

# Safety Instructions

for anyone  
who performs  
work activities  
on behalf of:

IBC Personeelsdiensten B.V.



Alarm phone number : 112  
Office phone number : (0413) 33 21 29  
Health and Safety Officer : Mr. P. van Engeldorp Gastelaars

Given to:

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Date:

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## FOREWORD

You are employed by or on behalf of IBC Personeelsdiensten B.V.

This booklet is intended for anyone who performs work activities for IBC Personeelsdiensten B.V. in any way.

These are both the company's own employees and the seconded employees. **So also for you.**

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

- prevent or limit as far as possible any foreseeable hazards which could result in personal injury, occupational sickness and damage;
- provide its staff with information and instructions, or have them provided, 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!**

## TABLE OF CONTENTS:

1	Policy statement
2	Introduction
3	General regulations
4	Personal protective equipment
5	Application and maintenance of personal protective equipment
6	Fire prevention
7	Environment
8	General rules of conduct
9	What to do in case of fire
10	What to do in case of an accident
11	Reporting instructions for accidents, near-accidents and hazardous situations and environmental incidents
12	Reduction of absenteeism due to sickness and medical examinations

Appendix 1: Accident report.

Appendix 2: use of fire extinguishers.

Appendix 3: the meaning of pictograms.

*The translation of this document is for information/ clarification. The Dutch language is the basis of this document and is always leading.*

## **1. POLICY STATEMENT**

Partly by means of this policy statement, on behalf of the Management Board, it is made clear that our company's policy is aimed at:

- Performing the work activities as agreed with our clients and in such a way that our clients are and remain satisfied;
- Ensuring the health and safety of our seconded employees, internal staff and third parties as well as care for the environment as effectively as possible;
- Careful placement of the seconded party with clear agreements with the hirer in order to respect the safety rules;
- Preventing or minimising unsafe situations and/or unsafe actions that could result in personal injury and/or property damage;
- Meeting the conditions as described in the criteria of the Safety Checklist for Temporary Employment Agencies (VCU) with the aim of performing and completing work in accordance with the applicable regulations and statutory rules;
- Continuous improvement in the field of safety and health.

This policy is further elaborated in objectives and procedures, which are included in the VCU manual and relate to all the activities of our organisation, both for our own employees and for seconded employees. Decisions are taken on the basis of the principles set out above.

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

Therefore, concrete, measurable objectives are formulated annually in the Health & Safety Action Plan and communicated to employees, so that a continuous improvement of health and safety is and remains measurable.

This policy statement shall be reviewed at least once every three years.

All employees must support this policy on the basis of their own responsibility and involvement in health and safety issues.

**IBC Personeelsdiensten**

**Mr. P. van Engeldorp Gastelaars**

**06-01-2017**

## 2. INTRODUCTION

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

These instructions contain instructions for safe working practices.

**We expect you to adhere strictly to these!!!**

## 3. GENERAL REGULATIONS

Before commencing the work, inform yourself of the locally applicable safety regulations and discuss them with the client or his representative.

## 4. PERSONAL PROTECTIVE EQUIPMENT

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

If safety items such as hearing protection, safety goggles or helmets are required, these are made available to the employee by the client.

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

## 5. APPLICATION AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

The different types of PPE are briefly explained below.

### **Head protection**

The head must be protected by a safety helmet in all those areas where this is explicitly indicated and in all construction or work areas where lifting operations are carried out.



*Safety helmet.* There are various types of safety helmets with different lifespans. The supplier's instructions provide clarity regarding the (residual) life span. It is important to know that safety helmets need replacement after they have taken a hard blow.

## Visibility and hearing protection

*Safety goggles.* If work and situations can pose a danger to the sight, safety goggles are required. This can include numerous hazards such as dust, splashes, sparks, etc. Own glasses do not provide adequate protection in all cases and certainly do not make safety goggles redundant.



*Hearing protection.* Little attention is paid to possible damage to the hearing. Working with too loud environment sounds is not only detrimental to hearing, but also to the concentration during work. In the event of work situations in which the noise level of 80 dB(A) is exceeded, the company must have written noise inventories and noise evaluations.

The danger zone starts from 80 dB(A) onwards and from 90 dB(A) onwards there is even an immediate danger. In the latter case, hearing protection must always be used. The protection can vary from ear plugs, which are easy to use up to 90 dB(A), to ear muffs, which function reasonably up to 110 dB(A).

For the sake of clarity: if the noise level at the workplace is equal to or higher than 85 dBA (since 1998), the employee must actually use the hearing protection provided by the employer.

## 6. FIRE PREVENTION

Before starting any work, make sure that the specified fire extinguishing means are present and be aware of where they are located.

→ Combustible material: solid material, liquid, gas

→ Source of ignition: (sparks, flame) caused by e.g. short circuit, heating by overloading of the electrical installations, electric heating, welding sparks, careless smokers, natural causes (sun or lightning)

→ Air (oxygen): the more oxygen there is, the faster the combustion process will be.

**To extinguish a fire several tools are possible:** extinguisher, fire blanket, sprinkler system, sand...

**CAUTION:** The portable fire extinguishers are selected according to the fire class.

What is on fire?	Type of fire extinguisher	Fire class	
Paper, cardboard, textiles, wood	- Dry powder ABC - Foam extinguisher	Class A = Combustible materials	
Petrol, alcohol, grease, varnish, paint	- Dry powder ABC or BC - Foam extinguisher	Class B = Flammable liquids	
Propane, butane, methane, natural gas	- Dry powder ABC or BC	Class C = Flammable gases	
Electrical installations, e.g. computer, copier, TV, Video	CO <sub>2</sub>	Electrical fires	

Appendix 1 includes information on the correct use of a fire extinguisher.

## 7. ENVIRONMENT

Safety also includes taking good care of the environment. It is therefore unacceptable that air, water, soil as well as animal and plant life are damaged as a result of your work. Protect your workplace from possible environmental damage.

It is mandatory to:

- collect all released environmentally harmful products;
- dispose of all environmentally hazardous released materials at the appropriate collection points.

### Waste separation

Waste separation applies to all companies and to all waste materials that are released in the course of a business operation. The purpose of waste separation is reuse and is legally required. The rule is: 'Waste must be separated, kept separate and disposed of separately, unless this cannot reasonably be required'.

In practice, this means that you must separate your industrial waste as much as possible and hand it over separately.

The following classification/separation should take place:

Hazardous waste and asbestos	Fluorescent tubes, energy-saving lamps, paints, solvents, used engine oil, mercurial barometers, batteries and objects with an internal battery, asbestos
Paper and cardboard	Old newspapers and magazines, trade journals, leaflets, printed advertising material, cardboard packaging, computer and office paper, etc.
Glass waste	Packaging glass and glass tableware
Vegetable, fruit and garden waste	All waste of uncooked vegetables, fruit and garden. Depending on the acceptance requirements of the final processor with which your waste collector works, this list can be extended to include food waste. Consult with your waste collector.
Metals (packaging)	In the Netherlands, most (95%) metal packaging is made of steel and is called tin cans or cans. Steel packaging can be identified by a logo in the form of a magnet. Some spray cans and beverage cans and trays are made of aluminium.
Plastics	Plastic packaging film, plastic containers and buckets  Tip: discuss with your waste paper collector whether he can collect the separated plastic waste at the same time of the paper.

White and brown goods	Electrical and electronic household and office appliances. The separation obligation does not apply to special devices, such as, for example, refrigeration display cabinets. Tip: it is usually possible to give separate white and brown goods by delivery to the supplier, when buying a new appliance.
Green waste	Garden and bedding waste around the office building
Other wastes	Textiles, wood, furniture, construction and demolition waste, etc.

**If you have any waste, put it neatly in the appropriate waste bins.**

**Inform the waste management if the containers are full or if there is a lot of litter.**

## **8. GENERAL RULES OF CONDUCT**

- When working with hazardous or combustible substances, smoking is prohibited.
- Alcohol and drugs at work and in traffic are strictly forbidden.
- Never block fire extinguishers, safety equipment or emergency exits.
- Never walk over pipelines or steel structures.
- Wash your hands before eating.
- Keep the canteen area clean.
- Comply with traffic regulations, especially speed limits, when you are on the road.
- Behave correctly towards the client, employees and other parties involved.
- Behave correctly towards all those present at the workplace. Also 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 is placed at work and make sure you know where it can be found at the workplace.
- Use your common sense during all your work activities.
- Check the material and do not deactivate the protections yourself, but have this done by the administrator of the installation, if necessary.
- Warn the supervisor, colleagues and other parties involved in hazardous situations.
- Leave covered holes, etc. covered.
- Never let colleagues and/or customers rush you.
- **Safety does not come naturally!**

## **9. WHAT TO DO IN CASE OF FIRE**

Preventive:

- Know the escape routes, emergency exits and evacuation plan;
- Look at the evacuation plan from time to time;
- Ask for the safety instructions;
- Always know where you are.

You discover a fire = you report

- what? Fire or explosion
- Exact location: number, floor, department

When you hear the evacuation signal:

- Remain calm and convey peace to your surroundings;
- Close windows and doors, prevent draughts;
- Follow the icons indicating the (emergency) exits;
- Use the stairs, never the elevator;
- Leave the building and go to the collection point.

## **10. WHAT TO DO IN CASE OF AN ACCIDENT**

- Take care of the person affected; make him or her feel at ease and if possible, place a blanket over him or her;
- Inform an Emergency Response Team professional, physician or ambulance (112);
- Inform your supervisor;
- Fetch a doctor and/or ambulance.
- Ask which hospital the ambulance is going to go to.
- Always report accidents and incidents directly to the IBC Personeelsdiensten by telephone, ask for the S&H coordinator (P. van Engeldorp Gastelaars).

## **13. REPORTING INSTRUCTIONS FOR ACCIDENTS, NEAR-ACCIDENTS, HAZARDOUS SITUATIONS AND ENVIRONMENTAL INCIDENTS**

Always report accidents, near-accidents, hazardous situations and environmental incidents directly to the IBC Personeelsdiensten by telephone, and ask for the S&H Coordinator (P. van Engeldorp Gastelaars).

## **14. REDUCTION OF ABSENTEEISM DUE TO ILLNESS AND MEDICAL EXAMINATIONS**

Our company is affiliated with an Occupational Health and Safety Service. They will support us if required.

On behalf of our Occupational Health and Safety Service, we would like to inform you about the following topics:

1. In the event of sickness, an absence rapporteur from the Occupational Health and Safety Service may visit you. You can then be called up for consultation with the company doctor.
2. As an employer we are obliged by the government to give you the opportunity to visit an Occupational Health and Safety professional for consultation (this can be a company doctor, an occupational hygienist, an occupational or organisational expert or a safety expert) of our Occupational Health and Safety Service. The purpose of this consultation is that you can discuss any complaints you may have about your health or sickness in connection with your work or working conditions with an expert from the Occupational Health and Safety Service. If you wish to make use of this consultation, the Occupational Health and Safety Service requests that you consult with us as your employer. If this is not possible, you can contact the Occupational Health and Safety Service directly.
3. New employees are entitled to undergo an employment medical assessment. This is in your personal interest and is not mandatory.

Once every 4 years, you will be given the opportunity to undergo a Periodic Medical Examination (PME) at the Occupational Health and Safety Service. The aim of this is to recognise complaints that are related to your work, as well as occupational sickness, in good time, before it is too late. It is therefore in your own interest that you are examined. Application forms for participation of the PME can be obtained by employees on request at the office.

**Reducing and limiting absenteeism due to illness is a SOUND matter for us ALL.**

### **10x safety**

1. Safety does not come naturally.
2. Always set the right example.
3. Safety is your responsibility.
4. Comply with the rules.
5. Report unsafe situations immediately.
6. Keep your workplace clean and tidy.
7. Use personal protective equipment.
8. Know the emergency procedures.
9. Quality in safety.
10. Safety is human work, and so is unsafety.



**Description of the activities at the time of the (near) accident**

\* The description should at least answer the following questions:

- ✓ What happened?
- ✓ With whom did this happen?
- ✓ How did this happen?
- ✓ Why did this happen?

## **Appendix 2: The use of fire extinguishers.**

The use of fire extinguishers

WRONG

CORRECT

1. Flames and smoke prevent the fire from being extinguished, therefore always extinguish in the direction of the wind.
2. Do not spray into the flames, but from bottom to top.
3. Do not try to extinguish large fires by “only” emptying a number of fire extinguishers one after the other. Use multiple fire extinguishers at the same time.
4. Never start extinguishing a fire in the centre, extinguish it by spraying from front to back.

### Appendix 3: The meaning of pictograms

Warning signs			Hazardous materials		
Danger	Corrosive substances	Hazard of electric voltage	Corrosive	Highly flammable	Extremely flammable
Risk of explosion	Flammable substances or high temperatures	Hazardous or irritating substances	Explosive	Harmful Irritant	Environmental hazard
Laser beam	Suspended loads	Non-ionising radiation	Oxidizer	Toxic	Very toxic
Low temperature	Important magnetic field	Oxidizing materials			
Radiation risk	Trip hazard	Toxic substances			
Transportation vehicles	Fall due to height difference	Biological hazard			
GHS pictograms			Rescue pictograms		
Explosive substances	Inflammable substances	Oxidizing materials	Direction to follow	Stretcher	
Receptacle under pressure	Harmful substances	Harmful to the environment	First aid	Emergency shower	
Long-term health risk	Corrosive materials	Toxic substances	Eye wash station	Exit	
			Telephone	Gathering place	
			Emergency routes and exits	Emergency exit	