



Golden Rules of Safety

Safety cannot be taken for granted

Schiphol wants to be a safe place for everyone, passengers, visitors and workers alike. Safety is not something we can take for granted, however, which is why we formulated the Golden Rules of Safety. The Golden Rule of Safety in this brochure focuses on calling each other to account for unsafe behaviour.

Safety at work starts with you, but it is always a shared responsibility. At Schiphol, we work with people and for people. Which also means that we help one another and keep an eye on each other, particularly where safety is involved. If you feel that someone should devote more attention to safety at work, tell them so. This will help them stay safe and ensure that they do not endanger their surroundings. Our Golden Rule of Safety is therefore:

I always start my work with an LMRA

An LMRA is a short final check covering risks and risk management measures. You do the LMRA right before you get to work or if the circumstances have changed, so you can be sure that you are aware of, and control, all of the risks involved.

What risks?

Of course, you have already made the necessary preparations, but take another close look at the risks of the work and work site. Also consider your surroundings and the conditions in which you have to do your work. Is everything in good order, is everything sufficiently clear, and what about possible consequences for the environment? All these things can change without warning. With that in mind, you must also perform an LMRA after your break or after you have been away from your workplace even for a short while.

What purpose does an LMRA serve?

An LMRA involves looking at the work, work site and surroundings one final time. It aims to uncover any last risks and take suitable measures if necessary. Do not start work until you are certain that everything is fully under control. Do not let time constraints distract you. If necessary, explain to your supervisor or manager that the LMRA is important.

Who conducts the LMRA?

An LMRA is a rapid risk assessment done by the person who is actually going to do the work. You can also do an LMRA with a colleague or with your crew. You do not have to log an LMRA and it only takes a minute.

What can you expect from us?

Schiphol gives you space and time to do an LMRA before starting your work. We understand that you need to take a moment to be sure you can start your job safely.

see next page >



Do you have any tips or comments on how this toolbox can be improved? Or would you like to share your opinion with us? We would like to hear from you via:

safe_office@schiphol.nl

What does Schiphol expect from you?

We want you to take the LMRA seriously. How? There are three steps:

1. Assess for any dangers

Recognise any risks that may still exist at the work site despite the precautionary measures. Decide whether you are likely to be exposed to these risks. Do not start work if you consider the risks unacceptable!

Ask questions to assess the dangers, such as:

- Do I know the emergency number (020 601 22 22)?
- Has the work site been closed off so it is inaccessible to unauthorised individuals?
- Could I trip and fall?
- Do I have enough light to do my job?
- Am I at risk of direct contact with electricity on the work floor?
- Is there a risk of explosion or could it arise?
- Do I understand what my job is? Have I been given proper instructions and/or information?
- Do I need to be in (verbal) contact with my colleague(s)? If yes, how do we do this?
- Is the necessary firefighting equipment at hand?
- Do I have the mandatory and required personal protective equipment?
- Have I or others carried out all the necessary checks and measurements?
- Has all of the equipment been switched off and are all safeguards in place ([LOTOTO](#))?
- Are any other people working near my work site?
- What is the weather forecast and will it affect my work?

2. Implement measures to manage the risks

If you detect any risks, take the required measures to eliminate or control them. Check that you have taken the appropriate precautionary measures. You could consider the following questions:

- Do I have the necessary tools and personal protective equipment to do my work safely?
- Have other activities given rise to new risks at my work site?
- Do I have the right training or instructions and the right knowledge for this job?

If any precautionary measures to do your work safely are missing, do not start work and consult with your supervisor/manager. If all precautionary measures have been taken, go on to step 3.

3. Take action to ensure safe work

You take action to do your job safely. You implement measures to mitigate or manage the risks. If you cannot do it on your own, ask for help. For example: check the right work procedure, install warning signs, park any rolling equipment correctly.

What to remember

An LMRA is the ideal way to improve safety awareness even for routine tasks. When something becomes a routine, there is a risk of 'operational blindness'. An LMRA keeps you on your toes, every time. Remember to keep talking about safety and the value of LMRAs. This will help keep each other alert to risks and the need for safety at work.

Always conduct an LMRA before you start work, since prevention is better than cure!

TIPS:

- Be alert at all times!
- If in doubt, don't start the work.
- Consult with your manager or supervisor.