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 hoisting and lifting.

A lot can happen while hoisting and lifting. It is high-risk work. It doesn't require much imagination to think of what the consequences are if someone is hit by a load. Because inexpert hoisting and lifting is extremely dangerous, you may only do this if you have the required knowledge. That is, knowing what the correct equipment is and applying the correct techniques. Plus you have to understand what the risks are. So please read on about this Golden Rule of Safety:

Lifting & Hoisting

Where at Schiphol we hoist and lift

- Vertical transport of a load.
- Raising (lifting) of a load that hangs free.
- Raising of a load that is guided up.

The hoisting and lifting equipment we use

- Hoisting equipment: e.g. mobile cranes, portal cranes, truck-mounted cranes and chain hoists.
- Hoisting tools: e.g. shackles, chains, sling ropes and hoisting belts.
- Lifting equipment: e.g. forklift trucks, telescopic handlers, cherry pickers, elevators, lift tables and tailboards on the back of trucks.
- Lifting tools: e.g. buckets and pallet forks.

Assess the risks before you start hoisting and lifting

- How will you approach it (which working method)?
- How big is the load?
- Where are you going to do it? Inside, above or near the operations of Schiphol (e.g. aircraft stands or operational passenger areas)?
- What type of crane is it?
- Which hoisting equipment will you use?
- Who will assist you, who is nearby, what activities are taking place nearby?
- Which agreements do we make, how do we communicate properly?

Safe hoisting starts with a hoisting plan

Hoisting is always a high-risk activity. So make a hoisting plan.

When?

- When you are going to hoist with several cranes at the same time. An exception is the hoisting in of pipes in a trench.
- When you are going to hoist inside or above operational areas of Schiphol, in other words, areas where others work as well.
- When hoisting special loads, such as climate systems or steel structures.

What your hoisting plan must contain

- The other people who are also involved in the job.
- The supervisor during the hoist. This is the hoist coordinator.
- The Task Risk Analysis (TRA) that was performed.
- Who does what and when: tasks, authorities and responsibilities.
- The equipment you need.
- Drawings and calculations of the constructor.
- Crane movements, hoist path and planning.
- Hoist area, such as aircraft stands or operational passenger areas.
- Load guidance.
- The communication: which agreements have been made, how you ensure everyone keeps to these and the means you use for this purpose.
- Personal protective equipment.
- Contents of the kick-off meeting.

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Approval
Seek approval for your hoisting plan from the experts of Schiphol.

How to control the risks
1. Planning and preparation
- Make a hoisting plan (for high-risk works).
- Perform a Task Risk Analysis (TRA).
- Ensure you have the appropriate work permit (WOT / COP / WCA).

2. People and equipment
- Put together a hoist and lifting team and make clear who is responsible for what.
- Establish who takes the lead and who therefore is the hoist coordinator.
- Check and double-check the hoisting/lifting equipment:
  - Is it suitable for the work?
  - Have you inspected it using the crane book?
  - Does it have a maximum permitted workload, unique identification number and last inspection date?

3. Work site/surroundings
- Is everything cleaned up and barricaded off properly?
- If necessary, have you taken special measures (aircraft stands, underground utilities and basements, cable ducts, aboveground electricity cables, sufficient bearing strength of subsoil)?
- What are the weather circumstances? Are they safe for hoisting or do you have to postpone and wait for better weather?

4. Getting to work
- Hold a kick-off meeting before you start hoisting.
- Know what you are going to do and which task(s) you are going to perform.
- The hoist coordinator must wear distinctive clothing. He/she is always in contact with the crane driver(s).
- Go over and check the hoisting / lifting equipment one more time before you begin.
- Ensure that only people who are part of the hoisting / lifting team are within the area that is cordoned off. Any other people must be outside the barrier.

5. Evaluation – learning from each other
- Discuss with your team how everything went after the job is finished.
- Make sure you ask the following core questions: did it go safely and could it have been done any other way or even safer?
- The goal is to learn from the experience and to share this with each other.

Forklift trucks / telescopic handlers
A less noticeable form of hoisting and lifting is the use of forklift trucks. But this actually happens a lot – indeed, it's the core business of these machines. That is why we also have the following recommendations for them.

What might happen with forklift trucks / telescopic handlers?
They can tip over easily due to a high centre of gravity, combined with a short wheelbase.

You, as the operator, are very important
- You have undergone specific training to become a forklift truck / telescopic handler driver.
- You always carry your license or written evidence of the above with you, in particular, on the work site.
- Before you start, you have had explained to you what is expected of you. In other words: what you have to do, where you are going to do this and what the risks are.
- You always wear a seatbelt.
- You are always alert and you perform your work in a responsible manner.
- When in doubt, always ask or, if necessary, interrupt the work.

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Your forklift truck / telescopic handler must:

- Be suitable for the job.
- Be provided with the user manual (of the manufacturer).
- Be fitted with a seatbelt.
- Be well-maintained, in accordance with the manual.
- Have demonstrably passed its inspection.
- Have an electric motor if you are working inside the buildings of Schiphol.

The requirements for the site and or surroundings are:

- Free of any bumps, slippery surfaces (danger of sliding), obstacles, holes, etc.
- The locations where a forklift truck is operating must be clearly separated from pedestrian areas.

When you get to work, you:

- Have planned everything properly.
- Know all weights, dimensions, types and stability of the load.
- Do not use your phone.
- May only transport or lift people with official permission. At the very least, you have to use an approved safety cage and perform a RAMS approved by Schiphol.

For the supervisor. Eleven checklist questions for safe hoisting:

- Is everyone familiar with the rules and procedures?
- Was everyone present at the Toolbox?
- Has the required hoisting / lifting equipment been inspected and marked with:
  - The safe hoisting weight
  - A unique identification number
  - A valid inspection date
- Do all the safety devices work?
- Does everyone know who the hoist coordinator is for the hoisting activities?
- Is everyone qualified and aware of his / her duties?
- Is there a hoisting plan, has a Task Risk Analysis been performed and does everyone understand the hoisting assignment and the precautionary measures?
- Have we established under what weather circumstances (e.g. wind force, heavy rain or thundershower) we cannot hoist?
- Has the hoisting area been checked and is everyone at a safe distance in case the load swings or falls?
- Are all agreements clear and do we know how we are going to communicate and which equipment we are using?
- Are we using the hoisting equipment in the correct manner?

IMPORTANT RECOMMENDATIONS

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

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