



# HSE manual

**Samen Hogerop**

## INHOUDSOPGAVE

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*Disclaimer: this document has been translated using ChatGPT.*

*For the sake of readability, the term 'employee' is used in the masculine form (he, his, him, etc.) in this document. In these cases, both female and male employees are meant.*

# **1 INTRODUCTION**

This Health, Safety and Environment - manual informs you about the safety rules that our company adheres to. The instructions apply to everyone working or present at the locations in Waalwijk, Klundert, or the project sites; not only to our own employees but also to subcontractors.

We expect you to study this manual and follow the instructions. It is advisable to always have this manual with you while working.

Before starting your tasks, make sure to review the instructions for those specific tasks. The client may impose additional requirements, which you must always comply with. If you have any questions, consult your supervisor or the contact person on site.

By adhering to the instructions, we work together to ensure workplace safety, the health of everyone involved, and the protection of the environment.

Waalwijk, 15 maart 2025

Arjan van Schaik  
Managing Director

## 2 GENERAL PROVISIONS

### 2.1 TEN GOLDEN RULES

Trahecon strives for safe, healthy, and socially responsible actions and therefore asks everyone who works for or on behalf of us to comply with...



1. Follow all applicable rules and procedures both from the employer and at project sites.



2. Use PPE (Personal Protective Equipment) correctly and ensure it is in good condition.



3. Check in advance whether you can work safely (LMRA) and only proceed if it is safe.



4. Address others on unsafe behavior and accept being addressed by others



5. Mark off the work area where necessary and keep it clean and organized.



6. Prevent fall hazards and take measures for fall protection.



7. Only work with certified tools and ensure they are in good condition.



8. Use equipment correctly and only if you're authorized to operate it.



9. Follow the alcohol and drug policy and ensure you're not under the influence.



10. Report (near) incidents and hazardous situations and contribute ideas for improvements..

## 2.2 RISK INVENTORY AND EVALUATION (RIE)

For the tasks to be performed, the risks of the work are described. Risks, in this case, are hazards that can lead to accidents or significant damage to equipment or the environment. For each risk, one or more measures are listed to mitigate the risk. If this is not possible, consult with your supervisor.

The RIE is available for inspection in the office, with the HSE coordinator.

Sometimes, you may need to carry out activities on a project that involve additional risks. For that specific project, the risks and associated measures will be documented in a Health, Safety, and Environment plan (HSE plan). This plan also includes the HSE agreements with other parties who may be working at the same location.

## 2.3 INFORMATION AND INSTRUCTION

### 2.3.1 Information for new employees

All new employees receive information before they begin their work. This information covers the general rules and regulations of our company. These can be reviewed in the COMPANY REGULATIONS and in this HSE MANUAL.

### 2.3.2 Start Work Instruction

All employees, including subcontractors working on a project, receive instruction on the specific rules and regulations applicable to that project. This takes place before the project starts and as often as necessary during the execution of the work. **The project-specific information can be reviewed in the HSE-plan.**

### 2.3.3 Toolbox Meeting

Periodically, all technicians participate in a toolbox meeting. This is a digital or physical meeting focusing on safety, well-being, and the environment, where employees also have the opportunity to contribute.

### 2.3.4 Workplace Inspection (WPI)

To ensure that work is being carried out safely, healthily, and environmentally responsibly, supervisors and management regularly visit various work locations. Additionally, employees themselves regularly assess their own workspace to evaluate safety from a different perspective.

The inspections are carried out using an inspection checklist. Deficiencies are reported and then rectified as quickly as possible.

## 2.4 LAST MINUTE RISK ANALYSIS (LMRA)

LMRA stands for 'Last Minute Risk Analysis' and is a way to easily reduce the risk of accidents. Before starting work (for example, after a break), always ask yourself the following questions.

### Step 1: What work am I going to do?

- Is my task known? Is the work assignment clear?
- What are the major risks involved in this task?
- Are the safety measures and PPE known, in order, and do they provide adequate protection?
- Are the tools certified and undamaged?



### Step 2: What could go wrong?

- Is there a risk of crushing, bumping, or tripping?
- Is there a risk of falling or falling objects?
- Is the escape route clear and free of obstacles?
- Do the tasks in the surrounding area create additional risks?



### Step 3: How can I prevent that?

- If you believe the tasks are too dangerous, you are allowed to refuse to perform the work in that manner.
- Discuss the measures to be taken with your supervisor or the contact person on site. **If in doubt, always stop!**



### Step 4: Safe Work Is a Shared Responsibility!

- Only start working once the measures have been implemented.
- Create an HSE incident report so that others can learn from this situation!





## 2.5 REPORTING INCIDENTS

If you encounter any of the following situations, first look for a (temporary) safe solution. Then report the situation directly to your supervisor and the contact person on site, and create an HSE report:

- Accident with injury (with or without absence).
- Near-accident.
- Unsafe action or unsafe situation.
- Fire or environmental incident.
- Incident with material damage.

This allows us to learn from the incident and take measures to reduce the chance of a similar incident occurring in the future.

## 2.6 DISCIPLINARY POLICY

Various rules have been established within the organization. Everyone is expected to comply with these rules. Violating them may, depending on the severity of the violation, lead to a warning or even dismissal.

By applying the Disciplinary Policy, we ensure that everyone takes responsibility and adheres to the agreements and (safety) rules. This also applies to subcontractors with whom agreements have been made.

**The disciplinary policy is further elaborated in the COMPANY REGULATIONS.**

## 2.7 CODE OF CONDUCT AND INTEGRITY

The management considers undesirable behavior absolutely unacceptable, both from our own employees and from third parties. This includes discrimination, bullying, aggression, violence, sexual harassment, or abuse of power.

The policy on undesirable behavior is further elaborated in the COMPANY REGULATIONS.

## 2.8 Alcohol, Drugs, And Medication

The consumption, use, possession, or being under the influence of alcohol or other intoxicating substances during work or travel time is prohibited. Necessary medication use that could negatively affect work performance and/or participation in traffic must be discussed with your supervisor.

The policy on alcohol, drugs, and medication is further elaborated in the COMPANY REGULATIONS.

## 2.9 PREGNANT EMPLOYEES

Pregnant colleagues have special rights and are not allowed to perform certain tasks. This applies to specific periods before and after childbirth. The RAE outlines exactly what these rights are and which tasks should not be carried out.

The RIE is available for inspection in the office, with the HSE coordinator.

## 2.10 YOUTH EMPLOYEES

Youth employees / interns (16-17 years old) are NOT allowed to perform the following tasks:

- Working with hazardous substances (CMR products).
- Working in an environment with a constant noise level above 85 dB(A).
- Working alone or working between 11:00 PM and 6:00 AM.
- Performing specific hazardous tasks and activities;
  - Operating a cherry picker or forklift, constructing scaffolding, entering confined spaces, working under a permit-to-work system.

Youth employees may only perform their tasks under sufficient internal supervision.

The supervising mentor or internship supervisor:

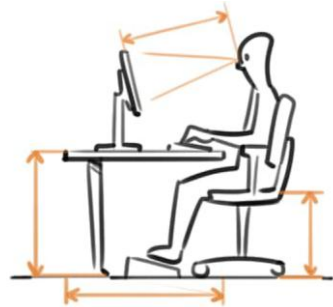
- Is nearby or readily available.
- Takes into account the personal traits and age of the youth employee when giving assignments.
- Regularly checks before and during the work:
  - Whether the necessary safety measures and/or protective equipment are available and being used correctly.
  - Whether the provided instructions are sufficient.
  - Whether the youth employee is not at risk and is not creating hazardous situations.

The presence of children up to and including 15 years old is not allowed in production areas, outdoor premises, or on project sites.

## 2.11 SCREEN WORK

If you work with a computer for more than 2 hours a day, you have an increased risk of complaints related to the Arm, Neck, and/or Shoulder. To prevent these complaints:

- After 2 hours of screen work, take a 10-minute break to do something else.
- Ensure your workspace is well-arranged and properly set up.
- Use (break) software programs.



For more advice on workspace setup and settings, you can contact the HSE coordinator.

## 2.12 SAFETY TRAINING

An important condition for working safely is the expertise, knowledge, and experience of individuals. The minimum training requirements are established as follows:

Training	Target Group
Basis Safety (B-VCA)	Assembly, office, and production employees
Safety for Operational Managers (VOL-VCA)	Self-employed contractors Project leaders, Supervisors Management
Generic Poort Instruction (GPI)	All employees and visitors at project sites

For specific hazardous tasks and activities, additional briefing requirements apply. You may only perform these tasks after receiving adequate training or instruction:

External Training	Internal Instruction
Operating a forklift Operating a cherry picker	Working alone Personal fall protection Entering a confined space Standby person confined space Scaffolding assembly

For more information about training and education, you can contact the HSE coordinator.

## 2.13 PROTOCOL FOR WORKING ALONE

Working alone refers to performing tasks outside the hearing range and line of sight of others. Those who work alone cannot rely on colleagues in case of danger or an accident. Therefore, working alone is subject to a set of conditions. **Control measures for WORKING ALONE are specified for each project in the HSE-plan.**

## 2.14 IDENTIFICATION REQUIREMENT

In the Netherlands, there is a legal requirement to identify yourself. Everyone (from the age of 14) must always be able to provide valid identification (passport or identitycard) or a Dutch alien document. A driver's license is not considered a formal form of identification

## 2.15 FOREIGN WORKERS ACT

The employment of foreign workers is subject to legal regulations. If illegal employees or subcontractors are found, our company will be held liable. Therefore, proper personnel checks are important. **Contact the HSE coordinator for workers from outside the EU/EEA regarding controle.**

## 2.16 ENVIRONMENTAL CARE

To avoid unnecessary environmental impact, you must handle certain items carefully, such as:

- Separate waste materials for disposal.
- Immediately clean up spilled waste or leaks using appropriate materials.
- Store (environmentally) hazardous substances as prescribed.
- Do not leave heating or lighting on unnecessarily.
- Do not leave machines, tools, vehicles, or equipment running unnecessarily when not in use, as this saves fuel and reduces CO2 emissions.

## **3 WORK ENVIRONMENT**

### 3.1 THE WORKPLACE

#### 3.1.1 Conflicting HSE Rules

A client often has its own HSE rules. It may happen that these rules differ from Trahecon/MBR rules. In such cases, work must be carried out according to the 'strictest' rules to ensure responsible HSE practices.

#### 3.1.2 Use of Equipment / Machines

Before starting, perform an LMRA and:

- Read the user manual in advance and follow the instructions.
- Do not ignore, modify, remove, or bypass any installed safety features and/or protective equipment.
- Check for a valid inspection sticker.
- Check for damages, contamination, and defects.
- Check for exceeding the maximum load.
- Wear the prescribed personal protective equipment (PPE).

#### 3.1.3 Personal Hygiene

- Regularly change your work clothing.
- Wash your hands before eating, drinking, or smoking.
- Eat, drink, and smoke/vape only in designated areas.
- Keep sanitair and break rooms clean.

#### 3.1.4 Lighting

- Ensure adequate and suitable lighting in your workspace.
- Use more lighting than usual for precision work.
- Adjust lighting to prevent blinding others.
- Hang electrical cables to prevent damage to the cables and tripping hazards.

### 3.1.5 Communication Devices

The use of phones and/or tablets is only allowed in a safe place, while stationary, and not during the operation of machines or vehicles. When driving, use hands-free (via a car kit or a single earbud) only.

The use of music players in or on both ears in production or assembly environments is not allowed, to prevent the inability to hear surrounding sounds or warning signals.



## 3.2 ORDER AND CLEANLINESS

Falling, tripping, and slipping are some of the most common causes of accidents.

- Keep walkways, passageways, escape routes, emergency exits, and emergency facilities free of obstacles.
- Ensure there is sufficient free workspace.
- Store tools and equipment after use.
- Remove waste as much as possible immediately, but at least daily.
- Leave the workplace clean and tidy after your work.
- Place cords, hoses, or cables in such a way that no one can trip or fall over them.

Ensure order and cleanliness not only in the workplace but also in the toilet, break rooms, washing and changing facilities, and your company vehicle.



### 3.3 Office / Site Park

An office or site park may seem like a safe place to work at first glance. However, due to the size of the building and the presence of people, this work environment must also comply with a number of rules to reduce the risk of accidents.

- Know who to alert in case of emergencies. This is specified in the emergency or evacuation plan, or on an alarm card.
- Identify the escape routes and emergency facilities and keep them clear of obstacles.
- Handle electrical equipment and cables with care.
- Prevent fire hazards.
- Turn off equipment (if possible) when leaving.
- Tidy your workspace daily.
- Close drawers immediately after use and close windows and doors when leaving.

### 3.4 Work Permits

A work permit may be required, for example:

- When entering a confined space.
- When using a work basket platform on a mobile crane.
- By the client or site manager.

The work permit is issued by the client, site manager, or internal HSE coordinator of Trahecon/MBR. The permit specifies the minimum measures that must be taken to perform the work safely. As the holder of the work permit, you are responsible for ensuring its execution.

## 3.5 COMPANY FIRST AID

First aid at the company is provided by designated employees on-site. In case of immediate danger, they are responsible for alerting others, coordinating assistance and evacuation, providing first aid, and initially fighting fires.

### 3.5.1 Project Location

During the Start Work Instruction on-site, the designated first aider will be announced.

- Know who to alert in case of emergencies. This information is provided in the emergency plan, evacuation plan, or on an alarm card.
- Identify the escape routes and emergency facilities and keep them clear of obstacles.
- Be familiar with the meaning of alarm signals in case of emergencies on-site.
- In the event of a fire and/or accident, the first step is to prioritize your own safety and alert the first aider.
- In case of an environmental incident, prevent further spread, in collaboration with the first aider, by using cleaning cloths, absorbent granules, or sand.
- Always prioritize your own safety and report the incident to your supervisor and the site manager.

### 3.6 CONFINED SPACES

A work permit is required to enter a confined space. Confined spaces include, for example, crawl spaces, lift shafts, or basements.

- Only instructed persons ( $\geq 18$  years old) are allowed to enter the confined space.
- Read the work permit beforehand and follow the instructions:
  - Perform gas measurements before entering and only enter the space if the values are safe.
  - Appoint a manwatch at the entrance of the space.
  - Check the availability of rescue equipment.
  - Wear the appropriate personal protective equipment (PPE) and safety clothing as specified in the work permit.

### 3.7 NEAR OPEN WATER

When working near open water, measures must be taken to prevent falls into the water or electrical shock. Adequate edge protection or another measure must be in place to prevent a fall into the water. If this is not possible and personal protection must be used, the following rules apply:

- Wear a life jacket (minimum 275N).
- Work with at least 2 people.
- A rescue plan and rescue equipment must be available.

Do not use electric tools with cords when working near water or in damp conditions.

## 3.8 PHYSICAL STRAIN

### Risks

Back problems occur regularly and can sometimes become so severe that you are unable to work. Prevention is better than cure. The causes are often incorrect lifting techniques or spending prolonged periods in an awkward posture, either standing or sitting. Complaints can range from muscle pain to hernias and worn vertebrae.

### Measures

- Assess the weight beforehand.
- Use aids as construction lifts or hoists.
- Do not overestimate your own strength (even for short distances).
- Seek assistance if you are unsure whether you can lift an object alone or if the object has an awkward shape.
- Pushing is better than pulling; push with your hands at shoulder height.
- Avoid unfavorable working postures, such as prolonged kneeling or working with your hands above your head.



### Lifting Instructions

- Keep the weight as close to your body as possible.
- Lift using your leg muscles (bend your knees and lift with a straight back).
- Lift a maximum of 23 kg alone or 50 kg with two people.
- Turn by moving your feet, not your torso.
- When putting down the object, use the same technique as lifting, but in reverse order.

### 3.9 WEATHER CONDITIONS

Cold, heat, strong winds, and rain can negatively impact workplace safety.

- In bright sunlight, cover your head, apply sunscreen regularly, drink plenty of fluids (avoid alcohol), and wear protective clothing (long pants and long sleeves).
- Stop outdoor work during thunderstorms and seek shelter in a building or car. Avoid contact with metal conductive parts, fences, construction lifts, or scaffolding.
- In cold weather, wear protective clothing and gloves. Spread salt, sand, or gravel over slippery areas.
- Perform lifting operations and use aerial work platforms, suspended platforms, or portable climbing equipment only if allowed by the user manual under windy conditions.

## 3.10 HAZARDOUS SUBSTANCES

Hazardous substances can be harmful to your health. Some substances pose an immediate danger through inhalation or contact. The negative effects of other substances may only become apparent over time. Often, the damage to your health is irreversible.

### 3.10.1 Working with Hazardous Substances

- Read the label and the Safety Data Sheet (SDS) beforehand.
- Ensure all containers are labeled with their contents.
- Wear the correct PPE; these are specified on the SDS.
- Avoid skin contact; wear long sleeves and trousers.
- Ensure proper ventilation or extraction at the workplace.
- Clean up waste immediately, preferably by vacuuming.
- Do not eat, drink, or smoke near hazardous substances.
- Wash your hands thoroughly during breaks and after finishing work—first with water, then with soap

### 3.10.2 Gas Cylinders

- Store gas cylinders in the designated area:
  - With adequate ventilation
  - Protected from direct sunlight and rain
  - With closed valves and protective caps
  - Secured to prevent tipping or rolling.
- Keep oxygen cylinders separate from cutting gas cylinders.
- Store flammable gases separately from non-flammable gases.
- Keep full cylinders separate from empty ones.



Explosive



Harmful



Oxidizing



Corrosive



Toxic



Flammable



Long-term  
health hazard



Hazardous to  
the aquatic  
environment



Gas under  
pressure

### 3.10.3 Quartz

Quartz is present in many raw materials used in construction. Drilling, sawing or chiseling can release fine quartz dust particles, which may lead to severe lung diseases over time.

- Use dust extraction systems during drilling and grinding activities.
- Clean up dust in the workplace using a vacuum cleaner to prevent it from becoming airborne and being inhaled.

### 3.10.4 Asbestos

This insulating material was widely used in the Netherlands from 1945 to 1994. Handling or removing asbestos-containing materials releases asbestos fibers. Inhaling these fibers can cause (lung) cancer.

**Stop all work immediately if asbestos is present or suspected!**

### 3.10.5 Chromium-6

Chromium-6 can be released when working with anti-corrosion coatings on metal products. Exposure to this substance can lead to severe health issues over time.

**Control measures for CHROMIUM-6 are specifically outlined in the HSE-plan for each project.**

### 3.10.6 Diesel Motor Emissions (DME)

Diesel engines produce harmful substances that contribute to air pollution, smog formation, and environmental acidification. Prolonged exposure to diesel exhaust fumes can lead to heart and lung diseases or cancer.

- Minimize engine running time in the workshop.
- Ensure proper ventilation in the workshop.



### 3.11 SAFETY AND HEALTH SIGNAGE

Despite good measures, hazards may still be present at the workplace. Warnings should be placed at locations where these hazards occur. This distinction is made between warning signs, mandatory signs, prohibition signs, rescue signs, and fire-fighting signs.

Below is an overview of the most common signs:

#### Warning Signs



Danger



Tripping



Fall Hazard



Laser Beam



Suspended  
Loads



Radioactive  
Materials



Transport  
Vehicles



Hot Surface



Explosion  
Hazardous  
Areas



Magnetic  
Field

## Mandatory Signs



**Safety Helmet  
Required**



**Hearing  
Protection  
Required**



**Eye  
Protection  
Required**



**Hand  
Protection  
Required**



**Respiratory  
Protection  
Required**



**Dust Mask  
Required**



**Safety Vest  
Required**



**Footwear  
Protection  
Required**



**Life Jacket  
Required**



**Fall  
Protection  
Required**



**Work  
Clothing  
Required**



**Hold Railing  
Required**



**Close Saw  
Blade**



**Gas  
Detection  
Required**



**LOTO  
Required**



**Reverse  
Parking  
Required**

**Prohibition Signs**



No Smoking



No Fire, Open  
Flames, or  
Smoking



No Entry



No Drinking  
Water

**Rescue Signs**



First Aid



Emergency  
Shower



Eye Wash  
Station



Assembly  
Point



Emergency  
Phone



Brancard



Escape  
Route



AED

**Fire-Fighting Signs**



Fire  
Extinguisher



Fire Hose  
Reel



Fire Blanket



Manual Fire  
Alarm

## 4 EQUIPMENT AND RESOURCES

### 4.1 COMPANY CAR

- Keep the interior of the car clean and smoke-free.
- Ensure proper loading, with heavy items placed at the bottom.
- Prevent the load from shifting or coming loose in case of sudden braking.
- Only make calls hands-free (using a car kit or a single earbud).
- The maximum speed on third-party sites is walking speed (15 km/h), unless otherwise indicated at the location.

### 4.2 TRAILER

In principle, a BE driving license is required, except:

- If you use a trailer with a maximum weight of 750 kg\*.
- If you use a trailer heavier than 750 kg\*, but the total weight of the car and trailer together does not exceed 3500 kg\*. The trailer may be heavier than the empty car.

\*: empty weight + maximum payload

Before departure, also check the following:

- Secure the coupling and breakaway cable to the car.
- Check that the lights are working properly.
- Do not exceed the maximum load weight of the trailer.
- Do not exceed the maximum towing weight of the car.
- Secure the materials properly with straps.
- Cover the load with a net or tarpaulin.

### 4.3 ROLLING EQUIPMENT

Trucks, earth-moving machines, forklifts, and cranes are commonly used in construction. Working with these often very maneuverable machines requires skill not only from the operator but also from employees working in close proximity to the machines.

To prevent accidents, the following rules apply:

- Riding on forklifts, pallet trucks, or similar equipment is strictly prohibited.
- Be aware of the "blind" spots: Ensure that the driver can always see you. Maintain a safe distance when near a vehicle that is reversing.



### 4.4 FORKLIFT

- Only trained individuals ( $\geq 18$  years old) are allowed to operate the forklift.
- Wearing the seatbelt is mandatory.

### 4.5 PALLET TRUCK

Use a pallet truck by pulling, not pushing.

- Pay attention to maintaining a correct body posture while pulling.
- Distribute the load evenly and stably across both forks.
- Ensure there is enough space for maneuvering.

## 4.6 HAND TOOLS

- Read the user manual beforehand and follow the instructions.
- Visually inspect the tool for damage and defects, especially the casing and wiring.
- Do not use tools with expired inspection dates.
- Electrically powered hand tools must be equipped with a dead man's switch or a hold-button.
- Only use battery-powered tools in confined or water-rich environments (enclosed spaces or near open water).
- In explosive hazard areas (ATEX), only use (hand)tools with an Ex-Code.
- Wear the appropriate PPE:
  - Safety goggles or full-view goggles for:
    - Cutting or grinding work.
    - Overhead work.
    - Hearing protection when noise exceeds 80 dB(A).
  - Use proper dust extraction when drilling or sawing.
  - Respiratory protection (at least FFP2) when no extraction system is available or in poorly ventilated spaces.



### 4.6.1 Angle Grinder

- Before use, check the machine's speed. It should never exceed the rating on the grinding disc.
- Secure the workpiece properly. Avoid applying too much pressure on the disc or causing the disc to wobble or jam.
- Keep the work area clear of people and flammable materials, at least 2 meters away from the work location.
- Never leave the grinder with a rotating disc.
- Pay attention to the expiration date of resin-based grinding discs.
- Wear the appropriate PPE:
  - Safety goggles, hearing protection, and gloves.

### 4.6.2 Cable Reel

- Fully unwind cable reels before use.
- Position cables or cords so that no one can trip over them.
- Ensure that cable reels cannot get wet. Place them with the outlets facing down on a few stones or blocks of wood, so they are not lying in a puddle.

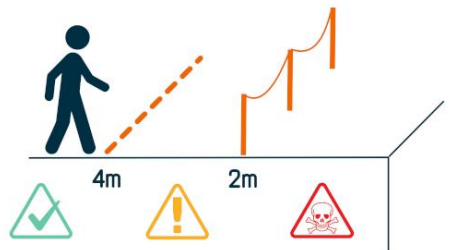
# 5 WORKING AT HEIGHT


Working at height occurs when there is a fall height:

- Of 2.5 meters or more (up to 4 meters from the edge).
- Less than 2.5 meters with underlying risks (such as working above water or protruding structures).

## 5.1 BOUNDARY ZONE MARKING

Appropriate measures must be taken when working at height to prevent falls, depending on the distance from the edge at height. The specific measure(s) will be documented in the HSE plan.



Edge Distance	Over 4 meters	2 to 4 meters	Under 2 meters
	Safe Zone		Critical Zone
Demarcation	Marking:	Physical barrier:	Fall hazard prevention:
Appropriate measure	By pylons, barrier tape, or ground lines.	By posts with chain or cable.	By adequate edge protection, using safe work equipment, or mandatory personal fall protection.



## 5.2 USE OF SAFE WORKING EQUIPMENT

If edge protection is not sufficient to prevent a fall, the use of safe working equipment is necessary.

- Reduce the number of people present and/or the exposure-duration to avoid get struck by falling objects.
- Provide physical barriers or other provisions (e.g., nets) in the risk area if there is an active traffic route through or near the risk area, or appoint a supervisor to protect the equipment from being run over or knocked over.
- Ensure the surface is flat, rough, and strong enough to support the equipment.
- Do not work at height if the wind speed is 6 or higher.
- The equipment should be free of obstacles at the step-off point and should connect to a free escape route.
- Perform an LMRA (Last Minute Risk Analysis) beforehand and check the equipment for:
  - Assembly and use according to the manual.
  - Presence of a valid inspection sticker.
  - Damage, contamination, and defects.
  - Exceeding the maximum load.

### 5.2.1 Scaffold and Aerial Platform

- Only instructed personnel ( $\geq 18$  years) are allowed to operate an aerial platform or assemble scaffolds.
- Check the scaffoldcard for fixed scaffolds beforehand.
- Wear a secured fall protection in the aerial work platform.
- Never leave the work basket or rolling scaffold floor at height.

The use of work baskets or platforms other than an aerial work platform or scaffold is only allowed with a work permit.

### 5.2.1.1 Rolling Scaffold

- Climb the rolling scaffold from the inside.
- Do not move materials or people using the rolling scaffold.
- Ensure that all floors are equipped with waist and knee rails.
- Equip the workfloor with toe boards on the perimeter.
- Lock the wheels before anyone ascends the scaffold.
- Place the stability provisions.

### 5.2.2 Ladder and Step Ladder

- Only one person on the ladder/step ladder at a time.
- Perform only light physical work (up to 10 kg).
- Prefer a step ladder over a regular ladder.

#### 5.2.2.1 When Using a Ladder

- Use the ladder to reach height, not as a working platform.
- Position the ladder at the correct angle (75 degrees).
- Do not stand on the top 3 rungs.
- Ensure that the ladder extends at least 1 meter (3 rungs) above the point it provides access to.
- When using a leaning ladder, place the sliding part at the front, with a minimum of 3 rungs overlapping.
- Use a laddermat on smooth floors to prevent the ladder from sliding or shifting.
- Secure the ladder at the top to prevent it from sliding or shifting.

#### 5.2.2.2 When Using a Step Ladder

- Do not stand on the top three steps of a step ladder unless it is equipped with an extended handrail or support handle (minimum 60 cm).

## 5.3 PERSONAL FALL PROTECTION

If the use of a safe work device is not sufficient, personal fall protection is the last option.

- Clear instructions must be provided.
- A rescue plan and rescue equipment must be available (e.g., in the HSE plan).
- Visually inspect fall protection equipment before use for defects and ensure the inspection date has not expired.
- If a fall protection device has been used to arrest a fall, it must be re-inspected.
- Store fall protection equipment in a separate box or bag to protect it from moisture, grease, or dirt.

### 5.3.1 Work Positioning

Preferably use a work positioning system, which prevents falling over the edge. This system consists of a body harness with a lanyard of limited length. The lanyard must not be longer than the distance to the (roof) edge.

### 5.3.2 Fall Protection

A fall protection system stops the fall before you reach the ground. This system consists of a body harness with a lanyard equipped with a fall arrester or an automatic fall arrest device. The lanyard should not be longer than the fall distance.

## **6 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **6.1 PROVISION / REPLACEMENT**

All new employees receive a personalized set of personal protective equipment (PPE) and work clothing at the start of their employment. This set is tailored to the tasks to be performed. If specific work or locations require additional personal protective equipment, these will also be provided.





The provided equipment and clothing must be used properly and maintained in good and clean condition by the recipient.

Additional items or replacements can be requested from the HSE Coordinator.

### **6.2 PERSONAL PROTECTIVE EQUIPMENT**

Wearing PPE is mandatory when:

- It is specified in the HSE instruction manual.
  - It is required by:
    - A mandatory sign (blue pictogram).
    - The client or HSE plan.
    - The instructions of a tool, equipment, or product manual.
- Het dragen van PBM's is verplicht wanneer:




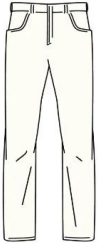
PPE	Usage Requirements	Pictogram
<p>Respiratory Protection</p> <p><b>Advice:</b> Mask, minimum FFP2.</p>	<p>Mandatory for:</p> <ul style="list-style-type: none"> <li>• Sawing, grinding, welding, drilling, and/or chiseling without adequate extraction.</li> <li>• Removing old insulation materials (e.g., stone wool).</li> </ul>	
<p>Hearing Protection</p>	<p>Mandatory in production areas.</p> <p>Mandatory when noise <math>\geq 80</math> dB(A):</p> <ul style="list-style-type: none"> <li>• Sawing, grinding, drilling, and/or chiseling tasks.</li> </ul>	
<p><b>Gloves</b></p>	<p>Mandatory for:</p> <ul style="list-style-type: none"> <li>• Working with rough/sharp materials.</li> <li>• Grinding or chiseling tasks.</li> <li>• Handling hazardous substances.</li> </ul> <p><b>Note:</b> Do not wear gloves when operating rotating or machining tools, such as a (pillar) drill or saw machine.</p>	
<p>Eye Protection</p>	<p>Mandatory for:</p> <ul style="list-style-type: none"> <li>• Sawing, grinding, welding, drilling, and/or chiseling tasks.</li> <li>• Overhead work.</li> <li>• Handling hazardous substances.</li> </ul>	

PPE	Usage Requirements	Pictogram
<b>Safety Helmet</b>  <i>Advice:</i> Replace after 3 years of use.	Mandatory for: <ul style="list-style-type: none"> <li>• Locations with a risk of falling objects (e.g., working above or near scaffolds, aerial lifts, or hoisting activities).</li> <li>• Locations where head injuries are possible</li> </ul>	
<b>Safety Shoes</b>  <i>Advice:</i> S3, high model.	All tasks on installation sites, in production, and outdoor areas	
<b>Fall Protection</b>	Mandatory at height: <ul style="list-style-type: none"> <li>• In aerial lifts.</li> <li>• When no other measures are possible to prevent falls (edge protection or safety nets).</li> </ul>	
<b>Life Jacket</b>  <i>Advice:</i> 275N	Mandatory for work near open water where no measures are possible to prevent a fall into the water.	
<b>Clothing with Reflective Striping</b>	It is mandatory to wear at least a vest with reflective striping during work activities.  <i>In conditions with limited visibility (fog, rain, dusk, night, etc.), long-sleeved shirts and long trousers with reflective striping are required.</i>	

### 6.3 BEDRIJFS- OF WERKKLEDING

Wearing company or work clothing is mandatory when:

- This is specified in the HSE instruction manual.
- This is required by:
  - The client or HSE plan.
  - The manual of a tool or product.

Clothing Guidelines	Illustratie
Wearing company clothing is mandatory to promote recognizability (no protective function).	-
Wearing clothing with at least short sleeves is mandatory for all work and activities.	
Wearing long-sleeved clothing is strongly advised for all work to protect against skin injuries and UV radiation.	
<p>Wearing shorts in production is NOT allowed.</p> <p>Wearing shorts in assembly is allowed, provided that:</p> <ul style="list-style-type: none"> <li>• It is permitted according to the HSE plan.</li> <li>• There is no significant risk of skin injury.</li> <li>• A long pair of pants is available at the worksite.</li> </ul>	  
Wearing long pants is strongly advised for all work to protect against skin injuries and UV radiation.	

### 6.3.1 Jewelry

Jewelry worn on the wrist, neck, or fingers, as well as piercings on exposed areas, can be particularly dangerous during work in production or on projects.



Therefore, the following rules apply:

- Do not wear loose clothing items (such as scarves).
- Do not wear loose hair.
- Jewelry and accessories are not allowed unless:
  - They are equipped with a panic clasp or break point.
  - They are covered or taped over.



## **7 EXPLANATORY GLOSSARY**

AED	Automatische Externe Defibrillator
B-VCA	Basis Safety Training
CMR	Carcinogenic, Mutagenic, or Reproductive Toxic Substances
CO <sub>2</sub>	carbon dioxide
dB(A)	Decibel, the unit of sound intensity.
DME	Diesel Motor Emissions
Ex-code	Approved equipment in explosive atmospheres.
FFP2	Indication of respiratory protection level.
GPI	Generic Poort Instruction
LMRA	Last Minute Risk Assessment
LOTO	Lock Out – Tag Out
N	Newton, unit of load capacity
PPE	Personal Protective Equipment
RIE	Risk Inventory and Evaluation
S3	Indication of safety level of safety shoes.
SDS	Safety Data Sheet
TBX	Toolbox
VCA	Safety Checklist Contractors.
VGM	HSE = Health, Safety, Environment.
VOL-VCA	Safety for Operational Managers Training
WAV	Foreign Workers Act.
WPI	Workplace Inspection.
ZZP	Self-employed without employees