



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 check that safeguards are enabled before I start work with electrical systems

Why electrical work is a high-risk activity

Working with electricity can be very dangerous because electricity:

- is invisible;
- is odourless;
- is silent; and
- may kill you.

Electricity is a hazard for both people and Schiphol's operations

Any wrong move with electricity can have major consequences for both yourself (life-critical) and operations at Schiphol (process-critical).. The consequences may include:

- Electrocutation
- Severe burn injuries
- Falling or tripping if you are startled
- Fire (flashover) and shockwave
- Arc flash
- Process disruptions, such as flights being cancelled or delayed
- Damage to a system or its parts

According to NEN 3140 and NEN 3840, working on or near active electrical systems is strictly forbidden.

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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.

Schiphol

Comply with the rules

The following rules apply for Schiphol, see the [Operational Manual for the Electrical Engineering Safety Management System \(Veiligheid Management Systeem Elektrotechniek, VMSE\)](#).

- Every person who works on, with or near electrical systems must have written approval.
- Only authorised personnel are allowed to carry out electrical safety procedures, and only after obtaining authorisation from a system manager (Installatieverantwoordelijke or IV'er).
- You always need an electrical work permit (schakelvergunning) before working on electrical systems or equipment.
- Work on or near electrical systems, machines or equipment is allowed only when you are absolutely certain that all safeguards are in place. Amsterdam Airport Schiphol therefore requires you to follow the [LOTOTO procedure \(Lock Out, Tag Out, Try Out\)](#): switching off (proven de-energised), isolating (earthed), locking, labelling and testing a system or part thereof (in line with NEN 3140).
- All LOTOTO warning labels must be printed in Dutch and, for non-Dutch speakers, in English.

Work with safe 5:

1. Disconnecting
2. Securing against re-activation
3. Demonstrating de-energisation
4. Earthing and short-circuiting
5. Isolating from active parts

Installing electrical systems for construction purposes

Execute temporary electrical systems for construction purposes with an impact- and water spray-resistant, CEE-compliant wall outlet that can be switched on and off and locked and is equipped with an ELCB (earth-leakage circuit breaker), 30mA/300mA, standard type A.

Install electrical systems for construction purposes in the tech room near the power supply box. It must be possible to lock the space containing the electrical system. The following rules apply:

- Always use construction power supply points suitable for outdoor use.
- Create construction power supply points with multipurpose raised power distributors (colloquially called paddenstoelen or spider boxes) with earthing (main cable box must be earthed).
- Wall outlets must be equipped with a lock to ensure that cables can be plugged or unplugged in a de-energised situation only.

Take personal responsibility!

- Before you start work, ensure that all safeguards for the system are in place.
- To measure is to know, so follow the procedures to confirm that an electrical system is de-energised.

Last-Minute Risk Analysis (LMRA)

You are required to conduct an LMRA before starting any work.

[Check the Golden Rule of Safety on LMRA.](#)

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What if you experience an electric shock despite all precautionary measures?

If you experience an electric shock, report to a doctor immediately and tell them you experienced an electric shock. Medical Services is available at the Terminal. Location: Terminal 2, 2nd floor, above the KLM check-in desks.

There is also a first-aid station in Schiphol-East. Their telephone number is 020 649 14 03.

Opening hours:

- 07:30 to 16:30 in building 133
- 16:30 to 07:30 in the OCC building

After seeing a doctor, report the incident to your supervisor or manager, as well as the person responsible for the work.

Please note! If you suffer an electric shock, physical problems may only show up several hours later. Avoid problems; always see a doctor!

What can you expect from us?

Schiphol will always make sure that people are safe when working on or near electrical systems. 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?

- Help one another where necessary.
- Hold one another accountable for unsafe behaviour.
- Appreciate it when someone talks to you about your safety behaviour.

TIPS:

- Be alert at all times!
- If in doubt, don't start the work.
- Consult with your manager or supervisor.
- View the [GROS video Electrical Systems](#).

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