



# 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 a clean workplace.

General construction data show that falling objects and a messy work site, as well as uneven floors, are a leading cause of accidents. You will undoubtedly recognise the situation: tools, spare parts, construction waste and everyday rubbish left lying around. Such a scene may cause you to lose track of the situation, which may lead to terrible accidents. You yourself might get hurt, but so might others. Our Golden Rule of Safety is therefore:

## I keep my work area clean

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Good housekeeping is important, we all know that. This is even more true for Schiphol than for other places. There are several reasons for this:

- Air traffic is hindered to a serious extent by Foreign Object Debris (FOD). Litter and food waste are extremely dangerous. Jet engines can suck in objects. And leftover food attracts birds, which are a danger to aircraft during liftoff, as well as mice and rats that may damage electrical systems or spread disease.
- Passengers and other visitors are barely aware of the risks at construction sites. Protect them from tripping or falling objects.
- You work together with other construction companies and other airport users. Help each other keep the work area clean, simply by giving someone a hand but also by pointing out the importance of a well-organised workplace.

### Clean surroundings

You should discuss this topic during every daily stand-up or kick-off meeting to ensure that cleaning up becomes a part of the work process. You must also devote attention to material (fire load) storage, which represents a fire hazard, and fire prevention at the work site.

Plan sufficient time to clean and tidy up properly. Good housekeeping should be implemented at storage facilities, workshops and offices as well as construction sites. Solve situations that may lead to slipping, tripping, a fire hazard or FOD immediately. Store all waste or other materials at the construction or work site in such a way as to prevent these risks. If Schiphol authorises it, you can also store this material in a separate storage space out of sight of the passengers.

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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](mailto:safe_office@schiphol.nl)

## **Prevent Foreign Object Debris and Foreign Object Damage**

Waste and residual materials from construction work (Foreign Object Debris, FOD) can be sucked into jet engines and cause serious damage (Foreign Object Damage, FOD). For this reason, you must fix or attach all objects to prevent them from ending up Airside. Store all waste in closed and locked containers. You are responsible for the control measures defined by Schiphol to prevent FOD. So make arrangements for clearing and managing waste and materials at work and construction sites.

Spilled materials must be cleaned up immediately. Leftover food attracts birds, which may represent a risk for aircraft at lift-off and landing. Leftovers must be stored in closed bins and removed daily. Waste bins and containers must always be equipped with covers or covered with netting.

## **Pest control**

You are responsible for preventing nuisance pests. Take measures to control pests and mitigate any negative impact on employees. Consult with Schiphol to determine the right pest management resources.

Schiphol has a preferred supplier for pest prevention and control. You can always request the safety data sheets for the pest control resources from our preferred supplier. Please refer to Pest control in Services and Information on the Intranet. For questions and reports concerning pests, please send an email to [terminalfacilityservices@schiphol.nl](mailto:terminalfacilityservices@schiphol.nl).

## **What can you expect from us?**

We make every effort to make your working day safe and ensure that you can do your work in a safe and healthy manner. We are always willing to team up with you to remove waste or take other measures to keep Schiphol clean and free from pests. You can also expect us to help remind you to do this or address any issues that may arise.

## **What does Schiphol expect from you?**

It goes without saying that we expect you to do what is necessary to keep your workplace clean and well-organised, and also help colleagues and others do the same. Challenge unsafe behaviour in others, which includes an untidy workplace.

## **Key tips for cleaning up:**

- Appoint a (rotating) person who will be responsible for keeping the workplace clean and well-organised.
- Be aware that a mess attracts more mess. And vice versa: a clean and well-organised workplace stimulates you to keep it clean.
- Always keep entryways, emergency exits, stairs and fire extinguishing equipment unencumbered.
- Take responsibility for cleaning up any litter or mess colleagues, visitors and passengers leave behind.
- Remove waste and litter every day (in other words, do not move it around but remove it).
- Immediately dispose of packaging and leftover food in waste bins. Separate waste and place it in the correct bins and containers.
- Waste (particularly leftover food) attracts mice, so leftovers should be thrown in a waste bin.
- Report full waste bins to the waste removal company. Do not place waste outside the bins and containers.
- Be aware of the party at Schiphol you need to contact for assistance. We are always willing to team up with you to remove waste or take other measures.
- Clean up your workplace and the site hut on a regular basis. Schedule time for this.
- After work, clean your tools, materials and equipment and store them away safely.

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- Store your tools in a locked box after work. Keep your tools secure in the evenings and weekends.
- Never leave machines, tools and materials unsupervised.
- If you spill oil or grease, sprinkle the area with sand or absorption granules immediately.
- Report the spill: Airside via 020-601 2116 and Landside/Terminal via 020-601 2555.
- Have sand or absorption granules removed as chemical waste.
- Install edge boards on scaffolding to prevent materials from falling.
- Chain and padlock large carts, welding trolleys, wheelbarrows, hoists, ladders, etc. after work. Keep them away from passengers.

### **TIPS:**

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