly confidential. Any supplies and other items made available by the EIB shall remain the property of the EIB and must be returned to it upon completion of the work.

2.2 Basic safety rules

External companies must apply general health and safety principles. Systematic risk analyses and measures favouring collective protection over individual protection, for instance, shall be required.

All staff must be qualified for the tasks to be carried out, be medically fit and have up-to-date training.

Employees assigned to high-risk tasks must be medically fit for the risk(s) involved and, where applicable (electrician, forklift truck operator, cherry picker operator, etc.), in possession of written authorisation from their employer.

Any lending of equipment must be subject to a prior written procedure between the various parties concerned.

2.2.1 To be made available on site

- Suitable tools and equipment that are EC-compliant and in good condition (including extinguishers and marking devices).
- Decent, clean work clothing, suited to the tasks to be carried out.
- Personal Protection Equipment (PPE) that is EC-compliant, suited to the tasks to be carried out and the work area (footwear, goggles, harnesses, etc.).
- Mandatory documents: authorisations, technical staff access request, etc.



2.2.2 Order, cleaning up and waste management

Systematically put in place signs and notices in the appropriate areas, to be removed immediately after the work has been completed.



Workers shall at least once a day and in any event at the end of their shift:

- clean their work areas and dispose of all waste,
- tidy away tools and materials to ensure that no obstructions are caused.



Waste must be collected and sorted in accordance with the relevant regulations and EIB procedures. This must be coordinated with the EIB link person.



2.2.3 Delivery and storage

Requirements must be indicated as soon as possible and the storage areas must be determined in advance with the EIB link person.



Chemicals (including paint, thinners, etc.) must be stored in labelled containers that are in good condition, as provided for in the regulations. Liquids must be placed in holding tanks. **Safety data sheets** must be provided to Security, via the EIB link person, before the items arrive on site.



Special attention must be paid to products whose use in Luxembourg is prohibited: isocyanates, halogen-based products, etc. (see relevant regulations).

Waste must be stored in suitable containers. Storage must not obstruct passageways or emergency exits. Gas cylinders must be transported and stored in accordance with the rules (valve caps, trolley or rack, etc.).

2.2.4 Handling and lifting

Mechanical handling shall be preferred to manual handling. Before any handling operation, find out about permissible loads and observe them.



Lifting machinery (cherry pickers, forklift trucks, etc.) must have up-to-date operating permits and have been subject to periodic checks. A copy of the machinery's safety register must be made available on site.

All users must have written authorisation from their employer on the basis of suitable training – AAA requirements, in particular – and medical fitness.

Before cranes can be used, a **crane erection plan** must be drawn up and submitted. If a road has to be used, the relevant permit must be obtained from the highway authorities.

2.2.5 Working at height

Collective protection (work platforms, scaffolding, etc.) shall be the preferred option. Where this is not possible, a **safety harness** must be worn. Workers must receive the appropriate training and the anchorage points must be defined in advance by the foreman or a competent representative of the company. If workers are required to use ropes, requirement ITM CL178.1 must be applied.



Scaffolding

EC-compliant scaffolding that is properly designed, constructed and maintained must be suited to the work to be carried out. The scaffolding must be erected and taken down by qualified workers in accordance with the safety rules and will be inspected before it is used by a competent person from the company. The manufacturer's technical data sheets must be made available.

Cherry pickers

The remarks above concerning lifting equipment also apply here. Please also note the EIB's procedures concerning the protection of third parties and property, the management of cherry pickers and the traffic flow plans defined on the basis of permissible loads!



Ladders

Use only suitable EC-compliant ladders, in good condition, with non-slip feet.

Position them at the correct angle (65°-75°).

Prevent ladders from slipping, being knocked over, toppling over or digging in.

Ladders should only be used occasionally for work at heights < 7m, with tools that do not have to be held with both hands and weigh < 10kg.



2.2.6 Fire

All oxygen cutting, welding or other work involving a naked flame requires the company concerned to first obtain a **fire permit** and provide the necessary extinguishers. **During such work, remove or protect combustible materials.**

Do not ignore electrical risks!



2.3 Rules specific to the Campus

The Campus is made up of operational administrative buildings requiring special precautions to ensure that the facilities can continue to be used with minimum disruption to resident staff. Companies working on the Campus are subject to **Health and Safety at Work** requirements and must meet **environmental management** criteria (BREEAM) and comply with **internal organisational requirements (formal events, etc.)**.

Priority is given to safety and mutual respect!

Any kind of disturbance (noise, dust, vibrations, etc.) is prohibited between 8 a.m. and 6 p.m. Monday to Friday without a written derogation from Security. Compliance with this rule is of paramount importance.



Work areas that generate **dust** must be sealed off to prevent it from spreading. Requests for **the fire detection system to be disabled must be made via the technical staff access request form.** The detectors must also be **systematically protected** in coordination with Security.

Access to the restaurant, cafeteria, protocol areas and meeting rooms shall be prohibited from 11.30 a.m. to 3 p.m. at least – for any work or even simply to pass through.



How to find your way around the Campus

How to locate rooms.



Non-smoking area!

All buildings and other enclosed areas (including car parks) are non-smoking.



Logistics areas (changing rooms, rest rooms, etc.) and **other equipment** (handling gear, extinguishers, etc.) **must be provided by the company**. Depending on availability and with the prior approval of Security, some of this equipment and other installations (goods lifts, elevators, etc.) may be made available by the EIB.

Parking spaces cannot be guaranteed (availability, accessibility, etc.). **All parking requirements must be notified during the work preparation phase.**

2.4 Specific rules for technical work to be carried out

2.4.1 Technical staff access request and associated data

The company shall be liable for the dangers that its work involves and the measures required to protect its staff, other users of the site and the property.

Before any work can be carried out on site, a **technical staff access request form must be completed by the external company in conjunction with the EIB link person**. Depending on the nature and location of the work, additional documents may be required.

All documents must be sent to the EIB link person as soon as possible and no later than 48 hours before the work starts.

A risk analysis and the drawing up of these documents, as early as the preparation phase for the work, are key for risk management.

Furthermore, the operating procedure, risk analysis and other mandatory administrative supporting documents (authorisations, certificates, etc.) must be made available on site.

To enable workers to take into account the specific features of the EIB, a number of documents may be consulted upon request, in particular:

- Operating permits from the Environment and Labour Ministries
- General Security and Safety Regulations
- The Dossier Adapté aux caractéristiques de l'Ouvrage (DAO, which comprises the plans of the building, relevant technical data, etc.)
- "As built" dossiers comprising plans, permissible loads, partitioning, etc.
- Procedures for managing hazardous work (work at height, etc.).

2.4.2 Coordination of work

The EIB link person shall be responsible for coordinating the various contractors. The company shall also appoint a qualified contact person who speaks French or English fluently.

Each company shall be responsible for coordination with and between its own sub-contractors. It must organise the work in such a way that no worker is left on their own in an isolated area, failing which it must identify the risk as such in the technical staff access request and provide the appropriate resources.

Depending on the nature and scale of the project, a Health and Safety Coordinator may be required. He/she shall draw up the General Health and Safety Plan concerning the project and the companies shall examine it to help them draw up their own Individual Health and Safety Plan tailored to the risks and work concerning them.

3. WHAT TO DO WHEN ON SITE

A badge shall be issued to company staff that have been declared in advance when they enter the site at the start of the work period in exchange for valid identification. This badge shall be returned at the end of the work period or at the end of the day at the latest. For long-term work, permanent badges may be requested.

Depending on the availability of spaces, access to the Visitors' Car Park may also be granted.

3.1 Before starting work

3.1.1 Managing information

The company shall consult in advance the documents provided by the EIB and shall make available for consultation all documents for which it is responsible.



3.1.2 Staff training

In order to raise the awareness of all its staff members, every worker assigned to the Campus shall first be given a safety briefing by their employer, focusing in particular on the rules applying to the site and the specific risks identified.

Each company shall make available written proof that such a briefing has been given by the site manager or the company's designated worker, containing the first names and surnames of the people involved and their signatures to prove that they have attended.

3.1.3 Useful numbers

EIB switchboard	+(352) 4379 - 1
EIB Security – 24/7	+(352) 4379 - 40010 (East Building/EKI)
EIB Security Coordinator	+(352) 4379 - 85304 (Mr Déléris)
Emergencies/Health and Safety	+(352) 4379 - 40010 – East Building +(352) 4379 - 40000 – West Building

3.2 While the work is being carried out

Observe the following points in particular:

- Raise the alarm in the event of an **incident/accident, complication or newly identified risk** (unscheduled work alongside other contractors, discovery of asbestos, etc.);
- Heed signs, maximum height limits and other rules on movements within the buildings, including in car parks;



- Fluorescent vests must be worn in car parks and other parts of the site used by vehicles;
- Look-outs to be used during construction/handling equipment manoeuvres, etc.
- Access to all technical or sensitive areas must be arranged via Security. Requests must be made on the technical staff access request forms.



Any person who fails to observe the safety or security instructions given by Security or the EIB link person shall be ejected from the site at their company's expense.

3.3 When the work is finished

- Always inform the EIB link person and Security when the work has been completed.
- Acceptance of the work via the EIB link person.
- Return badges, documents and other EIB property.
- Hand in certificates and other work documents made available.
- Update the various "as built" plans in accordance with the work carried out.



4. IN THE EVENT OF AN EMERGENCY

If a person from an external company is responsible for an accident, they must immediately notify Security via the emergency numbers given below. Internal numbers can also be accessed from a mobile phone by dialling +352 4379 before the number.

While waiting for the emergency services to arrive and in order to minimise the danger, staff must provide assistance, use their own resources and, to the best of their abilities, those of the EIB on site.



EMERGENCY NUMBERS

Kirchberg Campus



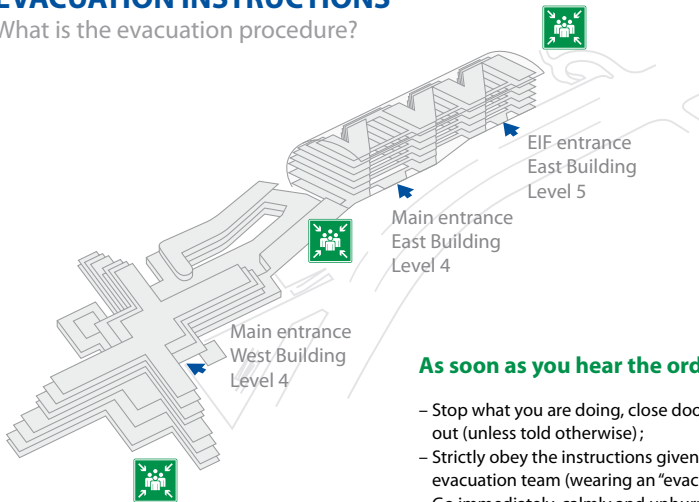
WEST BUILDING 40 000 (*)

EAST BUILDING 40 010 (*)

* + 4379 when calling from outside

EVACUATION INSTRUCTIONS

What is the evacuation procedure?



As soon as you hear the order to evacuate:

- Stop what you are doing, close doors and windows, and get out (unless told otherwise);
- Strictly obey the instructions given by the members of the evacuation team (wearing an “evacuation” vest);
- Go immediately, calmly and unhurriedly to the nearest emergency exit, following the illuminated green signs;
- Don’t go back;
- Don’t take the lifts;
- Don’t attempt to enter the car parks;
- Go directly to the nearest assembly point (unless told otherwise);
- Stay there and await the evacuation team’s instructions.





**YOUR SAFETY
MATTERS!**



EMERGENCY NUMBERS

Kirchberg Campus



WEST BUILDING 40 000 (*)

EAST BUILDING 40 010 (*)

* +4379 when calling from outside

EMERGENCY INSTRUCTIONS

What to do in an emergency

Fire

Stay calm!

1. Sound the alarm

- Sound the nearest fire alarm (break the glass and press the button)
- Alert Security by calling the emergency number
- State:
 - your name
 - where the fire is
 - what is burning
 - whether anybody is in danger

**Fire
Risk**



2. Get to safety

- Help anybody in danger
- If there is smoke, stay close to the ground
- Close the doors
- Don't use the lifts
- Follow the escape route
- Leave the building, walk to the nearest assembly point and await instructions



3. Use the fire extinguishers and hoses

- Don't take risks
- Use them only if you are able to



4. Follow the evacuation teams' instructions



Suspicious object Don't touch it!

Stay calm!

1. Call Security on the emergency number – to report the suspicious object

2. Open nearby doors and windows – to reduce the impact of the blast

3. Get to safety

- Help anybody in danger
- Follow the escape route
- Leave the building, walk to the nearest assembly point and await instructions

4. Follow the evacuation teams' instructions

**Explosion
Risk**



Theft, loss or assault

Call Security on the emergency number

Any non-suspicious objects found should be taken to the nearest reception desk



**Personal
Risk**

Medical emergency

Stay calm!

1. Make yourself, the casualty(ies) and your surroundings safe

Quickly identify the problem and make everything safe

2. Call Security on the emergency number

- State:
- your name
 - where you are
 - the precise nature of the emergency



3. Help the casualty(ies)

Provide medical assistance to the best of your abilities

**Accidents
Illness**

Gas in the underground car park

Carbon monoxide



Stay calm!

When the danger level is reached, "CO" warning panels light up and an alarm sounds

**CO
Risk**

1. Don't use your vehicle

If you are already in your vehicle: park, switch off the engine and leave your vehicle



2. Go calmly to the nearest emergency exit

3. Evacuate the car park immediately – via the emergency exits



4. Call Security on the emergency number

5. Follow the evacuation teams' instructions



Medical service

For any non-urgent medical matters, contact the medical service

**Medical
Assistance**

Service for all non-urgent matters: 50 000 (*)

* Available from 8.00 to 18.00, Monday to Friday

This information and the full set of General Security and Safety Regulations are available in hard copy or on the Security and Safety intranet page

