

'Safety awareness' paper



From high to low

Page 2

Both consciously and unconsciously safe

Page 3

Prevent physical complaints and injuries

Page 4 and 5

Electrical equipment is not without its dangers!

Page 6



Safety is strengthened when you work together!

Material hazards

Page 7

Dealing with old paint

Page 8

Avert dangers on the road

Page 9

Start 'em young

Page 10

**27
MARCH**

Take the toolbox courses!

On 27 March, you and your colleagues can take these six different **free** toolbox courses.

Scan the QR-code for more information

(All courses will be in dutch)



From high to low

This includes heights of less than 2.5 metres!

One of the biggest hazards of working at height is the danger of falling. This applies for both people and equipment. These risks are high and it is extremely important that you take effective safety measures at all times and in every situation - but did you know that the order in which this is done is very important as well? In determining the safety measures you need to take, you are required to follow a certain step-by-step plan: the occupational hygiene strategy.

What is this occupational hygiene strategy?

The occupational hygiene strategy consists of four steps to determine which safety measures need to be taken. Please note that the order of these steps is mandatory.



More info?
Scan the
QR-code



Toolbox:
Working at
height

Take the 'Working at height' toolbox course on the 'Be Aware of Safety' Day on 27 March!

1

Measures at the source

Can you combat the danger at its source? Can I take measures that will reduce or eliminate the need to work at height? By combatting the danger at its source, you take away the cause of the problem.

No?

Examples of situations with feasible measures at the source: - - - - - →

- Choosing a hinged roof cover that you can hoist onto the roof in one go, so you will only be working at height for a short time.
- Replacing a diesel-powered material hoist with a quiet, clean electric material hoist.

2

Collective measures/technical measures

If measures at the source are not reasonably possible or do not have the desired effect yet, you need to take collective and/or technical measures to reduce the risks.

No?

Examples of collective protective equipment when working at height include: - - - - - →

- Solid railings and scaffolding to avoid falls.
 - Safety nets to catch falls.
- When using rolling or stationary scaffolding, it should always be AND continue to be safe. Therefore, visit www.richtlijnsteigers.nl to consult the Scaffolding Guidelines (Richtlijn Steigers), which contain the requirements such scaffolding must meet.

3

Individual organisational measures

If measures at the source and collective and technical measures are not reasonably possible, or do not provide an adequate solution, you and your employer must take organisational measures. By doing so, you lower the risk to individual employees by reducing the exposure to danger.

No?

Examples include: - - - - - →

- Cable and rail systems on the roof.
- Different working methods.

4

Individual/personal protective equipment

If the top three measures are insufficiently effective or you cannot reasonably demand that an employer or client take these measures,

No?

the employer must provide you with appropriate personal protective equipment: - - - - - →

- Safety harness combined with roof anchors or ridge anchors.
- Helmets and safety shoes.

Note: PPE alone almost never provides sufficient protection when working at height.

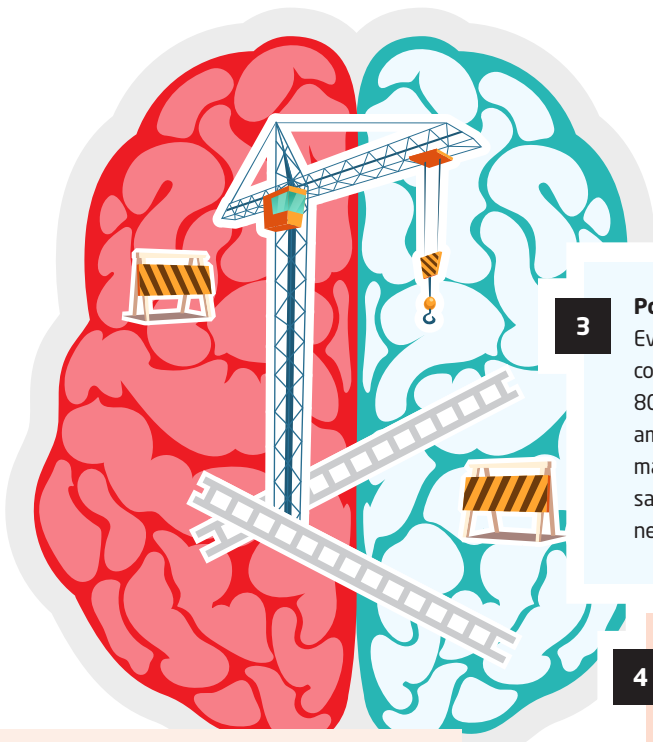

No?

When in doubt about your and other people's safety: say **no** and contact your employer or client!

Both consciously and unconsciously safe!

It doesn't take much for accidents to happen and yet, **95%** of the time, we are unaware of the risks that lead to them.

This is because we do much of our work "unconsciously". In theory, you often know how to stay safe and healthy while performing your work, but do you always think about it in practice? The following tips will help you keep yourself and your colleagues consciously and unconsciously safe!

Toolbox:
Safe behaviour: recognising and addressing risks

1 Repeat, repeat and repeat all over again
If you spot a colleague working without a helmet, or failing to follow safety instructions, please confront him or her about it. And if he or she forgets again, you will just need to address the matter again. Through repetition, we ensure that, unconsciously, safety seeds are planted.

2 Change through self-direction
Let's be honest: if someone from the office - someone you hardly ever see on the shop floor - tells you to do something, aren't you less likely to accept their solution? Therefore, you need to come up with your own ideas on how to improve health and safety at work, and talk to your colleagues about your experiences. That way, you may come up with the best solutions together!

3 Positive feedback
Everyone wants to do their job properly and safely. In return, you seek confirmation that you are doing well yourself. It feels good to be told that 80% of employees comply with the safety measures, and that you are among that 80%. The remaining 20% are likely to take this on as well. So make sure to be generous with compliments when your colleague works safely. This will often motivate them to put on that construction helmet next time as well.

4 Being a good ambassador
Herd behaviour. We all exhibit it in the workplace. We copy each other's behaviour, and there is always that one employee that people look up to. If that person is a fantastic ambassador for working safely and healthily, many will automatically adopt his or her good behaviour. You may be the one a colleague looks up to, so always make sure to set a good example yourself!

Creating new routines

All in all, the above pointers are all nudges in the right direction. Following these unconsciously leads to new routines through which we will unconsciously improve health and safety at work even further. But to achieve that, we all need to make a conscious effort!

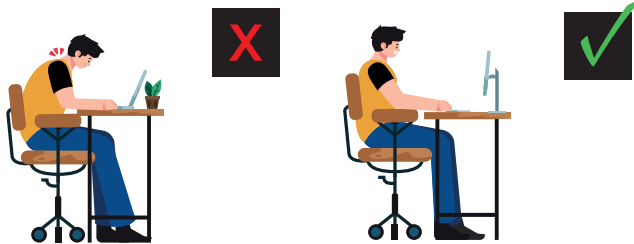
Prevent physical complaints and injuries!

While sitting and staring at a screen for a prolonged period of time isn't good for you, if you work in an office, this often can't be avoided. Fortunately, **there are plenty of measures you can take to prevent physical complaints!**



Toolbox:

Physical stress on construction sites and offices'

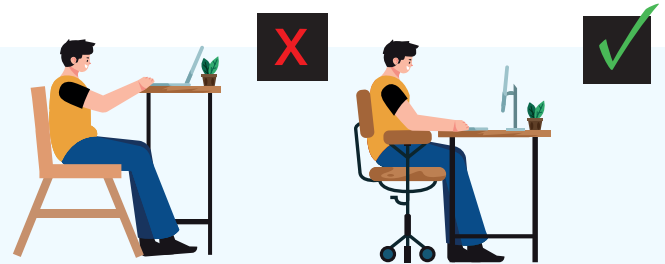


1

Ensure your monitor is set at the **right height and distance**. The farther the distance between your face and the monitor, the better.

2

Make sure your forearms and lower back are supported. A good office chair and a desk at the **right height** are a **must!**



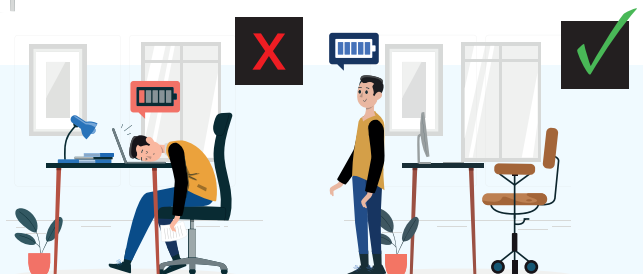
3

Avoid constantly holding your mouse in your hand. If you **don't need it** for a while, **let go of it**.



4

Don't sit in the same position for too long. Every so often, take a **short break** and **walk away** from your workstation.



Create the perfect workstation!

Good working posture can only be achieved if your workstation is properly adjusted. How do you do that?

1 Start with your office chair, it should particularly support your lower back correctly. It is important that your feet can be planted firmly on the ground, and your knees do not come above your hips.

2 Once your chair is at the right height, it is time to look at your desk. Adjust it so that it provides sufficient support for your forearms. Once your desktop is at elbow height, you're generally fine!

3 Finally, ensure your monitor is at the right distance and height. The top of the monitor should be at eye level, or slightly lower if you are not typing 'blind'. As for the distance: the farther the distance between your face and the monitor, the better! Do make sure the font is large enough to read it from this distance.

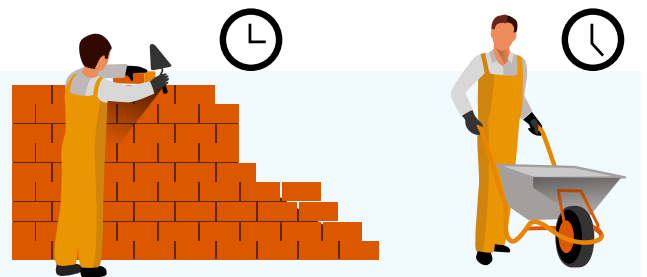
At your working location, you may find yourself having to do strenuous work or having to make the same movement over and over - such as lifting, lugging and bending down. Unless you do this correctly, this can cause physical complaints and injuries - sometimes immediately and sometimes only in the long term.

Therefore, you should always work according to these tips!

- 1** Stand **as close** to the load as possible. That way, you won't have to reach when you need to **grab** or **lift** something.



- 2** Always keep your body pointed towards your work. Make sure you **don't** have to **twist your body** in order to perform your work.



- 3** Try to alternate activities as much as possible. Avoid performing the **same physical work** for **too long**.



- 4** Make use of **available resources** - e.g. use a **trolley** or **wheelbarrow** instead of lifting heavy materials yourself.

- 5** If you do need to lift something, do so **underhand**, with your palms **facing upwards**.



Good clothing ensures you get through it in one piece!

The importance of clothing cannot be underestimated! While you should obviously wear personal protective equipment wherever necessary, your other clothing should be safe and comfortable as well. You should - for example - take the weather into account: wear breathable, thin clothes on warm days, and thicker clothes when it's cold. That way, you can prevent physical complaints caused by heat or cold. Also make sure your skin is well covered, i.e. don't wear clothes with rips or holes.

Electrical equipment is not **without** its dangers!

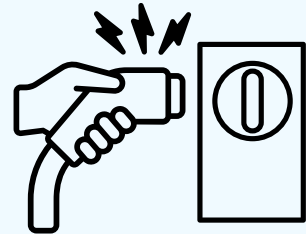
At our work sites, the work increasingly involves using electrical equipment. Using this safely requires a different approach than you may be used to.

Therefore, you need to be aware of the risks and learn what you can do to safely work with electrical equipment too!

1

Charging plugs are quite fragile.

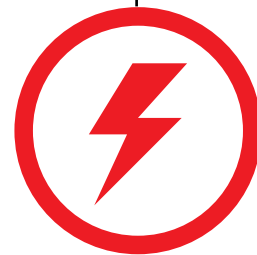
If you drop a plug on the ground, do not just plug it in the machine anyway! This can be a lethal mistake if - for example - there is mud on the plug. Always pay attention and always handle the charging plug carefully!



2

If the machine you are working with malfunctions.

You may - out of habit - be tempted to try and resolve the issue yourself. However, you should definitely not do so with electrical equipment! Instead, call the office and ask for a specialised technician. Never tinker with the machine yourself!



3

Electrical equipment usually runs on lithium batteries.

While, in normal use, these are basically safe, it is still important that, in the event of a fire, you get away from the worksite as quickly as possible. **So don't try putting out the fire yourself!** Lithium fires release a lot of toxic gases, and you should obviously always follow the applicable safety instructions.



Guideline for safe use of electrical equipment

Safety starts with a proper risk analysis. The work planner must properly identify the risks and the safety rules that everyone must follow. To help with this, the 'Guideline for safe use of electrical equipment' (Richtlijn veilig elektrisch materieel) will soon be available. More information about this will be provided during the 'Safe use of electrical equipment' **toolbox course on Safety Awareness Day on 27 March.**



Toolbox:

Safe use of electrical equipment

Material hazards

PUZZLE!
Connect the signs with the correct words!

Know what you are working with!

Whatever profession you are in, chances are that, on the work site, you will have to deal with hazardous substances. Therefore, it is important that you always know what you are working with, and are aware of the risks involved. The pictograms on the label will give you an indication of these risk.

But do you actually know exactly which pictogram depicts which danger?

Can you replace it?

The first step in protecting yourself against danger: see if you can remove the danger altogether. If the product you have to work with contains hazardous substances, you should first check whether a different, safer product is available. Ask your employer about this

Where can I find answers to my safety-related questions?

Before you get to work, it is important that you know what kind of product you will be working with. What are the risks of the product? How can you handle it as safely as possible, and what should you do if things go wrong? You need to know where to find this information. Companies may - for example - have a workplace instruction card (werkplekinstructiekaart - WiK), or an app you can consult whenever you need to. Ask whether and how your employer makes this information available, so you can always get to work as safely as possible!

Take extra care with young employees

If you have an apprentice working at your worksite, you will want him or her to get as much practical experience as possible - but be careful! A product may contain hazardous substances that a young person is not allowed to work with, or may only work with under expert supervision. For apprentice trainers, there are check cards available that will enable you to verify this

Hazardous substances that are released during work

If you need to process material and, as a result of that, hazardous substances are released (e.g. saw, drill, sand, grind stony material, wood or old layers of paint), you should look for a different working method. It may - for example - be possible to cut blocks rather than sawing them.

Find out more about this on page 8!



health hazard

harmful

compressed gas

flammable

environmental hazard

corrosive

toxic

explosive

oxidizing
(combustible)

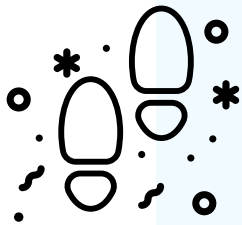
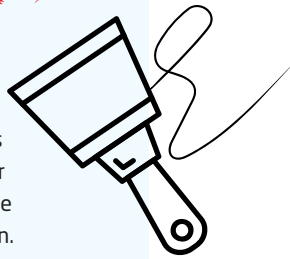
Dealing with old paint

While the products you work with can contain harmful substances, some can also be released during work. A good example of this is the processing of old layers of paint. Make sure you do not inhale or spread the dust that is released as you go.

There is more you can do to reduce the risks, though!

Just scrape it off

One way to avoid the fine dust when preparing your work is to scrape the paint layer off. This not only removes more paint, but also means less dust is released. Other methods of preparing your work are blow-drying or stripping the paint, but be aware that these methods carry risks of their own.



Whoa, stop!

Make things easy on yourself and cordon off your work location with screens. This ensures that others do not walk through and spread around your dust, and limits the area you have to clean after work.

What is clean should stay clean

Once you have created a relatively dust-free environment, you don't want to ingest dust in other ways. Therefore, wash your hands regularly and do not eat, drink or smoke on the worksite.



Water first, the rest can wait

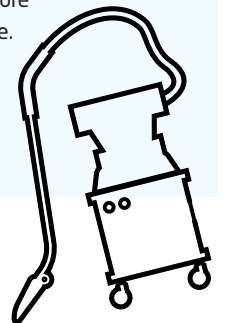
Using wet working methods, such as wet manual sanding or wet grinding, prevents dust from being released. Water, which includes showering, ensures that you wash the dust off your own body and out of your hair before it can spread further.



Dust sucks

Prevent dust from spreading and vacuum it away before it can become airborne. Do this using the direct suction feature on the tool. This way, the dust released is extracted close to the source. Additionally, use appropriate respiratory protection.

Use a Hoover with a HEPA filter for cleaning, rather than compressed air. You can also use these to vacuum dust off your clothes before leaving the worksite. Leave the worksite clean.



More information?

Take the 'Hazardous substances that are released during processing' toolbox course on Safety Awareness Day on 27 March.



Avert dangers on the road!

Earlier in this paper, we told you about the occupational hygiene strategy. This is the mandatory order in which companies and employees must take various safety measures.

Only if **STEP 1** does not provide enough protection do you move on to **STEP 2**.

Roadworkers are required to follow the occupational hygiene strategy as well - but how do you go through these steps while doing roadwork, or working roadside?



Toolbox:

Road and roadside construction safety

1 Measures at the source
The first step is always to eliminate danger wherever possible, for example by closing a road or diverting the traffic, so it does not pass by your worksite and pose a danger

No?

2 Collective measures
If you can't close the road, ensure that there is a barrier between the traffic and the work site. The safest way to do so is with a (concrete) barrier. If it concerns short-term work, visual separations such as cones and traffic delineators can be used as well (albeit for a maximum of 1 day and 2 weeks respectively). Also ensure there is enough of a safe zone between the work area and the barrier.

No?

3 Individual measures
Certain technical equipment - such as a traffic cone machine or rumble strip machine - are good examples of individual measures. These machines allow you to safely place and remove road barriers and rumble strips, and prevent dangerous situations on the road.

4 Personal Protective Equipment (PPE) ← No?
Only when you have completed all the above-mentioned steps is it time to focus your attention on PPE. It goes without saying that you need to be clearly visible, both during the day and at night. During the day, you should at least wear an orange safety vest with horizontal and vertical reflective striping. In the evening and at night, such high-vis clothing should make your arms and legs stand out in the same way.

Be alert!

Unsafe traffic behaviour is - unfortunately - an all too common occurrence. While the occupational hygiene strategy will help reduce hazards, it is still important to be alert.

- Always behave as safely as possible
- Be aware of unsafe behaviour of road users
- Confront your colleagues about unsafe situations.
- Consult with your supervisor and have the courage to suspend the work if it is not safe

Only by adhering to these rules will you keep your worksite as safe as possible!



More info?
Scan the QR-codes!



Roadside construction safety



Placement and removal of roadblocks

Stronger together: bridge that generation gap!

In many workplaces, there is great collaboration between experienced professionals and young apprentices, trainees and entry-level workers. They are jointly responsible for ensuring that the workplace remains safe. While, on the one hand, younger workers have less practical experience than their older colleagues, they may on the other hand have been taught new, safer working methods at school.

How do you make sure you learn from each other when it comes to working safely and healthily?

Pride comes before a fall

When you are young, you can often handle a lot and at times, there may seem to be no risks. But be careful not to get overconfident or act impulsively. For example, always stick to the maximum lifting power. 'Just let me handle that' will not sustain you for the rest of your life. And teach yourself to use PPE properly where necessary.

Practise what you preach

Everyone has to start somewhere. When you have not been working for that long, many things are still new to you, including how to work safely. So don't be afraid to ask questions of more experienced colleagues - after all, they used to be young too. And if you are an experienced professional working with younger colleagues, you need to make sure you always set the right example! If you always demonstrate safe behaviour, they are more likely to adopt that too.

Safety as a matter of routine

Teaching yourself certain routines is easier when you are young. That's a good thing, because safe behaviour is largely a matter of routine. This starts with what you learn at school. You subsequently take that to the workplace, where you will have to get used to different safety measures for each job. That repetition is important. Even if you supervise younger colleagues, repetition in particular will help make safety a routine.



Learn from each other

At the beginning of your career, you can obviously learn a lot from the advice of your experienced colleagues - but at the same time, the older generation can learn from younger ones too. These youngsters may very well discover things in the work routine you are used to that could be done more safely! If both sides are open to learning from each other, it will only enhance safety. Safety is strengthened when you work together!



For apprentice trainers

Checklists are available for each sector:



Construction



Infrastructure



Engineering