

HSE-Standard Schiphol

For Construction and
Maintenance

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1 Introduction

1.1 Introduction

Health, safety and the environment are core values at Royal Schiphol Group. A healthy and safe workplace and environment are our absolute priority, and we firmly believe that all accidents, incidents and contamination incidents are unnecessary and preventable. As such, safe performance is a precondition for our operations and the achievement of our strategic goals. We care not only about the people who work at Schiphol, or who work for us or with us, but also about everyone who travels through Schiphol, visits us or has dealings with us in any other way.

This Health, Safety & Environmental (HSE) Standard was formulated after intensive consultation between the safety experts at Amsterdam Airport Schiphol and the safety experts of our main contractors responsible for construction and maintenance work.

Content Manager

The Senior HSE Risk & Compliance Manager is responsible for the content and for the amendment of this document.

Executive Manager

In the event of deviation from the HSE Standard without consultation, the Executive Board of Schiphol Infrastructure, Construction management or Schiphol Real Estate may shut down the work.

Document management

The HSE Management System Advisor is responsible for technical administration of this document for the HSE Risk & Compliance Department. The most recent version of the HSE Standard is freely accessible at www.schiphol.nl/safety in the HSE policy section.

1.2 Schiphol policy statement on health, safety and the environment

The Schiphol Group's Policy Statement on Health, Safety and the Environment (HSE Policy Statement) constitutes the basis for the HSE Standard. In this policy statement, the management team of Schiphol Group states its efforts on behalf of health, safety and the environment. The statement constitutes the basis for Schiphol's objectives and (improvement) actions in the field of health, safety and environmental protection. You can find the HSE Policy Statement at www.schiphol.nl/safety and in the Business Area Aviation Manual, section 5 Management Systems.

1.3 Why do we have a HSE Standard and for whom is this document?

The HSE Standard provides substance for the HSE Policy Statement and defines the minimum standards for health, safety and the environment at Schiphol. Its contents contribute to a healthy, safe and sustainable workplace for all our employees. The HSE Standard also takes continued exploitation and operation of Schiphol into account as laid down, among other things, in the Implementation Conditions for the OPS Terminal (Uitvoeringsvoorwaarden OPS Terminal), which emphasise passenger safety. The HSE Standard focuses primarily on requirements applying specifically to Schiphol, in addition to laws and regulations that include the Working Conditions Act, environmental law, the Dutch Buildings Decree, Schiphol Regulations and the current Safety, Health and Environmental Checklist for Contractors (VCA) standards. As described in article 4 of the Schiphol Regulations, everyone must comply with the laws and regulations that have been put in place for Amsterdam Airport Schiphol (AAS).

The HSE Standard is leading unless the laws and regulations impose more stringent requirements. Diverging conditions may be formulated for specific work domains, such as technical luggage zones, which may include additional instructions that your contracting party will explain to you prior to accessing the work zone.

The HSE Standard and associated [Golden Rules of Safety](#) are applicable to everyone engaged in construction and maintenance work on the airport's grounds.

2 The Golden Rules of Safety

We have defined the main safety rules for Schiphol in the Golden Rules of Safety. These rules describe how we and our partners manage and mitigate the most important risks. You can find the Golden Rules of Safety at www.schiphol.nl/safety. A comprehensive description, associated toolboxes and background documents are accessible on this website by clicking a symbol.



I speak out about unsafe working practices.



I always start my work with an LMRA.



I always check that safeguards are enabled before I start work with electrical systems.



I do not enter confined spaces unless all conditions are met.



I only carry out hot work with a hot work permit.



I work safely at heights.



I use the specified personal protective equipment (PPE).



I only do excavation work with an exemption from the prohibition on digging.



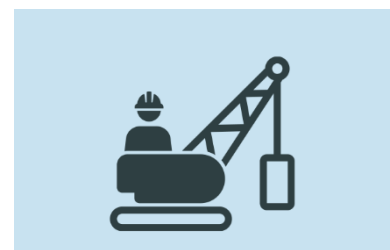
I am never under the influence of alcohol, drugs or medication at work.



I cause as little inconvenience as possible to passengers and visitors.



I keep my work area clean.



I only do lifting or hoisting work with an approved hoisting plan.

3 Schiphol-specific health and safety requirements

3.1 Code of conduct

The Code of Conduct describes how we do our work and how we collaborate with others. The Code of Conduct applies to everyone working for Schiphol Nederland BV (SNBV) and Schiphol Group BV. This Code of Conduct is partially elaborated in one of our Golden Rules of Safety: I speak out about unsafe working practices. An essential basic principle is to Speak Up: ask questions and talk about dilemmas. Hold each other accountable for behaviour inconsistent with the Code of Conduct. In doing so, you help to prevent misconduct and incidents as much as possible. Contact the Compliance & Ethics Department if you have any questions about the Code of Conduct. You can send an email to integriteit@schiphol.nl or contact one of our Compliance & Ethics Advisors directly (see the Schiphol intranet for team members and their contact details).

If you suspect anyone of acting in violation of the Code of Conduct, you are required to report it. You can do this by:

- Contacting the Compliance & Ethics Team (integriteit@schiphol.nl)
- Directly contacting the Integrity Committee (integriteitscommissie@schiphol.nl)
- Anonymously reporting it via the Integrity Reporting Line (phone number 0800 022 2931 with access code 73371)
- If you are planning to report something or someone, you can use a confidential counsellor as a sounding board. You can find the confidential counsellors' contact details via Schiphol's intranet.
- Everyone at Schiphol has access to this page.

3.2 Communication

Dutch is the common language for maintenance work and projects at Schiphol. For communication and safety purposes, it is important that a Dutch-speaking person is always present who can also communicate in the language of the employees for whom they are responsible. As a contractor, you are responsible for communicating instructions in a language that employees can understand. Unhindered mutual communication within a team of employees must always be possible.

Health and safety documentation, such as Health and Safety Plans (V&G-plan) or Health and Safety Permit (V&G-vergunning) applications that must be verified by Schiphol are delivered exclusively in Dutch. You can make more detailed arrangements in this respect within the context of individual projects.

3.3 Rules and instructions for construction sites

The coordinating party establishes construction site rules for every project. Such rules must be project-specific and must be demonstrably shared with all employees prior to starting the work. You must hang additional instructions at every construction site and temporary storage outside building sites, including:

- Alarm sheet
- HSE Plan for the Execution Phase (VGM-plan Uitvoeringsfase A3)
- If you are using construction fencing or hoarding, install the Schiphol hoarding with an up-to-date Operating Permit Request (ICD-Change) on the outside (cf. section 3.11)

Workers must always be able to show an ICD-Change in other zones.

3.4 VCA and VCU

The Health, Safety and Environmental Checklist for Contractors (Veiligheid, Gezondheid en Milieu Checklist Aannemers, VCA) and Health and Safety Checklist for Temporary Workers (Veiligheid en Gezondheid Checklist Uitzendkrachten, VCU) apply for all work at Schiphol. See the [Regeling eisen VCA/VCU voor contractors binnen SNBV](#) (VCA/VCU requirements scheme for contractors within SNBV).

3.5 Workplan, VGM-/V&G-plan, TRA, BVP- and BLVC-plan

Please note! When we talk about a Health, Safety and Environmental plan (VGM-plan), we also mean a Health and Safety plan (V&G-plan) in the sense of the Working Conditions Decree, the chapter on the construction process. We use both terms.

Workplan

Schiphol's supervisor or project manager must approve work plans, so have them assessed prior to starting the work. Advice from Schiphol's project-safety expert may be necessary. If there are no standard procedures, regulations and workplace instructions for high-risk activities or tasks, or in special circumstances, the contractor must conduct an individual Task Risk Analysis (TRA). Schiphol's project-safety expert must verify and approve the TRA prior to starting the work.

VGM-/V&G-plan

If a project involves a reporting duty to the Netherlands Labour Authority or special risks as described in annex II of the European Directive, contractors must have a project-specific Health & Safety plan (V&G-plan) with a project-specific Risk Inventory and Evaluation (RI&E). The contractor's safety expert must verify and approve the Health & Safety plan, after which it is verified and approved by Schiphol's project-safety expert. Health & Safety plans must also be approved by Schiphol's Project Manager or Director prior to starting implementation. Health & Safety or Health, Safety & Environmental plans (V&G- and VGM-plan, respectively) focus on safety at the construction site within the perimeter fencing.

A generic Health, Safety & Environmental plan for Management, Maintenance or Modification will suffice for work relating to management, maintenance or modification (VGM-plan Beheer, Onderhoud en Modificatie, (BOM)). A Health, Safety & Environmental plan (VGM-plan) contains at least the sections described in the [checklist](#) for Health, Safety & Environmental plans.

The [flowchart](#) for Health & Safety plans (V&G-plannen) shows when you must create a Health, Safety & Environmental plan (VGM-plan), work plan or TRA and when you are required to report construction work to the Netherlands Labour Authority. Schiphol's contracting party is responsible for such reports.

BVP- and BLVC-plans

According to the Environmental Act (Omgevingswet), the safety of the environment must be ensured. Nuisance caused by noise, dust, and vibrations must also be prevented. The Decree on Buildings and the Living Environment (Besluit bouwwerken leefomgeving Bbl) also imposes obligations to limit risks and nuisance for the environment. The Bbl may require a Building Safety Plan (Bouwveiligheidsplan, BVP). The BVP focuses on the immediate impact of construction work on its surroundings. The competent authority may also require an Accessibility, Quality of Life, Safety and Communication Plan (Bereikbaarheid, Leefbaarheid, Veiligheid en Communicatie Plan or BLVC-plan). This covers the broader area around the construction site. Construction sites, particularly in Schiphol Centre, increasingly present a logistical challenge with an eye to the accessibility of, for instance, the Terminal, limited construction zones and construction safety zones (cf. the National Directive for Safety in Construction & Demolition (Landelijke Richtlijn Bouw- en Sloopveiligheid). You can establish a combined BVP- and BLVC-plan.

3.6 Permits

Construction or maintenance work in the Terminal, on Airside and Landside is never allowed without a written permit (ICD-Change) issued by the Schiphol Permit Portal. Please refer to the permit page on our website, which specifies which permits are required in what cases. This site is also accessible externally. Vergunningen@schiphol.nl

All approved permits must be present at the work site and shown to Schiphol's contracting party upon request. We check whether you comply with the permit's conditions, such as those relating to fire safety, the environment, working conditions and nuisance. An approved work permit is always associated with an approved Health, Safety & Environmental Plan for the project execution stage (VGM-plan Uitvoeringsfase), which includes an RI&E, or a work plan. A work plan must always contain a specific TRA.

The permit page on the Schiphol website provides more information on this topic. This page is relevant to all Schiphol employees and contractors who play a part in Schiphol's permit process.

3.7 Information and instructions for employees

In the execution phase, contractors are responsible for informing and instructing workers about safety risks and control measures at the work site. The table shows which minimum instructions must be provided. The Health & Safety Coordinator for the Execution Phase (V&G-coördinator Uitvoeringsfase) must verify compliance with the agreed control measures and agreements.

Consultation/information/instruction	Issued by:	Issued to:	Concerns:
Toolbox meetings according to the VCA standard	Contractor (V&G-coördinator Uitvoering)	Operational personnel	• Work methods • Use of equipment • Materials • Personal Protective Equipment (PPE) • Use of resources • Tools and other materials
Kick-off meeting/ Start-of-work meeting for new employees and day start	Contractor (V&G-coördinator Uitvoering)	Everyone working at the site	• Project-specific risks • Schiphol Golden Rules of Safety • Regulations specific to Schiphol or the project: - Emergency response/alarm instructions - Hygiene - Reporting incidents and unsafe situations - Working and break hours - Work permits
Project instructions/portal instructions	Contractor (V&G-coördinator Uitvoering)	Visitors	• Project-specific risks • Emergency response/alarm instructions • Compulsory PPE

For support, Schiphol provides a [safety instruction video](#) specifically for construction and maintenance. It focuses on the [Golden Rules of Safety](#).

3.8 Professional competence

Personnel must always be able to demonstrate the required professional competence and qualifications, on paper or digitally. Employees must be able to demonstrate this themselves for critical functions, for instance with a pass or card. Critical functions include traffic controllers, manhole supervisors and crane operators.

3.9 Construction power supply

Construction power supply refers to the movable and temporary power supply for construction work. As a contractor, you must define the requirements for the construction power supply in accordance with the legal requirements and Schiphol's design principles and in accordance with Schiphol's [Electrical Engineering Safety Management System \(Veiligheidsmanagementsysteem Elektrotechniek, VMSE\)](#). These requirements are a part of the permit application (technical permit request (TVA) and ICD-Changes).

3.10 Inspections

Work assets and PPE must comply with the established health, safety and environmental requirements (including CE marking) in line with the most recent health, safety and environmental standard. Inspections are done at least once a year, and the last inspection date is specified on the work assets and PPE.

3.11 Closing off construction and work sites

Construction and maintenance sites must be closed off from the operational processes. Barriers must comply with the [OPS Terminal Implementation Conditions \(Uitvoeringsvoorwaarden OPS Terminal\)](#).

For Airside, these requirements are laid down in the following Business Area Aviation Manuals: 1.6 Airport Infrastructure Management Manual, section 1.6.3 Temporary Measures. Ask your contracting party for more information.

You must display relevant safety information on construction signs in the Schiphol corporate style. Textual notifications on the construction signs must be printed in Dutch at the very least. The signs must feature the following minimum information in text and icons:

- 'Alleen bevoegd personeel' (Authorised personnel only)
- What PPE is required
- 'Alle medewerkers melden bij uitvoerder' (All workers must report to the site supervisor)
- Schiphol's Golden Rules of Safety

The following requirements also apply:

- Deploy safety signs and assets in line with the risks.
- Install prohibition signs: no smoking and open flame, parking bans and other prohibited activities.
- Install fire-prevention signs near fire-extinguishing equipment, such as fire extinguishers, fire-fighting valves, (dry) extinguishing agent pipe connections, and fire blankets.
- Show all emergency exits, passages, fire doors, first-aid stations, eye-rinsing stations and assembly points with icons.
- Make sure all safety signs are always clearly legible.

The following requirements apply for access to Infrastructure technical rooms and roof access:

- Employees who must work on, with or near technical systems may be eligible for authorisation to enter technical spaces individually.
[For the procedure for applying for authorisation, please refer to the VMSE Operational Manual, annex 4: Procedure for issuing keys.](#)
- Report all instances of roof access to the Control Centre. You can use the Safe to Go app to do this. Required information: location of roof access, nature and duration of the work, company, number of individuals, Schiphol Pass number.
- We may issue a prohibition on roof access in specific situations, including high wind speeds or an impending thunderstorm. This applies to all buildings on Schiphol grounds. [The procedure for roof access applies.](#)

3.12 Asbestos management plan

We have created the [Asbestos Management Plan \(Asbestbeheersplan\)](#) because materials containing asbestos may still be present in the buildings, systems and piping at Schiphol. This plan is part of Schiphol's Working Conditions Policy.

The objective of the Asbestos Management Plan is to prevent exposure to asbestos or materials containing asbestos. The Asbestos Management Plan covers all buildings, systems and piping systems owned by Schiphol Nederland BV (SNBV) and Schiphol Real Estate B.V. An asbestos inventory is required to prevent working on or with materials containing asbestos and risking undesirable emissions. You can submit a request for an asbestos inventory to the Asbestos Desk. The Asbestos Desk also acts as the central point of information and provides additional support and expert advice for projects. You can reach the Asbestos Desk at asbestloket@schiphol.nl.

3.13 Chromium-6/Lead management plan

In case of machining work or demolition of system parts suspected of containing chromium-6 or lead, the [Chromium-6/Lead Management Plan](#) applies. The measures in this plan aim to manage and control the health risks associated with exposure to chromium-6 and lead. It will tell you what action must be taken when preparing and executing maintenance work.

3.14 Smoking policy at Schiphol

Smoking is not allowed within the Airport area in the publicly accessible and restricted areas of the Terminal, as well as in the protected areas both inside and outside the Terminal complex. An exception to this, are the smoking areas approved by the Operator and designated as such. This prohibition also applies to the use of substitutes for smoking, such as electronic cigarettes and similar products containing nicotine or any other substance. (Article 14 Schiphol Regulations).

4 Schiphol-specific environmental requirements

4.1 General requirements

Schiphol aims for all processes to have minimal impact on the environment and to always comply with laws and regulations, based on the principle that the best available techniques are applied.

To comply with laws and regulations, Schiphol uses the Integrated Permits Tool (IVT). This IVT allows you to determine which environmental permits are required. The IVT is available on Schiphol's Intranet for both internal and external employees with a Schiphol account. Having a permit and complying with it correctly also ensures that (environmental) risks are adequately managed.

We have divided the various topics into environmental compartments. These compartments are explained in the following paragraphs.

4.2 Hazardous substances

Hazardous substances must be stored in accordance with the permit under the Environmental Management Act (Wm-vergunning) granted to Schiphol Nederland BV, 2019, and its requirements, including the referenced PGS 15 (publication date 2016).

For companies and establishments that have their own environmental permit, the requirements from that permit apply (this is relevant for various tenants of Schiphol Real Estate, such as cargo buildings). If there is any doubt as to whether something falls under Schiphol's environmental permit, a permit check must be carried out through the IVT. See the Schiphol permits page for further information.

Additional requirements

Within the Terminal Complex, it is prohibited to store acetylene. The following articles from the Schiphol Regulations are also relevant in this context:

- Article 12 – Reporting emergencies, incidents and unsafe situations.
- Article 14 – General rules regarding fire safety within the airport area.
- Article 27 – Regulations regarding fuel, hazardous substances and explosives.

If hazardous substances are classified as Substances of very High Concern (Zeer Zorgwekkende Stoffen, ZZS), the requirements in the Environment and Planning Activities Decree (Besluit activiteiten leefomgeving) also apply. What it means for construction and renovation areas is explained in the section on Air Quality.

4.3 Water

The water compartment covers groundwater, rainwater, and surface water. The regulations for, among other things, the extraction and discharge of (ground)water, digging in a seepage-sensitive area (Haarlemmermeerpolder), constructing pavements and/or surface water or draining it, are included in the Water Authority regulation of the Hoogheemraadschap van Rijnland.

Any required surface water compensation must be coordinated during the design phase of a project with ASM, which is responsible for surface water quantity.

Water-related activities (abstraction and discharge, excavation, construction of pavements, infilling of surface water) are regulated through the required Environmental Permit for water activities or through a notification to the competent authority (Hoogheemraadschap van Rijnland).

4.4 Air quality

Local air quality must comply with European Directive 2008/50/EC. This directive is implemented in Dutch legislation through the Environment and Planning Act (Omgevingswet) and the Environment and Planning Decree (Besluit kwaliteit leefomgeving – Bkl). Requirements for emissions to air are laid down in the Environment and Planning Activities Decree (Besluit activiteiten leefomgeving – Bal).

Additional requirements

In general, it applies that during activities on the Schiphol site, substances that negatively affect air quality must not be released unnecessarily. Below are several situations for which Schiphol sets specific requirements; however, emissions must also be minimized in all other situations.

- **Unnecessarily idling of fuel engines**

Because exhaust fumes from fuel engines negatively affect air quality, the use of generators is prohibited on the Schiphol site. If this is nevertheless necessary for specific activities, you can apply for a permit via the IVT. In addition, it is not permitted to let a vehicle engine idle unnecessarily.

- **(Potential) Substances of Very High Concern**

For all activities on the airport site, the release of (potential) Substances of Very High Concern (SVHC / ZS) into air and water must be avoided. If avoidance is not possible, for example because certain substances are legally prescribed, their use must be minimized.

If products containing SVHC/ZS are present or used with an annual throughput exceeding 100 litres or kilograms, this must always be reported to Schiphol via milieu@schiphol.nl. The report must specify which products are involved, why they are used, and why it is not possible to use alternative substances without SVHC/ZS.

Additionally, a Material Safety Data Sheet (MSDS) must be submitted, which must be less than three years old. For an up-to-date overview of SVHC/ZS substances, see:

<https://rvszoekstelsysteem.rivm.nl/Stoffen>

- **Nitrogen**

Emissions of nitrogen oxides (NO₂) or ammonia (NH₃) are only permitted to a limited extent at Schiphol. If generators, machinery, or vehicles with combustion engines are used during activities, you must first assess whether a permit is required. Use the IVT for this.

If the permit specifies which generators, machinery, or vehicles must be used, you are not allowed to deviate from this. During activities, you must keep a logbook recording which generators, machines, and vehicles are used on the construction site. The logbook must include at least the following information:

- A description of the work;
- Location of the work;
- Date;
- Per day:
 - The presence of a generator and the number of running hours, diesel consumption, and AdBlue consumption;
 - An overview of machines with the number of running hours, diesel consumption and AdBlue consumption for each machine;
 - An overview of the number of vehicle movements to and from the work site, with for each vehicle: vehicle type (passenger car, commercial van, truck), Euro Class, and fuel type. Entering and exiting count as separate vehicle movements.

4.5 Particulate matter

Particulate matter can have a negative impact on air quality, with potential adverse effects on human health, and it can also interfere with airport operations. Therefore, emissions of particulate matter must be minimized.

Suspended particles are divided into three categories: S, sO (solid organic substances), and sA (solid inorganic substances). Substances classified in category sA are considered relatively hazardous. The Environment Regulation specifies for each substance or group of substances which class and category it falls under.

Under the following circumstances, measures are required:

- Indoor activities where dust is generated
- Outdoor activities where dust may affect airport operations
- Outdoor activities where dust may affect staff, passengers, and visitors
- Outdoor activities where dust may affect traffic

Ultrafine particles (UFP)

Schiphol is working to reduce emissions of UFP and aircraft and diesel engine emissions (VDME). UFP and VDME are released into the air when an aircraft starts or runs its engines, as well as by diesel-powered vehicles. There is a particular risk of exposure to UFP and VDME during activities on the apron.

At present, Schiphol has not established additional requirements for ultrafine particles. More information about VDME and UFP can be found on the Schiphol website: [Schiphol and ultrafine particles](#).

4.6 Noise outside the Terminal

There are requirements included in Schiphol's environmental permit regarding noise. Protection against noise from construction and demolition activities is regulated in different ways:

- Environment and Planning (Buildings) Decree (Bbl): for the professional construction, reconstruction, and demolition of structures.
- Environmental Activities Decree (Bal): for mobile installations used to crush construction and demolition waste.
- Under the Environment and Planning Act, it is prohibited to carry out construction activities without an environmental permit.
- Under the Environment and Planning Act and the Bal, the applicant must provide data and documents regarding safety and the prevention of nuisance during construction.

Based on this information, the North Sea Canal Area Environmental Service assesses whether it is plausible that the construction of the structure concerned complies with the provisions of Chapter 6 of the Bbl.

Noise can cause significant nuisance. During the execution of works, noise must be prevented as much as possible, especially during the evening period (19:00–23:00) and night period (23:00–07:00).

Demolition notification

Under the Environment and Planning (Buildings) Decree (Bbl), there is a notification requirement for demolition activities where a significant amount of demolition waste is generated or where asbestos is removed. This can apply to structures, but also to other activities such as maintenance or renovation.

If it is expected that the applicable noise limits for demolition activities will be exceeded, an acoustic report must be submitted to the competent authority together with the demolition notification, in accordance with the Bbl.

Mobile rubble crusher

For the mobile crushing of construction and demolition waste, rules apply under the Environmental Activities Decree (Bal). These rules aim to ensure an adequate level of environmental protection. The initiator must inform the competent authority in advance of the activities in accordance with the notification requirements under the Bal. In addition, provisions have been set regarding, among other things, the maximum permitted noise levels and the times during which crushing activities may take place.

Prohibition on the use of generators and unnecessarily engine idling

Generators can produce a lot of noise for extended periods. This is one of the reasons why the use of generators is prohibited on the Schiphol site. If this is necessary for the work, a permit can be requested. In addition, it is not permitted to unnecessarily leave a vehicle engine running, and a vehicle may never be left unattended with the engine running.

4.7 Soil

National, regional, and local legislation and regulations apply to the environmental compartment of soil. For soil-related aspects or risks, the applicant will receive advice and conditions from a Schiphol Soil Advisor. To do so, please contact bodemzaken@schiphol.nl. Based on the application and the soil quality at the location, the applicant will receive a Soil Declaration. Without this statement, it is not permitted to carry out work in the soil at Schiphol. It may be necessary to conduct a soil investigation beforehand. In that case, please take into account a processing time of up to approximately 180 days.

4.8 (Hazardous) waste

Chapter 10 of the Environmental Management Act (Wet Milieubeheer) concerning waste is applicable at Schiphol. In addition, provisions regarding waste are included in the environmental permit.

Waste management is an effective instrument for working in a sustainable or circular way. With proper waste management during and after a project, we can significantly reduce the amount of waste, for example through the reuse of waste materials. The environmental impact of waste is substantial, so considerable environmental benefits can be achieved in this area.

Circularity can be achieved by:

- Recycling (internally and externally);
- Encouraging reuse (repair and refurbishment);
- Remanufacturing.

If these options are not feasible, a residual waste stream remains that can be disposed of as regular waste. Hazardous waste must be managed and stored in accordance with regulations on hazardous substances (see section 4.2) and must be transported to a licensed waste processor.

If it is known that a substance of very high concern (SVHC / ZZS) may be present in the waste, this must be reported to the processor in accordance with Article 10 of the Decree on the Reporting of Industrial Waste and Hazardous Waste (Besluit melden bedrijfsafvalstoffen en gevaarlijke afvalstoffen).

Additional requirements

The Schiphol rules include several articles for the management of (hazardous) waste that must be complied with by everyone:

- Article 22 – General rules on pollution, waste and leakages within the airport area:
Waste and litter must always be prevented or cleaned up to avoid dispersion.
- Article 30 – Provisions relating to fuels, hazardous substances and explosives.

4.9 Spills (unintended release of liquids)

Under Article 19 of the Environment and Planning Act (Omgevingswet), Schiphol has obligations regarding the handling (clean-up) of leaks to limit or prevent environmental damage. The environmental requirements for parties aiding in handling (cleaning up) leaks within the Schiphol airport area are set out in the Environmental Requirements Handbook ([Handboek Milieu-eisen](#)). In addition, leaks must be reported to the airport service, operations control centre, or emergency control centre.

Additional requirements

The Schiphol rules include several articles regarding the unintended release of liquids (leaks), which everyone must comply with:

- Article 12 – Reporting emergencies, incidents and unsafe situations:
Everyone is required to report such situations immediately to the operator: Schiphol.
- Article 23 – General rules on pollution, waste and leakages within the airport area.

5 Emergency preparedness

5.1 Emergency Response Team (BHV)

An in-house emergency response (BHV) organisation is mandatory to assist individuals quickly and adequately if they fall ill or suffer injuries. Schiphol's emergency response team operates throughout the airport grounds. Construction sites are an exception as contractors are responsible for emergency response tasks in these zones. However, this does not mean that employers are not responsible for implementing emergency response tasks within their own organisation or the areas/premises they lease. Schiphol's emergency response team will always come to the scene of any reported emergency and is responsible for coordinating with other emergency services.

The content of the Alarm Sheet (see the next section) and the general emergency number 0031 20 601 22 22 must always be discussed in the introduction session of a construction site or project.

5.2 Contractor crisis plan

Contractors are expected to prepare a crisis plan or crisis instructions (an Alarm Sheet) based on expected risks for each individual project. The Alarm Sheet describes required actions in case of emergencies, such as a fire, injury and evacuation. In the Terminal and on Airside, you can consult with Schiphol's in-house emergency response team for this purpose. Employers are responsible for implementing emergency response tasks within their own organisation or the areas/premises they lease.

The crisis instructions are a part of the project-specific Health & Safety Plan (V&G-plan) or the generic Health, Safety and Environmental Plan for Management, Maintenance and Modification (VGM-plan Beheer, Onderhoud en Modificatie, BOM). Contractors are responsible for providing this information to all stakeholders.

The principles of the Dutch Working Conditions Act (Arbowet, BHV) and high-risk activities (not exhaustive) are leading for a crisis plan, for instance working at height, in confined spaces, electrical engineering, working solo in remote locations, and hot work. Additional crisis instructions or high-risk work instructions must be discussed with personnel prior to starting the work. Contractors must verify the correct operation of their crisis plan or instructions by means of exercises. Exercises must be conducted at least once for projects with a lead time between three months and one year. An evacuation exercise must be organised at least annually for projects with a lead time exceeding one year.

6 Reporting accidents, incidents and unsafe situations

Undesirable situations may still occur in a safe environment. It is important that such situations are reported and investigated and corrective or preventive measures implemented. Reporting, registering and investigating such situations is vital if we are to prevent recurrence. Please refer to the https://assets.ctfassets.net/biom0eqyyi6b/4LtLowU4tOccs6KSKGwacG/816b7cb85369600c828e04d8a3b6e242/Procedure_voor_melden_registreren_ENG-V3.pdf for Amsterdam Airport Schiphol.

7 Just culture

We actively work to maintain a 'Just Culture' where everyone reports unsafe situations or unsafe practices and accidents, so that we - as an organization - learn from them. Within this 'Just Culture', we assure everyone that a report will be treated confidentially and that reporting such information will not lead to personal repercussions, except in cases of intent or gross negligence.

8 Enforcement of Health, Safety and Environmental regulations

Any party engaging in (construction) work within airport grounds must comply with working conditions and environmental laws, Schiphol Regulations, the HSE Standard, and the associated Golden Rules of Safety ([cf. Schiphol Regulations article 17.2](#)).

The HSE Standard and the Golden Rules of Safety are an integral part of the Schiphol Regulations. Non-compliance with Schiphol Regulations is considered an unlawful act with respect to Amsterdam Airport Schiphol.

As the contracting party, Schiphol is responsible for overseeing and enforcing compliance with these laws and regulations. Schiphol is authorised to impose sanctions in the event of non-compliance.

9 Document details

9.1 Glossary of terms and abbreviations

AAS	Amsterdam Airport Schiphol
Airside	Behind security boundaries. Cf. Schiphol Regulations for specific designations and security levels
ASM	Asset management
ATEX zone	ATMosphères EXplosibles: sites where an explosive atmosphere may occur with a risk of gas, vapour or dust explosions
BES	Basis Eisen Set Brandveiligheid Terminal / Basic Requirement Set for fire safety in the Terminal
BHV	Company emergency response as described in article 15 of the Dutch Working Conditions Act (abbreviation of bedrijfshulpverlening)
BLVC	Accessibility, liveability, safety and communication (acronym for Bereikbaarheid Leefbaarheid, Veiligheid en Communicatie)
BOM	Management, maintenance or modification (acronym for Beheer, Onderhoud of Modificatie)
BRA	Soil Report Recommendations (acronym for Bodem Rapport Advies)
BVP	Building safety plan (abbreviation of bouwveiligheidsplan)
CMV	Central Permit Desk (acronym for Centraal Meldpunt Vergunningen)
FOD	Foreign Object Debris, which may result in Foreign Object Damage
HSE	Health, Safety and Environment
HWP	Hot Work Permit: permit for conducting activities in relation to 'hot work' on Airside or Landside
Landside	Public area outside restricted areas and the Terminal building
(New) construction and maintenance sites	An area in which construction, renovation or maintenance work is being done
Maintenance	The complex of activities aiming to maintain or restore machines, buildings, traffic infrastructure, computer programs, etc. in acceptable condition to safeguard the required level of functionality. Maintenance is understood to mean commissioning and decommissioning systems and assets, inspection work, all forms of preventive and corrective maintenance, and any work relating to resolving failures and disruptions
Contracting or commissioning party	The entity within Royal Schiphol Group NV awarding the contract
Contractor	Party working on behalf of an entity within Royal Schiphol Group NV
OVA	Operating Permit Request (acronym for Operationele Vergunning Aanvraag)
PPE	Personal protective equipment (PBM in Dutch)
RI&E	Risk Inventory & Evaluation
High-risk areas	Airfields, aircraft stands (in Dutch: VOPs), and perimeter roads on Airside
RTS	Schiphol Admission Regulations (Regeling Toelating Schiphol). These contain the rules and conditions for companies and organisations who wish to gain access to the Airside Security Restricted Area – Critical Parts, Airside Non-Security Restricted Areas, Airside Demarcated Areas of Landside Secured Premises by A.A.S. for their airport operations
SNBV	Schiphol Nederland B.V.
Technical room	Room containing technical systems and equipment necessary to the operation of the building/structure and the associated assets, including but not limited to, a meter room, lift motor room, electrical power supply and distribution room, heat and cold generating room
SRE	Schiphol Real Estate
Terminal	Set of lounges, piers, departure and arrival halls, basements and offices
TRA	Task Risk Analysis

TVA	Technical Permit Request (acronym for Technische Vergunning Aanvraag)
V&G-plan	Health & Safety Plan (abbreviation of Veiligheid- en Gezondheidsplan)
VCA	Health, Safety and Environmental Checklist for Contractors (Veiligheid, gezondheid en milieu Checklist Aannemers)
VCU	Health and Safety Checklist for Temporary Workers (Veiligheid en gezondheid Checklist Uitzendkrachten)
VGM	Health, Safety and Environment (Veiligheid, Gezondheid en Milieu), HSE being the preferred acronym
VMSE	Electrical Engineering Safety Management System (acronym for Veiligheidsmanagementsysteem Elektra)
Work area	An area in which construction and/or maintenance work is being executed
SVHC	Substances of very high concern (Zeer Zorgwekkende Stoffen, ZZS)

9.2 Version management

Version	Date	Section	Author
4.0	Nov 2023	Cover page	Title amended. Rob Kuiten
4.0	Nov 2023	Document	Incorporated review comments from the review group (MC safety expert). Rob Kuiten
4.0	Nov 2023	Document	Incorporated review comments from the Steering Group (Schiphol Projects, SRE, ASM, HSE). Rob Kuiten
4.0	Nov 2023	1.1	Added: Content and executive responsibility and document management. Rob Kuiten
4.0	Nov 2023	1.1	Added how the HSE Standard was established. Rob Kuiten
4.0	Nov 2023	1.2	Updated the Policy Statement on Health, Safety and the Environment. Rob Kuiten
4.0	Nov 2023	1.3	Described the purpose of this document. Rob Kuiten
4.0	Nov 2023	1.4	Substituted target group for area of application. Rob Kuiten
4.0	Nov 2023	2	Deleted the entire set of Golden Rules of Safety from the HSE Standard and limited this to listing the titles with a reference to www.schiphol.nl/safety . Rob Kuiten
4.0	Nov 2023	3	Changed the header Safety to Schiphol-specific health and safety requirements. Rob Kuiten
4.0	Nov 2023	3	Limited the topics to relevant Schiphol-specific aspects in addition to working conditions and VCA regulations. Rob Kuiten
4.0	Nov 2023	3.1	Aligned the employee code of conduct with the Schiphol Code of Conduct and added the reporting options. Rob Kuiten
4.0	Nov 2023	3.2	Communications: eliminated English as the working language. All documents that are verified and approved by Schiphol are delivered in Dutch. Rob Kuiten
4.0	Nov 2023	3.3	Eliminated appendix 1 with standard construction site rules. Added project-specific instructions on construction fencing/hoarding. Rob Kuiten
4.0	Nov 2023	3.4	VCA/VCU certification: deleted the training requirements and referred to the Scheme regarding VCA/VCU requirements for contractors within SNBV. Rob Kuiten
4.0	Nov 2023	3.5	Work plan, VGM-/V&G-plan, TRA, BVP- and BLVC-plan: content of work plan eliminated. Specified which plans are in force at what moments and added a flowchart in appendix 2. Rob Kuiten
4.0	Nov 2023	3.7	Information and instruction for employees: merged the chapters Start of work meeting, day start meeting, Toolbox and Construction Site introduction and training in one table. Rob Kuiten

4.0	Nov 2023	3.8	Deleted qualification matrix and limited this to the requirement that stakeholders must be able to demonstrate the required qualifications for projects.	Rob Kuiten
4.0	Nov 2023	3.9	Limited construction electrical systems to the requirements imposed by Schiphol, including a reference to the VMSE.	Rob Kuiten
4.0	Nov 2023	----	Deleted the section on medical screening.	Rob Kuiten
4.0	Nov 2023	3.10	Inspection and approval: reference to the current VCA standard and added specific re-inspection and approval date.	Rob Kuiten
4.0	Nov 2023	3.11	Substituted Closing off construction and work sites for Safety signage with a reference to 'OPS Implementation Conditions Terminal' and the Business Area Aviation Manual 1.6 Airport Infrastructure Management Manual, section 1.6.3 Temporary Control Measures for Airside. Maintain specific safety signage. Deleted the section Floor and wall openings.	Rob Kuiten
4.0	Nov 2023	3.12	Added the section Access management for ASM technical spaces and roof access prohibition.	Rob Kuiten
4.0	Nov 2023	3.13	Added the section Asbestos Management Plan.	Rob Kuiten
4.0	Nov 2023	3.14	Added the section Chromium-6/lead management plan.	Rob Kuiten
4.0	Nov 2023	3.15	Added the section Smoking policy at Schiphol.	Rob Kuiten
4.0	Nov 2023	4	Substituted the title Schiphol-specific environmental requirements for the Environment for Environment.	Rob Kuiten
4.0	Nov 2023	4	All of chapter 4 was rewritten by the Environmental Department at HSE R&C with the following areas of concern: hazardous substances, water, air quality, dust, noise outside the terminal, soil, and hazardous waste.	Rob Kuiten
4.0	Nov 2023	----	Deleted the chapter Security and access arrangements.	Rob Kuiten
4.0	Nov 2023	5	Substituted the title Emergency preparedness for Crisis plan. Further copy adjustments.	Rob Kuiten
4.0	Nov 2023	6	Added the motivation to continue reporting undesirable situations with a reference to the Procedure for reporting, registering and investigating undesirable events.	Rob Kuiten
4.0	Nov 2023	7	Replaced the text on Just Culture with the text that the HSE standard and Golden Rules of Safety are an integral part of the Schiphol Regulations. Non-compliance constitutes a violation of these regulations.	Rob Kuiten
4.0	Nov 2023	7	Added which party monitors and enforces compliance with the Schiphol Regulations and HSE standard, including the Golden Rules of Safety.	Rob Kuiten
4.0	Nov 2023	8.1	Deleted RAMS from glossary.	Rob Kuiten
4.0	Nov 2023	8.1	In glossary: modified (new) construction and maintenance sites, work area, maintenance, and technical spaces.	Rob Kuiten
4.0	Nov 2023	Appendices	Deleted Appendix 1 Construction site regulations.	Rob Kuiten
4.0	Nov 2023	Appendices	Replaced Appendix 2 Matrix Criteria for V&G-plan, work plan and TRA with a flowchart.	Rob Kuiten
4.0	Nov 2023	Appendices	Appendix 1: Policy Statement on Health, Safety and the Environment, March 2023, inserted.	Rob Kuiten

5.0	May 2026	Whole document	ASM and Projects replaced by Schiphol Infrastructure and Construction management	Rob Kuiten
5.0	May 2026	Whole document	OVA replaced by ICD-Change	Rob Kuiten
5.0	May 2026	3.5	Building Decree (Bouwbesluit) replaced by the Environment and Planning Act (Omgevingswet) and the Buildings and Living Environment Decree (Bbl: Besluit Bouwwerken Leefomgeving)	Rob Kuiten
5.0	May 2026	3.12	Report every roof access to the Control Center via the Safe-to-Go app.	Rob Kuiten
5.0	May 2026	3.15	Schiphol smoking policy brought into compliance with Art. 14 of the Schiphol Rules	Rob Kuiten
5.0	May 2026	7	Chapter regarding “Just Culture” added.	Rob Kuiten
5.0	May 2026	1.3 + 1.4	Paragraphs merged to one paragraph.	Anouk van den Heuvel
5.0	May 2026	Whole document	Update hyperlinks and changed document to new corporate identity of Schiphol.	Anouk van den Heuvel
5.0	Jun 2026	4.1 – 4.9	Review of the content of chapter 4.	Rhea Lambregts Annemarie van Biemen (Soil)

