

VAN DER SLUIS INSTRUCTION MANUAL

SAFETY, HEALTH, AND ENVIRONMENT



VAN DER SLUIS
ondernemend in techniek

www.veiligdoorsam.nl



*“Do your work safely. That way,
everyone can go home safe and
sound at the end of the day.”*

René van der Sluis

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WHY THIS INSTRUCTION MANUAL?

Safety is our top priority. This manual outlines the key principles and guidelines we follow at Van der Sluis to ensure a safe, healthy, and environmentally responsible workplace. It covers our safety rules and safety measures in detail.

This Safety, Health and Environment (HSE) instruction manual applies to everyone working at or for Van der Sluis. This includes our own employees as well as external workers such as temporary staff and self-employed professionals.

If you have any questions after reading this manual, please reach out to our safety officers.



THE IMPORTANCE OF SAFETY

As company leadership, we believe that working safely is of paramount importance. It applies to everyone, everywhere, at all times. No matter where we work, we may encounter unsafe situations.

Our Safety Goals

Our goal is to create a workplace where everyone - whether they work for or with Van der Sluis - can operate safely while minimizing health risks. Additionally, we strive to prevent any harm to the environment as a result of our work. These principles guide everything we do at Van der Sluis.

Our Approach

How do we achieve these goals? We follow a structured policy designed to minimize the risk of personal injury, material damage, and environmental harm. We accomplish this through continuous risk assessments and evaluations specific to our operations at Van der Sluis.


Our Certifications

To maintain the highest safety standards - both now and in the future - we have chosen to certify Van der Sluis under the Safety Checklist Contractors (SCC**) and the Safety Culture Ladder (SCL).

The SCC Certification helps us identify and manage risks related to safety and health, ensuring that appropriate measures are in place to keep them under control. The SCL focuses on fostering a culture of safety by improving awareness, attitudes, and behaviors. Both certifications are designed to help us reduce unsafe situations and prevent incidents.

SHE Policy Statement

This Safety, Health, and Environment (SHE) policy statement outlines our company's commitment to workplace safety, health, and environmental responsibility. Maintaining a safe and healthy work environment is a shared responsibility, and every employee plays a crucial role in upholding these standards. As company leadership, we are committed to continuous improvement. To achieve this, we will regularly evaluate our safety policies and encourage open discussions to share experiences and insights across the organization.



René (Ing. B.J.) van der Sluis

Managing Director

Van der Sluis Technische Bedrijven

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GENERAL CONDUCT GUIDELINES

At Van der Sluis, we uphold the following core values: Future-Oriented Thinking, Quality, Commitment, Respect, and Reliability.

Conduct

- Use respectful language, such as avoiding swearing, cursing, and offensive remarks, which will not be tolerated.
- Discrimination, intimidation, or any form of sexual harassment is strictly prohibited.
- Aggressive behavior, violence, and bullying are not allowed.
- Alcohol and drug use are prohibited in the workplace. You may not report to work under the influence of alcohol or drugs.
- If you take medication, consult your doctor to ensure it does not affect your ability to work safely.
- Speak up if you witness unsafe behavior.



Workplace Etiquette

- Keep the volume of radios and other audio equipment at a reasonable level.
- Do not display posters, magazines, or materials that may be offensive or inappropriate.
- Always use the designated restroom facilities.

Interactions with third parties

- If you need to remove third-party property, inform the owner in advance and take care to avoid damage.
- Notify neighbors or affected parties ahead of time if your work may cause disruptions such as noise, road closures, or other inconveniences.



Use of company equipment

- Employees may only use company equipment for personal purposes with prior approval from management. Additionally, employees must hold a valid driver's license for the relevant vehicle category.
- Giving rides to hitchhikers in company vehicles is not allowed. Transporting customers or family members is only permitted with management's approval.



EMERGENCIES

Internal Emergency Number (BHV) : 111

National Emergency Number : 112

- If the victim is unconscious → **call 112 first** → **then call 111**
- If the victim is conscious → **call 111**
- Always stay with the victim!

Emergency Response Team (BHV)

At Van der Sluis, we have a team of certified Emergency Response Officers (EROs) who respond to accidents and emergency situations.

Their responsibilities include:

- Reporting
- Warning
- Alarming
- Evacuating
- Providing First Aid
- Minimizing damage in case of accidents or fire
- Firefighting (if possible)
- Assisting emergency responders (police, fire department, ambulance)

Who are the certified Emergency Response Officers?

At office locations

Multiple certified EROs are present at each site. You can find a list of EROs on LINQ under 'First Aid & Emergency Response' or on the internal emergency cards posted in the workplace.

At construction sites

Each site has a designated certified ERO. The main contractor's emergency response card, available in the site office, lists the responsible EROs along with emergency contacts and addresses.



FIRE SAFETY

What to do in case of fire:

1. Stay calm and move to safety (do not use elevators). Always evacuate if there is smoke.
2. At office locations → **call 111**
At construction sites → **call 112** → **notify the site manager**
3. Warn people nearby.
4. Close all windows and doors.
5. Proceed to the designated assembly point.

Important: Before starting work, familiarize yourself with the emergency exits and ensure they remain clear of obstacles. Then you can quickly leave the place in case of fire. Also, make sure you know where the assembly point is - this is shown on the building's emergency floor plan.



MINOR ACCIDENT | MINOR INJURY

If an accident occurs, an on-site First Aid or Emergency Response Officer will provide immediate assistance.

What to do in case of an accident?

1. Report all accidents (minor or serious) to your supervisor **immediately**.
2. Do not move the victim and wait for emergency services, unless they are in immediate danger. If necessary, only move them to ensure safety.
3. If electricity is involved, shut off the power before assisting. Always prioritize your own safety.
4. Ensure all wounds are treated immediately by a First Aid or Emergency Response Officer.
5. The supervisor must report the accident on veiligdoorsam.nl.

SERIOUS ACCIDENT | SEVERE INJURY

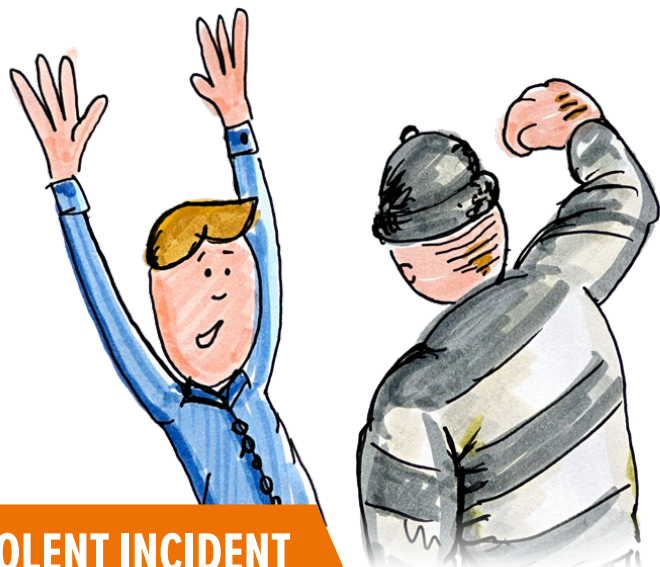
Bij een ongeval met gewonden, verleent de aanwezige EHBO'er/BHV'er de eerste hulp.

What to do in case of a serious accident?

1. At office locations → **call 111**
At construction sites → **call 112** → **notify the site manager**
 - o When calling emergency services, provide:
 - Your name
 - Location of the accident
 - Number of victims
 - Type of injury
2. Stay with the victim and maintain communication until assistance arrives.
3. If there is no immediate danger, leave the victim in the position they were found.
4. For severe bleeding, apply pressure to stop the bleeding.
5. After the accident, the supervisor must report the incident on veiligdoorsam.nl as soon as possible.



Important: If the victim requires hospitalization or may suffer permanent injury, contact the Safety Officer immediately at **06-10115871** or **06-27214454**.



VIOLENT INCIDENT

What to do in case of a violent incident?

1. Do not approach the scene. Keep a safe distance.
2. At office locations → **call 111**
At construction sites → **call 112** → **notify the site manager**

EXPLOSION HAZARD

What to do in case of an explosion risk?

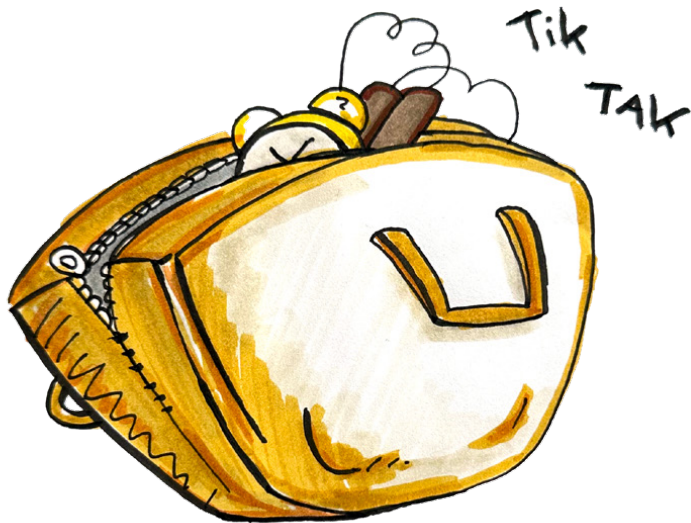
1. Ensure your safety and evacuate at least 100 meters away from the danger zone.
2. At office locations → **call 111**
At construction sites → **call 112** → **notify the site manager**



BOMB THREAT

What to do if you receive a (written) bomb threat?

1. At office locations → **call 111**
At construction sites → **call 112** → **notify the site manager**
2. Do not discuss the bomb threat with anyone except emergency personnel.
3. If the threat is in a letter or package: Handle it as little as possible to preserve forensic evidence. Proceed as follows:
 - Place the letter and envelope inside a clear plastic folder or a large envelope.
 - Document who has handled the letter.
4. Record who was informed about the bomb threat and instruct them not to discuss it with others.



PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is essential for ensuring your safety at work. Van der Sluis provides all necessary PPE, and employees are required to use and maintain them properly.

If you believe that insufficient safety measures have been taken, contact your supervisor immediately to confirm the correct safety protocols and PPE requirements.

PPE distribution

New employees receive PPE free of charge from their supervisor.

Workwear

Only company-approved workwear is permitted. Workwear protects your clothing and helps prevent injuries like cuts and abrasions.

Working without a shirt is not allowed. Shorts are only permitted if they do not pose additional risks. This is because exposed skin increases the likelihood of injury. Clothing protects your skin. Therefore, dress in a way that protects you from the dangers of your job.

If special circumstances prevent you from wearing the standard workwear, consult your project manager or department head.

Replacing workwear

Need to replace your workwear? You can order workwear through our Lasaulec mini-shops. Instructions for ordering workwear and PPE are available on LINQ.

Helmet

A helmet must be worn in the following situations:

- On a construction site.
- During lifting operations.
- When there is a risk of head injury from falling or flying objects or materials.

Important: Do not write on your helmet or place stickers on it, as this will void its safety certification.

Helmet replacement

Your helmet must be replaced three years after its production date (you can arrange this through your project manager). As the user, it's your responsibility to keep track of when your helmet needs to be replaced. Check the production date regularly, which is located inside the brim of the helmet. Refer to the example provided to determine the month of manufacture.



Safety glasses

Wear safety glasses or goggles to protect your eyes from splinters, dust, and chemical splashes. Safety glasses are mandatory whenever there is a risk of eye injury.

Hearing protection

Wear hearing protection when exposed to noise levels of 80 dB (A) or higher. It is mandatory to use hearing protection when the average noise level exceeds 85 dB (A).

Van der Sluis also offers custom-molded earplugs (otoplastics). For more information, contact the safety officer.



Harness

When working at heights where other fall protection measures are not possible, you must wear a safety harness. Before using a harness, you will receive training on how to wear and use fall protection equipment properly.

Dust mask

Avoid inhaling fine particles like dust and mist. Use source extraction whenever possible to minimize dust exposure. If necessary, wear a dust mask to filter out harmful contaminants from the air before you breathe them in.

Gloves

Wear the appropriate safety gloves when working with sharp materials (Guide gloves for rough construction and HyFlex gloves for finishing work).

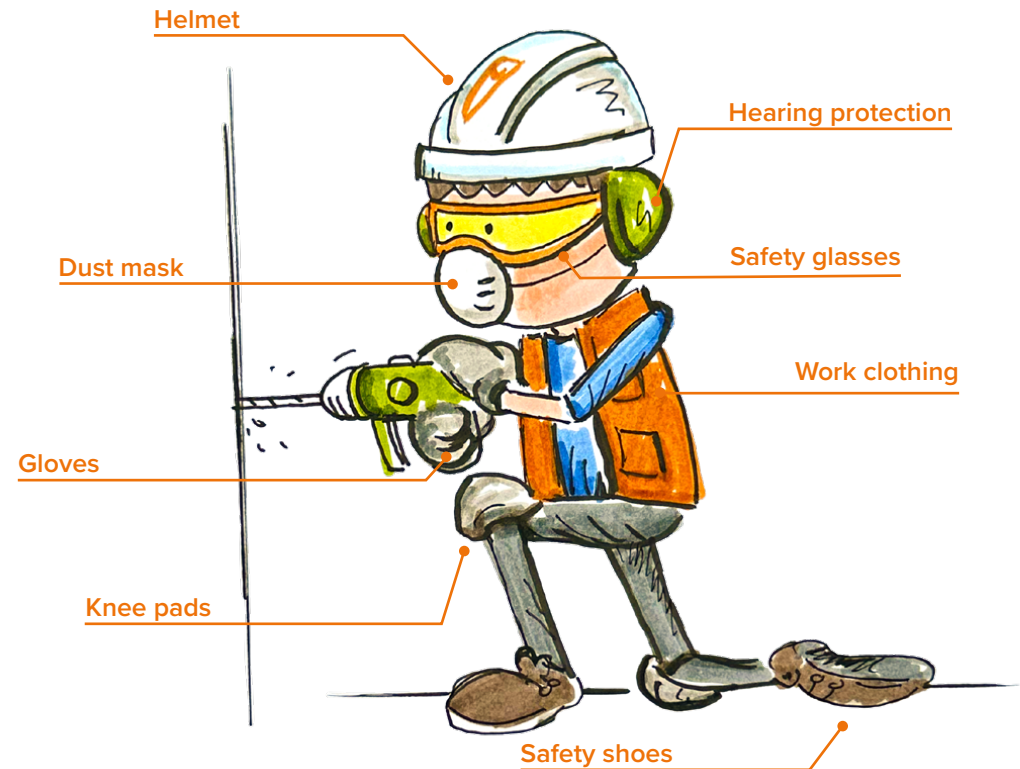
Important: Do not wear gloves when working with rotating machinery, unless the gloves are specially provided for that purpose.

Knee pads

If your tasks require frequent kneeling, knee pads are available for your work pants. Hard knee pads can be ordered through 4PS. Soft knee pads can be ordered through Lasaulec.

Special overalls for welding/grinding

Flame-resistant clothing is required when welding or grinding. If you perform these tasks, your supervisor will provide you with a special protective overall.



Safety shoes

Wearing safety shoes or boots protects your feet from impacts, falling objects, and sharp materials. If you work in a warehouse, factory hall, or on a construction site, you must wear safety shoes or boots with an S3 safety rating at all times.

SAFE TOOLS AND EQUIPMENT

How to use machines, tools, and equipment safely?

- Always follow the manufacturer's safety instructions when using machines and equipment (read the user manual).
- Use only inspected and certified machines, tools, and equipment.
- Replace any damaged or worn-out machines, tools, or equipment.
- At the end of the workday or when finishing a task, clean, maintain, and properly store all machines, tools, and equipment.



Inspection of machines, tools, and equipment

All electrical tools, measuring instruments, and other work equipment (such as ladders, scaffolds, and trailers) must be inspected annually. You can check the inspection sticker to see when your equipment was last inspected. If there is no sticker or if the inspection status is unclear, do not use the equipment.

It is your responsibility to ensure your machines, tools, and equipment are inspected on time. If you cannot arrange it yourself, contact your project manager or supervisor for assistance.

You will also receive an email reminder for upcoming inspections. The month you receive your reminder is based on the first letter of your last name, as shown in the table below:

Month	Last name starts with
January	A – B
February	C – F
March	G – H
April	I – J
May	K
June	L – M
September	N – R
October	S
November	T – V
December	W – Z

Note: Tools and equipment are assigned to specific users. If tools are transferred to another person, inform your project manager immediately!

LMRA

An LMRA (Last Minute Risk Analysis) is a quick risk assessment performed right before starting work. It helps identify potential risks related to safety, health, and the environment. The process should take no more than a minute.

When should you conduct an LMRA?

You should conduct an LMRA at your workplace before starting any task. If work is interrupted for any reason, reassess the situation before resuming.

Steps for an LMRA

Following these steps will help ensure a safe working environment:

1. **Observe** – Look around. What do you see?
What risks are involved in your work?
2. **Assess** – Are there any hazards?
If yes, stop working!
3. **Plan** – How can you eliminate or minimize these risks? What precautions should you take?
4. **Control** – Implement the necessary measures to manage risks.
5. **Reevaluate** – Is everything safe? If yes, you can start or resume work.



WORKING AT HEIGHTS

If you're working above 2.5 meters, additional safety measures must be followed as outlined in the SHE (Safety, Health, and Environment) plan and conduct an LMRA.

Collective fall protection

Use collective safety measures to reduce or prevent fall hazards. Examples include mobile scaffolding. Keep these points in mind:

- Guardrails or roof edge protection must be at least 1 meter high.
- Ensure that all railings and barriers meet the minimum height requirement of 1 meter.
- The work area and access routes must be structurally sound and capable of supporting the required weight.
- Do not work at heights when wind speeds reach Force 6 or higher on the Beaufort scale.
- Important: If no roof edge protection is in place, you must wear a safety harness.

Ladders and stairs

Regulations prohibit using ladders and stairs as a workspace when safer alternatives (such as scaffolding or aerial work platforms) are available. However, ladders or stairs may be used when installation components are difficult to reach or when the work area is too small for scaffolding.

Guidelines for using ladders and stairs:

- Ladders may be used for standing heights between 2.5 and 5 meters.
- For heights between 5 and 7 meters, consider using scaffolding or an aerial work platform.
- Ladder use is limited to a maximum of two hours per day.
- Never place a ladder on an uneven, soft, or slippery surface, or on a sloped surface.
- Ensure the ladder is stable and cannot slip.
- Set the ladder at a 75-degree angle. (Tip: Place your toes against the base of the ladder and extend your arms straight out. You should be able to grasp the ladder with both hands.)
- The ladder must extend at least 1 meter above the landing surface.
- Do not use ladders in wind speeds of Force 6 or higher.
- Always wear safety shoes when climbing a ladder.
- Keep the ladder clean and free of debris.
- Do not reach further than an arm's length outside the ladder.
- Always check if the ladder is approved and in good condition.



Aerial work platforms

You may only operate an aerial work platform if you have received proper training/instruction and are at least 18 years old.



Safety harness

Each safety harness includes:

- A shock absorber
- An anchor line (rope)
- A user manual in multiple languages

Pre-use inspection:

Before use, inspect all components carefully. If a harness is damaged or worn, it must be checked by a qualified professional. Contact the project manager to arrange an inspection. Each harness has an approval sticker with an expiration date. It is only safe to use the harness until that date.



WORKING WITH DUST EXTRACTION

Materials like sand and stone may contain quartz, which can produce fine dust particles that penetrate deep into the lungs. If you work with these materials, you must use dust extraction. Using dust extraction on power tools can significantly reduce dust exposure. Every technician at Van der Sluis has access to tools with built-in dust extraction.



WORKING WITH YOUNG EMPLOYEES (UNDER 18 YEARS OLD)

When working with employees under 18, remember that they lack experience and may not fully recognize potential hazards. It is crucial that a knowledgeable supervisor is familiar with the tasks being performed.

Identify the risks associated with the work and take appropriate measures to ensure the safety of young employees in the workplace.

How? Follow these steps:

- Provide extra instruction and take the time to explain.
- Use simple language and avoid technical jargon.
- After training, ask follow-up questions to confirm they understand.
- Stay close by during high-risk tasks so you can intervene if needed.
- Regularly check that safety procedures and protective gear (PPE) are followed correctly.

If adequate supervision cannot be guaranteed for high-risk tasks, young employees are not allowed to perform them.



PHYSICAL STRAIN

Do you need to lift something heavier than 23 kg? Ask a colleague for help or use a lifting aid.



SAFE AND ORGANIZED WORK ENVIRONMENT

Keep your workspace clean and tidy - whether in the office, workshop, project site, or company vehicle. This also applies to shared spaces like restrooms and break rooms.

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- Escape routes
- Emergency exits
- Access roads
- Passageways
- Exits
- Entrances
- Stairways

Firefighting equipment and switches must always remain easily accessible.

Waste disposal

Dispose of all waste properly in the designated bins. Separate hazardous waste from regular waste and place it in the appropriate disposal container.

Throwing or dropping materials from an elevated worksite is strictly prohibited.

In the office, follow the clean desk rule: leave your workspace clear and tidy at the end of each workday.

First aid kit

First aid kits are available in the office (near the pantries), all project site trailers, and company vehicles. Because first aid supplies have expiration dates, check regularly to ensure the kit is complete and up to date.

If a kit is missing, report it to your supervisor, who can order a replacement via 4PS.



Fire extinguishers

Fire extinguishers are located in office buildings, most project site trailers, and company vehicles. They are regularly inspected and replaced as needed during maintenance. Fire extinguishers must always remain easily accessible.

COMPLAINTS

As an employer, we are committed to providing a safe and healthy work environment. This includes the setup of your workspace and the route to your worksite.

If you cannot perform your job safely or healthily, report it immediately. Your supervisor will file the complaint through the Quality Management System (QMS) or with the QHSE department.



SAFETY, HEALTH, AND ENVIRONMENT (SHE)

Toolbox meetings

All operational employees, including temporary workers, must participate in toolbox meetings. The project leader or foreman will conduct at least 10 toolbox meetings per year.

Workplace inspections

Workplace inspections are essential to ensuring safety compliance at Van der Sluis.

Project leaders and foremen must conduct at least 10 workplace inspections per year using the workplace inspection form, checking for:

- Cleanliness and order
- Personal protective equipment (PPE)
- Machines & tools
- Electrical installations
- First aid & emergency response
- Environmental considerations
- Subcontractors & temporary workers

If an inspection identifies hazardous conditions, take immediate action in consultation with your direct supervisor. The issue can be escalated to the (main) contractor if necessary.

Start-of-work meeting

Before starting work on a construction site, you must attend a start-of-work meeting. During this meeting, the project leader or foreman will discuss the tasks to be performed, the potential risks and the preventative measures to minimize hazards.

Project visit report

When a project leader visits a site, they must complete a Project Visit Report, which documents key observations, including:

- Staffing levels
- Financial matters
- New tasks
- Key observations from the site tour
- Whether safety, health, and environment (SHE) topics were discussed that month

Executive project visits

A safe, healthy, and environmentally responsible workplace is a priority for management. That's why each executive member visits at least one construction site per quarter and participates in a workplace inspection.

Behavior observation rounds

During behavior observation rounds, supervisors assess how employees work and their surroundings. This allows them to ensure safe working practices, gain insights into work habits and identify improvements that can encourage safe(r) behavior.



GENERIC SITE SAFETY INSTRUCTION

Many construction sites require the Generic Site Safety Instruction (in Dutch: Generieke Poortinstructie, GPI). This is a standardized safety briefing for all registered construction sites in the Netherlands.

For the GPI, you must obtain a certificate. This certification grants you site access for one year. If your job requires GPI certification, your site manager or project leader will invite you to complete it. The procedure is available on LINQ.



PREVENTIVE MEDICAL EXAMINATION

Every three years, Van der Sluis employees are offered a preventive medical examination (in Dutch: preventief medisch onderzoek, PMO). This voluntary and free exam assesses physical and mental health, identifying work-related risks. The company receives only group-level reports, not individual results. Employees receive personal notifications if health risks are detected.

Company doctor (ArboNed)

If you are sick and unable to work, your absence will be reported to ArboNed. Within six weeks,

a company doctor will contact you to discuss:

- The cause of your illness
- Your current condition
- Advice on recovery and preventing future absences

The company doctor advises employees, HR, supervisors, and management on how to minimize further absences. Employees must attend medical check-ups with the company doctor. The full sick leave policy is available on LINQ.

ArboNed

SAFETY PRINCIPLES



1. I only accept a safe workplace



2. I report unsafe situations and (near) accidents



3. I speak up if I see unsafe behavior



4. I conduct the Last Minute Risk Analysis (LMRA)



5. I use the correct Personal Protective Equipment (PPE)



6. I use safe tools and materials



7. I work safely at heights



8. I am aware of workplace risks