



# REGULATIONS

**In the field of Health and Safety**

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### **Preface**

These regulations briefly inform you about DOP's Health and Safety (H&S) organisation and the applicable H&S rules. The booklet follows the specific rules and regulations of the company where you will be working.

Every (temporary) employee of DOP receives this booklet. We expect you to study these H&S regulations and act accordingly.

During your work, you should pay sufficient attention to your own working conditions but also to those of others. In practice, it turns out that you are as much at risk from the activities of others as from your own activities. So this also means that your colleagues are at risk because of your activities. You have to pay close attention to this.

If you have any questions, consult with the supervisor. This way, we work together to ensure the health and safety of everyone involved.

Kind regards,

J.W.A. Oosterhoff

**Abbreviations used**

H&S	Health, safety and well-being
SCC	Health and safety checklist for contractors
SCE	Health and safety checklist for employment and secondment agencies
RI&E	Risk Inventory & Evaluation
PPE	Personal Protective Equipment
ERO	Emergency Response Organisation
PME	Preventive Medical Examination
OHC	Occupational Health Consultation
DOP	Dolf Oosterhoff Productions BV

## Policy statement

To guarantee issues such as quality, occupational health and safety and the environment, DOP Crewservice has developed a safety system, based on SCE 2011/05. This manual defines DOP Crewservice's safety system. The activities carried out can be described as follows:

Temping, secondment, recruitment & selection.

Quality, health & safety and the environment are inherent parts of the activities of everyone who contributes to providing services and products to the customer. Responsibility for and contribution to the realisation of this commitment in terms of quality, working conditions and the environment therefore lies with all employees of DOP Crewservice.

The organisation and services are organised in such a way as to ensure the health, safety and well-being of our employees, visitors and customers.

They will not be exposed to unacceptable risks as laid down in our procedures and determined by the latest findings and state of the art.

The director undertakes to create the necessary conditions and provide the means to maintain and improve the safety policy.

The director will also take a leading role in complying with the agreed practices and DOP Crewservice will at least comply with all legal requirements and permit conditions.

In the business operations, the aim is to continuously improve in the areas of health, safety, well-being and environment.

The director bears ultimate responsibility for the policy and has appointed Cor van Beukering as HSE officer.

Unfriendly behavior will not be tolerated.

Female friendliness is of paramount importance to the company.

Two confidential counselors are appointed, one for the "floor" and one for the office.

Dolf Oosterhoff is the confidential counselor for the floor.

Sylvia Oosterhoff is the confidential counselor for the office.

DOP Crewservice's company policy is to prevent personal injury, fires, damage and exposure to hazardous substances, as well as to minimise harmful effects on the environment.

The director strives to clarify roles, powers and responsibilities within the organisation through the safety system. Health and safety.

objectives and actions to be taken are included in the annual action plan.

Progress in achieving objectives is discussed at the various consultation moments.

Rotterdam, 24-10-2023

A handwritten signature in blue ink, appearing to read 'J.W.A. Oosterhoff', with a stylized flourish at the end.

J.W.A. Oosterhoff (DOP  
Director)





## **Introduction of new employee**

All employees coming to work at DOP must be aware of the safety measures in place. Safety instructions consist of a general part and a work-specific part.

The general section includes: activities of DOP, reporting sick, and employee rights and obligations.

From Health and Safety organisation, the topics covered include: the SCC/SCE Health and Safety Manual, the HSW coordinator, information brochures and/or other information and instruction documents. A specific introduction is then given at the workplace, by the hiring company's manager.

## **Illness and recovery report**

If you are ill, you should report sick to the DOP planning department as soon as possible. Always indicate the nature of the illness and the likely duration of absence.

If you are ill outside office hours and need to go to work that same evening/night or the next day, **please call the mobile number 06-147 147 30.**

If you are better or know when you think you will be better, please inform the planning department of DOP. If the occupational physician declares you fit for work again, you should report this immediately to the planning department of DOP.

## **Identification requirement**

Since 1 July 1994, the Netherlands has had a statutory identification requirement. This law serves to combat fraud and crime. This means you have to show valid proof of identity when you are hired. The employer keeps a copy in the records.

## **Occupational Health and Safety Service**

If you are ill, you must respond to a call to appear at the consultation hour of the occupational physician. If you are unable to comply with this call, you should notify the occupational physician, stating the nursing address.

### **SCC/SCE**

DOP has a safety management system that meets the requirements of the SCC\*\* and SCE. SCE stands for Safety and health Checklist Employment and secondment agencies. SCC stands for: Safety and health Checklist Contractors. Standard procedures have been established in the care system. The safety management system aims to structurally improve your working conditions. Recognisable issues you will face on project locations stemming from the SCC/SCE system are:

- Health and safety awareness program;
- Reporting (near-)accidents and incidents;
- Availability of the appropriate Personal Protective Equipment.

### **Risk inventory and evaluation**

For all work to be carried out, the risks of the work should be described. Risks refer only to hazards that can lead to undesirable consequences such as accidents or significant material damage. This is then called the risk inventory. For each risk, the possible consequence of the risk is indicated. So what injury or damage may occur.

DOP also has a policy plan, which includes objectives regarding working conditions. This health and safety annual plan contains objectives that are set as a result of the risk inventory and evaluation, among other things. A responsible officer and an agreed date of achievement are assigned to each set objective. This way, work is structured to remedy or reduce health and safety risks.

## **LMRA**

You arrive on site and seem to have everything under control: the right tools and personal protective equipment are present. You know where to find emergency facilities and escape routes and have agreed on assembly points in advance. Everything seems OK, now just the Final Check!

Perform the **Last Minute Risk Analysis!**

- What do you think could still go wrong?
- What is the cause of this?
- What are you going to do to avoid the dangers?

## **Order, cleanliness and behaviour**

Your behaviour in the workplace can affect everyone's health and safety. Most incidents are caused by:

- **Negligence**
- **Inattentiveness**
- **Carelessness**

## **Take preventive measures and apply the instructions below in your work:**

- Keep the work site, tools and premises orderly and tidy at all times;
- No eating and drinking in the workplace;
- Maintain proper hygiene, keep toilet and washing facilities clean and wash your hands before every break and after every toilet use;
- Place hazardous substances and tools in such a way that no one comes into unintentional contact with them;
- If you leave your workplace, make sure it is safe for others to enter;
- Collect waste immediately and clean up spills immediately;
- Store flammable substances in designated storage;
- Ensure stable storage of materials and check this regularly;
- Use tools and machines only for their intended purpose and use all required protective equipment.

## **Personal protective equipment**

In principle, the client is responsible for providing PPE other than safety shoes. You should always provide your own safety shoes. Other PPE will either be provided on site or by DOP.

PPE should be appropriate for the usual work. The personal protective equipment to be applied during your work was specified during the introduction.

Their protective properties depend largely on their state. Think tears in and oils and grease on your clothes. So you run an increased risk that you can and should eliminate yourself.

If you believe you do not have the proper or sufficient personal protective equipment to perform your job safely, you should discuss this with DOP's planning department immediately.

Therefore, take good care of the Personal Protective Equipment you have in use. Perform maintenance according to the instructions for use/manual you received with the equipment.

## **Access card**

At some sites, a (temporary) access card is issued to visit a workplace on site and to carry out certain activities on the premises. Without this card, the work may not be carried out. In most cases, the client provides the card and explains to you what it entails. Access cards, unless otherwise stated, have a validity period of up to 24 hours.

## Tasks as a hands-on foreman/coordinator

Making sure everyone wears the right PPE. Maintain contact with the client on the floor. Making sure catering is taken care of. Checking that everyone is doing what they need to do and in the right way and, above all, not assuming that people know. Keep project administration. Communicate with the office if there are (likely to be) problems and report it if people do not follow instructions (PPE, safety, internal rules). Where are first aid, fire extinguishers and emergency exits, where to report emergencies → This will also be part of the Start of work instructions.

## Electricity

Electricity poses a risk to both people and the environment. Risks to people include burns and electrocution. Risks to the environment include fire, explosion, etc.

The consequences of the human body coming into contact with electric current can be of various kinds:

- a startle reaction (jumping up) that could lead to a fall or other accident;
- a muscle spasm that prevents one from releasing their grip, prolonging contact and worsening the effects on the human body;
- impairment of the functioning of certain vital organs (e.g. the heart);
- damage to tissues and organs.

Fire and even explosions may occur due to abnormal heating of a device or a circuit, resulting from an overload or a short circuit. To avoid or at least reduce these risks, it is necessary to take preventive measures: a safe installation, proper information and training for workers, the use of the right equipment and carrying out work according to safety rules.

► See Task Risk Analysis 11. *Working with electricity*

### **Power tools and machines**

Each tool is designed for a specific use, so use it only for this purpose. All equipment also requires maintenance, pay attention to this. All power tools are inspected for proper condition and operation before use, in accordance with the Work Equipment Directive and NEN 3140. You can tell by the inspection sticker.

The inspection sticker indicates until what month/year you can use the equipment or when it was inspected. It must not be used if the re-inspection date has passed or more than one year after the inspection. You should then hand it in or provide it to the supervisor for re-inspection.

Consider the following when using power tools:

- Keep it in good condition: clean, undamaged, sharp;
- Never perform repairs yourself, return the equipment;
- "Hold buttons" may not function;
- Unplug the power cord from the socket when not in use;
- Do not place sockets on a damp surface;
- Do not work above the capacity of the tool.

► See Task Risk Analysis 11. *Working with electricity*

### **Working safely in rigging operations**

If you carry out work that involves working above you, such as ground-rigging, you should wear a safety helmet in addition to the other prescribed PPE. Ensure good communication with the rigger.

General rules and regulations:

- Only use approved lifting equipment such as slings, chains, hoists, clamps, etc. (Damaged lifting equipment must NOT be used and must be returned immediately);
- Each lifting device should be visually checked for damage before use;
- Check securing, locking, etc before use;

- Check that the lifting hooks are in a good condition and that the valves are closed;
- Check that no other additional objects are lashed on;
- Check that colleagues below you are wearing safety helmets;
- Check that you are using the right brand of motor controller (not, for example, Verlinde instead of Lodestar);
- When using bridles, the top angle between the parts should never exceed 120°;
- Attach the lifting equipment in the right place and make sure not to damage the object to be hoisted (truss, decor, etc.). Use truss or burlap and steel sleeves when lashing objects with sharp corners.

► See Task Risk Analysis 5. *Lifting and hoisting*

### **Working at height**

When performing work at a height above 2.50 metres, we consider this working at height.

The law says that when working at height, a safe scaffold, platform or work floor must be in place or the danger must be countered by installing collective fall protection (purpose-built guardrails, railings) or individual fall protection. If personal fall protection has been provided to you, you must wear it when working above 2.50 metres.

If safeguards are missing, they should be installed before work is allowed to take place within 2 metres of the (roof) edge.

- See Task Risk Analysis 14. *Working on flat roofs*
- See Task Risk Analysis 16. *Working at height using (mobile) scaffolding*
- See Task Risk Analysis 17. *Working at height using aerial work platform*

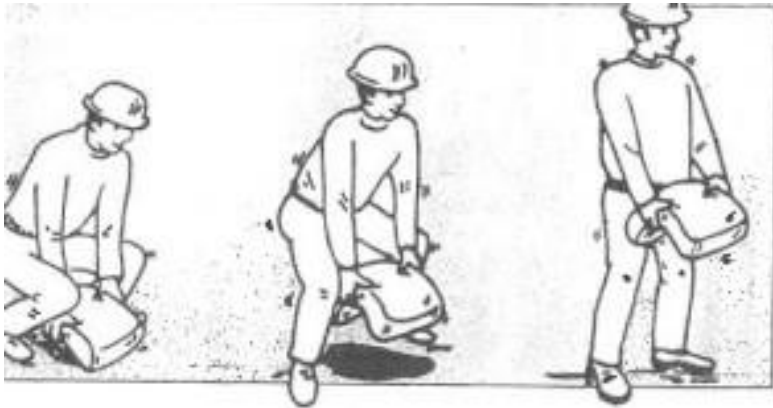
## Physical Load

Back, neck and limbs can be overloaded by performing the same movements over and over again. The degree of overload is determined particularly by the combination of posture, strength and frequency of action. But other factors also play a role, such as vibration, cold and pressure to keep pace. This combination of factors often makes it difficult for an expert to pinpoint an unequivocal relationship between work and symptoms.

The least strain occurs when the back remains straight and the mass is above the back. However, in practice, many objects have to be lifted and carried in front of the body. This puts a lot of stress on the body.

The load capacity of the body is very different for each person. This is related to age, gender, build and fitness, among other things.

Therefore, always lift as much as possible using the muscle power from your (upper) legs.



Note the following:

- Consider in advance how best to lift the object;
- Are lifting aids available or can a colleague help with heavy and difficult-to-handle items;
- Lift slowly;
- Lift with two hands in front of the body;



- Use handles if available/necessary;
- Make sure the surface is flat and firm;
- Use tools such as pliers, magnets, suction cups or lift systems (construction lift, crane, trolley).

► See Task Risk Analysis 20. *Lifting*

### **Forklift/telescopic handler**

The following should be taken into account when using a forklift/telescopic handler:

- Operation of the forklift/telescopic handler may only be carried out by a sufficiently instructed person (minimum age is 18 years), who holds the forklift licence;
- Riding along is not permitted;
- The forklift/telescopic handler should be expertly inspected annually and records of this should be kept;
- An instruction booklet and technical specifications should always accompany the forklift/telescopic handler;
- Note the presence of safety devices: handbrake, horn, safety cage, circuit breaker/deadman's switch;
- Safety information must be present: load indication of permissible load;
- Associated tools such as clamps, pallets, etc. should always be in good condition;
- Forklifts/telescopic handlers should be serviced/checked regularly;
- Use seat belt;
- Wear safety shoes;
- Any additional personal protective equipment, such as gloves, hearing protection etc. given the work going on in the vicinity.

► See Task Risk Analysis 18. *Forklift/telescopic handler*

## Aerial work platform

The following should be taken into account when using an aerial work platform:

- Operator holds a valid certificate and is over 18 years of age;
  - Use a certified AWP that is in good condition;
  - Check for the presence of instructions;
  - Use beacons and/or road barriers and/or edge and floor protection so that unauthorised persons cannot walk through the work area;
  - Use an AWP only for the applications for which it is suitable;
  - Stop work at wind force 6 or higher;
  - Check that the assembly site is free of obstacles;
  - Ensure order and tidiness in the workplace, no supplies on the floor;
  - Use PPE, such as a safety helmet, workwear, safety shoes and safety gloves;
  - *Use of fall protection is mandatory!*
  - *Secure the fall protection to your bucket!*
  - *Standing or sitting on the handrails is not allowed!*
- ▶ See Task Risk Analysis 17. *Safe working at height using aerial work platforms*

## Stairs and ladders

A ladder is meant for moving at height and short-term work. For long-term work, use scaffolds or aerial work platforms.

The ladder should only be used for work shorter than 4 hours, no higher than 7.5 metres, a force application less than 10 Kg and where one should not reach beyond an arm's length.

- Always check the ladder yourself before use, look for cracks, locking pins, anti-slip on the ladder feet, loose rungs, loose or missing push-up hooks;
- Use ladders up to a maximum height of 7.5 metres;
- Above wind force 6, do not use ladders;
- Set up the ladder at an angle between 65° and 75°;
- Climb no higher than the fourth rung from the top;
- Never place a ladder on a soft surface; use a stable tiled path or temporarily use a support board or stabiliser bar;
- Behind the ladder, there should be at least 20 cm free foot space;
- On a sloping surface, use supporting or securing devices;
- Place the ladder against a load-bearing surface;
- Place the sliding and push-up ladder with the right part facing the climbing side;
- Prevent shock loads;
- Do not lean too far to the side, move the ladder more often (annoying, but safe);
- Do not place a ladder in front of a door;
- If necessary, cordon off the surrounding area (traffic, pedestrians);
- Stay at least 2.5 metres away from uninsulated electrical lines;
- Do not leave a ladder unattended.

## Welding

Observe the following when welding:

- If a permit system applies, work according to the permit;
- Remove or shield flammable parts;
- Provide a fire extinguisher in the vicinity of the work;
- Cylinder key on cylinder;
- Welding trolley in safe place;
- Use (source) extraction and/or ventilation;
- Clean the welding surface;
- Use personal protective equipment, such as safety (wide-view) goggles, respiratory protection, workwear and work gloves;
- Ensure order and tidiness in the workplace;
- Use hearing protection devices.

► See Task Risk Analysis 2. *Gas welding and burning*

## Cutting work

Observe the following when performing cutting work:

- Check power (hand) tools for defects;
- Prevent accidental switch-on by enabling the locking device and using a foot switch;
- Use bending tools;
- Ensure order and tidiness in the workplace;
- Use personal protective equipment, such as safety (wide-view) goggles, respiratory protection, workwear, safety shoes and work gloves;
- Limit the exposure time;
- Use lifting aids and ensure a good position;
- Prevent forced (incorrect) working postures;
- Use hearing protection devices;
- Take necessary precautions and ensure disposal of residues.

► See Task Risk Analysis 3. *Mechanical cutting or bending*

## **Pneumatics and hydraulics**

Pneumatic hand tools are used when the use of power tools is too dangerous. A compressor provides the compressed air, which is connected to the tool via a hose. This may involve light tools or heavy machinery. The risk of serious health problems is especially present with prolonged use of heavy tools.

Always take into account that:

- short work periods are maintained in case of highly vibrating work, i.e. alternate with other work and breaks;
- proper maintenance has been performed;
- soft leather gloves also provide some cushioning which reduces the effect of vibrations;
- hearing protection is usually necessary;
- if necessary, dust goggles, safety goggles or a face shield should be used.

## **Fire safety**

What to do in case of fire?

- Take care of any victims, never leave a victim alone;
- Get persons in danger to safety;
- Report the situation to persons in the immediate vicinity and the Emergency Response Organisation;
- If feasible, try to extinguish the fire with the extinguishing agents available;
- Close windows and doors;
- Follow the instructions of the ERO/first-aid provider directly.

## **(Near-)accidents and incident reporting**

At DOP, all accidents, near misses and incidents must be reported, regardless of what the consequence is.

For reporting, you need to fill in a (near-)accident and incident form. You should complete the form in full, in consultation with your supervisors/managers, and report to the intermediary. DOP investigates every reported (near-)accident or incident. In this investigation, your opinion on the circumstances that led to the accident plays an important role. Therefore, fill in the form as completely as possible.

Absenteeism due to an accident is something DOP tries to prevent as much as possible. In case of possible absenteeism due to a workplace accident, you will be contacted in accordance with the Gatekeeper Act to find out what work you can still do. You will then be offered temporary replacement work.

## **Discrimination, aggression and violence and sexual harassment**

DOP values good social interaction between employees. Anyone appointed to perform a task within the company is entitled to a good workplace that is part of a decent living.

Socially unacceptable behaviour towards other persons in the form of discrimination (on any grounds), aggression and violence (psychological or physical), bullying or sexual harassment (in any form or to any gender) is not permissible.

Employees who express this unacceptable behaviour or encourage others to do so will be held to account by the organisation.

## **Alcohol and drugs, smoking, medication use**

### **Alcohol and drugs**

DOP does not consider the use and being under the influence of alcohol and drugs prior to and during the working period to be permissible, as these substances can adversely affect the ability to act.

DOP defines the working period as the time when the employee leaves their place of residence to go to work and returns to their place of residence after work. Provided that travel to and from the place of residence is immediately adjacent to the working period. If the employee chooses another destination after the working period, the working period will end at the time the other destination is chosen. The employee will be held to account for the use of alcohol and drugs prior to and during the working period.

### **Smoking**

The smoking policy is that smoking is not allowed in office areas. At the work site, you must comply with the regulations applicable there.

### **Medication use**

The use of certain medication can also affect the capacity to act and result in inability to perform labour. For any medication they use, the employee should check whether it could affect their ability to work and, if necessary, discuss with their doctor or the occupational physician whether they can perform work and, if necessary, which work.

### **In conclusion**

Always be polite towards the client. Avoid conflicts and never argue with the client yourself. Problems such as damages, risks and accidents are handled by the client and DOP's planning department. Never allow yourself to be forced into actions that you think are irresponsible. Behave correctly, always stay calm. If in doubt, always contact the planning department of DOP.

Consider 1 thing:

**“Safety always comes first”**



**10x safety**

- 1 Safety does not happen by itself.
- 2 Always set a good example.
- 3 Safety is also your responsibility.
- 4 Comply with the rules.
- 5 Report unsafe situations immediately.
- 6 Keep your workspace tidy.
- 7 Use personal protective equipment.
- 8 Know the emergency procedures.
- 9 Quality increases safety.
- 10 Both safety and the lack thereof are human work.



**Pictograms**



Wear protective clothing



Wear hearing protection



Wear eye protection



Wear gloves



Wear head protection



Wear face protection



Wear safety shoes



Wear respiratory protection



Harness belt mandatory