



Health, Safety & Environment Site Induction

Seen an unsafe situation?
Scan the QR code on the poster and report it!

Safety information in another language?



 **check!**



Introduction

In addition to the HSE execution phase plan and the associated HSE sub-plans, this HSE Site Induction has been prepared by BanBouw.

Health, Safety and Environment (HSE) are among the highest priorities in the execution of all work at BanBouw. No compromises will be made in this regard.

We expect your full cooperation with the HSE execution phase plan. You must also follow all instructions given by the site manager or HSE coordinator.

Site Information

Standard Working Hours

Working hours:	07:00	-	15:45
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Break times:	09:00	-	09:15
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	12:30	-	13:00
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Any deviation from the working hours is only permitted after consultation with the (main) site manager.

Construction Site

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- Upon entering the construction site, you must always report immediately to the site manager.
 - To protect both our property and yours, video surveillance may be in operation at various locations on the construction site.
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Access to the Construction Site

HSE Coordination

BanBouw is responsible for coordination during the execution phase in the field of health and safety (HSE coordination), as referred to in Chapter 2, Article 2.31 (Duties of the coordinator for the execution phase) of the Working Conditions Decree, Section 5 Construction Process.

Pre-Start Meeting

Each subcontractor will have a pre-start meeting two weeks before the start of the work. During this meeting, all HSE matters will be aligned. The submitted HSE sub-plan will also be discussed.

Induction Meeting and Site Registration

Every employee or visitor must attend an induction meeting during their first visit to the construction site, after which they will be registered for that specific site. Identification is mandatory. Without valid identification, access to the site will not be granted.

Toolbox Meetings

BanBouw organizes a monthly toolbox meeting for its own personnel.

We expect our partners to have their supervisors organize the required toolbox meetings for their own employees.

Identification

Everyone must be able to present valid identification immediately upon request of the site manager or HSE coordinator. Failure to provide valid identification will result in denial of access to the construction site.

Parking

Loading and unloading on the construction site is permitted.

Parking is only allowed in designated parking areas outside the site fences. Parking on the construction site itself is not permitted.



Health, Safety & Environment

Emergencies

Make sure you are familiar with the safety instructions described on the emergency card available on site. This card also contains the phone number of the (main) site manager.

Ensure you know the locations of the first aid kits and fire extinguishing equipment, which are available in the site office and canteen, among other places.

Always follow the instructions of the emergency response team (ERT/BHV).

In case of an emergency, go immediately to the assembly point and wait for further instructions from the (main) site manager.

Safety Behaviour Rules

BanBouw wants everyone to work in a safe, healthy, and pleasant environment.

To achieve this, it is important that we all follow these safety behaviour rules:

1. We always perform a LMRA (Last Minute Risk Analysis) before starting work.
2. We only carry out work for which we are qualified.
3. We always use suitable and approved work equipment.
4. We use the correct and appropriate personal protective equipment (PPE).
5. We keep our workplace clean, tidy, and safe.
6. We address each other about unsafe behaviour and accept feedback.
7. We take immediate action in case of an unsafe situation and report it.
8. We take measures to work safely at height.
9. We never work under the influence of alcohol, drugs, or medication that affects our responsiveness.
10. We remain alert and keep a close eye on our surroundings.

General Safety Rules

In addition to the safety behaviour rules above, you must also comply with the following general safety rules:

- Eating and drinking is only permitted in designated canteen areas.
- Use sanitary facilities only for their intended purpose.
- Keep the construction site and shared areas clean and tidy, and dispose of waste immediately.
- Waste must be disposed of in the designated containers. In case of misuse, costs will be charged to the responsible party.
- The use of radios on site is only permitted at a low volume.
- Prevent noise disturbance to local residents.
- (Mobile) scaffolding may only be assembled by demonstrably qualified personnel.
- Secure openings and provide floor openings with edge protection.
- Report unsafe situations immediately via the QR code on the front page of this induction or via the safety reporting posters.
- Report hot works to the site manager. Complete the hot works permit form together before starting the work. Keep suitable fire extinguishing equipment within reach.
- Be aware of construction traffic. The maximum speed on site is 5 km/h.
- Keep visits to the construction site as short as possible.



What is Prohibited?

- Modifying, disabling, and/or bypassing safety devices.
- Making alterations to scaffolding.
- Carrying out work on the construction site without attending the project induction.
- Using sanitary facilities anywhere other than the designated restrooms.

No Smoking Policy

Smoking is not permitted in any indoor areas (such as site offices, canteens, changing rooms, and sanitary facilities). Smoking is also prohibited during the finishing phase of a building (from the moment it is wind- and watertight). In addition, the no-smoking policy applies to company vehicles and internal transport equipment with cabins, such as telehandlers.

The smoking ban applies to tobacco products such as cigarettes, rolling tobacco, and cigars.

The following products are also prohibited:

- Vapes (e-cigarettes), with or without nicotine;
- Products containing tobacco, such as water pipes (hookahs) or joints with tobacco;
- Heated tobacco devices, such as vaporizers;
- Chewing tobacco and snuff;
- Nicotine products without tobacco for oral use, such as nicotine pouches.

Check!

Check! is the safety awareness program of BanBouw. With Check!, we make safety visible and action-oriented. A proper check consists of five steps that we follow daily:





Personal Protective Equipment (PPE)

Everyone is required to correctly use the personal protective equipment applicable to the specific work situation and to take the necessary precautions to work safely and in good health. Within the construction site boundaries, everyone must comply with the applicable PPE regulations. These regulations are stated on site signage and safety posters. A detailed description of the minimum safety requirements for these personal protective equipment items is included in the HSE execution phase plan.

Always Mandatory



Safety footwear
(Safety class $\geq$ S3)



Certified safety helmet



High-visibility clothing

Depending on the Work Activities



Hearing protection for activities
 $\geq$ 80 dB



Eye protection when there is a
risk of eye injury



Safety gloves when there is a
risk of hand injury



Dust mask $\geq$ P2 when exposed
to fine dust



Protective clothing adapted to
the work being performed



Personal fall protection when
edge protection is not feasible



Visibility and Identification on Site

High-visibility clothing must always be worn on construction sites.
BanBouw personnel can be identified by the following color codes:

High-Visibility Color	Helmet Color	Function / Role
Yellow	White	Management, Project Manager, Site Manager, Work Planner, Safety Officer
Orange	White	Operational (site) employee
Blue	Red	Visitor
	Yellow	Certified rigger or slinger/signaller

Use of Machinery and Tools

Always use machinery and tools correctly. Subcontractors are responsible for ensuring their employees have the required education, training, and instructions for operating machinery and tools.
Unauthorized persons are not permitted to use equipment provided by BanBouw (such as telehandlers, construction hoists, saw tables, etc.) without permission.

All work equipment, such as electrical tools, climbing equipment, and scaffolding, must clearly display a valid inspection sticker (see also the previously mentioned safety rules). Unapproved equipment is not permitted and will be immediately removed from the construction site.

Use of Ladders and Stepladders

Ladders and stepladders are not intended to be used as workstations. They may only be used to access a workplace. Work may only be carried out from a ladder or stepladder if no alternative or safer methods are available or feasible. Even in such cases, work on ladders and stepladders is only permitted if strict safety requirements are met.

Ensure that ladders are positioned in accordance with applicable regulations.

Slinging of Loads

Loads may only be slung by persons who hold the appropriate certification:

Function	Type of work	Certification
Slinger / Signaller	Standard lifting operations	Certificate for safe slinging of loads (valid for 5 years)
Lifting Supervisor / Rigger	Heavy, irregular, or complex lifting operations	TCVT W4-08 certificate (valid for 5 years)

Before the start of the work, the site manager checks the certificate. The employee will then be issued a yellow helmet with the Check! helmet sticker (see chapter: Visibility and Identification on Site).



Fire Prevention

When carrying out hot works—such as welding, burning, cutting, grinding, or any work involving open flames—you must have an approved and fully charged fire extinguisher available. Ensure that flammable liquids are transported and stored in suitable containers, and limit the quantity to a daily supply. Before starting hot works, move all combustible materials to a safe distance. In case of an emergency, immediately warn your colleagues and the (main) site manager.

Try to extinguish a small fire yourself, but always prioritize your own safety and that of your colleagues.

Environment

Waste must be separated and disposed of in the designated containers with (instruction) signs. It is prohibited to dispose of small chemical waste in these containers. Any environmental incident must be reported immediately to the (main) site manager and/or the HSE coordinator.

Finally

Thank you for your attention, and best of luck with the execution of this project.

