




**GENERAL GUIDELINES ON
SAFETY, HEALTH AND THE ENVIRONMENT
For Buyers, Users, Transport Companies**

	REO safety regulations buyers – users – transport companies			DO190402		
				Date of issue:		1/01/2020
				Date of reissue:		1/09/2023
Compiled by:	Prevention advisor	Release:	Managing director	Replaces issue: 1/06/2023		

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1. HEALTH, SAFETY AND ENVIRONMENTAL POLICY

As prescribed by law, within the framework of the cooperation with external companies (or institutions) operating on the premises of REO Veiling, and with a view to creating a safe working environment for its own employees, REO and the users of our facilities, buyers, carriers or their respective employees need clear agreements.

This document includes the general agreements that need to be adhered to in the warehouses and on the premises of REO Veiling. Any third parties entering the premises and/or warehouses of REO (buyers, users, carriers and their employees/self-employed persons /subcontractors, etc. hereinafter referred to as third parties) are requested to return the acknowledgement of receipt (page 8). If the person concerned fails to return the signed acknowledgement of receipt, they will be considered to lack the authorisation to enter the REO Veiling premises. As a consequence, they will henceforth be banned from entering the premises and warehouses. They must ensure that their employees and/or subcontractors, self-employed persons and/or temporary workers are aware of these instructions and comply with them. Access to REO Veiling will be denied to anyone who fails to comply with these instructions.

In accordance with the special regulations of the Act of 4 August 1996 governing the welfare of workers during the performance of their work, more specifically chapter III, article 7 and chapter IV *Special provisions concerning work by external companies*, these safety regulations were established by

Coöperatieve Veiling Roeselare erkende CV
Oostnieuwkerksesteenweg 101
8800 Roeselare
tel: 0032 / 51 231 211
fax: 0032 / 51 231 289

The aim of these safety and working conditions is to provide a clear picture of the safety policy of REO Veiling. Your cooperation is an absolute necessity, because safety is a key issue for us all.

2. GENERAL

Useful contacts

Position	Name	Internal tel.	Direct tel.
General director	Vanaken Filip	201	+32 478 / 252 250
Commercial director	Dewitte Remie	-	+32 477 / 44 45 78
Operational director	Verlae Brecht	-	+32 472 / 979 035
Manager Crate warehouse	Decancq Pepijn	-	+32 478 / 771 491
Facility manager	Ameye Kris	267	+32 478 / 702 308
Prevention advisor	De Muyneck Hilde	247	+32 478 / 719 876
Departmental manager Storage warehouse	Vande Weghe Nico	236	+32 478 / 592 684
Loading master Storage warehouse		230	+32 51 / 231 230
Desk control Crate warehouse		252	+32 51 / 231 252
Head of in-house fire service	Delva Lieven	220	+32 473 / 960 153

International emergency call - Fire brigade - Police - Ambulance	 112	First-aid post REO Veiling	See annex
		Antigifcentrum (Poison centre)	+32 70 / 245 245

1. The third party is fully responsible and liable for his/its representatives, supervisory staff, employees and subcontractors/self-employed persons. He/It must take all the measures needed to ensure that his/its work is carried out safely and in an environmentally responsible manner
 - By complying with all statutory provisions relating to safety and environment (ARAB, Codex, vlarem, and others).
 - By complying with all safety regulations and working conditions that apply at REO Veiling.
2. This third party must under all circumstances and with respect to each employed person comply with:
 - All safety regulations and working conditions that apply at REO Veiling.
 - All aspects of social legislation.
 - Mandatory industrial injuries insurance.
 - Mandatory periodic medical examination of the employees by the recognised service (ESPPW – external service for prevention and protection at work), which guarantees the medical fitness of the employee to carry out his work (in particular, safety functions).
 - If the third party employs subcontractors or self-employed persons, he/it must ascertain that they also comply with the insurances against accidents at work and third-party liability.
 - If the third party employs young people, trainees, etc., he/it must also take account of the provisions from
 - CODEX _ TITLE VIII: SPECIAL CATEGORIES OF EMPLOYEES AND WORK SITUATIONS;
 - Royal Decree of 3 May 1999 concerning the protection of young people at work;
 - Royal Decree of 21 September 2004 concerning the protection of trainees – CODEX - Book X - Title 4 – Trainees;
 - Royal Decree of 15 December 2010 establishing measures on the welfare at work of temporary workers
3. The third party shall be liable for any damage caused to REO Veiling. Any damage shall be reported immediately by telephone to the Facility manager and via mail: melding_ongevallen@reo.be
4. No work can be carried out without a prior appointment with REO Veiling.
 - Work to be carried out is requested through the Facility Manager: +32 478 / 702 308
 - No work can be carried out outside the working/opening hours of REO Veiling.
5. REO Veiling reports that the company is equipped with cameras (general security) and access control. The logging of footage and access times may at all times be viewed by REO Veiling. In the event of irregularities, this will also be used as evidence against the third party.

3. TRAFFIC

1. Entering sites REO Veiling → See circulation plan pg 11/14



The green gates are open during the opening hours of the REO Veiling. The gate at the Oostnieuwkerksesteenweg is open at night for buyers who wish to load at night. This gate is also equipped with a badge and QR code reader.

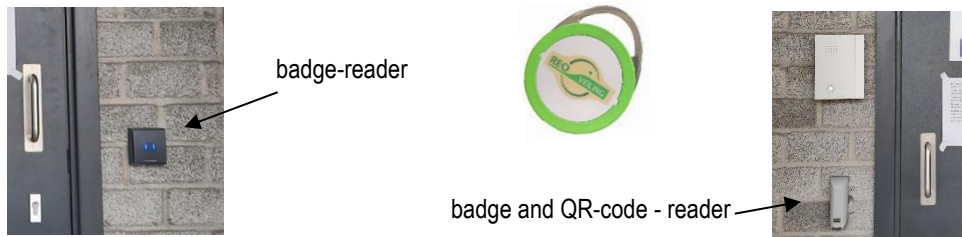


The supply area is not accessible to buyers and third parties, it has been closed with barriers.



2. Entering the building

a. is possible by using a green REO badge at the badge readers



b. with a QR code, the readers for the QR code are at the door at dock 69 and dock 70

c. you can ring the bell at the door at dock 69 and at dock 70.



All QR codes and badges allow you to access the building in a certain time frame.

3. Anyone entering the warehouses of REO Veiling must wear a fluorescent vest or fluorescent and reflective clothing (high-visibility).

4. Cars and commercial vehicles must be parked in areas designated by REO Veiling. Parking vehicles inside the business premises is not permitted.

5. The same road traffic rules apply to traffic on the premises of REO Veiling as on public roads. The traffic signs and safety signs on the premises and in the warehouses must always be heeded. The traffic circulation plan must be observed (see annex - sign-posting).

6. The speed limit on the premises is 30 km/h; in the warehouses, it is 20 km/h.

7. When driving on the premises of REO Veiling the tailgate must be closed.


8. REO Veiling cannot be held responsible for accidents and/or damage to cars, lorries, etc.

9. When leaving the premises, the contents of the vehicles of third parties may at all times be inspected by a company representative.

10. **Pedestrians:** Depending on the time of day, there may be many transport movements (forklift traffic). You must follow the internal traffic management plan.

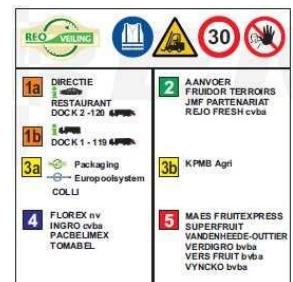
11. **Cross-docking** is not allowed in the storage warehouse and the crate warehouse. This means that you as a buyer are not allowed to unload any products for delivery to other loading bay(s). It also means that you are not allowed to have any products delivered to the loading bays in the storage warehouse and the crate warehouse. In the event of breach of this rule, the product concerned will be seized immediately by REO Veiling and the cost to destroy this product will be charged to you.

12. You may only use pallet transporters and electric pallet transporters at your own loading bay to load the purchased product in your lorries. These pallet transporters and electric pallet transporters may not be used as an internal means of transport. In the event of breach of this rule, the pallet transporters will be removed from the warehouse by staff of REO Veiling.

13. The purpose of a pallet transporter is to move goods. 

14. Buyers and their staff are at all times prohibited from entering the rooms in the storage warehouse where products (vegetables and fruit) are stored and re-stacked.

15. You must always remain within a zone of 25 m from the loading bays, regardless of whether you are driving a pallet truck, electric pallet truck, or on a bike or on foot. This zone will be physically marked in the near future. Anyone in breach of this rule will be denied access to the storage warehouse for one full month.



16. When loading the purchased goods, you as a buyer must respect the First In First Out (FIFO) principle. This means that the products nearest to the loading bay are loaded first.
17. If loading cannot take place according to the FIFO principle, the loader must mark the loading zone with cones, ensuring that no interaction can take place with the forklift traffic of REO Veiling.



4. DOCK LEVELLERS

1. Always ensure that the vehicle is firmly positioned and cannot move or roll away.
2. Make sure you use the control unit of the dock leveller where your truck is docked.
3. Ensure that no people or equipment are in the working area of the leveller before operating the dock leveller.
4. Never enter the dock leveller before it is fully positioned and there is an overlap of at least 100mm.
5. During loading and unloading, the lip must lie firmly across the entire width of the vehicle.
6. Close gate after loading/unloading.
7. In the event of problems, contact a responsible person at the REO Veiling (loading dock employee, loading master depositor, etc.).

5. HOISTING AND LIFTING EQUIPMENT AND ACCESSOIRES

1. It is forbidden to drive forklifts in the storage warehouse.
2. Buyers' centre: Forklifts may only be used by persons with a valid certificate and who are able to submit proof of qualification. They must also be declared medically fit by a medical officer (= safety function).
3. If you cross the public road with a forklift, you must take account of the following matters: license plate, insurance (third-party liability), equipment, driving licence, etc.
4. All cherry pickers, hoisting and lifting equipment plus their accessories must comply with the current regulations. This means that they must be accompanied by an inspection report, which must be renewed every three months.
5. This equipment may only be operated by persons with a valid certificate and/or proven experience and training.
6. It is forbidden to use lifting equipment or cherry pickers that are owned by REO Veiling without written permission. This permission may immediately be withdrawn for improper use.

6. MACHINES, TOOLS AND EQUIPMENT

1. It is forbidden to tamper with mobile carts, scanners.
2. All material, owned or rented, must be safe and comply with the current regulations.
3. Defective or unsafe material must be immediately repaired or removed.

7. LOADING ZONES REO Veiling (electric pallet trucks, mechanical sweepers, forklifts, etc.)

1. Storage warehouse at the quays: The battery chargers for the electric pallet trucks must be safely and correctly secured to the wall – with metal frame - and protected against collision.
2. No combustible materials (sandwich panels, pallets, crates, ropes, etc.) may be placed within a radius of 2 m around the electric pallet trucks.
3. The pallet trucks and their chargers (including electric cables) must be regularly maintained.
4. The cables for charging the batteries should, when disconnected, be hung up on the wall to ensure that they are not driven over. The cables should be in good condition; no exposed copper wire should be visible and the plug must be in good condition.
5. Battery charging station: Since hydrogen gas (H²) may be released during the charging process, the batteries should be kept at a distance of at least 0.8 m from the charger.

8. MAKING MATERIAL AND EQUIPMENT AVAILABLE

1. REO Veiling does not, as a rule, make material or equipment available to third parties.

9. ORDER AND TIDINESS

1. If no other written agreements have been made with REO Veiling, waste is removed and processed correctly by the third party.
2. The material and equipment of the third party must be stored in such a way that it does not represent any danger or cause any problems. The exits, access to ancillary materials, electrical panels and passages must remain open under all circumstances.
3. Access to safety equipment (e.g. emergency exits, fire hoses and fire extinguishers) may never be obstructed.



10. REPORTING UNSAFE SITUATIONS

1. All unsafe situations and conditions MUST be reported immediately to the internal client or prevention advisor.
2. This person will then take action with the third party (contractor) to ensure that the unsafe situation is dealt with and the risks eliminated.

11. ACCIDENTS AND INCIDENTS

1. As part of the prevention policy and the dynamic risk management system, you are obliged to report all accidents/incidents. You must inform the prevention advisor of REO Veiling by e-mail: melding_ongevallen@reo.be.
2. Reporting accidents to the relevant authorities (insurance company, inspectorate, etc.) is the responsibility of the third party.
3. The third party should provide its own first aid first aid kit with contents appropriate to the nature of the work. First-aid posts and kits are available (see annex).

12. FIRE SAFETY

1. The location and the operation of fire-fighting equipment may not be changed under any circumstances.
2. The following fire-fighting equipment is available in the premises, marked with pictograms.



Mobile extinguishers



Reel



Fire detection button

3. The procedure in the event of fire is as follows:
 1. SOUND THE ALARM: press a fire alarm button
 2. STAY CALM and try to extinguish the (small) fire without taking any risks
 3. Do not use water near machines and electrical appliances to avoid electrocution.
 4. Follow the instructions.
4. Smoking and/or lighting a fire is prohibited inside the buildings and warehouses.
5. The building is protected with fire detection equipment (smoke alarms and optical fire detectors). It is prohibited to cover, move or remove these appliances.
6. Burning waste is strictly forbidden.
7. Buyers' centre: The use of mobile air heaters on fuel oil, gas space heaters or electrical radiant heaters is at all times prohibited. Infrared appliances without direct flame can be used as an alternative. Always ensure a good electrical connection.

13. WARNING / ALARM / EVACUATION

1. If you hear the fire alarm (interrupted tone), stay where you are.
2. If you hear a continuous tone, start to evacuate the building.
 - ✓ If possible, switch off your machine quickly and safely and disconnect the power
 - ✓ Close windows and doors when you leave the room
 - ✓ Take the shortest escape route out of the building, signposted with the following pictograms:



- ✓ Do not, for whatever reason, go back into an evacuated building.
- ✓ You should assemble at the assembly point, depending on your current location. See plan in annex. Do not leave this place without express permission, so that your presence can be recorded.

14. ELECTRICITY

1. Electrical premises, rooms and cupboards are locked to unauthorised persons. Opening, and entering these premises, is prohibited.
2. Adapters are not allowed.
3. It is forbidden to make any changes to the electrical system without the prior permission of REO Veiling.



15. PERSONAL AND COLLECTIVE PROTECTIVE EQUIPMENT

1. Wearing a fluorescent vest in the warehouses is compulsory!
2. The third party should make sure that his/its employees and subcontractors/self-employed persons have the correct personal protective equipment. It must be in good condition and worn in the correct manner.



3. Always wear safety boots (cf. EN20345 – minimum type S1) when using a pallet truck (manual or electric).

16. HAZARDOUS PRODUCTS

1. The storage of hazardous materials is prohibited. Any exceptions must be discussed in advance.
2. The third party must be able to demonstrate that the user is aware of the hazards of these products, is qualified to work with them and has the correct personal protective equipment, which he knows how to use. The material safety data sheet (MSDS) of these products must be available.
3. Empty and full packaging, as well as dirty cloths must be removed immediately and in the correct manner.
4. All barrels, canisters, etc. must be clearly labelled.
5. Only enough flammable liquids for one day's work are permitted on the premises. Opened barrels and canisters must be placed on a drip tray.

17. GUIDELINES HACCP SYSTEM

1. Eating or drinking in the warehouses is not allowed (only water from a plastic bottle). Chewing gum is strictly forbidden.
2. There is a GENERAL SMOKING BAN.



18. ENVIRONMENTAL LEGISLATION

1. Current legislation must be complied with.
2. Discharge of hazardous (waste) materials (oil, thinner, etc.) into the sewer, washbasins or the soil is strictly prohibited.
3. All waste produced by the buyer or user of our facilities must be collected in the correct manner.
4. The waste containers of REO Veiling are used according to the following colour code, which must be complied with.


YELLOW= paper, cardboard	GREEN = general waste
BLUE = PMD*, plastic	Wooden container = wood waste
BLACK = general waste	

* PMD: Plastic or metal packaging and drink cartons

5. Buyers' centre: The users are jointly responsible for the cleanliness of their module and the zone around their module.

19. ANNEXES

1. Ground plan REO Veiling
2. Traffic circulation plan
3. Internal traffic plan Storage warehouse
4. First-aid posts
5. Evacuation points

	REO safety regulations buyers – users – transport companies			DO 190402	
				Date of issue:	1/01/2020
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20. STATEMENT

The company (hereinafter referred to as the “third party”):

Address:

Buyer’s number: VAT no.:

Fax:

Telephone:

hereby declares that it has received the enclosed safety, health and environmental regulations that apply to the REO Veiling.

- declares that it agrees with these regulations.
- confirms that its representatives, employees, supervisory staff, subcontractors/self-employed persons who will be employed at the premises and/or in the warehouses of REO Veiling are aware of these regulations.
- confirms that it will ensure that these regulations are complied with.

Name:

Position:

Signature:

Date:

A completed copy of this document should be submitted to the prevention advisor. Access to REO

Veiling will be denied if this condition is not met.

1. GROUND PLAN

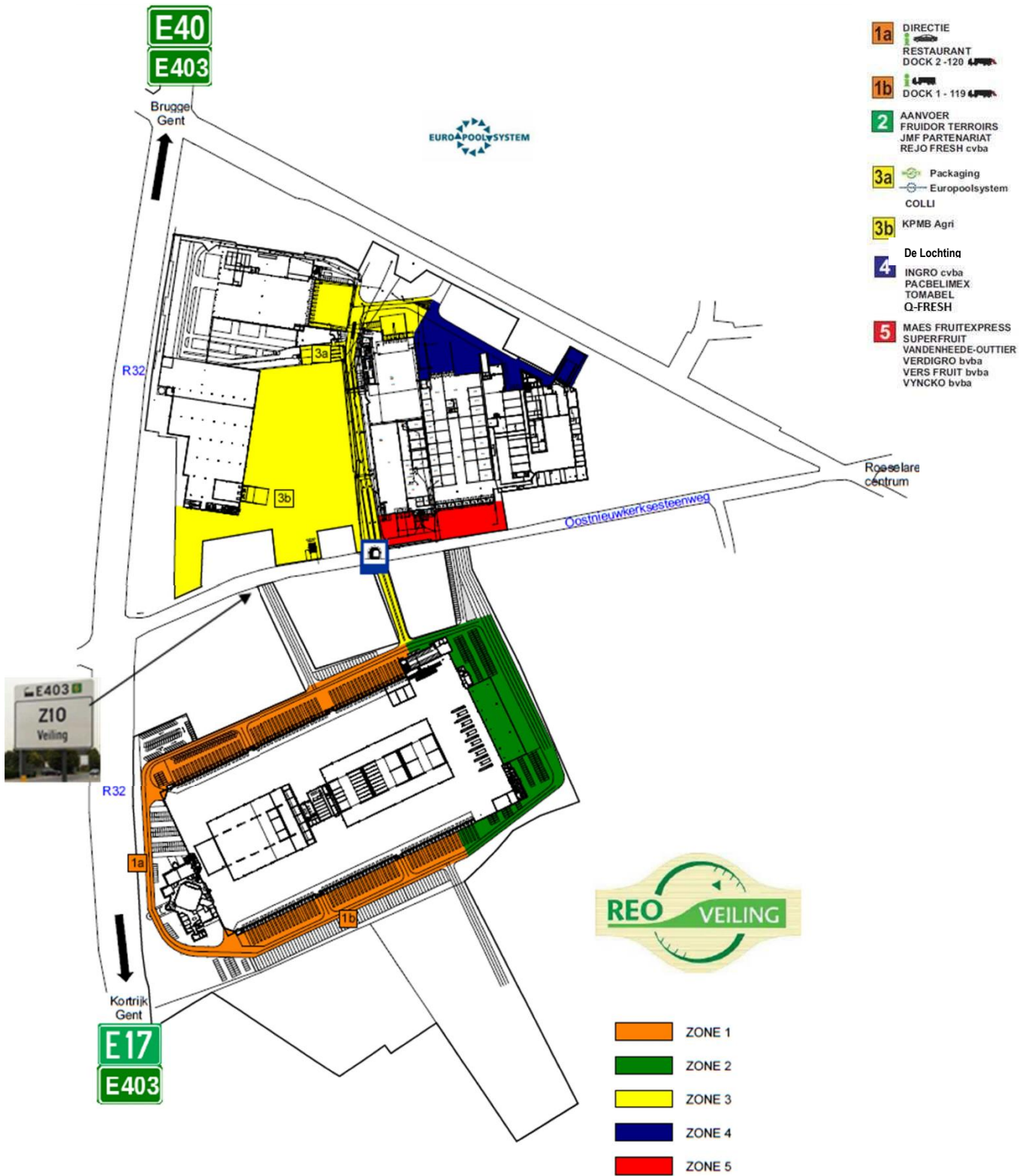
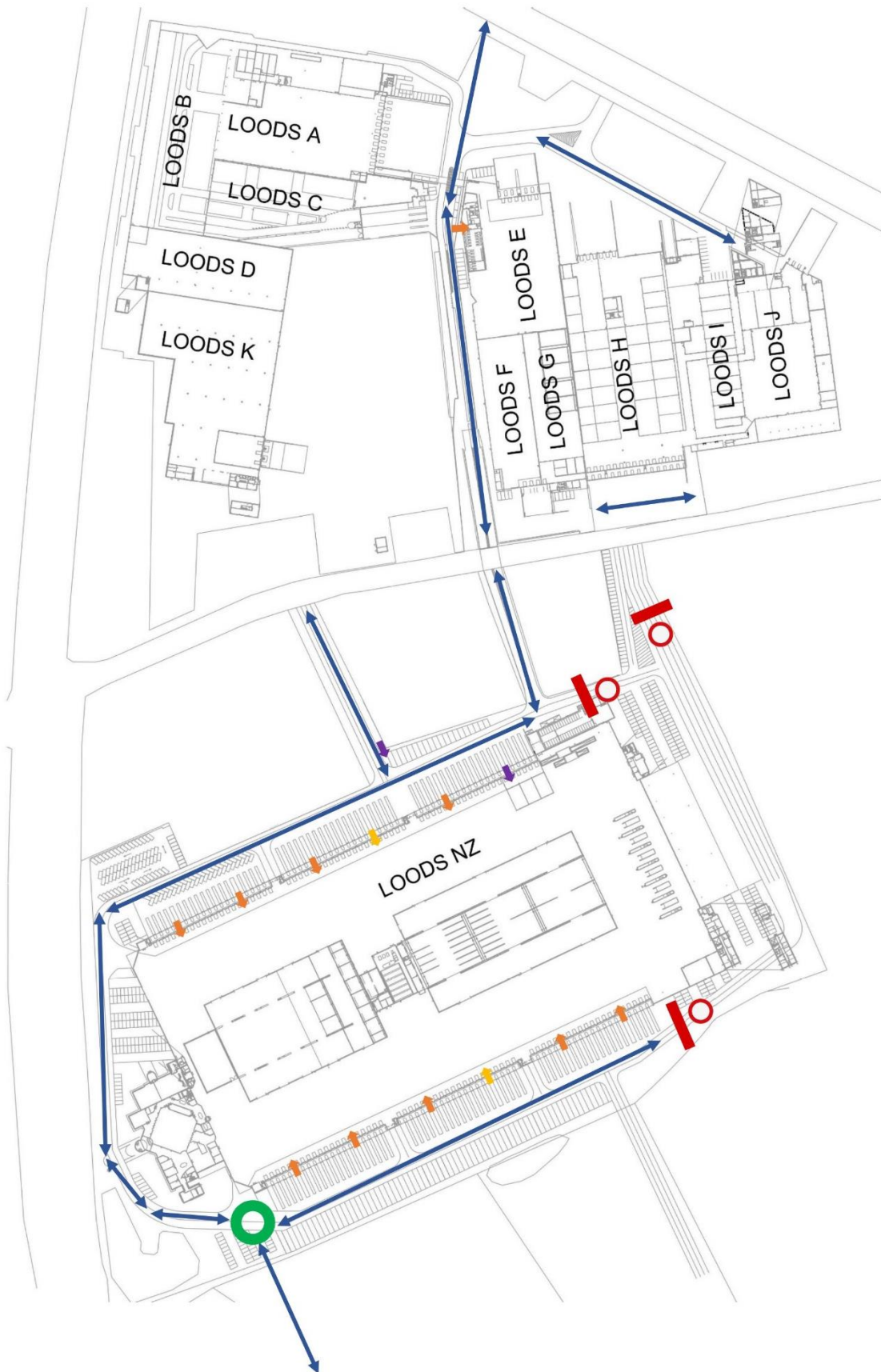


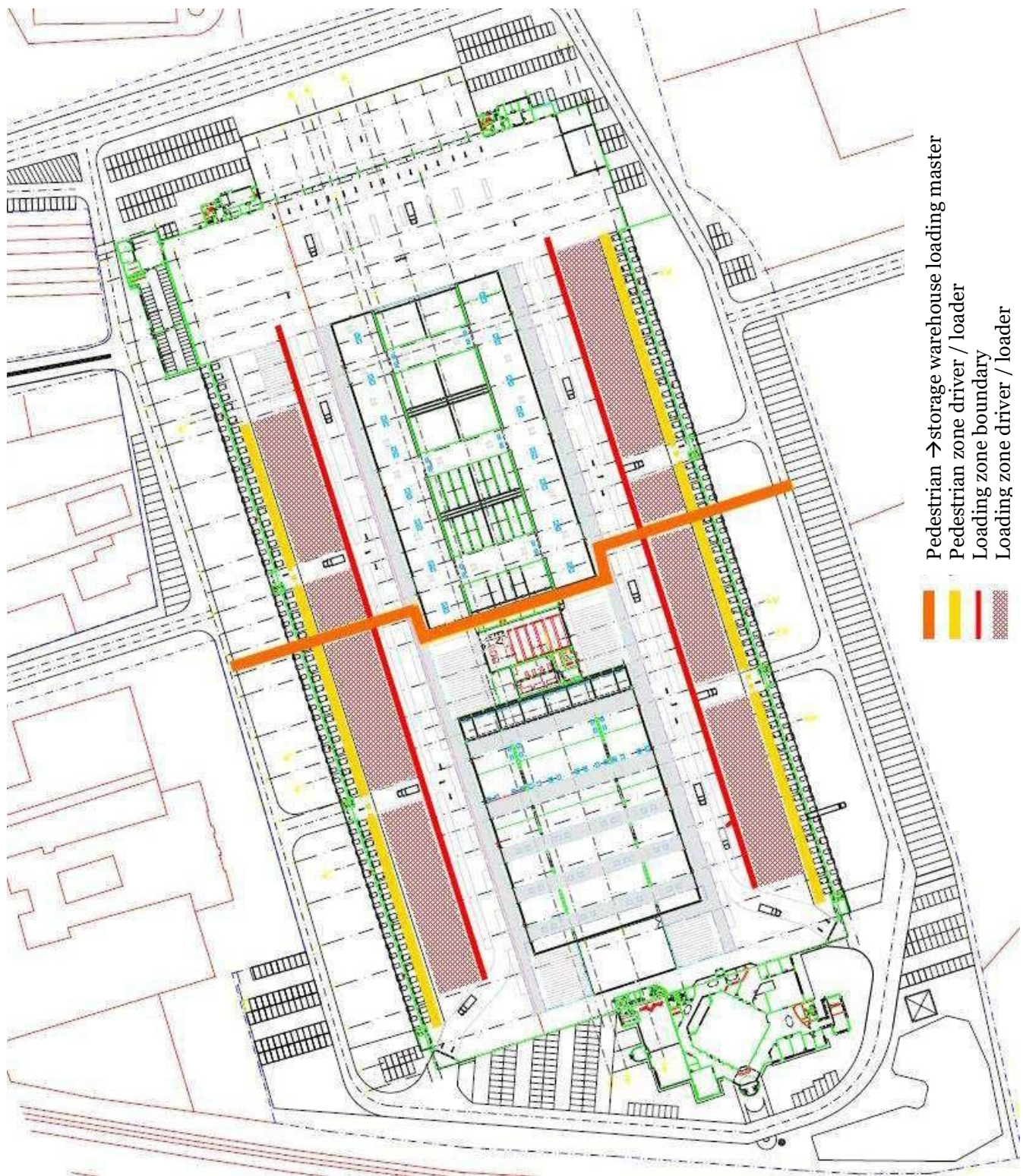
Foto: De bedrijvenzones van Roeselare, Izegem, Ardoeie en Hooglede worden gelinkt aan een specifieke afrit van de E403-snelweg. Vanaf de afrit krijgen de bedrijvenzones duidelijke wegwijzers met hun specifieke zonennummer. Voor de REO Veiling is dit Z10 in Oostnieuwkerksesteenweg.

Meer info op http://www.bisy.be/?q=nl/bedrijf_fiche&id=RO610A0002&nr=2003905578#

2. TRAFFIC CIRCULATION PLAN

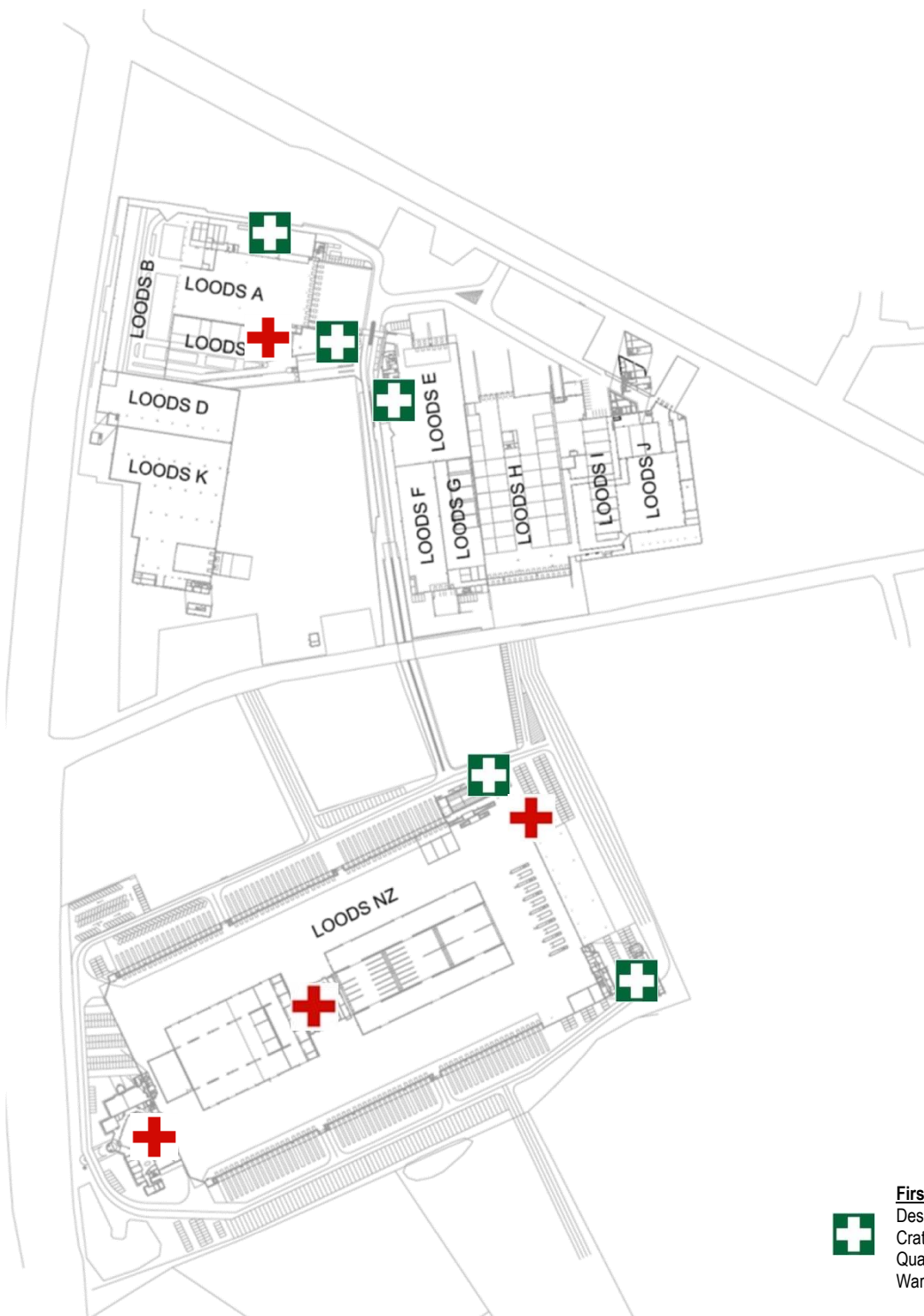


3. INTERNAL TRAFFIC PLAN STORAGEWAREHOUSE



- Pedestrian → storage warehouse loading master
- Pedestrian zone driver / loader
- Loading zone boundary
- Loading zone driver / loader

4. FIRST-AID POSTS



-  **First-aid kit**
 Desk control
 Crate washing facility
 Quality managers Forge
 Warehouse E – kitchen
-  **First-aid post**
 Medical post
 Warehouse A
 Central desk - loadmaster
 Administration

5. EVACUATION POINTS

