

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 only do lifting or hoisting work with an approved hoisting plan

Do you need to do lifting or hoisting work at Schiphol? And will you be using a mobile crane, tower crane, manual or electric block and tackle, telehandler, excavator or mini shovel, or a truck-mounted crane where you do not place the load directly from the truck on the ground? In this case, you always need a permit issued by Schiphol. The permit must include, at the very least, a hoisting diagram approved by Schiphol.

[Have a look at the permits page on our website for more information on permits.](#)

Safe lifting and hoisting starts with a hoisting diagram

Lifting and hoisting are always high-risk activities. This is why a permit issued by Schiphol is required for any hoisting or lifting work involving a height exceeding 10 metres. You will also need, at the very least, a hoisting diagram approved by Schiphol. You might have to prepare a more comprehensive plan due to the nature of the load, hoisting in or over high-risk areas, or the use of multiple cranes. This is called a hoisting plan, which always includes a hoisting diagram and a Task Risk Analysis (TRA). The following table tells you what is required. What we expect is specified below the table.

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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

Type of hoisting work	Hoisting plan	Hoisting dia-gram	Hoisting TRA
Using a crane on Schiphol grounds		✓	
Hoisting on a platform within the boundaries of the plat-form		✓	✓
Demolition work deploying a crane		✓	✓
Tree-cutting work deploying a crane		✓	✓
Hoisting over buildings		✓	✓
Multiple cranes attached to a single load	✓	✓	✓
The load's centre of gravity is unknown or cannot be esti-mated	✓	✓	✓
The crane is taller than 45 metres	✓	✓	✓
The load's weight exceeds 50 tonnes	✓	✓	✓
Hoisting on or from the drop-off road	✓	✓	✓
Hoisting over the terminal: operational area	✓	✓	✓
Hoisting over the piers: operational area	✓	✓	✓
Hoisting over car parks: operational area	✓	✓	✓
Hoisting within the terminals or piers	✓	✓	✓
Working with a safety cage	✓	✓	✓

What information should be in the hoisting plan?

A blueprint (scale 1:1000) with a hoisting diagram (also see below What should the hoisting diagram show?).

A written plan containing at least the following information:

- Commissioning party and subcontractor
- Organisation chart of the project organisation
- Project leader (with telephone number and email address)
- Description of who is responsible for what
- Action plan
- Description of the work
- Description of the type of Operating Permit Request (OVA) with numbers
- The crane's load capacity (copy of load table)
- A load-bearing capacity calculation, including one for the access route, if necessary
- Attachment and guiding method for the load
- Description of the areas that need to be closed off and how this will be done
- Communication plan for closing off the area during actual hoisting work
- (Where applicable) any special measures implemented, for instance for aircraft stands (VOPs), underground cabling, piping and cellars, cable ducts, above-ground power cables, surface with sufficient load-bearing capacity
- Emergency response plan

What should be included in the TRA?

A Task Risk Analysis (TRA) describes:

- The risks or consequences without control measures
- The control measures and who is responsible for each of these measures

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What should the hoisting diagram show?

- Crane in operational position (side and top views)
- Lifting capacity and dimensions
- Hoisting area
- Load attachment method
- Hoisting gear to be used (slings, chains, etc.)
- Maximum crane height
- Crane type
- Specified mast height
- Jack base
- Crane capacity for the specified trajectory
- Above-ground obstacles
- Maximum jack pressure during hoisting
- Wind calculation: up to what wind speeds will hoisting be safe?

[The Arbocatalogus \(Working Conditions Catalogue\) Verticaal transport \(Vertical Transport\)](#) and Working Conditions Datasheet 17 Hoisting and Lifting Equipment describe how to hoist and lift safely and what aspects should be specified in your hoisting plan.

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?

We want you to be aware of and control the risks associated with lifting and hoisting work. This may include:

Planning and preparation

- Prepare the documents specified in the table above.
- Have the safety officer of the contracting party for the hoisting company approve plans. In most cases, this is the principal contractor.
- Get the appropriate work permit (OVA-kranen).
- Ask for the building company's approval for floor or ground loading.

People and equipment

- Assemble a hoisting/lifting team and specify who is responsible for what in the initial work instructions.
- Check that the crane operator is fully qualified.
- Keep an up-to-date and signed crane log.
- Determine who is in charge, i.e. the hoisting foreman.
- Check the hoisting foreman and/or rigger's qualifications.
- Check whether the lifting attachment is fit for purpose.
- Inspect the hoisting/lifting equipment:
 - Are they fit for purpose?
 - Did you inspect them in accordance with the crane log?
 - Are they marked with the maximum permitted workload, unique identification number and last inspection date?

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Work site and environs

- Is everything tidy and cordoned off?
- Have the measures described in the plans been implemented?
- What are the weather conditions? Is the weather safe for hoisting/lifting or should you postpone and wait for better weather?
- Have you made sure you are not blocking any emergency facilities?

Time to get to work

- Organise an initial work instruction briefly before you start hoisting/lifting operations.
- Know what you will be doing and what task(s) you are about to perform.
- The hoisting foreman is clearly recognisable as such and is always in contact with the crane operator.
- Inspect the hoisting equipment once again before starting operations.
- Make sure that only people who are part of the hoisting/lifting team are present inside the closed-off area. Everyone else must remain outside the barriers.

Evaluation – learning from each other

- Once the work is done, bring your team together and discuss how things went. The hoisting foreman will take the lead here.
- The key question here is: was the work carried out safely, and could you have done anything else to further improve safety?
- The goal of the evaluation is to learn from the experience and to share your thoughts with others.

What to remember

Where it concerns this Golden Rule of Safety, you should remember that hoisting and lifting are operations where you must not get distracted. Especially at Schiphol, as the airport operates 24/7, so there is never a quiet moment for such work. Stay alert, discuss dilemmas with colleagues, and monitor one another.

TIPS:

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