



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 working at height.

Working at height can be extremely dangerous. We must make every effort to prevent persons and objects from falling. Our Golden Rule of Safety is therefore:

I work safely at height

We speak of working at height if the height from which a person or object may fall is 2.5 metres or more. It also applies to recesses in floors or at smaller heights if there is a risk of falling on obstacles or protruding or moving parts, or into water. Working at height represents the following risks:

- Falling from a height
- Falling objects
- (Rolling) scaffolds and ladders falling over
- Falling through holes and recesses

What is your approach?

In order to determine what measures are required to work at height safely, you start at the source. Ask yourself whether the work must really be done at height. Is the answer yes? Then think of collective safety first, for instance by adding railings or using an aerial work platform. Sometimes, installing safety nets is an acceptable control measure. Personal fall protection is the last choice. It is allowed only if measures of a higher safety class are not reasonably possible.

Personal fall protection is allowed in case of incidental work that can be completed quickly, is done a few times per year at most, and does not take longer than 8 hours with a maximum of 2 persons each time. Examples are inspection work or system maintenance.

see next page >



Heb je tips of opmerkingen hoe deze toolbox beter kan? Of wil je jouw mening met ons delen?

We horen het graag via:
safe_office@schiphol.nl.

What assets will you use?

Is the work at height necessary? Then this asset choice is mandatory:

1. Aerial work platform. Is an aerial work platform not reasonably possible? The mandatory asset is:
2. (Rolling) scaffold. Is (rolling) scaffold not reasonably possible? The mandatory asset is:
3. Ladder with support bracket.

Important! A ladder is allowed for vertical transport only.

Points to note when using a work asset

Will you be using a work asset such as an aerial work platform, (rolling) scaffold or ladder? Generally speaking, you should rely on the user manual, the requirements in the Working Conditions Act, and the Safety, health and environmental checklist for contractors (Veiligheid, gezondheid en milieu Checklist Aannemers, VCA). Schiphol has also defined certain specific requirements for working with an aerial work platform, rolling scaffold, fixed metal scaffolding, and ladder or steps.

Aerial work platform

- Everyone in a safety cage on an aerial work platform must be formally qualified.
- Suitable fall protection (short, adjustable line) must be available and worn correctly. For a one-person aerial work platform, there may be rules applying in specific building areas that are laid down in the Health & Safety Plan (V&G-plan), Task Risk Analyses (TRA), or as a result of the Health & Safety Coordination.
- The work area beneath the safety cage must be cordoned off using a hard (French) barrier, so pedestrians cannot walk through the work area.
- After sunset, strobe lights must be used in outdoor locations to alert passers-by to the work at height. EASA regulations apply for Airside.
- Use a guide when moving an aerial work platform in passenger areas. Never move an aerial work platform with the cage at height.

Rolling scaffold

Only use a rolling scaffold if an aerial work platform cannot reasonably be used.

Fixed steel scaffolding

The Scaffolding Directive applies to assembling and disassembling steel scaffolding. The directive does not apply for aluminium rolling scaffolding. Also note:

- Scaffolding components must not obstruct passage on and to existing staircases.
- Scaffolding components must not obstruct emergency stop switches, emergency exits, fire alarm switches and sprinkler systems.
- After the scaffolding is installed, adequate environmental lighting must be available in the area around the scaffold.
- When building on grid or sheet flooring, such as tread plate, the feet must be placed on timber floor blocks to distribute floor loading and prevent concentrated loads.

Scaffolding and electricity

If there is an electrical system on or attached to the scaffolding, or if you are using electrical tools on the scaffolding, the scaffolding must be grounded in accordance with the scaffolding directive. While this is called grounding, in actuality this involves equalisation of any potential differences that may occur. The grounding value is not measured or recorded.

Work floors

Work floors are made from steel floor plates to reduce the fire load. Furthermore:

- Work floors must be covered with fire-retardant film (fire class B, s1-d0 in accordance with NEN EN 13501-1; reference: BES 08) to prevent dirt and materials being spread.
- If the scaffold is 1 metre wide and will be in place for more than 72 hours, a sprinkler system must be installed underneath the work floor. (Always have the fire officer inspect the scaffold.)

see next page >

Collision protection

If there is a chance that motorised vehicles will collide with the scaffolding, the following conditions apply:

- When scaffolding is installed in a location where collisions are a possibility, they must be equipped with suitable collision protection proportionate to the expected risk (impact).
- The scaffolding company that assembles the scaffolding must install the collision protection.

Delivery, handover and responsibilities

Schiphol conducts a delivery inspection to assess the interaction with its operations. The scaffold cannot be used until after the inspection. We do the inspection with the user or contractor or their representative.

Any contractor for Schiphol who is the contracting party for erecting scaffolding must comply with the requirements of the Scaffolding Directive and is responsible for:

- The required work permit that must be present on site (Operating Permit Request, OVA).
- Determining the extent to which the scaffolding represents an obstacle to Schiphol's operations (passengers, escape routes, emergency facilities, etc.).
- The handover form to hand over the scaffolding to the user (main contractor, MC).

Ladders and podium steps

- A ladder may only be used for vertical transport to reach a higher point. It must never be used as a work site. Only use a ladder with support bracket or podium steps if an aerial work platform or (rolling) scaffold cannot reasonably be used.



Ladder



Ladder with support bracket



Podium steps

- For the maximum work time on ladders and steps, see [Arbocatalogus \(Working Conditions Catalogue\) AC018 Werken op hoogte: vallen van draagbare ladders en trappen \(Working at height: Falling from movable ladders and steps\)](#).

Working on flat roofs

If you will be working on a flat roof, the principles in the Working Conditions Act and the Safety, Health and Environment Checklist for Contractors (VCA) will apply. Furthermore, Schiphol has a number of conditions:

- If there is a danger when entering the roof, the Team Manager Passenger Landside Control (TMPLC) will announce a general roof access ban. See also the document BASIS.0050 Terminal Roof Access Prohibition.
- If our thunderstorm alert system (OWS) sounds a thunderstorm alert, there is a ground handling ban on platforms and personnel is not allowed to access roofs. The OWS triggers an acoustic signal and the MC receives a telephone call.
- Employees who work with personal fall protection must be able to demonstrate their qualifications.

see next page >

Falling objects

- If there is a risk that objects might fall from the work area, the site below the work location must be closed off with a hard barrier. Take account of the horizontal factor of the trajectory of falling objects (building safety zone). You must also apply warning signs with texts like Beperkt toegankelijk gebied – geen toegang voor onbevoegden (Limited access area – authorised personnel only) and Werkzaamheden hierboven – gevaar voor vallende voorwerpen (Work at height – danger of falling objects).
- Take suitable measures to prevent tools from falling.
- If you must work on grid flooring over operational luggage zones, cover the grid flooring with fire blankets to prevent falling objects.

Floor openings

- Floor openings can be created only with permission from the structural engineer.
- Openings must be closed with covers that have adequate load-bearing capacity. If this is not possible, install a physical barrier; safety markings around an opening will not provide adequate protection.
- Mark covers on any floor opening with a warning: Vloersparing – doorvalgevaar, niet verwijderen (Floor opening – danger of falling, do not remove).

What can you expect from us?

Schiphol will always make sure that people can do their work safely. If you have any questions or need assistance, you can always contact us via your manager/supervisor or this email address: safe_office@schiphol.nl. And if you have any suggestions regarding possible improvements, we would love to hear from you. We are, after all, partners in safety.

What does Schiphol expect from you?

Conduct a Last Minute Risk Analysis (LMRA). See the Golden Rule of Safety regarding LMRA. Keep the following points in mind:

- Check the work permit.
- Inspect and check your workplace.
- Know where the escape routes and assembly points are.
- Check the work asset: aerial work platform, (rolling) scaffold, ladder or steps.
- Check the tools you will be using.
- Inspect and check your fall protection.
- Check the weather conditions and forecast.
- Ensure that the work area is cordoned off if you think there is a risk of falling objects.

Read this Golden Rule in combination with the Arbocatalogus (Working Conditions Catalogue) Werken op hoogte (Working at Height). You can find the PDF files at www.schiphol.nl/safety:

- AC018 WOH - falls from portable ladders and stairs
- [AC019 WOH - falls from a height](#)
- [AC020 WOH - fall hazard from fixed steel scaffolding](#)
- AC022 WOH - injury due to using mobile scaffolds

TIPS:

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