

ALL HELEXIA Safety Standards for Contractor Work

Helexia Health, Safety and Environment Corporate Department

PURPOSE OF THE CONTRACTOR MANUAL

These standards illustrated define the minimum level of Health, Safety & Environment to comply with in all our operations, Offices and Maintenance services conducted by or on behalf of Helexia based on national and other industrial safety & health laws and regulations. If local regulations conflicts with Helexia's HSE Standards, always follow local regulations.

This booklet is made from the "HSE Minimum requirements" issued by Voltalia. This manual is used for safety instruction and training for contractors working on all Voltalia's premises. At the same time, it is utilized as designated guidelines for all their project managers, and daily safety & health instructions. According to this, the following manual was reformed into "ALL HELEXIA Safety Standards for Contractor Work" aiming to reduce contractor's workload of safety management by sharing common rules and by enhancing our company's safety management.

We hope this booklet will be used as training material in ALL HELEXIA companies to instruct construction managers, work managers and members of contractors.

To be noted that some group companies have higher requirements depending on local priorities, while basic rules in this booklet are common among ALL HELEXIA companies we would like to kindly ask contractors to consider those local rules.

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COMPANY OVERVIEW

1.1 Company Profile (Helexia, Voltalia & the Mulliez Galaxy)

When engaging with Helexia, you're not just partnering with a single entity; you're becoming a part of an interconnected ecosystem dedicated to environmental sustainability and innovation. Let's introduce the key players.

Helexia

Created in 2010, Helexia specialises in the energy performance of buildings and the local production of decarbonised energy. Helexia offers 360° engineering expertise, business analysis and financing possibilities to accelerate your energy transition while adding value to your business.

Voltalia

Then, there is our parent company, Voltalia. A global force in the renewable energy sector, Voltalia's diverse portfolio ranges from solar, wind, and hydro to biomass. In addition to the production of green energy, Voltalia offers a range of services that assist other energy producers in optimizing their performance. The company employs over 1 500 direct people worldwide.

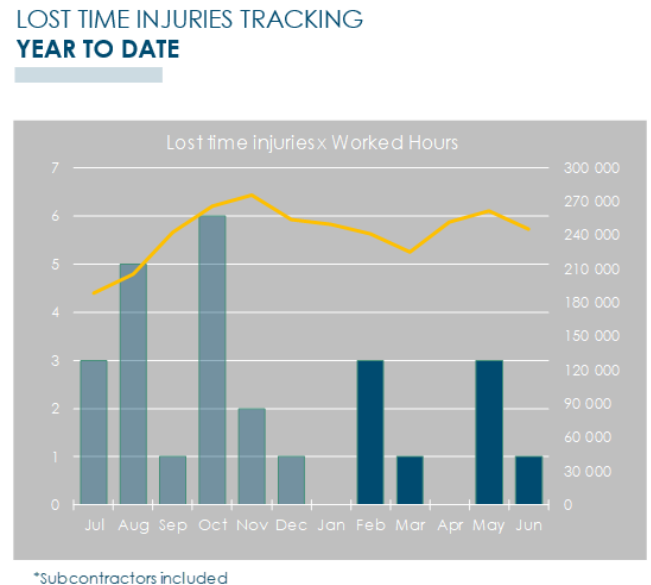
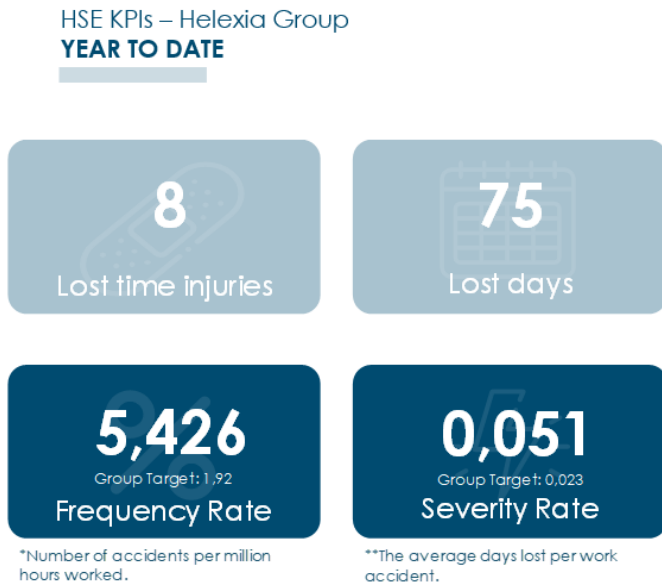
The Mulliez Family

Behind the scene, powering our ambitions, are the Mulliez Family. We could list Auchan, as well as Decathlon and Leroy Merlin among their other successful businesses. Their business empire extends over 130 brands with +700 000 employees around the world.

When you work with Helexia, you benefit from the strengths, resources, and shared commitment of this powerful trio. Together, we are committed to delivering the best in renewable energy solutions and building a sustainable future for all.

1.2 HSE statistics over the years

In the pursuit of a safer tomorrow, our HSE initiative has ignited transformative change. However, the roots of this success run deeper, spanning the past three years of vigilant tracking and dedication to key indicators. Over the last three years, our vigilance and adherence to critical indicators have contributed to a significant reduction in incidents.



As we reflect on these numbers, we are determined to continue our journey towards an even safer future. Our HSE initiative, powered by these statistics, takes us forward with the strong message that safety is not just a priority – it is rooted in our DNA.

Years	LTI	Days Aways	Worked Hours	FR	SR
2021	1	2	450 751	2,22	0,004
2022	2	6	997 178	2,01	0,006
2023	25	269	2.2M	11,34	0,115

*Subcontractors included

1.3 Commitment to Health, Safety and Environment

HSE POLICY



At Helexia we recognize our responsibility to our employees, contractors and client to provide them with a safe and healthful work environment.

Therefore, the Executive Committee members are committed to seek the continuous improvement of the Health & Safety conditions and Environmental protection within Helexia Group, defining and taking decisions ensuring:

- That the relevant **Health & Safety conditions, the protection of the employees and the preservation of the environment** are systematically taken into consideration in all geographies where the company operates
- The **compliance** with all applicable legislation, regulations and standards regarding Health & Safety and Environment
- The implementation and maintenance of a **performing Health & Safety Management System**, putting all means to prevent accidents and diseases, eliminating hazards and reducing risks
- The **mitigation of the impacts of its activities in the Environment**, promoting the rational use of natural resources, prevention of pollution and support for the development of renewable energies
- The **training of its employees** in safe work practices and procedures, ensuring that their knowledges and skills are appropriated to their responsibilities and to the activities they perform, and ensuring that they use properly the adequate Personal Protective Equipment
- The **participation and strong involvement** of each collaborator in the company's HSE Management System, ensuring a regular communication about the monitoring and related actions involving Helexia, its stakeholders, suppliers and service providers.

In line with these Policy principles and commitments, periodically objectives and targets will be defined, monitored and disclosed for the relevant functions and levels within the organization.

Lille, April 8th, 2022

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Responsibility and application:

Helexia's COMEX members are responsible to the Board of Directors for ensuring that this policy is implemented.

Management at all organizational levels within Helexia is responsible for ensuring the success of the policy by providing the availability of all required resources.

All Helexia employees and subcontractors have an individual responsibility to ensure that they collaborate with the organization to achieve continuous improvement of the H&S conditions.

This policy applies to Helexia.

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1.4 Emergency contacts and procedures

Responsibility at Helexia extends beyond our commitment to renewable energy. It is reflected in our swift, decisive response to potential health and environmental emergencies. We have distilled this response down to two concise, three-step protocols, ensuring rapid action when it matters most.

Health Emergency Protocol

Our **Health Emergency Protocol** is a clear and efficient process for immediate response, ensuring that the well-being of our team and partners is always prioritized.

0. A specific Communication plan for each Office or Site must be prepared, implemented, distributed and updated, to be used promptly in case of accident.
 1. **Protect** yourself and **Protect** the victim.
 2. Activate the **ALARM** and/or **ALERT** the emergency based on your local emergency procedures (Firemen, First aider, etc...).
 3. If trained, provide first aid to the victim or try to avoid that the situation gets worse.
 4. **REPORT** immediately to the site manager for [*Bad news First!*](#)

Environmental Emergency Protocol

Complementing this, our **Environmental Emergency Protocol** provides a response to any environmental incident, minimizing its impact and preserving our shared environment.

1. If you witness any environmental incident, **contain the pollution**.
2. **ALERT** the site manager.
3. Any environmental incident must be communicated to Helexia staff the same day of the occurrence as **BAD NEWS FIRST!**

These are not just protocols; they are our commitment to a swift and effective response in times of crisis. In Helexia, safety and sustainability are more than just ideas, they are action plans.

OUR INTEGRATED HSE MANAGEMENT SYSTEM

2.1 A Culture of Care

In 2022, Helexia announced its global HSE initiative entitled: “HSE a culture of care”. Our goal here is to ensure the occupational health and safety of all our partners and significantly reduce our environmental impact.

Our “HSE a Culture of Care” initiative is more than just a program; it is the reflection of our shared values and an evidence of our commitment to ensure the highest safety standards. By significantly reducing work-related accidents and environmental impact, we are not just striving to do better – we are setting the benchmark for responsible operations in the renewable energy sector.

Helexia has since implemented several initiatives to support operations that ensure caring for our customers, our partners, and the environment in every activity we do.

As we move forward, we invite you all to become champions of this Culture of Care. Whether it is by implementing safe practices, pushing for environmental consciousness, or simply looking out for each other – *every effort counts!* Together, we can make Helexia synonymous of safety, care, and sustainability.

Going forward, let us put Safety First and work together to keep a smile on everyone’s face involved at Helexia. We ask for your continuous cooperation in our HSE activities.



2.2 Helexia's HSE dashboard

Collaboration and transparency are part of our culture at Helexia. We are proud to be part of an ecosystem where every effort and achievement matters. In line with this philosophy, we all contribute to our HSE dashboard.

This Dashboard is not just a display of numbers – it is the reflection of a collective progress towards a sustainable future. It features Key Performance Indicators (KPIs) that offer important insights into different facets of our operations, ranging from energy consumption, safety compliance to environmental impact.



Helexia uses a mix of both leading and lagging indicators to measure overall HSE performance:

- **Leading Indicators:** These forward-looking measures offer us proactive control over our system. They provide real-time insights into ongoing activities, enabling us to identify and rectify potential issues before they evolve into incidents.
- **Lagging Indicators:** Measures outcomes of a company's HSE activities. They provide an overall estimate of the progress required to achieve our vision of excellence, but they do not measure the effective implementation of an HSE program, proactive action plans or on-the-spot self-assessment.

2.3 Voltalia's HSE HUB

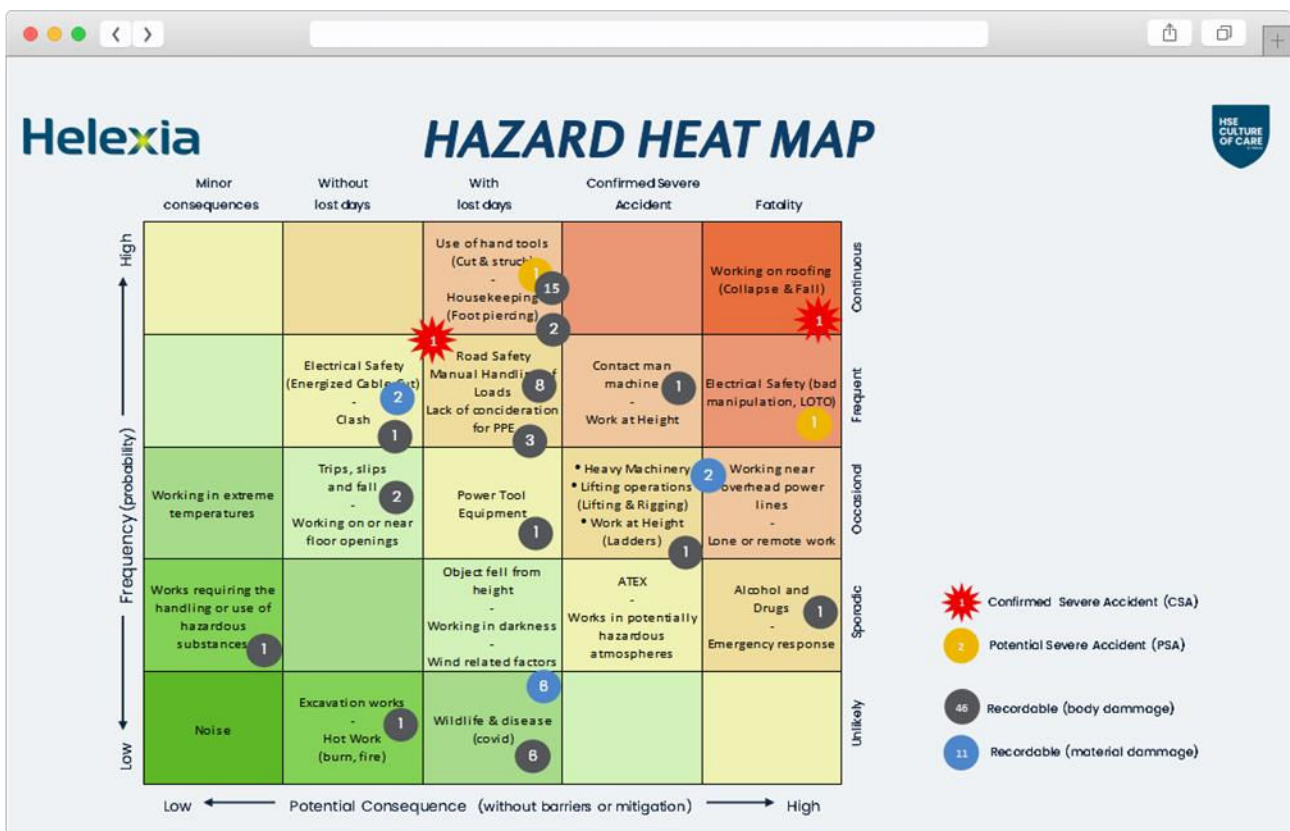
Voltalia, our parent company, operates an HSE HUB —a collection of interconnected tools that, when combined, significantly boost our capabilities in Health, Safety, and Environment (HSE) management. This synergy among the tools enhances our ability to identify and mitigate risks, optimize processes, and ensure rigorous adherence to our HSE standards. Therefore, the HSE HUB is a highly recommended and very useful tool for all Helexia Group employees to use in our day-to-day operations.



SAFE WORK PRACTICES

3.1 High Risks Operations Map

At Helexia, we care about our partners and their work condition. Helexia’s Global Risk Heat Map is a critical tool in our risk management strategy. This visual aid categorizes our company’s primary risks based on severity and likelihood. It is color-coded for quick and easy understanding, allowing us to prioritize actions for risk mitigation effectively. The Heat Map ensures we are proactive in anticipating potential challenges, enabling us to maintain safety, uphold environmental responsibility, and ensure business resilience.



3.2 Clothing discipline in our operations

Minimum requirements

The following PPE (Personal Protective Equipment) are mandatory at all times for all personnel and visitors and shall be provided by each employer to their employees, free of charge.



-1 Safety helmet must be worn at all Project sites. For work at height the helmet shall be fitted with a chinstrap.

-2 Eye protection – All personnel on Project Sites and operations (except in office and control rooms) shall wear eye protection.

-3 High-visibility jacket ensures enough visibility for all workers on the construction site to avoid any man/machine contact. This vest is ***not allowed** to be used during Electrical Works or Hot Works due to the fact it is not fire resistant.

-4 Hand protection adapted to the task being performed must be worn to protect hands against injury. Working without gloves is only permitted where no risk to the hands exists or where the work cannot be safely performed while wearing gloves.

-5 Protective work clothing – Legs, arms and body shall be covered by protective clothing adapted to the type of work and the work environment.

-6 Safety footwear – Ban of all low-cut footwear, puncture resistant shoe with hard toe cap protection.

Specialized and additional PPE

We have listed our PPE recommendations when operating on low voltage **live** equipment (< 600 volts), such as **energetic auditors** or similar operation:

-1 Shock proof shoes + 1 Electrical safety mat – These elements are mandatory as they avoid the current to pass through the body. Note that it is only effective if they are the only elements touching the ground.

-2 Electrical gloves will avoid any injury if a short circuit were to happen.

-3 Isolated vest and face shield – to improve and complete the protection against an arc flash.

-4 Complete this set with appropriate insulated tools and warning signs.



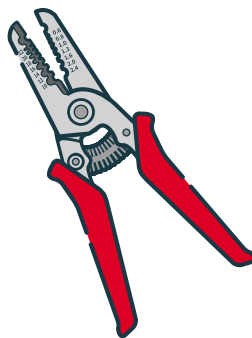
3.3 Company's wide ban on the use of all non-self-retractable utility knives

Due to many concerns and accidents regarding the use of non-self-retractable utility knives, Helexia has decided to ban their use from every operation. As of now, this new rule must be followed by all.

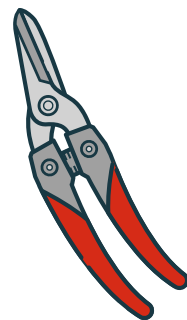
This decision comes after careful consideration of the risks. We understand this change might bring certain inconveniences but plenty of safer alternatives exist.



Auto-retracting knife: As soon as the slider is released, the blade retracts through an automatic spring mechanism.



Wire strippers look similar to pliers and are used to remove the protective coating material from wires.



Electrician's scissors are designed to safely cut cables and strip insulation from wires.

The right tool for the right job:

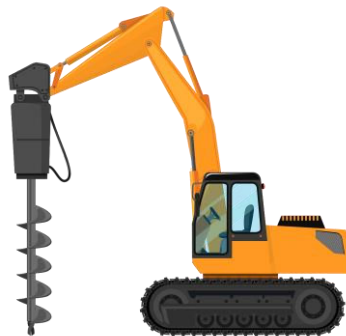
Using the wrong tool can lead to accidents and injuries. Tools are specifically designed for certain tasks, and using a tool for a task it's not meant for can lead to a loss of control and unexpected consequences.

3.4 Company's rule on Heavy Construction Equipment rental

Helixia will not rent any heavy construction equipment to our contractors or subcontractors. This decision is based on the significant liability risks associated with the use of such equipment.



Non-exhaustive list



Non-exhaustive list



Non-exhaustive list

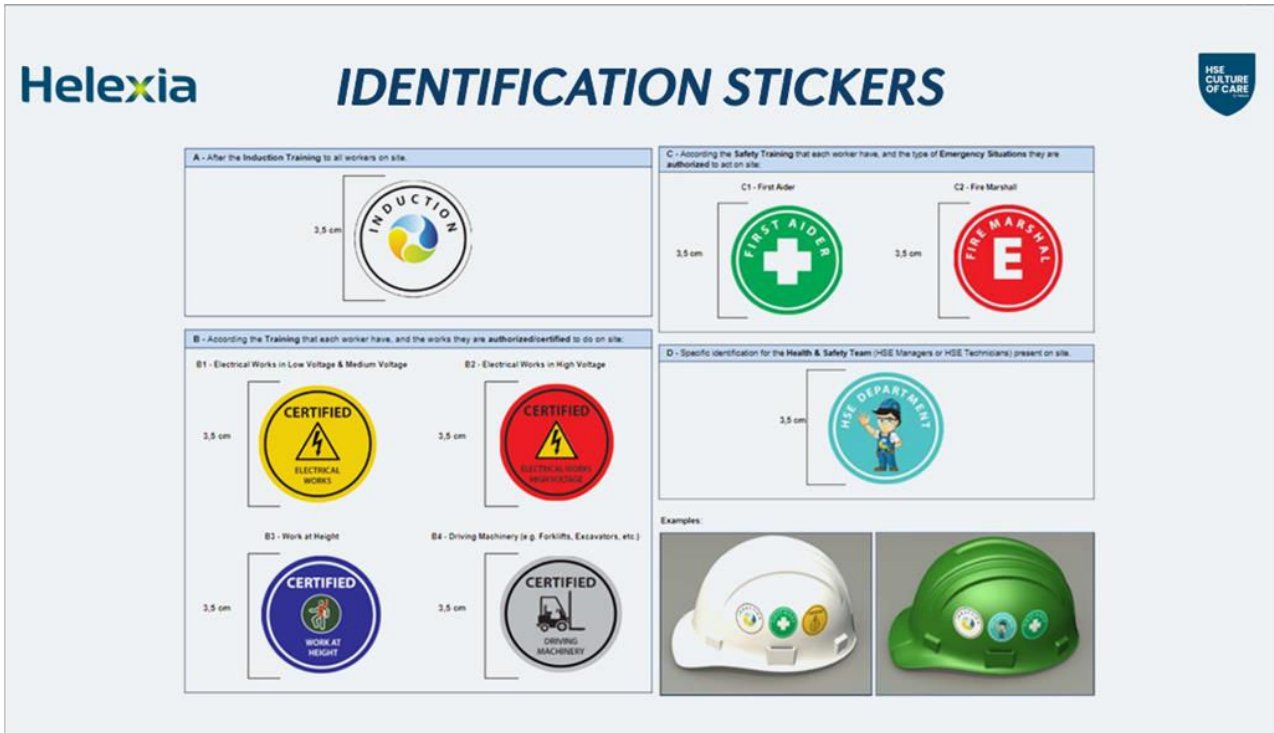
Safety Concerns:

The operation of heavy construction equipment carries inherent risks that require specialized training and expertise. Meaning, there is no better person than the contractor himself to rent his own equipment for the job.

3.5 Competences validation

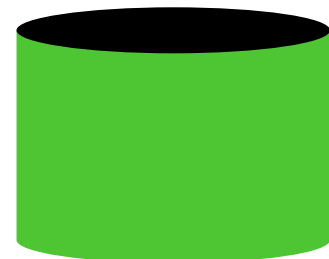
Before any worker admittance on the worksite, its competences must be validated, and a mandatory attendance of an Induction training is required.

In addition, implement a method to easily verify on site the specific competences of the workforce, as for instance stickers on the helmet.



Enhanced Safety Monitoring

Having inexperienced workers wear visual indicators such as distinctive vests, hardhat stickers, or badges on construction premises will facilitate both supervisors and coworkers to ensure they are performing their tasks safely and correctly.



3.6 Equipment storage

At a construction site, storage of the equipment is a crucial process. If not done properly, the materials could suffer from damages (e.g.: rain infiltration) over the course of the project, resulting in additional costs and the necessity to replace it. Worst, if not stored in safely manner, it could harm people.

In our ongoing commitment to safety, **addressing wind hazards is crucial**. Past incidents have taught us the importance of mitigating risks caused by high winds. **Properly ballasting equipment serves as a strategic solution**, preventing potential occurrences of equipment being displaced or flying away. By implementing effective securing measures, we bolster the security of our storage area and significantly reduce the likelihood of wind-related incidents.



Set a daily target for minimum site safety condition.



Use sandbags, racking systems, plastic wrap or other appropriate methods to anchor the stacks.



Never ever leave outdoors equipment from being blown away during night times.

3.7 4S in the workplace- Housekeeping

Each organization is responsible for the housekeeping in its work areas, which includes work zones, lay-down and storage areas, site facilities and office areas.

- **Safe, clean and unencumbered** access to and from the work areas shall be ensured at all times.
- Access to emergency equipment and emergency exits must **never be blocked** or otherwise disturbed, restricted or delayed.
- Sufficient numbers of suitable **bins and/or containers** shall be provided for the separation, recycling, treatment and disposal of waste.
- **Waste**, rubbish, packing material and surplus building material shall not be allowed to accumulate and shall be **systematically removed** from the work area and disposed of appropriately. It is forbidden to burn waste. Only authorized and specialized companies can provide this service.
- Material laydown and **storage areas shall be well organized**, clearly and permanently identified and shall not create supplementary hazards to persons.
- All **hazardous materials shall be stored**, handled, used and disposed of in **accordance** with the site specific **HSE Master Plan/ Site HSE Plan**.
- At the completion of works and **before demobilization**, all work areas shall be left **clean** and free of any waste, rubbish or surplus building materials.
- **Particular care** must be given to **workplaces at height**, where exists a risk of falling objects. These areas must be kept free of any loose material resting on the floor that could fall and injure persons or damage property.
- Outdoor walkways, workplaces and vehicle routes must be kept clear of the accumulation of snow and ice that could cause any hazard to pedestrians or vehicles, as far as is reasonably practicable.
- Electrical cables/cords, compressed gas and hydraulic hoses shall not be laid over roads or walkways. If not reasonably practicable, they shall be protected against damage by a sustainable mean above or below ground or safely suspended at height.

OUR INTERNAL GUIDELINES

4.1 Safety Start-up Checklist

The foundation of any successful construction project is a meticulous planning and preparation. That is why we have introduced a comprehensive **pre-operations checklist** that serves as our guide to ensure a smooth and secure start to every endeavour: the Safety Checklist.

This checklist outlines all the actions, documents, and prerequisites needed before any activity starts. Covering a spectrum of crucial actions and essential documentation, this checklist functions as a blueprint for a seamless start. From permits to safety assessments, it is designed to leave no stone unturned. Each item is not just a box to tick; it is a safety measure for the well-being of all partners and the efficiency of our operations.



4.2 Essential Pre-task standards

To ensure the safety of all our partners, we request to do a Pre-task before any task related to High Risks activities. The Pre-task is 3x closed question (Yes or No) to ask yourself whenever you start a high risk activity. By asking ourselves these simple questions, we save lives.

*Nota: Where activities are being performed in group, the most experienced worker needs to fill the PRE-TASK and the other needs to check and sign.

We have identified several activities who require to perform a Pre-task before starting:

1. **Lifting operations:** Precise planning is crucial for lifting heavy equipment and materials. For lifting heavy equipment and materials, the Pre-task is a requirement to ensure the operations will be done properly, ensuring the safety of our workforce and protecting our assets.
2. **Work at height:** Working at height demands specialized training and safety assessments. The Pre-task lists the questions who gives the minimum requirements before working at height, preventing fall-related accidents and ensuring the secure execution of tasks.
3. **Electrical works on live equipment:** Electrical work demands skilled professionals, and the Pre-task is just an additional step which confirms that contractors is properly ready to work on such equipment, doing his job safely.
4. **Lock Out Tag Out (LOTO):** When working on equipment connected to an electrical source, every job is a question of life and death. Any mistake can be life threatening. By doing the Pre-task, it ensures working on a safe and risk-free environment. It is a crucial step not to be missed.
5. **Explosive Atmosphere (ATEX):** The risk of explosion makes many places dangerous to work, and the Pre-task is not only an important step, but also becomes a vital one. By doing it every time working in such environment, it ensures a better place and avoids most of the risks.

4.3 Road safety

Our responsibility extends beyond our vehicle. It involves paying attention to other road users, respecting their space, and understanding that everyone has an equal right to use the road safely. The key to minimizing these risks lies within our own individual control: our behavior on the road. **We all need to understand that absolutely nothing can justify putting our lives and other people's lives in danger on the road.** Let us remind ourselves that a few minutes saved are not worth a lifetime lost.

Inappropriate driving, such as speeding, tailgating, or aggressive maneuvers, not only endangers our lives but also the lives of others who share the road with us.



Always keep a safe distance between your vehicle and the one in front of you. A good rule of thumb is the "Three Second Rule."



Adjust your driving according to the weather conditions. In rainy or foggy conditions, reduce your speed, and maintain a greater distance from the vehicle in front.



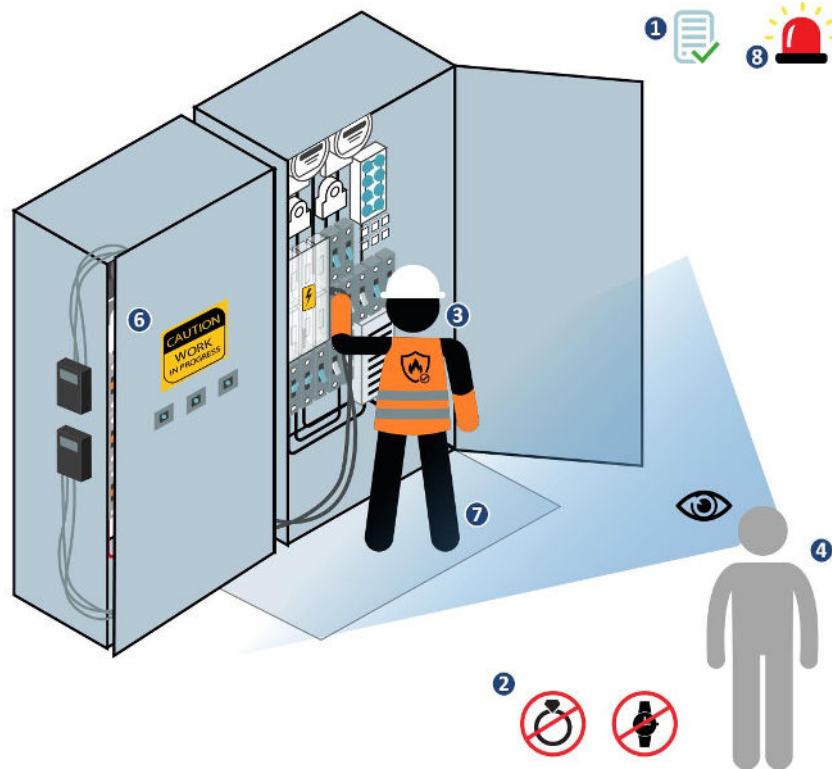
Always be aware of other drivers and anticipate potential errors. Never assume that other drivers will do what they should.

There is no emergency serious enough to put our lives in danger, so always respect local limitations and drive with caution.

4.4.1 Electrical risks on live equipment

Electricity has long been recognized as a **serious workplace hazard**. The following hazards are the most frequent causes of **electrical injuries**:

- **Electric shock** and **burns** from contact with live parts.
- Injury from **exposure to arcing**, meaning an electrical equipment or installations exploding.



Points to follow:

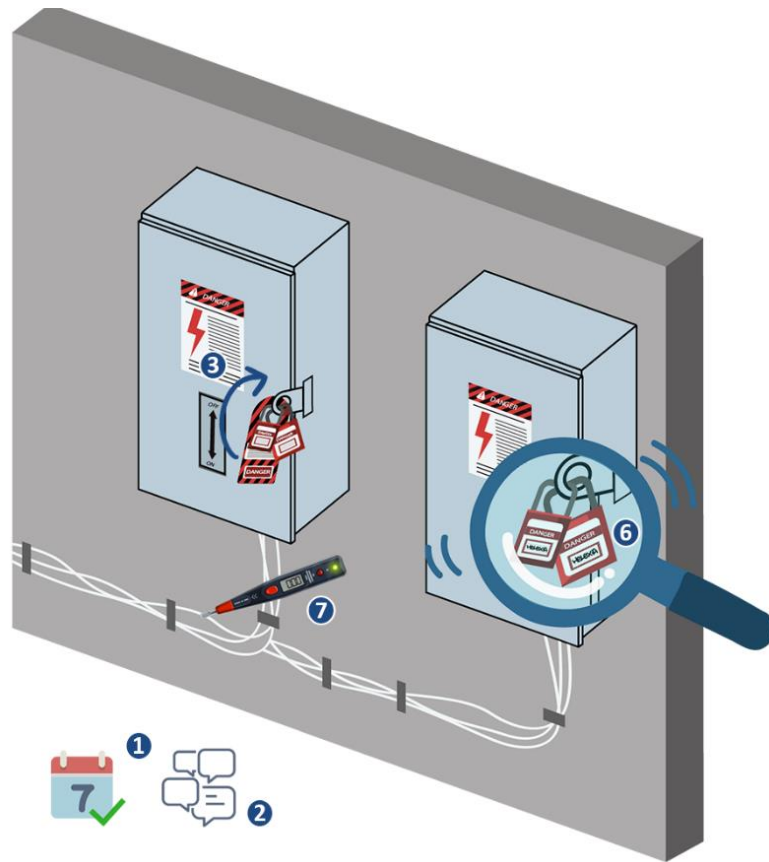
1. Manipulation must be performed by a **qualified technician**.
2. **Do not** wear any **conductive elements** such as watch, rings or neckless.
3. **Check & wear** the right PPE (gloves, face shield & arc flash clothing with long sleeves).
4. It is mandatory to **get paired** with a competent person, if not postpone the visit or skip the item.
5. Perform a **risk screening** based on the assumption that people make mistakes and machines fail.
6. Place the **Helexia warning sign** magnet on the electrical equipment.
7. Keep both of your feet on the safety matt and be aware of your environment (e.g.: elbow touching the cabinet).
8. In case of an **electric shock** call the emergencies and warn your manager.

PRE-TASK

1. In case of something goes wrong, are you aware of the site **emergency plan**?
2. Is the appropriate personal protective equipment (**PPE**) **available** and in good condition?
3. Are you **paired** with a competent person?

4.4.2 Lock Out Tag Out for isolation of source of energy

Lockout/tagout (LOTO) refers to **safety practices and procedures** that ensure dangerous machines are properly shut off and are not able to unexpectedly release hazardous energy during maintenance activities.



The main steps of the LOTO standard:

1. **Prepare** for shutdown.
2. **Notify** all affected persons of the activities and equipment involved.
3. **Shut down** the equipment.
4. **Isolate** the equipment from the hazardous energy source.
5. Apply applicable **lockout** devices (**contact** information and **names** of the company must be visible).
6. **Dissipate** residual energy (e.g.: grounding).
7. Verify that the equipment is properly **isolated (zero energy state)**.

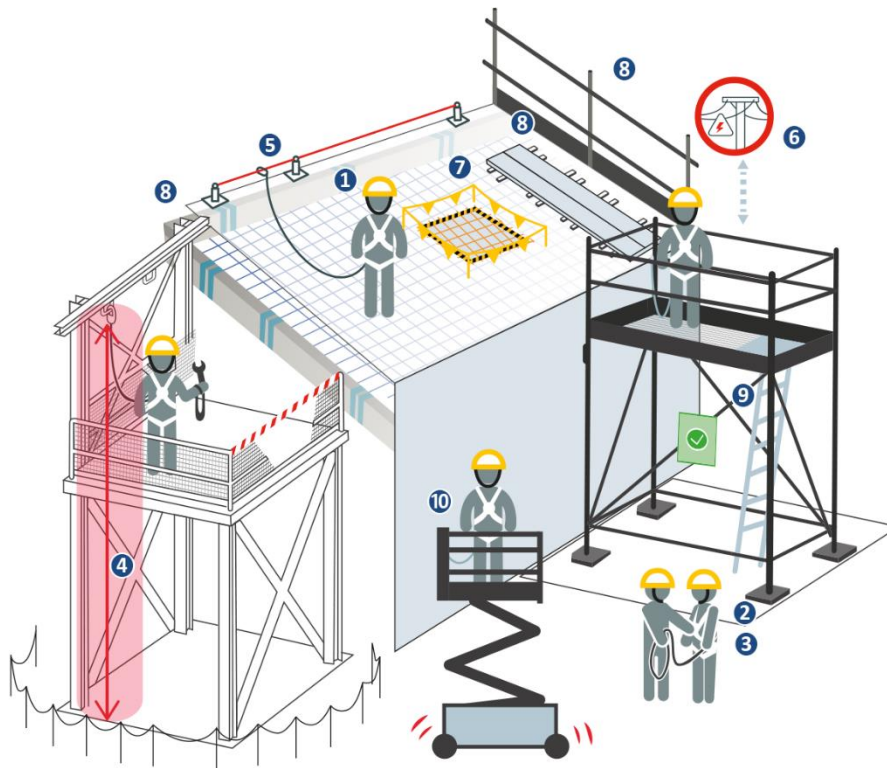
*Nota: Appropriate PPE must be worn for all 7 steps of this essential.

PRE-TASK

1. Have **all sources of energy** been correctly identified and isolated?
2. Has the equipment been properly **locked out and tagged** to prevent inadvertent re-energization?
3. Has the equipment been **tested** to verify it is de-energized before work begins?

4.4.3 Working on roofing

Working at height remains one of the biggest causes of fatalities and major injuries. It refers to any work carried out **2m or higher**. Common cases include falls from ladders and through fragile surfaces.



Points to follow:

1. Is the safety helmet with attached **chin strap** worn by all personnel present at height?
2. When the **safety harness** is required, is it worn correctly and adjusted? (a **training certificate** and an **authorization document** is required)
3. **Never work alone** when working at height.
4. When using a safety harness, is the potential falling path clear of obstructions?
5. Are all personnel wearing a safety harness is tied off to pre-defined **anchor points**?
6. Is safe clearance from potential hazards considered (**powerlines**: 5m minimum, coactivity)?
7. Are **gaps, holes** or **fragile areas** in floorings identified and / or protected?
8. For fragile areas, have you prevented falls using **collective equipment**? (safety net, 110 cm physical barriers, foot boards...)
9. Has the **scaffold been inspected** and declared safe for use?
10. Harness must be used in all elevated platform unless **technical documentation** says the opposite.

PRE-TASK

1. Have all potential fall hazards been **identified** (power lines included) and appropriate fall **protection** measures (like guardrails, safety net or personal fall arrest systems) been put in place?
2. Are all necessary personal protective equipment (**PPE**) **available** and in good condition?
3. Are **weather conditions** suitable for safe work on the roof?

4.4.4 Synthetic lifting slinging wire ropes

Synthetic slings are one of the most common pieces of lifting equipment found on-site and are also one of the most useful, however they are the most **susceptible to damage** and need to be checked carefully before every use.

This article is all about **visual inspection** and shows you how to identify anything that might compromise the integrity of your sling (no criteria about shelf life).



***Nota:** Depending on the region you are working on, quality control for lifting equipment might be mandatory.

Inspection before use:

Slings shall be withdrawn from service immediately if they sustain any of the following faults:

1. The sling has been damaged: external wear, cuts, damage from high temperatures, chemical attack and sunlight degradation.
2. The stitching has been damaged.
3. The label of the sling is missing or is illegible, and the sling cannot be positively identified.

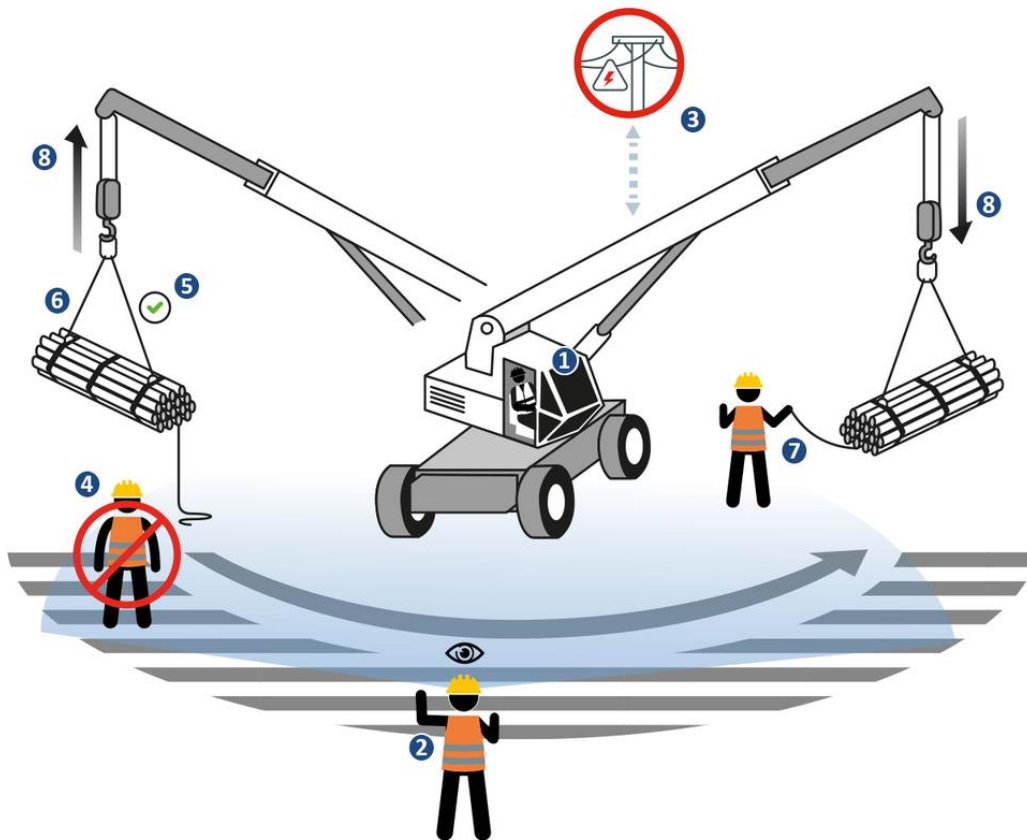
⚠ Lifting operations must be stopped if there are no lifting slings left to be used.

PRE-TASK

1. Is the string in good condition to be used?
2. Does the string have its technical specificities on it?
3. Is the weather not too windy for the use of slings?

4.4.5 Lifting operations

Lifting operations are dangerous as they involve lifting and suspending **heavy loads in the air** and moving them to another location.



Points to follow:

1. Does the lifting operator have a **training certificate** and an **authorization document** to operate the equipment?
2. When needed, is a **banksman appointed** and recognizable?
3. Is safe clearance from potential hazards (**powerlines**: 5m minimum, coactivity)?
4. Is a restricted zone physically established and **no one located under** or in proximity of the suspended load?
5. Chains, slings, hooks, wire ropes and eyebolts are verified?
6. Are all loads **stable and secure**?
7. Is the moving load controlled while being lifted?
8. Is the lifting operation executed according to the lifting step-by-step procedure? (e.g.: slings, departure area, arrival area, overflow area)

PRE-TASK

1. Are all lifting equipment and accessories in **good condition and inspected** before use?
2. Has a safe minimum distance from the **power lines** been established and marked?
3. Is the load **stable, secured**, and within the capacity of the lifting equipment?

4.4.7 Outdoor ladders.



Points to follow:

1. Always use ladders that have a label with the norm EN 131 marked on it (it is a proof of quality).
2. Install ladders on **flat ground**.
3. For every **4m of height** you must climb, move the base **1m away** from the wall (75° angle).
4. Use ladders with a **stabiliser base bar**.
5. The ladder must extend 1 meter above the roof.
6. Do not use any object to elevate the ladders.
7. Fix ladders to structures with **2 anchors points**, at the bottom and/or the top of the ladder.
8. When anchoring a ladder, always do it **with a coworker** that support it until the ladder is fixed.
9. Do not fix ladders on vulnerable installation.
10. To use ladders safely, always maintain **3 points of contact**.
11. Ladders are used only for a means of access. Do not use it as a **workplace**.

***Nota:** Step ladders are banned for outside use.

4.4.8 Portable power tools



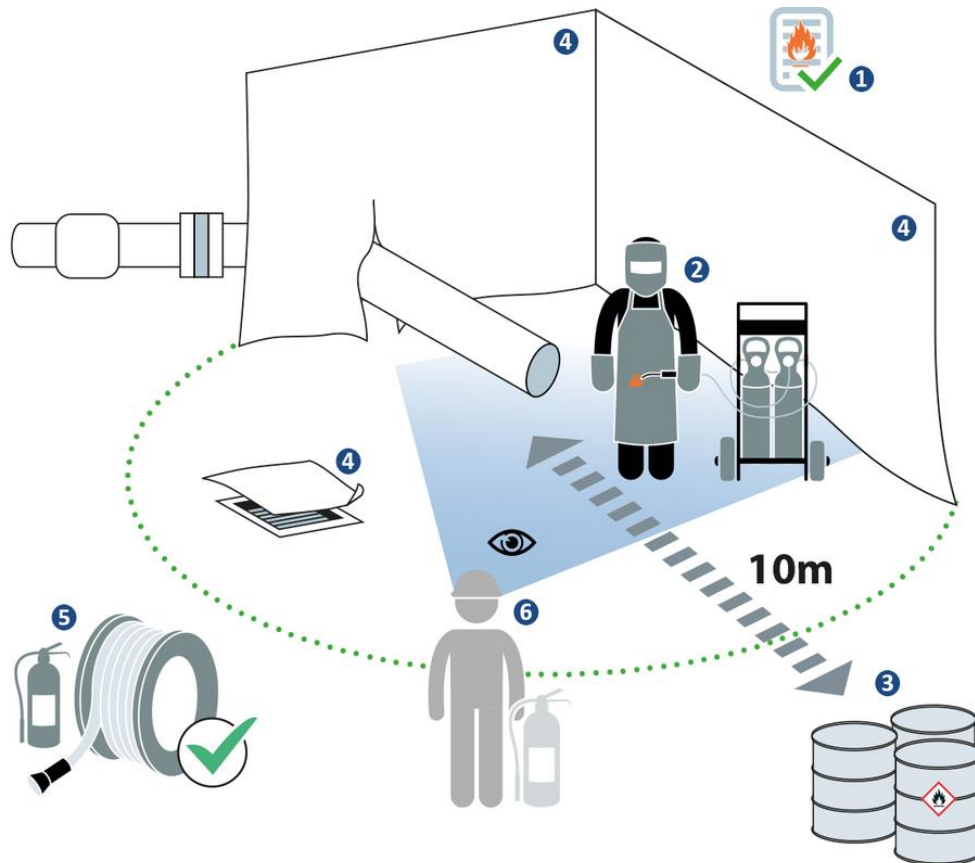
Power tools such as **disc grinders, drills or impact wrenches** are used daily in our operations. A miss-use can result in serious injuries such as cuts, burns or even electric shocks.

Points to follow:

1. Use the right tool suitable for the task and work area.
2. Know the risks.
3. Wear the appropriate protections.
4. **Inspect** your tools are in good condition before each use, check for abnormal sound or vibrations.
5. Keep tools in good condition.
6. Turn off and unplug tools before cleaning or changing parts.
7. **Remove malfunctioning power tools** from service immediately.

4.4.9 Hot works

Hot work operations such as **welding, cutting**, and any activities that involve using open flames or excessive heat can cause multiple health and safety hazards. These activities also carry the threat of **industrial fires** that could be disastrous for your staff, as well as projects under construction.

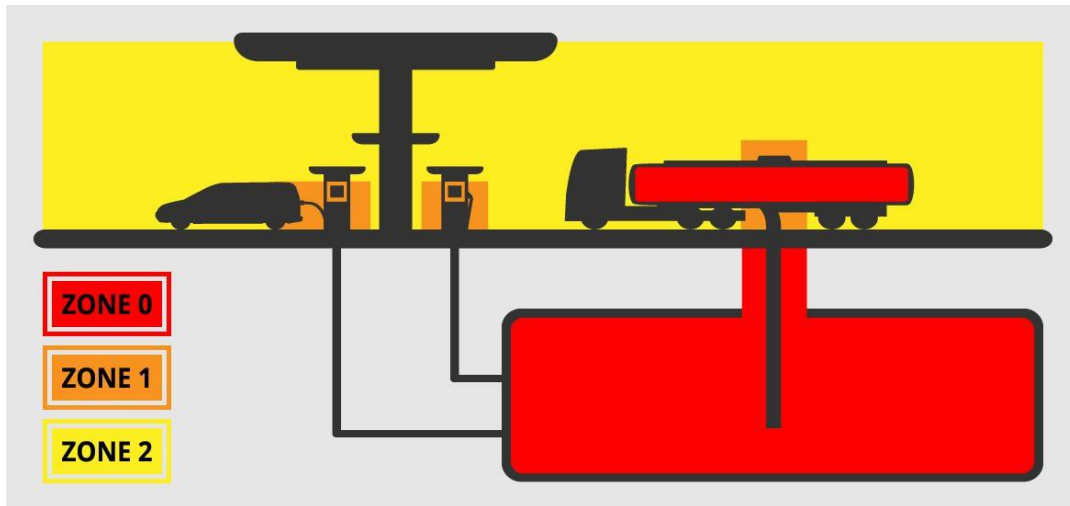


Points to follow:

1. Have you prepared a **work permit**?
2. Does the personnel performing the activity wears the right **protective gear** for the task?
3. **Is the area clear**?
4. When required by the work permit, are **spark protection** covers in place?
5. Adequate **fire extinguisher available** on site and within 2 meters of the activity?
6. When required by the work permit, is a **fire watch designated**?

4.4.10 Explosive atmosphere

Helexia does not operate sites with Explosive Atmospheres, nevertheless our clients are various and can use inflammable products on site. Good practices and specific rules must be followed, to improve the safety while performing your work on such sites.



Gases or vapours zones	Definition of the Explosive Atmospheres zones according to the situations
Zone 0	The explosive atmosphere is present permanently or for extended periods during normal operation
Zone 1	The explosive atmosphere is occasionally present during normal operation
Zone 2	The explosive atmosphere is present accidentally, in case of malfunction or short duration

Points to follow:

Depending on the area you are working in, the measures will be different. For a higher risk, follow more safety measures.

Gases or vapours zones	Point to follow according to the situations
Zone 0	<ul style="list-style-type: none"> Do not operate unless you are not trained for explosive atmosphere areas.
Zone 1	<ul style="list-style-type: none"> Always wear antistatic and fireproof PPE (vest & pants). Use only approved device for explosive atmosphere (PEL, mobile phones...). Always be accompanied by an explosive atmosphere risk expert.
Zone 2	<ul style="list-style-type: none"> Be aware of the customer risk assessment and mitigation plan (or prevention plan) for explosive atmospheres. Be aware of the explosive atmosphere areas.

PRE-TASK

- Are all personnel involved **trained and aware** of the risks and safety procedures associated with working in ATEX environments?
- Is all **equipment and tools** used within the area appropriately rated for use in ATEX environments?
- Have necessary precautions been taken to prevent the introduction of **ignition sources**?

DOCUMENT LOG HISTORY

5.1 Document log history

[ALL HELEXIA SAFETY STANDARDS FOR CONTRACTOR WORK]

1st Edition (Sept. 2023)
1st Edition Version 2 (Mars 2024)

Created by the Health, Safety & Environment department of Helexia.
Pre-task replaced by Last Minute Risk Assessment

[FUNCTIONS INVOLVED BY THE PROCEDURE]

HSE DEPARTMENT

	NAME	FUNCTION	DATE	SIGNATURE
Elaboration	Yohan Denuziller & Kevin Gouranton	QHSE Assistant & HSE Group Manager	23 07 17	
Validation	Kevin Gouranton	HSE Group Manager	23 09 19	
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