

# Bozar



**Safety of external workers**



## Welcome to Center for Fine Arts !

To guarantee your safety at work, you are kindly asked to follow the instructions on this document.

### When arriving at Bozar

Please always report to the Securitas office via “Rue des Sols”, where you will be given your badge and the fire safety instructions. Always wear your visitor badge visibly.

### Fire security

Please follow these safety instructions:

- **Smoking** is not permitted in the entire building of the Centre for Fine Arts (including balconies, terraces, skylights, etc.) or in the administration rooms.
- It is forbidden to use an **open flame** (candles, cigarettes, etc.) and to produce **sparks** (grinding, welding, etc.) or **fire** effects.
- The use of **deep fryers** is also prohibited.
- **Decorative elements** must be at least **flame retardant**. The person responsible for the decoration must submit certificates.
- The storage and use of **gas** in any form is prohibited.
- Companies outside Bozar are not allowed to use BOZAR’s machinery and ladders.
- The **windows** in the palace must remain closed. Most of them are more than 80 years old and can be damaged when you open them, which could lead to an accident through broken glass. If they are already open, do not touch them.
- Access to fire-fighting equipment (hose reels, extinguishers) must always be guaranteed; also, make sure you never block fire doors.
- Any **dangerous situation or accident** should be reported to the internal organiser.
- You can also contact the Securitas dispatching office on 02/507.82.18
- Parking on Terarkenstreet is not permitted. The nearest car park is the Albertine car park. Prior authorisation is required for any use of the road.
- The consumption of alcohol and drugs is not permitted in the workplace or during working hours.


Any exceptions to these rules must be submitted to the prevention advisors for analysis and written approval.

## Procedure to follow case of evacuation

If you hear the sirens with a continuous sound inside the palace, it means that a disaster is in progress: you must evacuate by following the evacuation pictograms in green which indicate the shortest way to the assembly point at the place called "Square".



If you discover a fire starting

1. As an external worker you must notify your manager and the internal organiser.
2. To alert the emergency services, dial the emergency number 112 
3. Press the nearest push button to activate the alarm and evacuation sirens.



4. Sufficient fire extinguishers and hose reels are available at the Palais: Try to extinguish the fire WITHOUT endangering yourself, using the nearest extinguisher or hose reel:

Pictogram indicating the presence of a fire extinguisher :



Foam extinguisher model:



CO<sup>2</sup> extinguisher model :



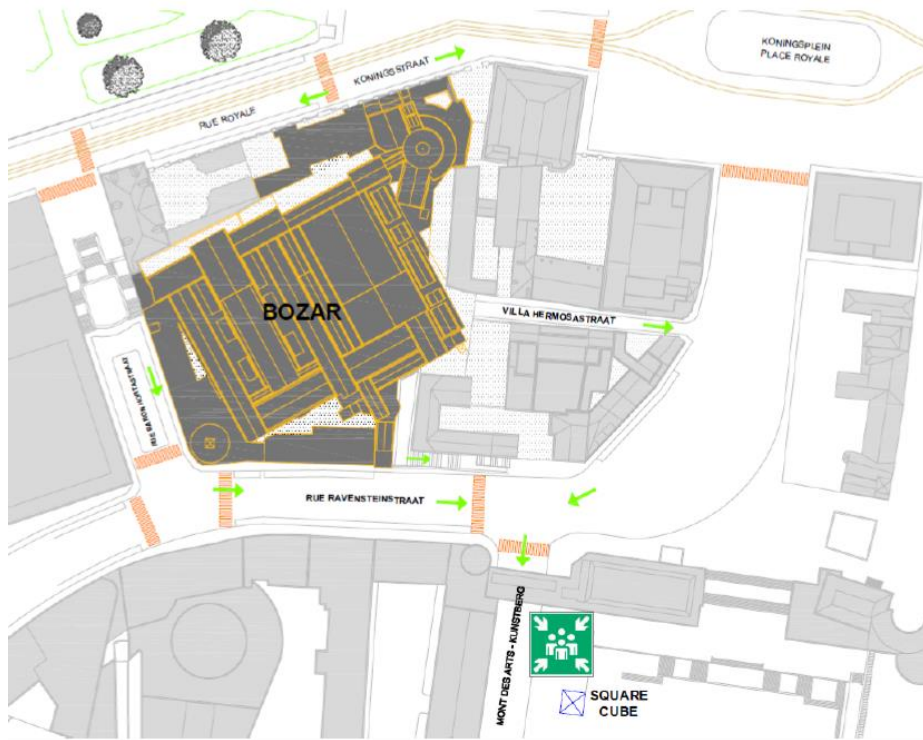
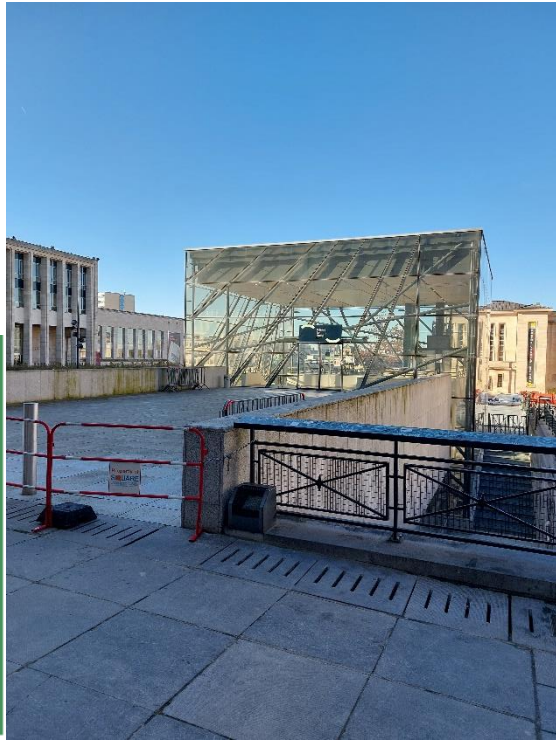
Pictogram indicating the presence of a hose reel :



Reel model : is to be found in a red cupboard :



5. Do not take the elevators.
6. Evacuate the place : follow the green arrows indicating the evacuation routes and meet at the assembly point called "Square".
7. At the Square assembly point, wait for instructions from the fire brigade or first intervention team before re-entering the area.



## Authorisations and protection equipments

External workers performing work at Bozar (e.g. assembly and disassembly of works of art, installation of scenography, electrical work, painting, etc. ....) undertake to comply with the Belgian Code of Health and Safety in general and in particular with the Royal Decree on the use of work equipment for temporary work at height (AR 31 08 2005).

### **Authorizations**

Only competent workers (certified by a training centre and/or declaration of competence by the employer) may use scaffolding and aerial work platforms.

Workers who work on ladders must follow the instructions (see document Working with ladders) and use their own ladders.

### **Work equipment**

Work equipment shall be used in accordance with the requirements of the Code of Health and Safety and in compliance with the manufacturers' instructions.

### **Use of individual protection equipment**

The wearing of personal protective equipment depends on the risk analysis and the workstation sheet. Always refer to these.

In all cases, when handling (heavy) loads, when building and using scaffolding, and when using personal lifts, workers are required to wear their own safety shoes.

If necessary, depending on the risk analysis carried out beforehand by the internal prevention service, the wearing of a helmet, gloves, protective glasses, harness, etc. may be required.

### **Respect of collective protection equipment**

The workers undertake to respect the working environment of the Centre for Fine Arts and to use the collective protection equipment (guardrails, life lines) that has been put in place, if necessary.

The collective protection equipment will never be removed and in the event that a defect is observed, the external worker will immediately refer the matter to the Securitas dispatching office, which will ensure the follow-up.

## Useful phone numbers

Dispatching Securitas 24h/24 – 7d/7 :

02/507 82 18

Safety advisors

Christine Evrard : 0476/79 45 07

Field supervisor

0476/96.15.41

First aid workers list : see info desk, or on our intranet (Bozar People), or at Securitas

First intervention team list : see info desk, or on our intranet (Bozar People), or at Securitas