



TA2020 - CSSO : Elearning CSSO available on contractor portal

Stefaan Verhelst to: Contacten veiligheid turnaround 2020
niet nederlandstalig

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Cc: Dirk Gekiere

Dear Contractor,

As you will be yet aware, before starting working on our plant for the turnaround TA2020, you will be obliged to follow a central turnaround training (CTI or CSSO), supplementary to the CVO you have followed to receive a C-badge. During the turnaround, our badge registration system will check if both trainings are followed ("turnaround modus"). We will put the badge registration system in "turnaround modus" on the 14th September. It is important that your employees follow both trainings BEFORE that date (unless they start later then 14/09/2020 – in that case, it must be followed BEFORE the first working day at LANXESS nv.

Since 6 August 2020, the Elearning with regard to the central turnaround training (CTI or CSSO in Dutch) has been available to the contractors. The Elearning can be found on the contractor portal under the tab "TA 2020 LILLO": when you click on it, you will see a new page with the link "Central StilstandsOnderricht (CSSO)". When you use this link, the Elearning starts

At the bottom of this email you will find the working method and a number of tips to go through this learning smoothly. After successful completion of the test, you will be asked to download the certificate. It is important to do this and have a printout of the certificate (in the language of the participant) signed by the participant in the Elearning. It is only when we have the signed version of the certificate in our possession, that we can make a release in XCessWeb. At the same time, you will also receive a blue turnaround sticker TA 2020 and 2 face masks (related to COVID-19) per participant

In order to avoid difficulties, we ask you to respect the following practical guidelines:

- signed certificates can be brought in at the Prevention Department Lillo from 24 August 2020 (building 2352 - third floor - left around the corner when you come out of the elevator)
- the LANXESS Safety Contact Person turnaround on the certificate = Stefaan Verhelst.
- every working day (from 24/8) between 8 am and 9 am we are available to receive the certificates and distribute stickers and face masks. After 9 am we cannot guarantee that someone will be present in the office.

It is important to follow this turnaround training before your employees are at work for the first time in the context of the turnaround (at the latest 14th September). By the way, this is a KPI that we will include in the assessment of the contractors (see VGM plan).

Instruction for following the Elearning CSSO:

- I. Go to the contractor portal www.contractorslanxessnv.lanxess.be
- II. Click on the "TA 2020 Lillo" tab
- III. Click on "Centraal StilstandsOnderricht CSSO"
- IV. Select 1 of the 10 languages (presentation, questions and certificate are all displayed in the selected language).

- V. Check that you understand the methodology and you want to start the training. Press confirm.
- VI. To register you can either use your C-number or register using your surname, first name, date of birth and company (if you do not have a badge number). If you enter a C-number, the system will check whether it recognizes that C-number (who in the past followed the CVO individually is known in the system, the other not). If the C number is not known, you must register with name, first name, date of birth and company. Click on confirm. For foreign contractors, we advise to register by surname, firstname, etc... because most of the contractor employees will be new.
- VII. Click on "Start".
- VIII. You will be taken to a screen with the first slide of the CSSO. To go to the next slide, click on the right side of the rectangle. Go through the entire presentation like this. You can always return by clicking on the left side of the slide. With the button at the top right you can go to a full screen image. If you press ESC afterwards, you will return to the normal format.
- IX. When you come on slide 30, a red "Continue" bar will appear at the bottom. Press this.
- X. You get the first question projected. Select one of the 3 answers and press "confirm". If the answer box is colored red, the answer is wrong. If the answer box is green, the answer is correct. After 5 seconds, the program will automatically move to the next question. The answer to each question was displayed in the presentation, so it is important to be attentive during scrolling through the presentation!.
- XI. After the third question you will receive a message whether you have passed: if this is the case, we ask you to make a printout of the certificate. It must then be signed by the participant personally. From August 24, you can bring in signed certificates (see above).
- XII. You have a maximum of 3 attempts: you can do attempt 2 immediately after attempt 1 - for the last attempt, you will first be required to go through the presentation again (see above)

When you have printed the certificate you can go back to the start screen and your colleague can start the training.

At the beginning of September, also trainings in group (only in Dutch) will be organised (further information will follow soon - small groups due to COVID-19). We advise to participate in the Elearning over the contractor portal for practical reasons.

In case you have any questions concerning this central turnaround training, don't hesitate to contact me (coördinates below). If I not respond on my mobile, please leave a message or send a mail.

Best regards - Vriendelijke groeten - Mit freundlichen Grüßen - Cordialement

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