

# Safety Instructions

## handbook

for every employee  
who is assigned  
to work by and for

DDD Personeel



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## PREFACE

You work at or for DDD Personnel

This handbook is intended for anyone who carries out work for DDD Personnel in any way. It is applicable for both employees of DDD Personeel and for those, working on temporary terms as *“uitzendkracht”*.

According to the Labour Conditions Act, the employer is responsible for safe and healthy working conditions. This means, among other things, the obligation to:

- prevent or limit as far as possible all foreseeable dangers that can lead to personal injury, occupational disease and damage;
- provide information and instruction to his staff on safe and healthy working methods;
- inform about the necessary personal protective equipment.

Together we will do the work and together we can do it safely.

Remember: every accident is one too many!

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## **Policy statement**

*Approval: Management*

*Revision date: 5-2-2020*

*This policy statement has been developed on behalf of the management to provide the policy of our company that has its focus on:*

- *perform the work as agreed with our clients and in such a way that our clients remain satisfied with the work done;*
- *guarantee the safety and health of our temporary employees, internal employees and third parties, as well as care for the environment;*
- *careful placement of temporary employees with clear agreements with the hirer with respect to safety rules;*
- *the prevention or limitation of unsafe situations and/or unsafe acts as a result of which personal injury and/or material damage could occur;*
- *complying with the conditions as described in the criteria of the safety checklist for temporary employment agencies (VCU) with the aim of performing and delivering work in accordance with the applicable regulations and legal rules;*
- *the pursuit of continuous improvement in the field of safety and health.*

This policy is further elaborated in objectives and procedures, which are included in the VCU handbook and covers all activities of our organization, for both our permanent and temporary employees. The aforementioned principles are tested in decisions.

The policy is based on the conviction that an integrated approach to working conditions and safety is essential for successful business operations. By getting and retaining the VCU certificate, we want to make this policy known to all the concerned parties.

**DDD Personeel**



**Maarten Beemer**  
**5-2-2020**

## 2. PREFACE

Working safely is an absolute must under the current employment conditions, not only to protect yourself, but also others.

Regulations regarding safe working are included in this instruction.

**We require that you strictly adhere to this !!**

## 3. GENERAL REQUIREMENTS

Before starting work, make sure you are aware of the locally applicable safety regulations and discuss them with the client or his representative.

## 4. PERSONAL PROTECTIVE EQUIPMENT

Depending on the risk assessment that is made at the client, Personal Protective Equipment (PPE) is required. This will be discussed with you.

If safety items such as hearing protection, safety glasses or helmet are required, these are made available by the client to the employee on loan.

If personal protective equipment, as described above, has become unusable, you can exchange it for a usable copy when you return the unusable.

## 5. APPLICATION AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

Below various forms of PPE are explained briefly.



### Head protection

The head must be protected by means of a safety helmet in all those areas where this is explicitly indicated and on all construction or work sites where lifting work is being carried out.

*Safety helmet.* There are various types of safety helmets with a different lifespan. The supplier's instructions provide clarity regarding the (remaining) life span. It is important to know that safety helmets must be replaced if they have suffered a major blow.

## Protection of sight and hearing



Safety glasses. If work and situations can cause danger to vision, safety glasses are required. Many hazards such as dust, splashes, sparks, etc. can be envisaged here. Your own glasses do not always provide adequate protection and certainly do not make safety glasses superfluous.

Hearing protection. Little attention is paid to possible damage to the hearing. Working with too loud environmental noises is not only harmful to hearing, but also to concentration during work. In the case of work situations where the noise level of 80 dB (A) is exceeded, the company must have written noise assessments and evolutions recorded in writing. From 80 dB (A) the danger zone for damage is created and from 90 dB (A) there is even a direct danger. In the latter case, hearing protection must always be applied. The protection applied can vary from cotton wool, which can be used well up to 90 dB (A) to ear muffs, which function reasonably well up to 110 dB (A).

To be clear: if the noise level at the workplace is equal to or higher than 85 dBA (from 1998), the employee must actually use the hearing protection equipment provided by the employer.



*Respiratory protection.* Mandatory for work involving the release of dust or grind. Use mask:

- P2 with harmless or harmful suspended matter;
- P3 with quartz dust (particulate matter)



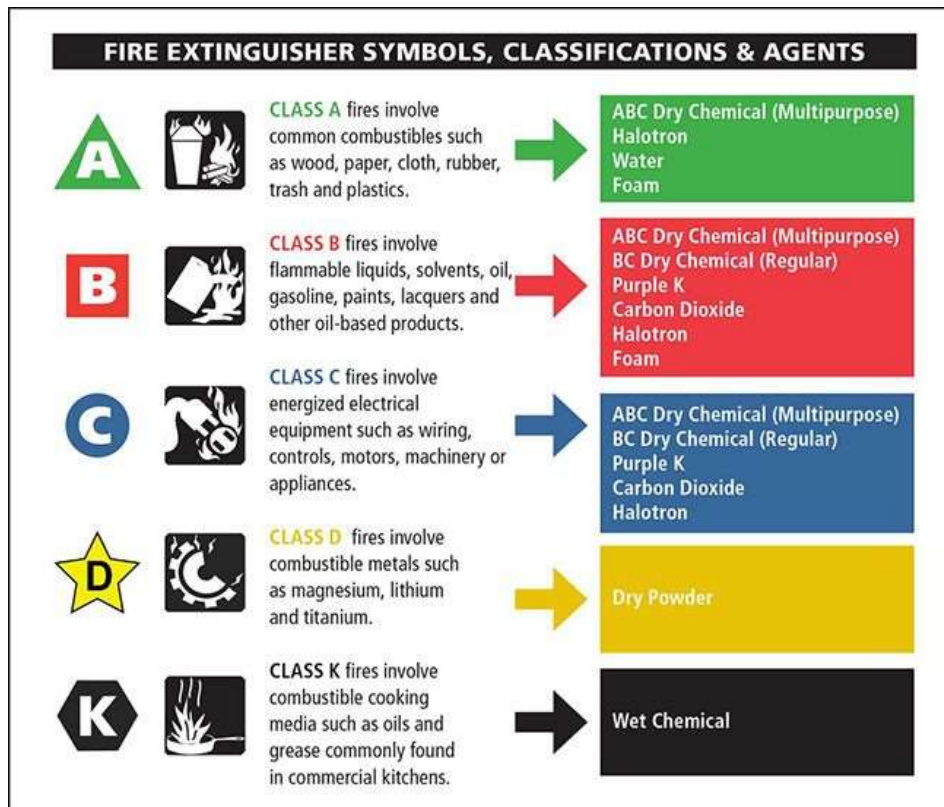
## Protection of the body

*Body protection.* Wearing suitable body protection is mandatory. This can be a fire retardant cover, whether or not a fire-retardant, a dust coat, a working suit or special protective clothing.

## 6. FIRE PREVENTION

Before you start the work, make sure that you know that the fire extinguishing agents are available and where these fire extinguishers are located.

- ✓ **Combustible substance:** solid substances, liquid, gas.
- ✓ **Source of ignition (sparks, flame)** caused by, for example, a short circuit, heating due to the overloading of electrical installations, electrical heating, sparks during welding, careless smokers, natural causes (sun or lightning).
- ✓ **Air (oxygen)** the more oxygen, the faster the combustion.





## 7. ENVIRONMENT

Safety also includes good care for the environment. It should not, therefore, be the case that your activities damage the air, water, soil as well as animal and vegetable life. Protect your workplace against any environmental damage.

It is mandatory:

- to collect all products that are harmful to the environment;
- to deposit all environmentally harmful materials in the designated collection points.

### Waste separation

Waste separation applies to all companies and to all waste materials that are released during business operations. The purpose of waste separation is reuse and is required by law. The requirement is: "Waste must be separated, kept separate and disposed separately, unless this cannot be required."

In practice, this means that you must keep your industrial waste as separate as possible and deliver it separately.

The following classification / separation must take place:

Hazardous waste and asbestos	fluorescent tubes, energy-saving lamps, paints, solvents, used engine oil, barometers containing mercury, batteries and objects with an internal battery, asbestos
Paper and cardboard waste	Old newspapers and magazines, trade magazines, leaflets, advertising printed matter, cardboard packaging, computer and office paper and the like
Glass waste	Packaging glass and table glass
Biodegradable waste	All waste from uncooked vegetables, fruit and from the garden. Depending on the acceptance requirements of the final processor what your waste collector works with, this list can be expanded be left with food scraps. Discuss this with your waste collector
Metals (packaging)	In the Netherlands, most (95%) are metal packaging made of steel and are called 'blikken' or 'blikjes' (cans). Steel packaging can be recognized by a logo in the shape of a magnet. Some spray cans and beverage cans and containers are made of aluminium
Plastics	Plastic packaging film, plastic containers and buckets
	Tip: discuss with your waste paper collector or this at the same time

	can also take the separated plastic waste with the paper
White and brown goods	Electrical and electronic household and office appliances. The separation obligation does not apply to special devices, such as refrigerated display cases  Tip: usually you can give away the white and brown goods to the supplier, that has sold you the device
Green waste	Waste from gardens and flower beds around the office building
Other waste	Textiles, wood, furniture, construction and demolition waste and the like

**If you have waste, place it in the appropriate bins.  
Inform the waste manager if the containers are full.**

## 8. GENERAL RULES OF CONDUCT

- While working, the smoking ban applies when working with hazardous or flammable substances.
- Alcohol and drugs at work and in traffic are strictly prohibited.
- Never block fire extinguishers, safety equipment and emergency exits.
- Never walk on pipelines or steel structures.
- Wash your hands before eating.
- Keep the storage space clean.
- Follow the traffic rules, in particular the speed limits if you participate in traffic.
- Behave properly with the client, employees and other stakeholders.
- Behave properly towards all those present at the workplace. Even those who are employed by other companies are there to earn a living.
- Take care of any wounds immediately (even the smallest ones).
- Use the first aid kit for the purpose for which it was placed at work and ensure that it is present at the workplace.
- Use your common sense at work.
- Check the material and do not disable protection devices yourself, but have the installation manager do it if necessary.
- Warn the management, colleagues and others involved in dangerous situations.
- Leave covered holes and the like covered.
- Never let colleagues and / or customers put pressure on you.
- **Safety does not come naturally!**



## 9. WHAT TO DO AT FIRE

Preventive:

- Make sure that you know where escape routes, emergency exits and evacuation plan are;
- Look at the evacuation plan occasionally;
- Ask for the safety instructions;
- Always know where you are;

### You discover a fire = you report

- What? Fire or explosion
- Precise location: number, floor, department

### You will hear the evacuation signal.

- Stay calm and convey peace to your environment;
- Close windows and doors, prevent drafts;
- Follow the pictograms that indicate the (emergency) outputs;
- Use the stairs, never the elevator;
- Leave the building and collect at the assembly point.

## 10. WHAT TO DO IN AN ACCIDENT

- Take care of those affected; comfort him/her and if possible put a blanket over him or her;
- Warn a first aid officer, doctor or ambulance (112);
- Inform your supervisor;
- Receive a doctor and/or ambulance.
- Ask which hospital the ambulance is going to
- **Always report accidents and incidents by telephone directly to DDD Personnel, ask for the VG coordinator.**

## 11. REPORTING ACCIDENTS, NEAR MISS, DANGEROUS SITUATIONS AND ENVIRONMENTAL INCIDENTS

**Always report accidents, near miss situations, dangerous situations and environmental incidents by telephone to DDD Personnel, ask for the VG coordinator.**

## 12. REDUCING SICKNESS AND MEDICAL TESTS

Our company is affiliated with a health and safety service. The Health and Safety service will support us if needed.

On behalf of our Health and Safety service we would like to inform you about the following subjects:

1. A sickness absence reporter from the Health and Safety service can visit you during illness. You can then be called up for the company doctor's consultation.
2. From the government, we as the employer are forced to give you the opportunity to have a health and safety consultation with a health and safety expert (Arbodeskundige) (this may be a company doctor, hygienist or organization expert or a safety expert) from our Health and Safety service. The purpose of this consultation hour is that you can discuss any complaints about your health or illness with regard to your work or working conditions with an expert from the Health and Safety service. The Health and Safety Service requests that if you wish to use this consultation hour, you should discuss this with us, your employer. If this is not possible, you can contact the Health and Safety service directly.
3. New employees have the right to undergo an inspection. This is solely in your own interest and not mandatory.

Once every 4 years you will be given the opportunity to undergo a Periodic Medical Examination (PMO) at the Arbo service. The purpose of this is to identify complaints that are related to your work, as well as occupational diseases, before it is too late. It is therefore in your own interest that you are assessed. Employees can obtain application forms for participation in the PMO survey at the office upon request.

**Reducing and limiting absenteeism is a HEALTHY business for all of us.**

## **10xSAFETY**

- 1. Safety does not come naturally.**
- 2. Always give the right example.**
- 3. Safety is your responsibility.**
- 4. Follow the rules.**
- 5. Report unsafe situations immediately.**
- 6. Keep your workplace tidy.**
- 7. Use personal protective equipment.**
- 8. Know the emergency procedures.**
- 9. Quality in safety.**
- 10. Safety is human work, unsafety as well.**












## Appendix 1: The meaning of pictograms

### a) Hazard warning signs

 WARNING FLAMMABLE	 WARNING OXIDIZING AGENT	 WARNING EXPLOSIVE	 WARNING PRESSURIZED CYLINDER	 WARNING BIOHAZARD	 WARNING RADIOACTIVE	 WARNING TOXIC	 WARNING CORROSIVE	 WARNING IRRITANT	 WARNING OPTICAL RADIATION	 WARNING LASER RADIATION
 WARNING STRONG MAGNETIC FIELD	 WARNING LOW TEMPERATURE	 WARNING HIGH TEMPERATURE	 WARNING ELECTRIC SHOCK HAZARD	 WARNING NON-IONIZING RADIATION	 WARNING HIGH NOISE LEVEL	 WARNING	 WARNING OVERHEAD LOADS	 WARNING BARRIER OF FALLEN OBJECTS	 WARNING CRUSH HAZARD	 WARNING SHARP MOVEMENT OF COMPONENTS OR PARTS
 WARNING HEAVY COMPONENTS LIFTING OR LOWERING	 WARNING RISK OF INJURY FROM PRESSURIZED TOOLS	 WARNING MOVING MACHINERY WITH UNSECURED OBJECTS	 WARNING RISK OF INJURY FROM MOVING PARTS	 WARNING SHARP	 WARNING HIGH NOISE LEVELS	 WARNING COFFERS AND CLOSING BUTTONS	 WARNING AUTOMATIC START-UP	 WARNING HOT SURFACE	 WARNING UNSTABLE ROOF	 WARNING SUDDEN DROP
 WARNING UNEVEN SURFACE	 WARNING SLIPPERY SURFACE	 WARNING LOW CEILING	 WARNING FORKLIFTS IN OPERATION	 WARNING CONSTRUCTION AREA	 WARNING RISK OF INJURY FROM UNCONTROLLED VEHICLE	 WARNING CCTV IN OPERATION	 WARNING OPEN TRENCH	 WARNING MAN AT WORK	 CAUTION PEDESTRIANS CROSSING	 CAUTION CHILDREN CROSSING
 CAUTION SPEED RAMP AHEAD	 WARNING HIGH VOLTAGE	 WARNING DANGER OF DEATH	 WARNING BATTERY CHARGING AREA	 WARNING BARBED WIRE	 WARNING HIGH PRESSURE	 WARNING DEEP WATER	 WARNING BEWARE OF DOG	 WARNING BEWARE OF BULL	 CAUTION RIDERS ON HORSEBACK	



**b) COSHH symbols**

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

**c) Rescue signs**

 Direction arrow emergency exit	 Direction arrow emergency exit downward	 Direction arrow emergency exit upward	 E001 Emergency exit (left hand)	 E002 Emergency exit (right hand)
 E002 Emergency exit direction	 E002 Emergency exit direction downward	 E003 First aid	 E004 Emergency telephone	
 E006 Break to obtain access	 E009 Doctor	 E010 Automated heart defibrillator	 E011 Eyewash station	 E012 Safety shower
 E013 Stretcher	 E016 Emergency window with escape ladder	 E017 Rescue window	 E018 Turn anticlockwise to open	 E018 Turn clockwise to open