

The Golden Rules of Safety

Safety is not self-evident

Schiphol wants to be a safe place for everyone who comes and visits us. It doesn't matter if you are here as a passenger, a visitor or to do your work. But safety is not self-evident. This is why we have drafted the Golden Rules of Safety. The rule below relates to the securing of electrical systems.

Working with electricity can easily be classified as a high-risk activity. If anything happens, it is almost always serious. You can be severely injured or even die. Of course, this does not need to happen. You can avoid injury by knowing exactly which electrical work you may and may not do. It is quite literally a matter of life and death that you know which risks there are and how you can recognise dangerous situations. That is why we have the following Golden Rule of Safety:



Electrical installations

Why electricity is high-risk

Electricity is extremely dangerous because:

- it is invisible
- it is odourless
- it is inaudible, and
- once you feel it, it may be too late!

Electricity is both dangerous to people (life-critical) as well as to Schiphol operations (process-critical)

Any wrong move with electricity can have major consequences both for yourself (life-critical) as well as for operations at Schiphol (process-critical):

- electrocution - you do not survive this
- severe burns
- falling or tripping if you are startled
- fire
- explosion
- outage of (parts) of Schiphol
- damage to system (components), materials and tools

Strict regulations

Because electricity is so dangerous, at Schiphol we work in accordance with the Safety Management System Electrical Engineering (in Dutch: VeiligheidsManagementSysteem (VMSE)). These are strict regulations and requirements for working on or near electrical engineering systems. It is only when we apply these rules perfectly that we can guarantee the safety of users, colleagues, passengers, employees and visitors.

ATTENTION

Always request permission from the owner of the system (of Schiphol) before you start working on or near an electrical engineering system.

How to obtain permission

To obtain permission to start the work, first draft a work plan in accordance with the switch procedure. Submit this work plan no later than fourteen days before you want to start with the work. Submit it to the person responsible for the system (RS) / the person responsible for the work (RW), or to the responsible expert (RE) of the department where you want to do the work.

One of these people will determine on the basis of the information provided by you whether you can start the work or whether you still need to take extra measures. It may be that one of these people must give you verbal permission before you can really start with the work.

Always follow the instructions in the work permit and the latest information from the RS, RW or RE on duty. Is something unclear? Ask the person who granted you the work permit.

Always take the precautionary measures that are associated with the work you are doing.

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Safety regulations

- You are not allowed to work on electrical systems that are live.
 - You always need a work permit if you are going to work on electrical systems or electrically driven equipment.
 - You may only work on or near live electrical systems, machines or equipment if you see that they have been secured (isolation demonstrated, blocking, locking against switching on, earthing and labelling). We call this Lock-out, Tag-out. Check it if necessary!
 - Document each electrical securing; refer to the switch procedure of the relevant department for this.
 - Anyone who works on electrical engineering systems must carry a valid appointment or instruction from his/her own employer, and in some cases also from Schiphol. You are personally responsible for extending and keeping this appointment/instruction up-to-date.
- Has the work permit been discussed with all workers before I start?
 - I am really authorised to do this work.
 - Have I really convinced myself that nothing is live anymore? And do I know for sure that everything is secured to prevent switching on? (Lock-out, Tag-out).
 - Is my work site clean, dry and clear of any other risks?
 - Are all electrical components properly isolated and undamaged?
 - Are electrical components properly earthed and does the system switch off in the event of a ground fault?
 - Do I have suitable PPE, can I still use it (durability) and do I know how to use it? For example, shoes with isolating soles, gloves, face shields and flame-retardant clothing.
 - Have I arranged for supervision of high-risk works on electrical systems? So they can provide quick assistance in case of an emergency.

Approval work permit

A 'switch-authorized competent person' will fill in the work permit and the switch procedure in advance. The RS, RW or RE are also authorised to do this.

Only authorised personnel may perform any electrical securing. And only with a work permit and verbal permission from an RS, RW or RE.

Take personal responsibility!

- Before you start working, check for yourself if the securing is done correctly.
- To measure is to know: follow the procedures to confirm that a system is no longer live. Use the correct and calibrated measuring equipment for this.

Last Minute Risk Analysis

You must carry out an LMRA before you start working.

These are some questions you can ask yourself:

- Do I have a work permit from Schiphol?
- Is the work permit clear and does it cover all the work that I am going to do?

IMPORTANT RECOMMENDATIONS

- Always stay alert!
- When in doubt, always ask
- Interrupt your activities if you need to