

HSE plan
VDL Weweler



Contents

- 1 Foreword..... 5
- 2 Distribution 6
- 3 Project details 7
 - 3.1 Location description..... 7
 - 3.2 Project plan 7
- 4 General measures 8
 - 4.1 HSE coordination for the execution phase 8
 - 4.2 Safety-related tasks and authority in the workplace..... 8
 - 4.3 HSE file administration..... 10
 - 4.4 Execution and supervision 10
 - 4.5 Specific personnel requirements 10
 - 4.6 Equipment and machines 10
- 5 Risks and measures 11
 - 5.1 VDL Weweler general safety instructions..... 11
 - 5.2 Project-specific risks and measures 13
 - 5.3 Incompatible work 15
- 6 Occupational health and safety, the environment and the construction site..... 16
 - 6.1 Access to the construction site 16
 - 6.2 Work permits
 - 6.3 Personal protective equipment 17
 - 6.4 Disposal of waste 18
 - 6.5 Order and cleanliness 18
 - 6.6 Overtime and working alone 18
 - 6.7 Canteen and rest room 18
 - 6.8 Lock-Out-Tag-Out (LOTO) 18
- 7 Emergency situations..... 19
 - 7.1 What to do in the event of an emergency..... 19
 - 7.2 What to do in the event of a fire 19
 - 7.3 What to do in the event of an accident 20
 - 7.4 Reporting incidents..... 20
 - 7.5 Equipment for the in-house emergency and first-aid service 21

Managementsysteem VDL Weweler	Documenteigenaar: Jan Paul Beeke, manager QSHE	Pagina 3 van 24
Procescategorie: C. Ondersteunende Processen Deelproces: C3. Arbo- & Milieumanagement		Versie:5.6

8	Safe working.....	21
8.1	LMRA.....	21
8.2	Sanctions.....	21
Appendix 1	Safety folder.....	22
Appendix 2	Work Permit.....	23
Appendix 3	Declaration	24

Managementsysteem VDL Weweler	Documenteigenaar: Jan Paul Beeke, manager QSHE	Pagina 4 van 24
Procescategorie: C. Ondersteunende Processen Deelproces: C3. Arbo- & Milieumanagement		Versie:5.6

1 Foreword

This document includes important health, safety and environmental aspects for the project. During the project, many different work tasks will be performed by various parties in the production hall of VDL Weweler. It is important that all these work tasks are coordinated in advance and that safety measures are taken before the work is started.

VDL Weweler develops, produces and sells air spring and axle lift systems for producers of axles, trailers, trucks and buses. Industrial salt is used for this.

Due to possible risks for hazardous substances, among other things, and a possible exposure to dust particles of sodium nitrite, VDL Weweler is classified by the government as a company that falls under the “Major Accident Risks Decision” (BRZO).

This plan has two target groups:

1. VDL Weweler employees involved in the project.
2. The contractors’ work planners/project managers, so that they can discuss the rules with their workers in advance and can prepare for a number of practical issues.

Parties/contractors are expected to be familiar with the contents of this document and to discuss it with their workers who work at VDL Weweler. The workers must observe the safety rules and the principles that are applicable at VDL Weweler.

Managementsysteem VDL Weweler	Documenteigenaar: Jan Paul Beeke, manager QSHE	Pagina 5 van 24
Procescategorie: C. Ondersteunende Processen Deelproces: C3. Arbo- & Milieumanagement		Versie:5.6

2 Distribution

The HSE plan is managed by the QHSE Manager.

This document is not intended to replace the rules and regulations that are in place, but must be seen and used as an explanation and/or supplement to them.

Changes to the plan are processed by and made under the coordination of the Health, Safety and Environmental Officer.

The Purchasing department distributes the plan to the external parties. If the order is accepted, the party also accepts this plan. This also applies to any subcontractors hired by the contractor. Latest version of the HSE plan can be downloaded at www.vdlweweler.nl tab “service” and “downloads”.

Managementsysteem VDL Weweler	Documenteigenaar: Jan Paul Beeke, manager QSHE	Pagina 6 van 24
Procescategorie: C. Ondersteunende Processen Deelproces: C3. Arbo- & Milieumanagement		Versie:5.6

3 Project details

3.1 Location description

VDL Weweler bv

Ecofactorij 10

7325 WC Apeldoorn

Telephone: 055 538 51 00

Opening times/worktimes:

Monday to Friday 8.00 a.m. to 4.00 p.m.

Weekends and public holidays Closed

Working at times different to those given above must be agreed in advance with the Team Manager.

3.2 Project plan

The work will take place in accordance with the Team manager.

Alterations to the plan can only be made in close consultation with and after approval from the Team Manager.

Managementsysteem VDL Weweler	Documenteigenaar: Jan Paul Beeke, manager QSHE	Pagina 7 van 24
Procescategorie: C. Ondersteunende Processen Deelproces: C3. Arbo- & Milieumanagement		Versie:5.6

4 General measures

4.1 HSE coordination for the execution phase

HSE coordination				
Period	Company	Telephone	Job	
Continuous	VDL Weweler	055-5385100	Team Manager	
Daily	VDL Weweler	055-5385100	QSHE Manager	
Daily	VDL Weweler	055-5385100	Occupational health, safety and environmental	
Continuous	Contractor			

4.2 Safety-related tasks and authority in the workplace

Officer	Telephone	Tasks	Authority
Team Manager	055-5385100	Managing the VDL Weweler personnel. (Joint) administration of work permits. Reception and introduction of contractors.	Authority to take decisions concerning safety and execution of the work.
Contractor		Managing his own personnel.	Taking the necessary measures. Intervening when work is carried out unsafely.
QSHE Manager	055-5385100	Setting up the safety organization, including approving and evaluating the HSE plan before and during the execution phase.	Authority to take decisions concerning safety.

Managementsysteem VDL Weweler	Documenteigenaar: Jan Paul Beeke, manager QSHE	Pagina 8 van 24
Procescategorie: C. Ondersteunende Processen Deelproces: C3. Arbo- & Milieumanagement		Versie:5.6

Occupational health, safety and environmental officer	055-5385100	Drawing up the HSE plan, advisory and controlling role concerning safety for the duration of the project. Analysing requested work permits.	Taking the necessary measures. Intervening when work is carried out unsafely.
---	-------------	---	---

Managementsysteem VDL Weweler	Documenteigenaar: Jan Paul Beeke, manager QSHE	Pagina 9 van 24
Procescategorie: C. Ondersteunende Processen Deelproces: C3. Arbo- & Milieumanagement		Versie:5.6

	Safety tasks	Authority
VDL Weweler employees	<ul style="list-style-type: none"> - Pre-registration of visitor/contractor via the portal. - Ensuring their own safety and the safety of others. - Raising the alarm when necessary. - Helping victims. - Limiting the extent of the emergency. - Closing doors and windows (if applicable) and closing roller doors to adjacent halls. - Taking measures to limit environmental damage. - Completing an incident report form. - Reporting incidents to the superior or the substitute. - Supervising third parties. 	<ul style="list-style-type: none"> - Taking measures necessary to ensure the work environment is safe or to ensure the work can be carried out safely.
External employees (hired/contractor s/etc.)	<ul style="list-style-type: none"> - Ensuring their own safety. - Signing in and out on the attendance list. - Raising the alarm when necessary. - Helping victims. - Limiting the extent of the emergency. - Closing doors and windows (if applicable) and closing roller doors to adjacent halls. - Taking measures to limit environmental damage. - Reporting incidents to the immediate superior or the substitute. 	<ul style="list-style-type: none"> - Taking measures necessary to ensure the work environment is safe or to ensure the work can be carried out safely.
In-house emergency and first-aid team members	<ul style="list-style-type: none"> - Providing first aid. - Limiting and combating an incipient fire. - Supervision in the event of an evacuation. - Supervising external relief workers. 	<ul style="list-style-type: none"> - Taking measures necessary to ensure the work environment is safe or to ensure the work can be carried out safely.

4.3 HSE file administration

The HSE file is administered by the QHSE department of VDL Weweler.

4.4 Execution and supervision

Contractors are responsible for their own work and assembly and, as a result, they are also responsible for supervising the (safe) work methods of their own personnel.

VDL Weweler supervises observance of the (safety) agreements. VDL Weweler also supervises interaction between the various parties who carry out work simultaneously in the production hall

VDL Weweler is responsible for daily supervision while work is performed in the production hall. The Team Manager will call to account both internal and external workers who do not observe the applicable safety rules. If necessary, the work will be stopped.

4.5 Specific personnel requirements

Hired personnel must have a VCA certificate (HSE checklist for contractors) or a similar certificate. This also applies to subcontractors.

4.6 Equipment and machines

Permission must be granted by the Team manager of the production hall for the use of accessories and machines, such as the overhead crane, a fork-lift truck or an aerial work platform. The Team Manager gives this permission based on a statement by the contractor concerning the use of equipment by his employees. In the statement, the contractor specifies which worker is able to safety control or operate which type of equipment.

In certain cases, a work permit is required (see 6.2).

The equipment and machines used by the contractor are approved and meet the applicable Dutch (safety) requirements, such as NEN 3140. If necessary, VDL Weweler will request test certificates for the work equipment and the contractor must then produce them.

5 Risks and measures

5.1 VDL Weweler general safety instructions

Mandatory signs





	<p>It is mandatory to wear hearing protection in the indicated halls and at a noise level of 85 dB(A) or more.¹</p>
	<p>It is mandatory to wear safety shoes in all areas outside of the (green) walking routes.</p>
	<p>Always report an unsafe situation to your contact person.</p>
	<p>Always observe the instructions given on signs or by personnel.</p>
	<p>Always wear safety glasses for work where there is a risk of dust or other foreign objects getting into the eyes.¹</p>

¹Such as welding, grinding, drilling and using a high-pressure hose.

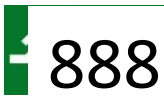





Prohibitive signs

	<p>It is forbidden to take photographs or make video recordings.</p>
	<p>It is forbidden to smoke (including electric cigarettes).</p>
	<p>Naked flames are forbidden.</p>
	<p>It is forbidden to be a passenger on a forklift truck or on an automatically guided vehicle.</p>
	<p>It is forbidden for people with a pacemaker to enter the indicated areas in the production hall.</p>

Warning signs

	Pay attention to forklift trucks and automatically guided vehicles.
	Pay attention to semi-manufactured products that are in storage. They may be (very) hot.
	High voltage.
	Pay attention to hanging loads.








General information signs

	Escape route.		Internal emergency number (call with a landline).
	Assembly point in the event of an evacuation. See chapter 8 for the specified locations.		National emergency number.
	First-aid room.		Indicates the location of a fire extinguisher, a fire alarm and a fire hose.
	Eye wash facility.		Indicates the location of a fire blanket.

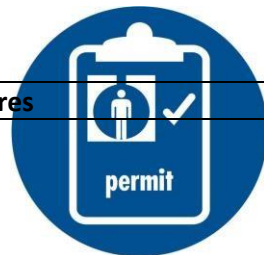
5.2 Project-specific risks and measures



Every contractor is responsible for identifying the risks that are created during their work prior to the work commencing. Where possible, they must also take suitable measures. (For example, having their own fire extinguisher in the case of welding and grinding work, and having the correct personal protective equipment.) The contractor must inform VDL Weweler of the risks, the measures they will take themselves and the remaining risks.

The following risks and measures have been identified and described by VDL Weweler:

Activity	Risk	Measures
Welding and grinding work	Fire risk 	<ul style="list-style-type: none"> ✓ Order and cleanliness in the workplace ✓ Work permit compulsory 
Working with an (overhead) crane	<ul style="list-style-type: none"> - Falling parts - Hitting bystanders (and/or parts) with the load that is being lifted 	<ul style="list-style-type: none"> ✓ Only after ✓ permission/statement from the contractor ✓ Work permit compulsory  <ul style="list-style-type: none"> ✓ Compulsory to read and observe the instructions (see appendix 1) 
Working at a height	 <p>Falling from a height</p>	<ul style="list-style-type: none"> ✓ Work permit compulsory 

<p>Working with an aerial work platform</p>	 A triangular warning sign with a yellow background and a black border. It depicts a black silhouette of a person falling from a height, with their arms and legs outstretched. The sign is set against a white background.	<ul style="list-style-type: none">✓ Only after permission/statement from the contractor✓ Work permit compulsory
---	--	--



Activity	Risk	Measures
	- Falling from a height - Risk of collision 	
Transport	 - Collision between forklift trucks - Collision between a forklift truck and a pedestrian	✓ Only after permission/statement from the contractor Or: ✓ Forklift truck licence compulsory.
Assembling/testing/using machines (including robots)	There are various risks for the different phases, such as: - Being hit by moving parts of a machine - Being hit by falling parts or parts thrown from a machine - Risk of being hit by protruding (machine) parts - Getting trapped between machine parts - Etc.	✓ Fenced area: Fence off the work area/the danger zone using (temporary) fencing ✓ Work using the LOTO (Lock Out Tag Out) principle

5.3 Incompatible work

A number of work tasks involve a great risk if they are performed in the same work area at the same time. Some are listed below:

- Working with an aerial work platform - Working with an overhead crane
- Teaching robots - Various other work tasks (for example, pulling wires, assembling machinery)

A work permit must be used to decide which work tasks may be carried out under which conditions and when they may be carried out (time plan).

6 Occupational health and safety, the environment and the construction site

6.1 Access to the construction site

The first time an external worker reports to the VDL Weweler premises, they must register and identify themselves at the reception, where they will receive the safety rules, an access pass and a parking pass. (The reception is open from 8.00 a.m.)

The access pass must be worn at all times where it is clearly visible.

The workers are collected at the reception and taken to their workplace by a VDL Weweler worker, or they are told where they must report. On arrival at the workplace, the most important safety rules, which they received from the reception, are explained to them (see appendix 2) and they are told how (and why) they must register their attendance for every visit.

6.2 Work permits

A work permit is required for all work that involves a risk of a serious accident, but which can be performed safely under controlled circumstances and under particular conditions. The same applies to workplaces which involve a risk of a serious accident. A work permit is not applicable in the event of an emergency. They only apply to planned work and disruptions.

Hazardous work tasks are:

- Carrying out work on tanks, pipes or equipment which contain hazardous substances or involve or have involved hazardous conditions.
- Working at a height of 2.5 metres or higher.
- Work which involves a risk of air, water and/or soil pollution.
- Welding and grinding work or work involving a naked flame.
- Accessing and working in a confined space.
- Work requiring special protection for the person carrying out the work.
- Any other work tasks for which the Project Manager and/or expert consider a work permit to be necessary.
- Working with an aerial work platform – working with an overhead crane.

Work permits are issued by the Team Manager and if requested, must be produced at all times during the work.

The contractor must submit a request for a work permit one week before the work take place (see appendix 3). After this the planned work is discussed with the parties concerned, after which the (safety) rules are determined. Next, the work permit is drawn up.

If a work permit is requested too late by the contractor and the work is delayed as a result of that, the contractor is responsible for any extra costs which may be incurred by the delay.

6.3 Personal protective equipment

(External) personnel are expected to have their own personal protective equipment and to wear it while performing the work or when present in the work area.

6.4 Disposal of waste

Waste must always be disposed of in an environmentally friendly manner.

All waste must be separated. The following types of waste must be placed in separate waste containers:

Steel, paper, foil and general waste.

Other waste must be disposed of in consultation with the Team Manager. Waste for which VDL Weweler does not have a waste flow must be disposed of by the supplier.

Residue of hazardous waste or empty packaging of hazardous waste is collected and disposed of separately as hazardous waste.

6.5 Order and cleanliness

At the end of a work task or in any case at the end of the working day, the work area must be neat and tidy: Good Housekeeping.

Any spillages of (environmentally hazardous) liquid must be cleaned up immediately with the aid of absorbent materials in order to prevent soil contamination. Always inform the Team Manager of such an incident.

Escape routes, emergency exits and fire extinguishers must always be easily accessible.

6.6 Overtime and working alone

Any necessary overtime must be discussed in advance with the Team Manager. At least two people must always be present when working overtime. It is not permitted to work alone.

At least one VDL Weweler in-house emergency and first-aid team member must be present on the premises. See chapter 8 for more information about this subject.

6.7 Canteen and rest room

It is not permitted to eat in the (production) halls. Food can be eaten in the company's canteen, located on the first floor.

Smoking is only permitted in the facility that can be found under the awning outside of hall 2.

6.8 Lock-Out-Tag-Out (LOTO)

VDL Weweler uses the Lock-Out-Tag-Out procedure to prevent machines/the production line from being turned on unintentionally. Employees must use their own lock when working within the LOTO area.

7 Emergency situations

7.1 What to do in the event of an emergency

Warn the in-house emergency and first-aid service:

- Via a VDL Weweler employee or if this is not possible,
- Via the reception (telephone number 9; landline) or if the reception cannot be contacted,
- Via telephone number 112 (national emergency telephone number) in the event of an emergency.

In the hall at the staff entrance, the present and absence board indicates which in-house emergency and first-aid team member is on duty.

7.2 What to do in the event of a fire



IN THE EVENT OF A FIRE



1. REPORTING THE INCIDENT

Call the internal telephone number 888 (reception) or call 112. State your name and address (Ecofactorij 10 in Apeldoorn), and the extent of the fire.



2. EXTINGUISHING A FIRE

Close windows and doors.
Consider your own safety when extinguishing a fire.



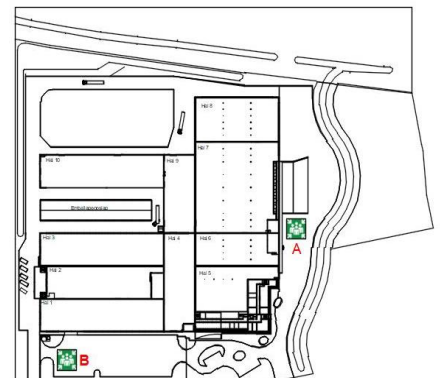
3. EVACUATION

Always take the safest and shortest route to leave the building.



4. ASSEMBLY

Assemble at the Logistics assembly point (A), unless specified otherwise. Observe the instructions given by the in-house emergency and first-aid team members.



7.3 What to do in the event of an accident



IN THE EVENT OF AN ACCIDENT



1. REPORTING THE ACCIDENT

Call the internal telephone number 888 (reception) or call 112
State your name and address (Ecofactorij 10 in Apeldoorn), and the seriousness of the accident.



2. PROVIDING ASSISTANCE

Do not put yourself or others in danger.



3. CALMING PEOPLE

Calm any victims and wait for help from experts.



4. FIRST-AID REPORT

Give a full account to the manager.

7.4 Reporting incidents

All incidents must be reported to the Team Manager. Subsequently, the reporter or the team leader submits an incident report via the portal. The QSHE department registers the report, helps to decide on which measures to take to prevent the incident from happening again and if necessary, starts an investigation into the incident.

Incidents are understood to include: accidents, near-accidents, dangerous situations (including fire), environmental incidents and undesirable events that led to (material) damage.

7.5 Equipment for the in-house emergency and first-aid service

First-aid resources

VDL Weweler has a first-aid room. This room is located on the ground floor next to the stairs which go to the staff canteen. This room has, amongst other items, an AED and an emergency shower. People who require first aid are taken to this room by a VDL Weweler in-house emergency and first-aid team member.

There are also a number of first-aid kits located around the building, which can be used by the VDL Weweler in-house emergency and first-aid team members.

Fire extinguishers

VDL Weweler has a number of fire hose reels and some individual fire extinguishers.

8 Safe working

8.1 LMRA

Before the work is started, a final inspection of the work area must be held with the objective of finding out whether the work can be performed safely. This applies to everybody.

Everybody must carry out a Last Minute Risk Analysis (LMRA).

How? By asking three questions!

Assess the risk!

What could still go wrong and what dangers do you see?

Think carefully!

What is the cause of this?

Take action!

What will you do to prevent the danger?

If in doubt, consult with the Team Manager concerning extra measures to be taken. Take any lessons learnt to your next task and discuss them with your colleagues and during work progress meetings.

8.2 Sanctions

The first time a breach is observed, a warning is given and the warning is registered on the list of people holding an access pass. After a second breach, the worker is expelled and the employer is informed immediately.

Appendix 1 Safety folder

Access to the construction site

Registration of attendance is compulsory. Register your attendance on the list on arrival and record the time you leave at the end of the working day. That way, VDL always knows who is on the premises, which is necessary in the event of an emergency or an evacuation.

An issued access pass must always be worn where it is clearly visible.

Working times for the construction site are 8.15 a.m. to 4.00 p.m.

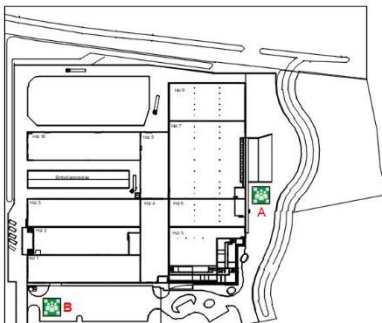
In emergency situations

Remain calm! Inform:

1. A VDL Weweler worker, or;
2. Call the reception: 055-5385100, or;
3. Call the national emergency telephone number (112).

In the event of an evacuation:

Take the safest and shortest route to leave the building. Unless stated otherwise, assemble outside at the Logistics Assembly Point (A).



Observe the instructions given by the emergency services.

	Work that cannot be carried out safely must not be carried out at all.
	Hearing protection must be worn at all times.
	Safety shoes must be worn at all times.
	It is forbidden to take photographs or make video recordings.
	It is forbidden to be a passenger on a forklift truck or on an automatically guided vehicle.
	It is forbidden for people with a pacemaker to enter the indicated areas in the production hall.
	A work permit is compulsory for hazardous work.
	It is only permitted to use accessories, such as a forklift truck, after approval from the VDL Weweler Project Manager.

Incidents

Always report an incident (such as an accident and a dangerous situation) to the Team Manager.

Breaks

The canteen is the location where workers can eat and rest.

Smoking is only permitted in the facility that can be found under the awning outside of hall 2.

Appendix 2 Work Permit

<p>1. Beschrijving van de werkzaamheden (in te vullen door aanvrager)</p> <p>Afdeling _____ Locatie _____</p> <p>Omschrijving van het werk: _____ _____ _____</p> <p>Werkwijze:</p> <p><input type="checkbox"/> monteren/demonteren <input type="checkbox"/> hakken/boren <input type="checkbox"/> openen installatie <input type="checkbox"/> slijpen <input type="checkbox"/> betreden besloten ruimte <input type="checkbox"/> hoge druk spuiten <input type="checkbox"/> branden/gutsen/lassen <input type="checkbox"/> zout cleaning <input type="checkbox"/> röntgen/stralingswerk <input type="checkbox"/> lassen <input type="checkbox"/> hijsen <input type="checkbox"/> eraven handm/ machinaal <input type="checkbox"/> instrumentatie/elektrisch <input type="checkbox"/></p> <p>Te gebruiken gereedschappen: _____ _____</p> <p>Toegepaste voertuigen/equipment _____ _____</p> <p>Gepland aantal uitvoerenden _____ Personen geplande begindatum _____/_____/20 ____ geplande einddatum _____/_____/20 ____ Werktijd _____ van _____ Tot _____</p>	<p>3. Inventarisatie gevaren (in te vullen door vergunning verlener)</p> <p>Welke product bevat of heeft de installatie/leiding bevat? _____ _____ _____ Involvoed van naburige werkzaamheden: _____ _____</p> <p>Gevaar:</p> <p><input type="checkbox"/> druk van de installatie <input type="checkbox"/> spanning van de installatie <input type="checkbox"/> electro magnetische straling (EMS) <input type="checkbox"/> gevaarlijke stof cq. materiaal in installatie <input type="checkbox"/> conflicterende werkzaamheden <input type="checkbox"/> omgeving installatie <input type="checkbox"/> temperatuur <input type="checkbox"/> milieu bescherming <input type="checkbox"/> Verstikking/vergiftiging <input type="checkbox"/> informeren</p> <p>Toelichting op gevaar: _____ _____ _____</p>	<p>5. Te nemen maatregelen (in te vullen door de verlener, na overleg met de uitvoerder)</p> <p>Zijn er bij onderdeel 2. gevaren benoemd, omschrijf hieronder de te nemen maatregelen. _____ _____</p> <p>Te nemen maatregelen: _____ _____ _____ _____ _____ _____</p> <p>notig: gereed:</p> <p><input type="checkbox"/> veiligheidsschoenen <input type="checkbox"/> gehoorbescherming <input type="checkbox"/> veiligheidsbril/ruimichtbril/zuurbil <input type="checkbox"/> gelaatscherm <input type="checkbox"/> hand/armbescherming <input type="checkbox"/> beschermende kleding <input type="checkbox"/> vluchtmasker binnen handbereik <input type="checkbox"/> gebruik adembescherming <input type="checkbox"/> Gasmeter <input type="checkbox"/> helm/ stootcap</p> <p>Aanvullende informatie (in te vullen door vergunning verlener) _____ _____ _____</p>	<p>6. Bekrachtiging</p> <p>Het werk kan veilig uitgevoerd worden en beheersmaatregelen zijn besproken met de uitvoerder.</p> <p>Vergunning verlener: Naam _____ Afdeling _____ Datum: _____/_____/_____ Handtekening _____</p> <p>Gereed</p> <p><input type="checkbox"/> Ik heb de te nemen maatregelen begrepen en neem ze in acht, zodat ik het werk veilig uit kan voeren.</p> <p>Uitvoerder: Naam _____ Afdeling _____ Datum: _____/_____/_____ Handtekening _____</p> <p>De te nemen maatregelen worden in acht genomen en het werk wordt volgens voorschrift uitgevoerd.</p> <p>Toezichhouder: Naam _____ Afdeling _____ Datum: _____/_____/_____ Handtekening _____</p> <p>Vrij in te vullen tekstvlak (bijvoorbeeld bij meerdere uitvoerenden of overige betrokkenen)</p>
<p>2. Bevoegdheid (in te vullen door vergunning verlener)</p> <p>Medewerker is bevoegd om de volgende werkzaamheden uit te voeren (zie inzetbaarheidsmatrix op sharepoint)</p> <p><input type="checkbox"/> heftruck rijden <input type="checkbox"/> reachtruck rijden <input type="checkbox"/> werken met de bovenloopkraan <input type="checkbox"/> werken met de hoogwerker <input type="checkbox"/> werken in de productie, te weten _____ <input type="checkbox"/></p>	<p>4. TRA verplicht? (in te vullen door vergunning verlener)</p> <p>In de volgende gevallen moet de Beschrijving TRA worden gestart:</p> <ul style="list-style-type: none"> - Als een risicovolle taak nooit eerder is uitgevoerd bij VDL Weweler; - Als bij eerdere uitvoering een ernstig incident heeft voorgedaan; - Als er risico is op een ongewoon voorval; - Als de te nemen maatregelen op onderdeel 3 niet uitgevoerd kunnen worden. <p>(Zie volgende bladzijde voor risico inschatting en calculatie tabel om TRA-verplichting te bepalen)</p> <p><input type="checkbox"/> TRA-verplichting is van toepassing</p>		<p>7. Afsluiten werkvergunning (invullen bij voorgevaarlijke werkzaamheden zoals lassen, branden, slijpen)</p> <p>30 minuten na beëindiging: controle op het werk Afsluiten door houder, werkplek is opgeruimd en veilig achtergelaten.</p> <p>Uitvoerder: Afdeling _____ Naam _____ Handtekening _____ Datum: _____/_____/20 _____</p> <p>Toezichhouder: Afdeling _____ Naam _____ Handtekening _____ Datum: _____/_____/20 _____</p>

Risico inschatting en calculatie tabel

A. Risico bij de uitvoering van de Taak	Ja/Nee?	K	E	R
1. Mogelijk contact met restproduct met gevaareigenschappen				
2. Gebruik van hulpstoffen met gevaareigenschappen				
3. Gebruik gevaarlijk gereedschap of werktuigen (bv. hoge druk cleannen)				
4. Gebruik bijzondere steiger (bv. hangsteiger,)				
5. Brandgevaarlijke werk i.c.m. brandbare omgeving				
6. Explosieve atmosfeer (gas kan aanwezig zijn of ontstaan)				
7. Energie. Leidingen onder druk/bewegende of vallende delen)				
8. Werken op hoogte/valgevaar				
9. Hijswerkzaamheden				
10. Contact met hete voorwerpen/verbrandingsgevaar				
11. Kans op zuurstofverdringing of (vorming) giftige gassen				
12. Verhoogd gevaar voor struikelen, uitglijden				
13. Milieubelasting				
14. Werken in (deels) besloten ruimte ²				
15. Anderszins, te weten _____				
Cumulatief				
B. Risico's door Arbeidscondities en/of omgeving	Ja/Nee?	K	E	R
16. Hoge geluidsniveaus (vermoening, beperking communicatie)				
17. Extra gevoeligheid voor (extreme) klimatologische omstandigheden				
18. Hinder door verkeer				
19. Sierk beperkte bewegingsruimte				
20. Fysieke belasting (frequent tillen, lasten > 25 kg)				
21. Psychische factoren: hoge concentratie vereist, stress, eentonig				
22. Blootstelling aan stof uit omgeving (lood/cadmium/kwartshoudend)				
23. Risicovolle omgeving (verhoogde kans op lekkages chemicaliën/stoom)				
24. Anderszins, te weten _____				
Cumulatief				
C. Risico complexiteit / gelijkijdigheid	Ja/Nee?			
Verschuiven disciplines werken samen				
Verschuiven firma's werken samen				
Tijdsdruk speelt een rol				
Gelijkijdige andere taken binnen invloedsgebied (naast/onder/boven)				
Nieuwe werkmethode				
Inzet ander/specifiek gereedschap				
Risico (R) = Kans (K) X Effect (E)	Kans Getal	Omschrijving kans	Effect Getal	Omschrijving effect
1	1	Praktisch onmogelijk	1	Gering
2	2	Ongevoonlijk, echter mogelijk	2	Matig
3	3	Mogelijk	3	Serius
4	4	Te verwachten	4	Catastrofaal

Som Blok A + Blok B ≥ 10 en/of in Blok C meer dan 2 keer "Ja". Taak Risico Analyse uitvoeren

Som Blok A + Blok B ≥ 10 en/of in Blok C meer dan 2 keer "Ja": Taak Risico Analyse uitvoeren.

VDL Weweler Werkvergunning

Wanneer werkvergunning?

Een werkvergunning is verplicht als er sprake is van risicovolle werkzaamheden en/of risicovolle werkplekken

Risicovolle werkzaamheden

- Werkzaamheden aan tanks, leidingen en apparatuur die gevaarlijke stoffen of gevaarlijke
- Het werken op een hoogte van 2.5 meter of meer;
- Indien er kans bestaat op lucht-, water- en/of bodemverontreiniging;
- Las- en slijpwerkzaamheden, open vuur op gevaarlijke werkplekken.
- Het betreden van en werken in een besloten ruimte.
- Werkzaamheden waarbij bijzondere bescherming van de uitvoerder noodzakelijk is.
- Bij overige werkzaamheden, wanneer de aanvrager of uitvoerder dit nodig acht.

Toegevoegde vergunningplichtige locaties¹

Installatie	Opmerking
Trafo induction	Niemand binnen VDL Weweler is bevoegd om aan de 10KV-installatie te werken
Kelder pers	
Draaloven	
Endogasgenerator	
Zoutharderij	
Shotpeen	

¹ Uitzondering op vergunningplichtige werkplekken: als er voor de specifieke combinatie werkzaamheden/werkplek, werkinstructies zijn en operators getraind zijn.

Veiligheidsregels

Wat te doen als het ontruimingsgitaal klikt (Slow Whoop)

- ONTRUIMEN**
Neem altijd de veiligste en kortste route naar buiten.
- VERZAMELEN**
Verzamel bij verzamelplaats (A) logistiek, tenzij anders aangegeven.
- VOLG AANWIJZINGEN OP**
Voel aanwijzingen van de BHV altijd op.

Verboden	Waarschuwingstekens
<ul style="list-style-type: none"> Het is verboden foto- en filmopnames te maken Het is verboden je binnen de beschermingshekken en/of lichtschermen van de robot te bevinden Niemen en elektrische sigaretten verboden Open vuur verboden Meerijden op voorv. heftrucks en automatisch geleids voertuigen verboden Verboden toegang voor personeel met een paspoortje op aangegeven plaatsen in de productiehallen 	<ul style="list-style-type: none"> Pas op voor voorv. heftrucks en automatisch geleids voertuigen Pas op voor opengevallen halffabricaten (deze kunnen erop vallen) Elektrische spanning Pas op voor hangende lasten <p>Gebooden</p> <ul style="list-style-type: none"> Dragen van gehoorbescherming in aangegeven hallen verplicht Dragen van veiligheidsschoenen (buiten de (groene) looproutes) verplicht Meld onveilige situaties altijd bij uw contactpersoon Volg aanwijzingen van borden en personeel altijd op Dragen van een veiligheidshelme in aangegeven hallen verplicht Dragen van een veiligheidshelme in aangegeven hallen verplicht

Appendix 3 Declaration

I hereby declare, (First name and last name, clearly in block letters)

Working at (name company)

That I have taken note of the HSE plan on the date

Handwriting
