



— EPR2 Penly site

HANDBOOK

FOR OPERATORS



EPR2
Penly

You are currently working on the Penly EPR2 site. This guide is for you. Inside you'll find all the information you need to make your day-to-day work easier from practical information on how the site operates to key safety and environment instructions.



CONTENTS

Essential rules

Reception, logistics and life rules

- 6 Finding your way around the site
- 8 Operators Access requirements
- 9 Vehicle access formalities
- 10 Moving around the site
- 11 Practical site information
- 12 Location of key services
- 13 Digital Construction Site Portal
- 14 Key essentials
- 15 Communication rules

Health and safety

- 17 Our 10 life-saving rules
- 18 Taking care of yourself
- 19 Looking out for others

To undertake my activity

- 21 Preparing my activities
- 23 Practices for improving intervention reliability

Environnement

- 25 Waste Segregation
- 26 Environmental requirements in case of a spill
- 27 Our site is alive! Let's preserve it !

Contacts

- 29 Key contacts

Welcome!



Frédéric HENNION
Project director of EPR2

Dear operators,

Welcome to the Penly EPR2 site.

You are joining a large-scale project and a committed team whose number one ambition is zero accidents. This isn't just EDF management's ambition it's ours, and now yours too. Each of us has a role to play, through our personal commitment every day.

By working together, staying alert, and keeping safety front and center, we will build these reactors to the highest standards and ensure that the EPR2 reactors can be operated safely for years to come.

To keep yourself and your colleagues safe, it's essential to know the site rules and best practices. This guide gives you everything you need to get started and carry out your work safely here at Penly.

Let's all be proud to be part of this adventure and contribute together to making the Penly EPR2 project a success safely, everywhere, and always.

Frédéric HENNION
Project director of EPR2 Penly

Essential rules to follow

WEARING A BADGE



The badge must be worn visibly at all times on site.

PHOTO SHOOTING



Photography is prohibited on the site.

PRODUCTS PROHIBITED ON SITE



Explosives, alcohol or drugs.

LIVING TOGETHER

Respect and courtesy are essential.



Common spaces and environment must be preserved.

Emergency numbers (from a landline)

Fire, accident, environment

Dial

18

02 30 12 40 18 (from a mobile)

Abnormal situation, Suspicious package, Unusual behavior

Dial

17

02 30 12 40 17 (from a mobile)

DRIVING RULES FOR VEHICLES



The site is subject to speed limits.



Traffic regulations must be respected, including parking zones.



Wearing a seatbelt is mandatory.



Earthmoving equipment have priority in construction zones.

RECEPTION LOGISTICS AND RULES OF LIFE



Site map



Check-in Point



i This is the place to go for :

- request information on the status of access authorisations
- request information on the status of vehicle access authorisations
- all request for further information

y Points



Contact details

Reception - EDF
EPR2 Penly
(LAE-BEE)
40 rue de Navarre
76 630 Petit-Caux

Any questions ?
Contact the
reception desk at
0 800 00 66 40

Selector access requirements



CREATING MY
PASS ACCOUNT

— REGISTRATION ON PASS

All access requests must be submitted by your manager using the PASS system (Secure On-Site Access Platform).

You will be required to **create an account on this platform** :

<https://prod-dpnt-preenregistrement.edf.fr/home>

— MANDATORY TRAINING

To obtain **your access badge**, you must complete:

- an **SCE e-learning training** (valid for 1 year),
- an **on-site safety induction** (registration through your manager),
- an **HO BO MO electrical authorization** (valid for 3 years).



SCE TRAINING

— WHEN YOU ARRIVE ON SITE

Upon arrival at the EPR2 Penly site, individuals are required to present themselves at the reception desk with a **valid form of identification and their SCE certificate** to obtain an access badge.

A dedicated reception desk is available at the main access gate.
Tel.: 0 800 00 66 40



On your first day on site, a personal badge will be issued to you. This badge is nominative and must not be shared under any circumstances.

- In case of loss or theft, please report it immediately to the reception desk.
- If your badge is not functioning properly, contact the security post at 02 30 12 44 99.

Vehicle access formalities

— REGISTRATION ON PASS

Priority for transport to the site is given to buses. **Only compliant vehicles whose use is essential will be allowed access to the site.** All requests for vehicle access to the site must be made using **PASS**.

TO CREATE MY
PASS ACCOUNT



If you already have a PASS account, there is nothing to do. Otherwise, you need to create an account directly from PASS and apply for rights to manage site access requests for your company.

To create an account on the PASS platform:

→ <https://prod-dpnt-preenregistrement.edf.fr/home>



PLEASE NOTE!

It is not possible to request access ‘on behalf of another individual or company’.

The company responsible for the vehicle must make the request.

Moving around the site

— PARKING AND TRAFFIC

The speed limit is **30 km/h**.
Seatbelts must be worn.
Access to the site is forbidden to 2 and 3-wheelers (*electric unicycles, overboards, scooters, etc.*). **The french traffic code applies in the car park.**

Vehicle access to meetings is strictly prohibited.

Vehicles may only be used internally on the site for surveillance, monitoring activities or transporting equipment.

— PEDESTRIAN

To ensure everyone's safety when moving around the site, it is essential to use the shuttle buses and designated pedestrian crossings between two areas served by a stop.

Separate vehicles and pedestrians = accidents avoided!

I always keep a safe distance from moving equipment or machinery.



— SHUTTLES

Shuttle services are provided from the main entrance to ensure transportation to the different stops across the site.

Timetables are posted at each stop and can also be consulted via the Zenbus application > zenbus.net “EDFPENLY”.

Practical site information

— FOOD & BEVARAGE



Le Passager (blue zone)

Self-service restaurant is available on site.
Break room equipped with refrigerators and microwaves for personal use.

Additional catering options (food trucks, smart refrigerators, etc.) will be introduced to meet changes in site attendance.

Additional break rooms equipped with self-service refrigerators and microwave ovens are also available in the different site compounds as the site evolves.

— CAR SHARE

For employees working at the EPR2 Penly site, a home-to-work car share service is available in partnership with the company Karos.



To benefit from the service, **download the Karos app** from your smartphone's app store.

- **Register and follow the step-by-step instructions provided in the app.**
- **Link your account to EDF Group and the EPR2 Penly entity.**
Connecting to the company page is essential to access exclusive benefits and to support the development of carpooling within the Group.

Location of key services

— ASTROLABE

- **Infirmary :**

Phone : 06 84 05 83 64 ou 0 800 72 73 14

E-mail : infirmier.eprpenly@pmsm.fr

Infirmary is open during site working hours.

- **One-stop desk and lockout office :**

Phone : 06 58 42 39 98

E-mail : dpc-dce-exploitation-epr2-penly@edf.fr

Open from 8:00 a.m. to 5:00 p.m., Monday to Thursday, and from 9:00 a.m. to 3:00 p.m. on Fridays.

- **Health and safety coordinator :**

E-mail : dpc-dpepr2-csps-r-apave@edf.fr



— CADRAN

- **Operations System Manager:**

E-mail : dpc-dce-moa-si-penly@edf.fr

- **Logistique de vie :**

Phone : 02 30 12 44 00

E-mail : logistiquevie-penly-epr2@edf.fr

Opening hours: Monday to Friday : 7:00 a.m. - 12:00 p.m. / 1:00 p.m. - 6:00 p.m.

- **Service sécuritaire**

— IT SPACE

IT space is located **on the ground floor of the Cadran building.**

Opening hours: Monday to Friday : 8:30 a.m. - 11:00 a.m. / 13:30 p.m. - 15:30 p.m.

Digital Construction Siteportal

— PORTAL

The **Digital Construction Site Portal** serves as the single point of entry to access the various digital construction tools (PPSPS, DAT, PREVs, etc.) and to consult the documents made available, including current procedures, the Construction Site Organization Manual (CSOM), user guides, and onboarding support materials.

To access the Digital Construction Site Portal and become familiar with the methods and tools, **please go to the following portal :**



— PORTAL ACCESS

Access is available to all stakeholders holding an NNI and a Sésame password via the following link -> <https://chantier-numérique.edf.fr/>.

If you do not have access, please contact your EDF Project Manager (for contractors and subcontractors) or your line manager (for EDF employees).

The Essentials

— SITE RULES

The site's internal regulations can be reviewed here.

This document is essential to ensure safety, respect, and the smooth running of our workplace.



— SOCIAL AMBITION CHARTER

A Social Ambition Charter for the EPR2 project has been signed by EDF and the trade unions (CFDT, CFE-CGC, CGT, FO).

Union representatives have offices on site and hold regular office hours.

For any questions or suggestions regarding local integration and support, you can also contact them directly :

ep2penly-grandchantier@edf.fr

This ambition is built around 5 key pillars and 18 commitments:

- Health & Safety
- Respecting people and ensuring safe working and living conditions
- Building competencies and long-term employability
- Supporting the integration of young people and apprentice
- Gender Balance & Diversity

— ETHICS AND COMPLIANCE

The EPR2 site is strongly committed to ethics and fundamental compliance values expected of everyone working here. By respecting these principles, we help maintain a responsible and exemplary work environment.

Communication rules

— PHOTOGRAPHY AND FILMING

Bringing cameras or photography equipment onto the site requires prior authorization from the Logistics & Security department.

Taking photos or videos on site is strictly prohibited without prior approval.

To obtain authorization, you must complete the "Request for Permission to Film/Photograph" form and submit it to the relevant contact, following the established process.

Any professional photos or videos taken within the construction perimeter must be carried out strictly as part of professional activities and used only for that purpose.



— SOCIAL MEDIA

When communicating on social media, you must remain professional and respect the following rules:

- Confidentiality: You are required to always protect confidential information including sensitive business data and any information protected by law.
- Respect for the Project's Image: Avoid any content that could harm the project's image or reputation (no defamation, insults, or negative remarks).
- Respect for intellectual property and trademark rights.

All social media posts must be approved by EDF before publication.

If you are approached by the media, you must inform your manager immediately.

HEALTH & SAFETY



Our 10 life-saving rules

We shall all comply with the **10 EDF Life-Saving Rules** to protect us all from the hazards



I never cross a barrier, including a radiography barrier, unless I'm authorised to do so.



I never work or drive under the influence of alcohol or drugs.



I use the safety equipment (belt, hard hat, etc.). I respect the speed limits. I do not handle the phone or SatNav when driving a vehicle.



I always protect myself against falling from height and I protect others from falling objects.



I never move under a suspended load, and I keep a safe distance from it.



I only work on equipment with isolated energy sources.



I always use the specified protective equipment when working with or near live equipment.



I always keep a safe distance from moving equipment or vehicles.



I always wear a life jacket when working near water if there is no collective protection.



I never enter a confined space without authorisation, atmospheric control, and supervision.

Dare to question and be questioned, and to be able to **STOP** in case of danger!

Take care of yourself

Personal Protective Equipment (PPE) is mandatory in all construction areas of the EPR2 Penly site.

In all other areas (site facilities, office areas, green areas, bus stops, etc.), **only closed-toe footwear is required.**

Emergency numbers (from a landline)

Fire, accident,
environment
Call 18

02 30 12 40 18 (from a mobile)

Abnormal situation,
Suspicious package,
Unusual behavior
Call 17

02 30 12 40 17 (from a mobile)

In the event of a fire alarm

- secure your workstation ;
- close doors and windows ;
- go to the fire muster point.

Infirmiry

☎ 06 84 05 83 64

0 800 72 73 14

@ infirmier.eprpenly@pmsm.fr

The infirmiry is open
during site hours.

Location: Astrolabe

On the site, the first aid vehicle has right of way when the flashing light and the siren are activated at the



Take care of others

— SHARED SAFETY AWARENESS

Collective on-site vigilance is a key value in preventing accidents.

Act to ensure everyone's safety!



— REPORTING A SITUATION

- **Caméléon :**
The Caméléon tool is the dedicated tool for reporting hazardous situations on the site.



- **Caméléon SD** → constat.cameleon.prod@edf.fr
- The Caméléon app is available **on the EDF Store.**



- **PREV'S**

The PREVs tool is the dedicated system for reporting and managing accident reports on EPR2 sites.

It enables the monitoring and analysis of past accidents in order to prevent future ones, through a digital, standardized and user-friendly platform. Are you an H&S prevention officer and do not have access to the tool?

Please contact your EDF Project Manager.

— FIRE

Fire risk is the major risk on a worksite.

An uncontrolled fire incident can endanger the safety of site personnel, have serious consequences on site performance, and compromise the safety of the facilities.

Fire risk management on the site is governed by the preparation of a fire PASS or a fire work permit.

- These are valid for 6 consecutive days for the same activity;
- The forms must be submitted to the Guichet Unique in week S-1;
- The fire PASS and the fire permit are the responsibility of the writer, who can benefit from support and advice (Safety Unit/One Stop Shop) in drawing them up.

Work involving hot spots covers all activities that could cause a fire (grinding, welding, etc.).

MY ACTIVITY



EPRI

To undertake my activity

— ONE-STOP DESK & LOCKOUT OFFICE

Missions of the One-Stop Desk :

- Request and issuance of operating permits (regimes) concerning systems belonging to the EPR2 (electrical, mechanical, and hydraulic). No work may be carried out without the operator's authorization, meaning the issuance of a regime (RC, RE, RI, RR, RET), an A2X, or a DAT.
- Support for CoLiMo terminals (Coordination of Lockout/Tagout operations).
- ADR support for technical analyses and expert reports, as well as drafting of operating documents.
- Participation in site visits as part of the DAT process.

— SITE-SPECIFIC HEALTH AND SAFETY PLAN (SSHS PLAN)

No activity may begin without the submission of a **Site-Specific Health and Safety Plan (SSHS Plan)** and the completion of a joint inspection with the Health and Safety Protection Coordinator.

The **Site-Specific Health and Safety Plan (SSHS Plan)** is a **mandatory** regulatory document for any company working on the construction site. It includes elements of the overall site organization as defined by the General Health and Safety Plan (GHSP). It describes the work methods and associated risks. Its objective is to manage both the risks brought onto the site and those potentially caused by the company

Toutes les entreprises doivent réaliser une visite d'inspection commune avec le CSPS de chantier afin de :

- identifier la localisation des interventions et des risques liés à cette co-activité ;
- confirmer les moyens à mettre en œuvre ;
- vérifier l'organisation des secours ;
- assurer la coordination sécurité.

Contact GU

Astrolabe

☎ 06 58 42 39 98

@ dpc-dce-exploitation-epr2-penly@edf.fr

OPENING HOURS

Monday to Thursday

08:00 am to 5:00 pm

Friday:

09:00 am to 3:00 pm

Contact CSPS

Astrolabe

@ dpc-dpepr2-csps-r-apave@edf.fr

OUTIL SSHS



To undertake my activity

— WASTE ON AN INTEGRATED SITE

The works manager sorts his waste and deposits it at collection points.

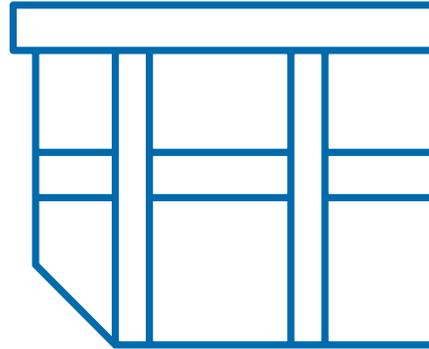
There are two possible options for integrated worksites:

- Provision of a skip by EDF following a prior request from the company;
- The company brings its own skip.



WASTE TRACKING FORM

REMINDER
1 SKIP = 1 WASTE TRACKING FORM



— WASTE

A waste tracking slip (*BSD*) must be completed for all waste disposal.

On an integrated site:

- Contact the waste logistics department for the first disposal of a type of waste: dechets-penly-epr2@edf.fr;
- Fill in the *BSD* request form;
- Within 72 hours, the logistics centre's waste section confirms that the *BSD* has been created;
- Collect your *BSD* from l'Astrolabe.

Reliability Practices for Interventions (RPI)



Pre-job Briefing To align and prepare

Take 5 minutes to get ready for action safely and securely, and to visualize the key steps of your activity.

- Define the expected outcome <
- Analyze the risks <
- Identify situations prone to errors <
- recall the preventive measures <
- Rely on feedback and lessons learned (REX) <



Secure Communication To align

Take 20 seconds to ensure the information you share is clear, complete, and targeted, and that it is fully understood.

- Deliver a clear, complete, and targeted message <
- Have the recipient repeat the message exactly as delivered <
- par le destinataire

Confirmer en disant : «c'est correct» <

Cross-check

To validate the action

15 seconds on an irreversible action to ensure that the action you are about to perform matches the one you intend to do..

- Say out loud the action you need to perform <
- Mimic the gesture you want to make <
- Get your colleague's approval <
- Perform the action after your colleague's approval <



The Pause Minute To take a step back

1 minute to break the rush and observe my work environment before starting the activity and in case of unexpected events or interruptions.

- > Observe the work environment and detect hazards before intervention and when resuming activity after an interruption or unexpected event
- > Check key points (location, equipment)
- > Stop the action: ask questions about protections
- > Follow advice from management and/or colleagues

Self-check To target the action

5 seconds to be sure about the maneuver or intervention on the correct component.

- > Read aloud while following the finger the action to perform
- > Identify with the finger and say out loud the material to act on



Debriefing To improve

5 minutes to reflect on the experience regarding the activity and conditions, so it goes better next time.

- > Report to your supervisor how the activity was carried out
- > If necessary, record remarks for future consideration



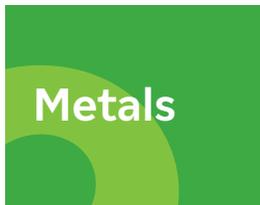
ENVIRONMENT



Waste Segregation

Waste must be sorted according to **9 categories**.

Each container is identified with specific signage indicating the type of waste it is intended for.



Environmental requirements in the event of a spill

— A MANAGED SPILL RESPONSE

- **Protect myself and the environment;**
 - I protect myself;
 - I stop the spill at source;
 - I protect the environment by using spill kits;
- **Call 18 from a landline;**
- **I contact my account manager;**
- **The person responsible for the spill contacts the logistics centre (dechets-penly-epr2@edf.fr) to arrange collection of the soiled absorbents, then collects the waste;**
- **I restock the spill kit (epr2-penly-logistique@edf.fr);**
- **I inform my EDF account manager and open a Cameleon report.**



— AN UNCONTROLLABLE SPILL RESPONSE

When the spill seems to be reaching the rainwater network or other environments: groundwater, sea, etc.

- **Call 18 from a landline;**
- **Protect myself and the environment;**
 - I protect myself;
 - I stop the spill at source;
 - I protect the environment by using spill kits;
- **I contact my account manager;**
- **The person responsible for the spill contacts the logistics centre (dechets-penly-epr2@edf.fr) to arrange collection of the soiled absorbents, then collects the waste;**
- **I restock the spill kit (epr2-penly-logistique@edf.fr).**

Our site is alive, let's preserve it : I am I'm mindful of my surroundings and the environment!

— IDENTIFICATION OF INVASIVE NON-NATIVE PLANT SPECIES

If, during my activity, I identify invasive non-native plant species, I refer to the “**invasive non-native plant species - Quick Reference Sheet**”



— AVOIDANCE AND REDUCTION ZONES

Prior to the preparatory work, avoidance and reduction zones have been marked and fenced off to prevent people and site machinery from entering the protected areas. It is forbidden to enter these areas without authorisation.

**Zones can be identified
by the show opposite.**

— CREATION OF MICRO HABITATS

Micro habitats such as insect hides and stone piles have been installed on the site to serve as refuge areas for amphibians, insects, and reptiles present on the site. It is forbidden to approach them.



— FINDING A NEST ?

During your activities on site, you may come across bird nests (with or without eggs). Adopt the right responses:

Set up a safety perimeter

Contact the DCE Environment section: dpc-dce-enviro-epr2@edf.fr

While waiting for assistance, do not touch or move the nest.

— INJURED OR DEAD ANIMAL

During your activities on site, you may come across an injured or dead animal. We kindly encourage you to embrace the appropriate behaviors and responses.

If the animal is found to be injured or in a state of distress:

Contact the logistics section: epr2-penly-logistique@edf.fr;

Set up a safety perimeter;

Please avoid petting, showing, feeding, or giving water to the animal while you await its care.

If the animal is dead:

Contact the logistics section: epr2-penly-logistique@edf.fr.

Essential contacts

FIRE, ACCIDENT, ENVIRONMENTAL EMERGENCY

DIAL 18
02 30 12 40 18 (MOBILE)

UNUSUAL SITUATION OR SUSPICIOUS PACKAGE

DIAL 17
02 30 12 40 17 (MOBILE)

INFIRMARY

06 84 05 83 64 (MOBILE)
0 800 72 73 14

SECURITY POST

02 30 12 44 99

STANDARD

0 800 00 66 40

ONE-STOP COUNTER

06 58 42 39 98

LIFE LOGISTICS

02 30 12 44 00

Inter company network

AIE (association inter-entreprise) aims to welcome and support employees of EPR2 to settle in the area by assisting them with housing, transportation and catering.

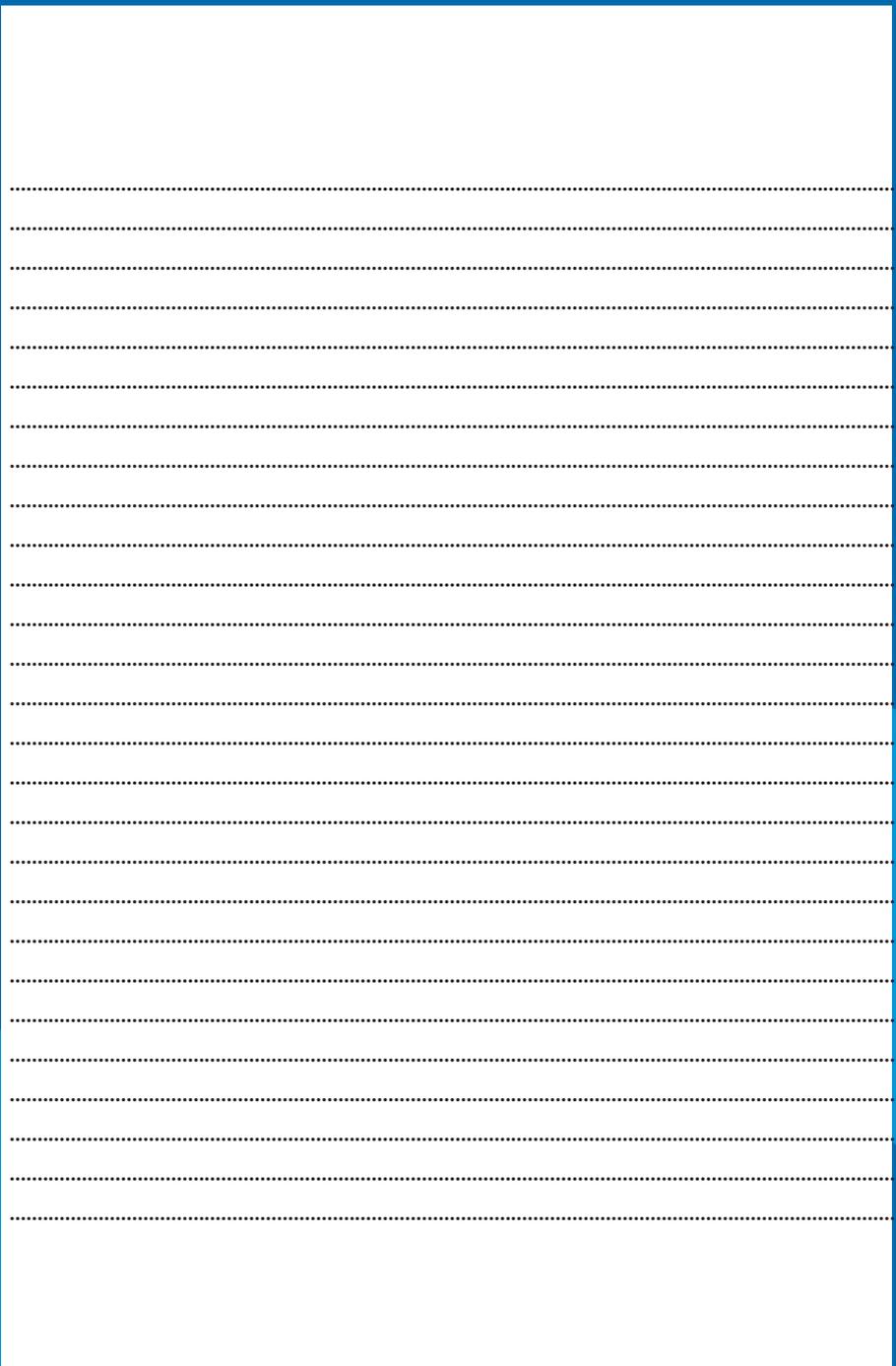
For any questions, please contact us
→ nathalie.liege@aiepenly.fr

Tour of the EPR2 Penly Site

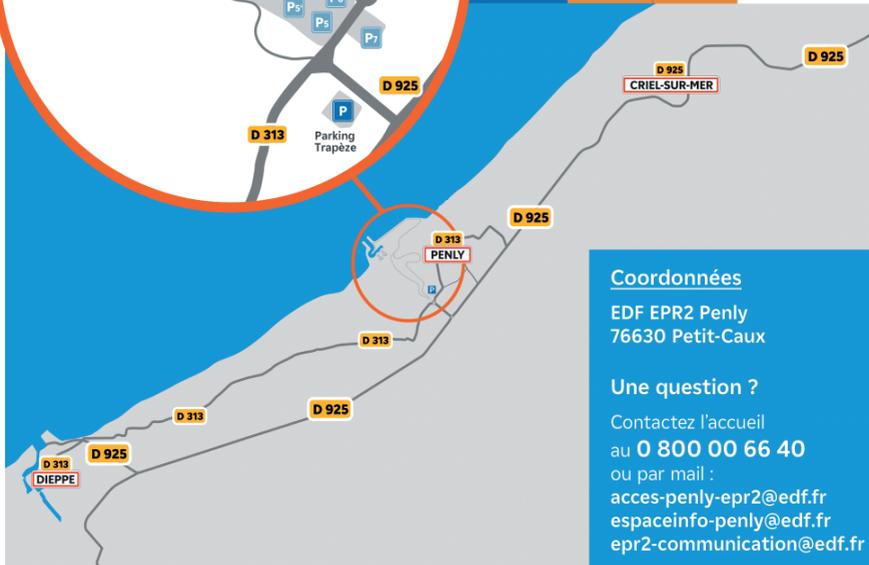
Educational or discovery-oriented visits must be subject to prior approval by EDF's Communications Department.

All requests must be submitted via the dedicated form.





Accès site EPR2 Penly



Coordonnées

EDF EPR2 Penly
76630 Petit-Caux

Une question ?

Contactez l'accueil
au **0 800 00 66 40**
ou par mail :
acces-penly-epr2@edf.fr
espaceinfo-penly@edf.fr
epr2-communication@edf.fr

