



Golden Rules of Safety

Safety cannot be taken for granted

Schiphol wants to be a safe place for everyone, passengers, visitors and workers alike. Safety is not something we can take for granted, however, which is why we formulated the Golden Rules of Safety. The Golden Rule of Safety in this brochure focuses on working in confined spaces.

Working in a confined space involves specific risks: there is limited space, limited light, and sometimes even a lack of oxygen. These risks are much greater than in other work environments. Our Golden Rule of Safety is therefore:

I do not enter confined spaces unless all conditions are met

Schiphol has established a [Policy for entering confined and restrictive conductive spaces and an Arbocatalogus \(Working Conditions Catalogue\) sheet 23 Gevaren in besloten- en nauw geleidende ruimten \(Hazards in confined and restrictive conductive spaces\)](#). These documents explain compliance with requirements for confined spaces; please see www.schiphol.nl/veiligheid.

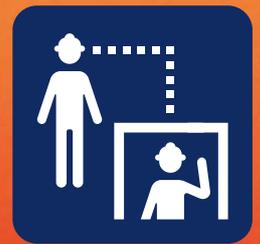
A confined space is an enclosed or partially open space that is not designed to accommodate people. Sometimes you have to work in such spaces, however. You may inadvertently touch electrically conductive parts and have limited freedom of movement in restrictive conductive spaces. A restrictive conductive space must be clearly recognisable. Whether a space is 'enclosed or restrictive conductive' depends on more than its dimensions. Other potentially important factors are hazardous gases or noxious fumes, electrics, (high-)pressure piping, kerosine pipes or soil contamination. The Health & Safety Plan or work plans must specify the risks and control measures. Everyone involved must be aware of these.

What is a confined space?

Examples of confined spaces are trenches, crawl spaces, sewer pipes or tanks with the following properties:

- The space represents a risk of asphyxiation, reduced alertness, poisoning, fire or explosion, or such circumstances can arise during the work.
- A risk of electrocution exists within the space.
- Options for entering or leaving the space are restricted.
- The space is laid out in such a way that a person may be locked in or pinned down.
- The space is not designed for continuous occupation.

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Do you have any tips or comments on how this toolbox can be improved? Or would you like to share your opinion with us? We would like to hear from you via:

safe_office@schiphol.nl.

Where are the confined and restrictive conductive spaces located at Schiphol?

- Crawl spaces underneath buildings
- Sewage systems
- (High-pressure) pumping stations
- Accessible (pumping or transformer) wells
- Wells and ditches
- Silos (central fire-extinguishing system, de-icing and road-salt storage)

What can happen to you in a confined or restrictive conductive space?

When you enter a confined or restrictive conductive space, the following things might happen:

- You may develop serious breathing difficulties or even suffocate due to the possible presence of noxious gases or fumes.
- You may suffocate due to hypoxia (lack of oxygen), for example due to poor ventilation.
- If something happens to you, it is difficult to help or save you because access is limited.
- You may collide with (poorly visible) obstacles, such as pipes and/or support beams.
- You may get trapped or hit by moving parts.
- You may trip or fall due to (poorly visible) obstacles on the floor.
- You may suffer an electric shock if you touch or damage any electrical parts.

What measures are required?

The contractor must first conduct a Task Risk Analysis (TRA) describing every process step as well as the required control measures.

Before you start work, all safeguards on the electrical system or component must be put in place. Pay special attention to these risks:

- Exposure to noxious gases or fumes and hypoxia (lack of oxygen)
- Fire and explosion
- Electrocutation
- Collision/impact
- Asphyxiation and loss of consciousness

Reach an agreement on how the work will be done:

- Who will do what, who will be the safety watch?
- What will we do in the event of an emergency?

What does Schiphol expect from you?

Never work alone in a confined or restrictive conductive space. Make sure a certified safety watch is present at all times. The safety watch conducts measurements and will be in contact with you and others in the space at all times.

- The safety watch is not allowed into the space, even in the event of an emergency. In such cases, they will call in rescue workers and wait until they arrive to do their work.
- Always do a [Last Minute Risk Analysis \(LMRA\)](#) before taking any action.
- If anything is unclear or seems risky, do not start work. Consult with your manager or supervisor, discuss what you have to do to mitigate the risks and implement the necessary measures.
- Always remain alert and if in doubt, pause the work.

What are the requirements for working in a confined space?

You may only access a confined space under strict conditions. You are responsible for ensuring compliance with these requirements.

Before entering a confined space, a TRA must be done to establish what control measures are necessary to ensure safety while working in the confined space (such as making measurements and closing valves).

Power sources for safe operation must be insulated in accordance with the [LOTOTO procedure \(Lock Out, Tag Out, Try Out\)](#).

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Before giving permission for someone to enter a confined space, their manager or supervisor must ensure that:

- There is a work plan, including a TRA or Risk Inventory and Evaluation (RI&E) for the work that needs to be done, approved by the commissioning party
- There is an Operating Permit Request (OVA)* specific to the site at which the work is to be done
- Only employees who have received instructions will enter the confined space
- Measuring equipment is present in the confined space that monitors air quality inside the confined space before and during the work. The measuring equipment must be fit for purpose and proven calibrated. Measurement data must be logged on site
- Rescue assets are available on site and a crisis procedure was agreed upon beforehand
- A (demonstrably) qualified safety watch or manhole watch is present outside the confined space, who is equipped with communication resources that are fit for purpose and can sound the alarm immediately if necessary
- Crisis instructions or a rescue plan are in place, which are proven to have been discussed with the work team

***Permit and approval required**

Will you be working in a confined space in the Terminal? This must be specified in the Operating Permit Request (OVA).

TIPS:

- Be alert at all times!
- If in doubt, don't start the work.
- Consult with your manager or supervisor.