



# HSE-Standard Schiphol

## for Construction and Maintenance

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Version 4.0  
Amsterdam Airport  
Schiphol

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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 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 Projects, Asset 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](http://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](http://www.schiphol.nl/safety) and in the Business Area Aviation Manual, section 5 Management Systems.

## 1.3 WHY DO WE HAVE A HSE STANDARD?

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).

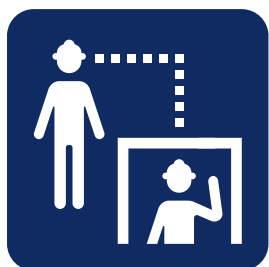
The HSE Standard is leading unless the laws and regulations impose more stringent requirements. Diverging conditions may be formulated for specific work domains, such as technical luggage zones, which may include additional instructions that your contracting party will explain to you prior to accessing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

## 1.4 FOR WHOM IS THE HSE STANDARD INTENDED?

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](http://www.schiphol.nl/safety). A comprehensive description, associated toolboxes and background documents are accessible on this website by clicking a symbol.



## 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 B.V. (SNBV) and Schiphol Group B.V. 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](mailto: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](mailto:integriteit@schiphol.nl))
- Directly contacting the Integrity Committee ([integriteitscommissie@schiphol.nl](mailto: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 (OVA) outside (cf. section 3.11)

Workers must always be able to show an OVA 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 WORK PLAN, 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.



### **Work plan**

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**

In article 8.7, the Dutch Buildings Decree states, among other things, that danger and disruption to a project's environs must be prevented. The all-in-one permit for physical aspects (Omgevingsvergunning) 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 (OVA) 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.

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	<ul style="list-style-type: none"> <li>• Work methods</li> <li>• Use of equipment</li> <li>• Materials</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Use of resources</li> <li>• Tools and other materials</li> </ul>
Kick-off meeting/ Start-of-work meeting for new employees and day start	Contractor (V&G-coördinator Uitvoering)	Everyone working at the site	<ul style="list-style-type: none"> <li>• Project-specific risks</li> <li>• Schiphol Golden Rules of Safety</li> <li>• Regulations specific to Schiphol or the project: <ul style="list-style-type: none"> <li>- Emergency response/alarm instructions</li> <li>- Hygiene</li> <li>- Reporting incidents and unsafe situations</li> <li>- Working and break hours</li> <li>- Work permits</li> </ul> </li> </ul>
Project instructions/portal instructions	Contractor (V&G-coördinator Uitvoering)	Visitors	<ul style="list-style-type: none"> <li>• Project-specific risks</li> <li>• Emergency response/alarm instructions</li> <li>• Compulsory PPE</li> </ul>

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 OVA).

### 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 every 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 \(Uitvoeringsvoorwaarden OPS Terminal\)](#) and its [appendices](#).

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 clearly legible at all times.

### 3.12 ACCESS MANAGEMENT FOR ASM TECHNICAL SPACES AND ROOF ACCESS PROHIBITION

The following requirements apply for access to Asset Management (ASM) technical spaces 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.](#)

### 3.13 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 B.V. (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](mailto:asbestloket@schiphol.nl).



### 3.14 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.

### 3.15 SMOKING POLICY AT SCHIPHOL

Smoking is allowed outdoors only and exclusively in designated smoking areas ([article 18 Schiphol Regulations](#)). This also applies to electronic vaping devices with or without nicotine, so-called e-cigarettes.

The designated smoking areas are:

- **Landside**  
Several spots are designated as smoking areas directly outside the Terminal on Landside.
- **Airside**  
There are limited areas for smoking on Airside. Special locations with smoking facilities have been set up near some of the piers.
- **Baggage basements**  
Smoking is prohibited everywhere in the baggage basements
- **Terminal**  
Smoking is not allowed anywhere in the Terminal.
- **Offices**  
Smoking is not allowed anywhere in office buildings.
- **Construction zones**  
A temporary smoking facility is allowed only if you can prevent an undesirable traffic flow of employees that want to smoke, and only after being issued an (internal) permit.
- **Other locations**  
Indoor smoking facilities are prohibited for buildings leased by third parties.

## 4. Schiphol-specific environmental requirements

### 4.1 GENERAL REQUIREMENTS

Schiphol strives to ensure minimum environmental impact of all of its processes and to comply with all laws and regulations. Our starting point is that the best available technologies are implemented at all times.

Schiphol uses the [permit scan](#) to ensure legal and regulatory compliance. The scan enables you to determine what environmental permits are required and can be found on the Schiphol intranet for internal and external employees with a Schiphol account. A permit and compliance with its requirements also covers (environmental) risks.

We have categorised the various topics in environmental compartments. The compartments are described in the following sections.

### 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 B.V., 2019, and its requirements and references to the PGS 15 (publication date 2016).

The requirements in the permit apply to companies and facilities with their own environmental permit (this applies to several tenants of Schiphol Real Estate such as cargo buildings). You must conduct a permit check if there is any doubt as to whether anything is covered by Schiphol's environmental permit. For more information, please refer to the Schiphol permit page.

#### Additional requirements

There is a prohibition on storing acetylene within the Terminal complex. In this context, the following articles of the Schiphol Regulations are important:

- Article 16 – Reporting incidents and unsafe situations
- Article 18 – General rules regarding fire safety within the airport area
- Article 30 – Regulations governing fuel, hazardous substances and explosives

If hazardous substances are classified as substances of very high concern (Zeer Zorgwekkende Stoffen, ZZS), the requirements in the Environmental Management Activities Decree (Activiteitenbesluit milieubeheer) also apply. The section on Air Quality describes what this means for construction and conversion work areas.

### 4.3 WATER

The water compartment covers ground-, rain- and surface water. The Environmental Management Activities Decree applies to (ground)water discharge operations. The Dutch Water Act applies to all other operations, including discharge of extracted groundwater. In addition to the Water Act, the certification by the Rijnland water board applies.

Furthermore, Schiphol has additional requirements for any surface water compensation that may be required. These are prescribed in the required Water Permit prior to project execution or reported to the competent authority, the Rijnland water board.

### 4.4 AIR QUALITY

You must always comply with the European Framework Directive 2008/50/EC, which is implemented in Dutch legislation with the Environmental Management Act (title 5.2 Wm). Requirements for emission into the air are described in article 2.3 of the Environmental Management Activities Decree (general air quality regulations).

### Additional requirements

In general, substances with a negative impact on air quality must not be released during operations on Schiphol grounds. We will mention a number of situations for which Schiphol imposes requirements in all cases, but emissions must be limited to the absolute minimum in all other situations as well.

- **Unnecessarily running internal combustion engines**

Since exhaust gases from fuel engines have a negative impact on air quality, Schiphol has imposed a ban on the use of generators on its grounds. If a generator should prove necessary for specific work, you can apply for a permit via [vergunningen@schiphol.nl](mailto:vergunningen@schiphol.nl). It is also not allowed to let the engine of motorised vehicles run unnecessarily.

- **(Potential) substances of very high concern**

The emission or discharge of (potential) substances of very high concern (Zeer Zorgwekkende Stoffen, ZZS) into the air or water must be avoided in all operations. If this cannot be avoided, for instance because specific substances are required by law, the use of these substances must be limited to the absolute minimum (a day's supply). If products containing substances of very high concern are present or used, you must always report this to Schiphol via [milieu@schiphol.nl](mailto:milieu@schiphol.nl). You must specify the substances used, why they will be used, and why alternative substances without SVHCs cannot be used. You must include an up-to-date Material Safety Data Sheet (MSDS) for all substances used with your request. You must also report the location, maximum stock and annual consumption for these substances. For an up-to-date list of SVHCs, please go to <https://rvszoekstysteem.rivm.nl/Stoffen>.

- **Nitrogen**

Nitrogen dioxide (NO<sub>2</sub>) and ammonia (NH<sub>3</sub>) emissions are only allowed at Schiphol to a limited extent. If generators, machines or vehicles with an internal combustion engine are used for any operations, you must check in advance whether a permit is required for these operations. Use the permit scan; check the Schiphol permit page. If the permit specifies the generators, machines or vehicles to be used, you are not allowed to deviate from the specified equipment. You must keep a log during operations to record what generators, machines and vehicles are deployed at the construction site. The log must contain 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 present 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 DUST

Floating dust can have a negative impact on air quality and our health. It can also affect the airport's operations. For all these reasons, dust emissions must be limited to the minimum.

Airborne particles are classified into three categories: Particulate matter (PM, 'S' in Dutch), particulate organic matter (POM, 'sO' in Dutch), and particulate inorganic matter (PIM, 'sA' in Dutch). The substances in the category sA are considered relatively hazardous. Annex 12 of the Environmental Management Activities Decree lists the class and category for every substance and substance group.

Dust-control measures are necessary under the following circumstances:

- indoor activities that release dust
- outdoor activities that release dust that may impact airport operations
- outdoor activities that release dust that may affect personnel, passengers and visitors
- outdoor activities that release dust that may impact traffic

### **Ultra-fine particles**

Schiphol works to reduce ultra-fine particle emissions. Ultrafine particles (UFPs or jet and diesel fuel emissions, VDME in Dutch) are released into the air when an aircraft starts or runs its engines and due to the use of vehicles running on diesel. The risk of exposure to UFPs is particularly high when working on a platform.

Schiphol has not yet defined any additional requirements for ultrafine particles. More information about VDME and UFPs can be found at [www.schiphol.nl/ultrafijnstof](http://www.schiphol.nl/ultrafijnstof).

### **4.6 NOISE OUTSIDE THE TERMINAL**

Chapter 11 of the Environmental Management Act (Wet milieubeheer) is relevant with regard to noise. Regulations are also included in Schiphol's permit under the Environmental Management Act (Wm-vergunning). Protection against noise generated by construction and demolition work is regulated in different ways:

- Dutch Buildings Decree (Bouwbesluit) 2012: for commercial construction and conversion of buildings and demolition work.
- Decree on mobile crushing of construction and demolition rubble (Besluit mobiel breken bouw- en sloopafval): for a mobile system used to crush construction and demolition rubble.
- In article 2.1.1.a of the General Provisions of Environmental Law Act (Wet algemene bepalingen omgevingsrecht, Wabo): it is forbidden to construct or convert a structure without an all-in-one permit for physical aspects (Omgevingsvergunning).
- Article 2.2.6 of the Environmental Act Decree (Regeling omgevingsrecht): the applicant provides information and documents on safety and nuisance prevention during construction work.

The municipality uses these data to assess whether it is plausible that construction of the structure covered by the permit complies with the requirements in article 8.3 of the Buildings Decree 2012.

Noise can cause a lot of nuisance. As such, noise must be minimised during construction and demolition work, particularly in the evening (19:00-23:00) and night (23:00-07:00).

### **Demolition report**

On the basis of article 1.26 of the Dutch Buildings Decree 2012, there is a duty to report demolition work that results in more than 10m<sup>3</sup> of demolition waste or that includes asbestos removal. This may involve construction work as well as other activities, such as maintenance or renovation.

If it is plausible that the daily limit value or maximum exposure time specified in article 8.3 of the Buildings Decree will be exceeded, you must submit an acoustic study report when you notify the competent authority of the planned demolition work (article 1.26.6.f of the Buildings Decree 2012).

### **Mobile rubble crusher**

Article 10.52 of the Decree on mobile crushing of construction and demolition rubble (Besluit mobiel breken bouw- en sloopafval) applies to mobile crushers to ensure an adequate level of environmental protection. This Decree means that you must notify the competent authority in writing at least fifteen working days prior to starting the work. The Decree also contains provisions concerning the maximum allowable noise levels and the times at which a mobile crusher can be used: from 07:00 to 19:00 and not on Saturdays, Sundays and bank holidays.

### **Ban on the use of generators and unnecessarily running internal combustion engines**

Generators can produce a lot of noise over a long period of time. It is one of the reasons that the use of generators has been prohibited on Schiphol grounds. If it is necessary for specific activities, you can apply for a generator permit. Furthermore, it is not allowed to run vehicle engines unnecessarily or to leave a vehicle when the engine is still running.

#### 4.7 SOIL

National, regional and local laws and regulations apply for the environmental compartment. The Central Permit Reporting Desk (Centraal Meldpunt Vergunningen, CMV) is the leading authority for soil-related activities. The applicant will receive recommendations and requirements from Schiphol's Soil Consultant for soil-related aspects or risks. Send an email to [vergunningen@schiphol.nl](mailto:vergunningen@schiphol.nl).

##### **Additional requirements**

There are additional Schiphol-specific requirements. These are defined after the application in a so-called Soil Declaration. You are not allowed to work in Schiphol's soil without this declaration.

#### 4.8 (HAZARDOUS) WASTE

Chapter 10 of the Environmental Management Act (Wet milieubeheer) on waste applies at Schiphol.

Waste management is an effective tool for sustainable or circular operations. Good waste management during and after a project allows us to reduce waste volumes significantly, for instance by reusing residual materials. Waste has a high environmental impact so we can achieve a lot of environmental benefit in this way. We can realise circularity by:

- Recycling (internal and external)
- Stimulating reuse (repair and overhaul)
- Remanufacturing

If this is not an option, there is a residual stream that can be disposed of as regular waste. Hazardous waste must be managed and stored in line with hazardous substances (cf. section 4.2) and must be removed to an authorised processing facility.

##### **Additional requirements**

The Schiphol Regulations contain a number of articles for managing (hazardous) waste with which all personnel must comply:

- Article 22 – General rules on pollution, waste & spills within airport territory
- Article 30 – Regulations governing fuel, hazardous substances and explosives
- Waste and litter must always be prevented or cleaned up to prevent spreading.

#### 4.9 SPILLS (UNINTENDED RELEASE OF LIQUIDS)

Current national environmental laws and regulations (articles 17.1 and 17.2 Wm) impose requirements on Schiphol to manage (clean up) spills to prevent or limit (environmental) damage. The environmental requirements for the parties providing aid on airport grounds in processing (cleaning up) spills are laid down in the Environmental Requirements Manual (Handboek milieu-eisen).

##### **Additional requirements**

Schiphol Regulations contain a number of articles for managing the unintended release of liquids (spills) with which all personnel must comply:

- Article 16 – Reporting incidents and unsafe situations
- Everyone is obliged to notify the airport operator – Schiphol – immediately of the following incidents:
  - Incidents regarding safety, the environment or hazardous substances
  - Any discovery of spills from aircraft, vehicles, equipment, systems and/or stored materials
- Article 22 – General rules on pollution, waste & spills within airport territory



## 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 020-601 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 [Procedure for reporting, registering and investigating undesirable events](#) for Amsterdam Airport Schiphol.nl.

## 7 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 19.3](#)).

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.

## 8. Documentgegevens

### 8.1 GLOSSARY OF TERMS AND ABBREVIATIONS

<b>AAS</b>	Amsterdam Airport Schiphol
<b>Airside</b>	Behind security boundaries. Cf. Schiphol Regulations for specific designations and security levels
<b>ASM</b>	Asset management
<b>ATEX zone</b>	ATmosphères EXplosibles: sites where an explosive atmosphere may occur with a risk of gas, vapour or dust explosions
<b>BES</b>	Basis Eisen Set Brandveiligheid Terminal / Basic Requirement Set for fire safety in the Terminal
<b>BHV</b>	Company emergency response as described in article 15 of the Dutch Working Conditions Act (abbreviation of bedrijfshulpverlening)
<b>BLVC</b>	Accessibility, liveability, safety and communication (acronym for Bereikbaarheid Leefbaarheid, Veiligheid en Communicatie)
<b>BOM</b>	Management, maintenance or modification (acronym for Beheer, Onderhoud of Modificatie)
<b>BRA</b>	Soil Report Recommendations (acronym for Bodem Rapport Advies)
<b>BVP</b>	Building safety plan (abbreviation of bouwveiligheidsplan)
<b>CMV</b>	Central Permit Desk (acronym for Centraal Meldpunt Vergunningen)
<b>FOD</b>	Foreign Object Debris, which may result in Foreign Object Damage
<b>HSE</b>	Health, Safety and Environment
<b>HWP</b>	Hot Work Permit: permit for conducting activities in relation to 'hot work' on Airside or Landside
<b>Landside</b>	Public area outside restricted areas and the Terminal building
<b>(New) construction and maintenance sites</b>	An area in which construction, renovation or maintenance work is being done
<b>Maintenance</b>	The complex of activities aiming to maintain or restore machines, buildings, traffic infrastructure, computer programs, etc. in acceptable condition in order 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
<b>Contracting or commissioning party</b>	The entity within Royal Schiphol Group N.V. awarding the contract
<b>Contractor</b>	Party working on behalf of an entity within Royal Schiphol Group N.V.
<b>OVA</b>	Operating Permit Request (acronym for Operationele Vergunning Aanvraag)
<b>PPE</b>	Personal protective equipment (PBM in Dutch)
<b>RI&amp;E</b>	Risk Inventory & Evaluation
<b>High-risk areas</b>	Airfields, aircraft stands (in Dutch: VOPs), and perimeter roads on Airside

<b>RTS</b>	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
<b>SNBV</b>	Schiphol Nederland B.V.
<b>Technical space</b>	Space 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
<b>SRE</b>	Schiphol Real Estate
<b>Terminal</b>	Set of lounges, piers, departure and arrival halls, basements and offices
<b>TRA</b>	Task Risk Analysis
<b>TVA</b>	Technical Permit Request (acronym for Technische Vergunning Aanvraag)
<b>V&amp;G-plan</b>	Health & Safety Plan (abbreviation of Veiligheid- en Gezondheidsplan)
<b>VCA</b>	Health, Safety and Environmental Checklist for Contractors (Veiligheid, gezondheid en milieu Checklist Aannemers)
<b>VCU</b>	Health and Safety Checklist for Temporary Workers (Veiligheid en gezondheid Checklist Uitzendkrachten)
<b>VGM</b>	Health, Safety and Environment (Veiligheid, Gezondheid en Milieu), HSE being the preferred acronym
<b>VMSE</b>	Electrical Engineering Safety Management System (acronym for Veiligheidsmanagementsysteem Elektra)
<b>Work area</b>	An area in which construction and/or maintenance work is being executed
<b>SVHC</b>	Substances of very high concern (Zeer Zorgwekkende Stoffen, ZZS)

## 8.2 VERSION MANAGEMENT

<b>Versi-on</b>	<b>Date</b>	<b>Section</b>		<b>Auteur</b>
4.0	November 2023	Cover page	Title amended.	Rob Kuiten
4.0	November 2023	Document	Incorporated review comments from the review group (MC safety expert).	Rob Kuiten
	November 2023	Document	Incorporated review comments from the Steering Group (Schiphol Projects, SRE, ASM, HSE).	Rob Kuiten
4.0	November 2023	1.1	Added: Content and executive responsibility and document management.	Rob Kuiten
4.0	November 2023	1.1	Added how the HSE Standard was established.	Rob Kuiten
4.0	November 2023	1.2	Updated the Policy Statement on Health, Safety and the Environment.	Rob Kuiten
4.0	November 2023	1.3	Described the purpose of this document.	Rob Kuiten
4.0	November 2023	1.4	Substituted target group for area of application.	Rob Kuiten
4.0	November 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 <a href="http://www.schiphol.nl/safety">www.schiphol.nl/safety</a> .	Rob Kuiten
4.0	November 2023	3	Changed the header Safety to Schiphol-specific health and safety requirements.	Rob Kuiten

4.0	November 2023	3	Limited the topics to relevant Schiphol-specific aspects in addition to working conditions and VCA regulations.	Rob Kuiten
4.0	November 2023	3.1	Aligned the employee code of conduct with the Schiphol Code of Conduct and added the reporting options.	Rob Kuiten
4.0	November 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	November 2023	3.3	Eliminated appendix 1 with standard construction site rules. Added project-specific instructions on construction fencing/hoarding.	Rob Kuiten
4.0	November 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	November 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		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	November 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	November 2023	3.9	Limited construction electrical systems to the requirements imposed by Schiphol, including a reference to the VMSE.	Rob Kuiten
4.0	November 2023	----	Deleted the section on Medical screening.	Rob Kuiten
4.0	November 2023	3.10	Inspection and approval: reference to the current VCA standard and added specific re-inspection and approval date.	Rob Kuiten
4.0	November 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	November 2023	3.12	Added the section Access management for ASM technical spaces and roof access prohibition.	Rob Kuiten
4.0	November 2023	3.13	Added the section Asbestos Management Plan.	Rob Kuiten
4.0	November 2023	3.14	Added the section Chromium-6/lead management plan.	Rob Kuiten
4.0	November 2023	3.15	Added the section Smoking policy at Schiphol.	Rob Kuiten
4.0	November 2023	4	Substituted the title Schiphol-specific environmental requirements for the Environment for Environment.	Rob Kuiten
4.0	November 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	November 2023	----	Deleted the chapter Security and access arrangements.	Rob Kuiten
4.0	November 2023	5	Substituted the title Emergency preparedness for Crisis plan. Further copy adjustments.	Rob Kuiten
4.0	November 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	November 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	November 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	November 2023	8.1	Deleted RAMS from glossary.	Rob Kuiten
4.0	November 2023	8.1	In glossary: modified (new) construction and maintenance sites, work area, maintenance and technical spaces.	Rob Kuiten
4.0	November 2023	Appendices	Deleted Appendix 1 Construction site regulations.	Rob Kuiten
4.0	November 2023	Appendices	Replaced Appendix 2 Matrix Criteria for V&G-plan, work plan and TRA with a flowchart.	Rob Kuiten
4.0	November 2023	Appendices	Appendix 1: Policy Statement on Health, Safety and the Environment, March 2023, inserted.	Rob Kuiten