**STAFF HANDBOOK**

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**1. INTRODUCTION**

These staff regulations will give you information about Technicall weert and the employment conditions used. Everything relating to your employment and the associated conditions and regulations are set out in this staff handbook. If you have any questions about this guide or you would like further information, please contact your coordinator.

The terms “employee” and “he” in this guide have been used to make everything

readable and do of course refer to both male and female employees.

Technicall weert reserves the right, where necessary, to amend this guide at any time.

**2. EMPLOYMENT**

**2.1 Employment contract**

In conjunction with the employment contract, this manual forms the basis for your

employment at Technicall weert. By signing the employment contract and the statement of agreement relating to the staff regulations, the employee is indicating his agreement to the terms and conditions stated in the employment contract and the staff regulations.

The signed statement of agreement relating to the staff regulations must be

submitted to the administration department at the same time as the employment

contract on commencement of employment.

**2.2 Probationary period**

Unless otherwise stated in the employment contract, the statutory probationary

period applies. During this probationary period, either the employer or the employee

can terminate employment with immediate effect and without financial compensation.

**2.3 Notice period**

Unless otherwise stated in the employment contract, notice to terminate the

employment contract can be given by either party, apart from (early) termination with

immediate effect for urgent cause, subject to the statutory notice period.

**2.4 Fixed-term contract renewal**

Technicall weert will try to advise the employee whether the contract will be renewed at least two weeks before the fixed-term contract expires.

**2.5 Termination of employment**

Where an employee wishes to terminate employment, this must be confirmed to the

coordinator in writing before the end of the month.

A testimonial can be drawn up at the request of the employee.

Final settlement of pay with regard to holiday pay, holidays, etc, will be made one

month after the date of leaving employment. If the employee has been provided with

a car, the period for settlement is two months. In the case of dismissal for urgent

cause, the employer has the right to terminate the employment contract with

immediate effect.

**2.6 Company property**

Any Technicall weert property that is provided to the employee by Technicall weert must be handled with care. On leaving employment or where the property is no longer used it must be returned immediately. Where this fails to happen, the property will be offset against any employee balances.

**3. WORKING HOURS AND LEISURE TIME**

**3.1 Working hours**

Normal working hours are 40 hours per week, spread across Monday to Friday.

Lunch breaks, lasting a minimum of 30 minutes, are unpaid. The above applies to all

staff, although exceptions can be made where the activities require different working

hours.The activities that Technicall weert carries on may mean that there is also a need to work outside the official hours. The employee is expected to be flexible in this regard and act in the interest of the company.

**3.2 Overtime and time off in lieu**

Overtime is compensated in accordance with the collective bargaining agreement.

Overtime is only regarded as overtime when the total number of hours worked in a

week exceeds the full working week of 40 hours.

When you work overtime, you receive an allowance on your gross hourly pay for it.

This overtime is also subject to additional tax by both the Belgian and Dutch tax

authorities, so you keep no more net from an hour’s overtime than from a normal

hour. For all overtime you **always** receive the statutory allowance of 25%, 50% or

100% and also additional compensation from Technicall weert to keep the same net from an hour’s overtime as from a normal hour.

One way of keeping more net from an hour’s overtime is to take advantage of a time

off in lieu arrangement under which you receive the allowances for the week in which

you did the overtime, but you save your hour’s overtime and have it paid as leisure

time at a later date. The saved time off in lieu is shown at the bottom of your pay slip

where your holiday is shown, allowing you to keep an easy check on this yourself.

If you do not wish to save up the overtime as time off in lieu, you must notify the

coordinator as soon as possible, whereupon you will have your overtime paid

straightaway. The consequence however is that if you work fewer hours later in a

week and have accrued insufficient holiday, you will be docked for your

accommodation (see also under section on accommodation)

**3.3 Holiday entitlement**

Each employee accrues approx. 4.2 hours’ holiday per week of 40 hours worked.

Holiday is only accrued for time actually worked, so no holiday is accrued during

unpaid leave. Holiday can also be accrued by saving time off in lieu (see section 3.2

on overtime).

**3.4 Taking holiday hours**

If an employee has worked fewer hours in a week than agreed in advance, the hours

are made up to the number of hours agreed in advance from the holiday reserve.

To take holiday the leave request form must be completed, signed, and submitted to

the coordinator, who advises whether the planned dates can be agreed and confirms

this by means of a signature on the leave request.

Following approval and before the holiday is taken, the form must be submitted to

the administration department, which processes the details. If, for any reason, the

planned dates change, a new form must be completed.

In connection with continuity all leave requests must be made well in advance, but

no later than 14 days in advance.

**3.5 Days off in connection with public holidays**

When the following days fall on normal working days, the employee is entitled to paid

leave:

- New Year’s Day

- Easter Monday

- Queen’s Birthday

- Liberation Day (once every five years)

- Ascension Day

- Whit Monday

- Christmas Day and Boxing Day

If the activities require an employee to work on a public holiday, he will be

compensated for this. The employee has the choice of an additional allowance or

time off in lieu. If he chooses an additional allowance, then the hours worked are

paid at 200%. If he chooses time off in lieu, he receives one additional day’s holiday

in addition to the 100% payment.

**3.6 Special leave**

The employee is entitled to paid special leave in the following cases.

Health

The time required to visit a doctor, specialist or dentist, etc. The employee is

expected to arrange these visits outside working hours as far as possible and

otherwise as early as possible in the morning or as late as possible in the afternoon,

so that the activities will be interrupted to the minimum possible.

Death

- two working days on the death of the spouse/partner

- two working days on the death of a child

- two working days on the death of one of the parents/parents-in-law

- two working days on the death of a brother or sister

- one working day on the death of a brother-in-law, sister-in-law

- one working day on the death of grandparents

Birthtwo

working days on the birth of the employee’s own child for male

employees

- two working days for the adoption procedure

Marriage

- 0.5 working day on the notice of the employee’s intended marriage

- two working days on the occasion of the employee’s marriage

- one working day on the marriage of a child, brother, sister, grandchild.

**3.7 Unpaid leave**

In general, no unpaid leave is given. Exceptions can only be made for an employee

with insufficient leave at his disposal with the consent of the coordinator.

**4. REMUNERATION, PERFORMANCE AND TRAINING AND DEVELOPMENT**

**4.1 Salary payment**

The salary is paid weekly, directly into the employee’s bank account, not later than

the Friday of the week to which the salary payment relates.

Net salary is determined by gross salary less statutory deductions and any personal

contributions to, for example, health insurance, etc.

The time at which the salary is credited varies from bank to bank.

**4.2 Holiday allowance**

For each hour worked, the employee receives a holiday allowance that is paid

automatically in week 26.

**4.3 Salary review**

Salaries are reviewed annually as at 1 July. Any salary adjustments are determined

by virtue of the authorities or Collective Labour Agreement rises and by virtue of the

appraisal, which is based on individual performance, individual contribution of the

employee to the company objective, the budget available and operating results.

Interim salary adjustments are only applied in very exceptional cases and are

deducted from any salary adjustment on account of the Collective Labour

Agreement.

**4.4 Training and development**

Technicall weert recognises the great importance of an employee having been well trained and

therefore offers employees the opportunity to continue their development in the

performance of their current and/or future job through study and training courses.

The term study implies all the possible training courses to which the employee

attaches importance and in which the company is or wants to be in any way

involved. Performance reviews and appraisal interviews may also lead to training

plans aimed at performance and/or individual career in the short or longer term.

Every employee has a responsibility to do whatever is necessary for the

performance of his duties and must also ensure that he can continue to perform

properly while he himself or the company may change.

The granting of the study allowance depends on the budget available and is at the

discretion of the coordinator and the management.

Types of training

Category 1

Training in which

- obtaining the diploma or certificate enables the employee to do his or her

current job more efficiently and more effectively

- obtaining the diploma fits in with the development plan that has been

drawn up in conjunction with the coordinator

- obtaining the diploma is essential for proper performance of the job at

Technicall weert

- there is a real chance that the employee can obtain the diploma within the

study time set

Category 2

Training courses in which

- obtaining the diploma is in principle less clear for the interest of the

company. There is no connection with performance in the short term, but

there is in the longer term. The training increases the general level and

therefore the employability of the employee in the company, without any

obligation on the part of the company in respect of future promotion. The

company does not make any time available for attending the training.

Allowances

Type of training allowance time

Category 1 100% Own time

Category 2 50% Own time

Where all parties support the request for training or course, a “training agreement” is

drawn up, which the employee must sign and return to the coordinator.

The costs that will be reimbursed are: enrolment fees, tuition fees, examination fees,

compulsory textbooks and study material. These costs will only be reimbursed if the

candidate is successful.

Repayment scheme

The employee is obliged to make full or partial repayment of the contribution to the

study costs granted in the following situations

- 100% repayment if the employee is unsuccessful

- 100% repayment on termination of employment by the employee within 0 –

6 months of the study end date

- 75% repayment on termination of employment by the employee within 6 –

12 months of the study end date

- 50% repayment on termination of employment by the employee within 12 –

18 months of the study end date

- 25% repayment on termination of employment by the employee within 18 –

24 months of the study end date

- 0% repayment on termination of employment by the employee after 24

months of the study end date

If the above is the case, the amount owed is offset against the final settlement. If this

is not sufficient however, an individual arrangement will be made.

If Technicall weert terminates the employment contract for a reason that is beyond the control

of the employee, no repayment is required.

If Technicall weert terminates the employment contract because of poor performance by the

employee within his job, or for “urgent or compelling” reasons, the same repayment

scheme applies as with termination of employment by the employee.

**5. EXPENSE ALLOWANCES**

**5.1 Travel allowance**

Any employee who does not have a company car may be eligible for a travel

allowance, at the discretion of the coordinator. The maximum travel allowance is

recorded on the pay calculation form and must be signed by both the employee and

the coordinator.

In the event of sickness or leave the allowances will not be paid for the period in

question.

**5.3 Pension**

The pension scheme is set out in the present Collective Labour Agreement.

**5.4 Collective medical insurance**

For foreign employees (not permanently resident in the Netherlands) the employer is

obliged to make an offer for participation in a collective health insurance (medical

expenses) contract. This offer must cover both the basic package and

supplementary insurance (including dentist).

If the employee has not concluded medical insurance independently, or is unable to

provide the employer with recent and valid proof, then the employer will by default

register the employee for basic insurance. The premium payable for this by the

employee is deducted from net pay by the employer for transfer to the insurance

company.

The employee will receive an insurance card, policy and an E-106 certificate (proof

of country of residence) through the employer.

If the employee wishes to conclude supplementary insurance (for example for the

dentist), he will have to submit a written request to the employer to this effect.

The premium is again deducted from net pay for onward payment to the insurance

company by the employer.

**5.5 Accommodation and accommodation allowance**

In principle, Technicall weert provides accommodation to its employees running two homes.The costs of the accommodation are shown on the pay calculation form. In principle,Technicall weert pays this accommodation lumped together under pay in kind and on condition that the employee submits a time sheet for an agreed full working week. This time sheet can consist of hours worked, leave, time off in lieu or public holidays.If the employee takes excessive unauthorised leave, Technicall weert will charge the employee concerned the costs of the accommodation. These costs will be settled directly with the next salary payment.

The coordinator decides which employee is allocated to which accommodation. The

employee must comply with this. Changing accommodation is not permitted without

the consent of the coordinator in writing.

The employees who use the accommodation provided by Technicall weert are expected not to cause any nuisance and to keep the accommodation clean and tidy. If, on inspection, it appears that the accommodation is not being kept clean, a warning follows. In the event of repetition the accommodation will be cleaned at the expense of the employees living in that accommodation. In addition, all of the landlord’s instructions must be observed, otherwise the employee can be removed from the accommodation.

The employee must also, following the termination of the employment contract or on

transfer to different accommodation, on the instructions of the coordinator, leave the

accommodation immediately. The accommodation must again be left clean and tidy.

In some cases the employee is himself permitted to look after his accommodation.

He must have written consent from the coordinator for this. The costs of this

accommodation will be reimbursed if the employee can submit an invoice, on the

understanding that the costs reimbursed for this may not under any circumstances

exceed the costs for accommodation as shown on the pay calculation form. The

extent of reimbursement is equal to that for the accommodation provided by Technicall weert.

**6. SICKNESS AND INCAPACITY FOR WORK**

In the event of sickness and/or accident the employee must adhere strictly to the

rules below.

**6.1 Reporting sick**

Reporting sick

When an employee is sick, he must report this to the Technicall weert administration

department on +31 (0)10 292 3232 and his manager on the project where he has

been set to work before the start of work. If there is no one available, he must at all

times leave a message on the voicemail.

If an employee goes home sick during the day, he must sign off with the manager on

the project where he has been set to work and with the coordinator.

When reporting sick the employee shall, if possible, state:

1. first sickness day

2. what the nature of the sickness is

3. how long the absence is expected to last

4. the employee’s convalescing address and telephone number

5. if applicable, the medical care facility’s address and telephone number

6. whether there has been an accident

The coordinator passes this information to the Occupational Health and Safety

Service.

Reporting sick abroad

If the employee is abroad at the time of his sickness, in addition to following the

above procedure he must also contact a local GP as soon as possible for a medical

certificate with the following details:

a nature of the sickness

b course of the sickness

c the therapy started

d if applicable, a certificate of medical unsuitability for travel.

This certificate must be sent or faxed to Technicall weert fax number +31 (0)495-543081as soon as possible, but before the remuneration for the week to which this relates is paid.

**6.2 Procedure to be followed during sickness**

Consulting a doctor

In the interest of a successful recovery the employee must consult his doctor within a

reasonable time and follow the instructions.

Staying at home and verification

After reporting sick the employee must remain at the (convalescing) address until he

is better again. He may only leave the (convalescing) address to receive medical

care and/or to visit the Occupational Health and Safety Service. If he wishes to leave

the (convalescing) address other than for the above reason, he/she must at all times

seek consent from the coordinator for this.

The employee must at all times take the necessary steps to ensure that the

Occupational Health and Safety Service is able to reach the employee. This can be

done in the following ways, for example:

- the employee must be accessible by telephone

- the doctor must be able to visit the employee at his convalescing address.

Change of convalescing address

If during his sickness, if he is unable to work, the employee temporarily stays

elsewhere or changes convalescing address (for example on admission to or

discharge from hospital), the employee must notify the employer accordingly within

24 hours.

Occupational Health and Safety Service surgery

The employee is obliged to appear at the Occupational Health and Safety Service

surgery, except when the employee’s health does not allow this. In that case the

employee must notify the Occupational Health and Safety Service as soon as

possible, but no later than 24 hours in advance. Should the employee resume work

full time again before or on the same day as this appointment, then the employee

does not need to comply with this summons and must cancel the appointment in

good time.

Medical examination

The employee is obliged to undergo a medical examination by or on behalf of the

Occupational Health and Safety Service.

Impeding recovery

During the incapacity for work the employee must not behave in such a way that his

recovery is impeded, which is for the Occupational Health and Safety Service to

decide. If this is the case, the employer is entitled to stop (temporarily) the continued

payment of salary.

Taking part in activities aimed at resumption of work

The employee shall take part in activities aimed at recovery and a (safe) resumption

of work as soon as possible. Examples of such activities include occupational

therapy, training, partial resumption of work and work adjustment where possible.

Doing work during sickness

The employee is not allowed to do any work while sick, except (replacement) work

that has been prescribed by the employer or for which the employee has the consent

of the Occupational Health and Safety Service and does not impede the recovery of

the employee. If the employee does not do the prescribed (replacement) work, the

employer is entitled to stop the payment of salary.

Holiday during incapacity for work

The employee is not allowed to go on holiday during incapacity for work, except with

the approval of the employer. Failure to adhere to this is followed by an official

warning and the ceasing of the continued payment of salary. If consent is given,

clear agreements must be made with the management that must be set down in

writing.

Providing information

To speed up the recovery process it is important that the employee provides the

Occupational Health and Safety Service with accurate details. The employee must

also provide the coordinator with information about the expected duration of his

absence. The provision of information is of fundamental importance for taking correct

and timely measures.

**6.3 Rights and obligations during sickness**

Continued payment of salary during sickness

In the event of whole or partial sick leave, the first two days are regarded as waiting

days and there is no payment of salary for these days. This is followed by sickness

benefit of 70% of salary for a maximum of two years. If the employee is sick for more

than these two years, he may be eligible for a benefit under the Work and Income

(Ability to Work) Act [*Wet op werk en inkomen naar arbeidsvermogen, WIA*].

Preventative consultation

Any employee wishing to discuss health symptoms in relation to his work, even if he

is not sick, can contact the Occupational Health and Safety Service through his

employer to arrange a preventative consultation appointment.

Preventative consultation is designed to prevent sick leave. Any employee who is at

risk of becoming sick as a consequence of his work is given the opportunity to

discuss his health symptoms with the Occupational Health and Safety Service.

Depending on the specific case, the Occupational Health and Safety Service can

take further action in consultation with the employer, the privacy of the employee of

course being guaranteed.

Disputes and complaints

If an employee does not agree with the advice of the company doctor, then the

employee must make this clear immediately to both the employer and the

Occupational Health and Safety Service. A company doctor can ask for a second

opinion in consultation with the employer if the employee so desires. The costs of

this second opinion are for the applicant’s account.

If an employee is dissatisfied with the way in which employees of the Occupational

Health and Safety Service have acted, then the employee must report this to the

coordinator.

Sanctions

If the Occupational Health and Safety Service finds a breach of one or more

described agreements, then the employer will be notified accordingly. The employer

is then entitled to take the necessary measures (such as stopping continued

payment of salary).

Privacy

The Occupational Health and Safety Service takes great care to ensure that privacysensitive

data has optimum protection from unauthorised persons. Its regulations

specify precisely who may view the data, how long it is kept and how unauthorised

persons are prevented from gaining access to it. Medical information is only

accessible to employees of the Occupational Health and Safety Service, who are

bound by medical professional secrecy and provide services for our organisation. In

certain situations the Occupational Health and Safety Service may consider it

desirable to provide the employer with certain information, for example to indicate

medical limitations for work adjustment. In such cases the employee’s consent will

be sought first.

**6.4 Reporting back to work**

As soon as the employee is able, he must resume work wholly or partially. To do so

he should report in person to the coordinator before 9.00am. Administration will then

ensure that the Occupational Health and Safety Service is notified.

**6.5 Cosmetic surgery**

No surgery without medical need will be regarded as sickness and/or accident, for

which the employee must therefore take holiday or unpaid leave.

Safety information guide

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**7. SAFETY AND ENVIRONMENT**

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Safety information guide

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POLICY STATEMENT

SAFETY

HEALTH

WELFARE

ENVIRONMENT

In the preparation and implementation of the general company policy the

management of Technicall weert will focus the policy on the greatest possible safety, the best possible protection of health, the promotion of welfare and the prevention of sick leave in connection with the work. The policy will also focus on the best possible

protection of the environment.

The policy is aimed at the promotion and maintenance of such a way of working and

behaviour that personal injury and/or harm to the health of employees and third

parties and material damage and environmental impacts (air, water and soil pollution,

noise and other nuisance) are prevented. The basic principle of the policy is at least

to comply with the prevailing legislation in relation to working conditions and the

environment.

Technicall weert will pursue continuous improvement of the working conditions and the curbing of damage to the environment. An action plan will be drawn up each year on the basis of the risk assessment and this plan will be evaluated by the management each year.

Every employee is expected, within the scope of his job, rights, responsibilities and

generally accepted customs, to perform his/her activities according to the VCU

manual and to make an active contribution to the implementation of the health and

safety policy.This policy statement is public and is available for the inspection of all employees at the management of Technicall weert and will be reviewed every three years.

Safety information guide

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1. INTRODUCTION

This guide contains a number of general rules that are applicable to the safety and

health of all Technicall weert employees. They also apply to temporary staff.

In addition to general rules, the guide covers a number of general matters with regard

to the legislation and regulations on working conditions and those relating to the

protection of the environment. The care for safety, health and the environment is

described in the Safety Manual.

The standpoint in respect of safety, health and the environment is set out in a policy

statement, which is included in this guide and the 'Safety Manual'. The policy is

implemented through procedures and (work) regulations.

2. SAFETY, HEALTH AND THE ENVIRONMENT

We have every interest in paying attention to safety, health and the environment

(SHE) in both our work and private situations. In the performance of the day-to-day

activities the following meaning applies for the three areas of attention:

Safety

"Safety is the conscious taking of an acceptable risk".

Risk in this context is the chance of an unwanted event taking place with a given

unwanted effect (consequence).

When carrying out the day-to-day activities we will sometimes have to take a risk. If

the activities are carried out safely, we can talk of the acceptance of the risk, because

we are then consciously engaged with it.

We consider a risk acceptable if:

the person who is taking the risk is aware of the danger and the consequences and

can assess the chances that the danger can be limited as far as possible. The risk

both for yourself and for others must be accepted to do the work if it cannot be done

in a less risky way.

The acceptability of the risk to be taken is extremely personal. What one person

considers acceptable need not be acceptable to someone else. This depends in part

on education, training, information and (work) experience. The basic principle is that

someone is aware of the risk that they run daily and considers it acceptable for

themselves and their surroundings.

Health

Apart from working safely, we also give the necessary attention to the health of all

employees. The Working Conditions Act includes the care for welfare as a basic

principle for the policy to be implemented. In general the following definitions apply:

Health allows a person to function properly, for instance in the performance of his

work. Health in the work situation can for example be measured by the number of

health symptoms and the sick leave figures.

Safety information guide

Apart from health, welfare includes satisfaction and appreciation during and as a

result of the performance of activities. Welfare in the work situation can be measured

by the atmosphere within the company and the collegiality.

Environment

Account must be taken of the protection of the environment during the performance

of various activities by Technicall weert employees. Thought must for example be given to

working in accordance with prevailing permit regulations in the workplace and the

(separate) collection of waste products released.

3. RESPONSIBILITY

To ensure a safe and healthy working environment, agreements have been made

about where given responsibilities lie. It has been assumed in this regard that the

persons with responsibilities also have the resources and powers to perform their

duties properly.

From a legal point of view the employer (section 3, Working Conditions Act) is in the

first instance responsible for the safety, health and welfare of his employees.

However, if the employees fail to fulfil certain obligations, they too can be called to

account (section 12, Working Conditions Act). It can therefore be said that the care

for working conditions, safety, health and welfare rests with both employer and

employee (section 13, Working Conditions Act).

4. INCIDENT NOTIFICATION AND REPORTING

The purpose of the notification and reporting of incidents is the concise recording and

notification of near accidents and accidents to:

- limit (further) the (possible) negative effects

- prevent similar incidents in the future

- make further investigation possible.

The main objective when accidents and emergencies occur is always to bring people

to safety and give first aid. An effort is also made to limit the personal and material

damage as far as possible. The health and safety officer assesses which immediate

measures must be taken to prevent repetition. These measures are also noted on the

incident notification form (Appendix).

Everyone is responsible for reporting incident notifications. The registration of

notification forms is handled by the health, safety and environment officer. It may be

that different rules apply in the various locations where the notification and reporting

of incidents is concerned. They will then immediately apply to the Technicall weert employees.

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The notification form must be completed for all incidents within the scope. Remember

that even minor incidents may be important, so that any measures can be taken for

them to prevent repetition (or worse!!!).

5. PERSONAL PROTECTIVE EQUIPMENT

The purpose of personal protective equipment (PPE) is to protect people from the

consequences of an incident. Before PPE is used it is important first to see whether

other measures can be taken to reduce the risks of the activities, in other words to

consider combating hazards at source, examples of which include:

- fitting protective devices on machines and equipment

- extracting harmful gases, fumes and/or dust by means of good ventilation

- replacing harmful materials with less harmful materials where safety, health

and the environment are concerned

- fitting insulation to machinery and equipment that generate a lot of noise (e.g.

encasing a compressor).

Only where combating hazards at source is not or insufficiently possible must PPE be

used. In the event of complaints or questions with regard to PPE, contact can be

made with your immediate manager, so that they can take action. In a great many

cases PPE must be used for the protection of your personal health. Under the

Working Conditions Act the employer has a legal obligation to make adequate

provision of PPE to employees.

In addition to work clothing, Technicall weert provides the operational personnel with the following PPE on starting employment (if relevant):

hearing protection

* safety goggles
* gloves
* helmet
* fall protection
* overalls

If the PPE provided is due for replacement, you must contact your coordinator

immediately and not the customer. In the event of excessive consumption of PPE it

will be for the employee’s account. If different PPE is needed for specific projects or

jobs, it will be provided by us or the customer.

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*Eye protection*

Safety goggles must be worn where work with a greater chance of eye damage is

performed, that is in places where the wearing of safety goggles is not mandatory.

Examples include: working with (battery) acid and grinding.

Working with "ordinary" glasses instead of safety goggles is not permitted, because

they shatter into sharp splinters if something strikes them with force.

*Foot protection*

In many companies there is an obligation to wear safety shoes. The annual number

of foot injury victims has been cut drastically through the use of shoes with a steel toe

cap. Safety shoes or boots can in general withstand a load of 2,000 kg. The safety

footwear is available in various materials, depending on the place where it must be

worn. Only the wearing of S-2 is recommended. S-3 shoes also have a steel sole for

protection from treading in nails.

*Head protection*

Since there is a greater chance of being struck by falling objects on building sites,

everyone, where this is obligatory, must wear a safety helmet. Every three years, or

sooner if your helmet shows signs of cracks or damage, you must replace it with a

new one. This prevents the quality of the helmets declining too much under the

influence of sunlight. The production date appears on the inside of the helmet. The

wearing of metal helmets is prohibited by law.

*Protective clothing*

During activities where normal work clothing provides insufficient protection, the use

of special protective clothing is necessary. In places where the chance of coming into

contact with chemicals or hot objects is high, the work clothing must be completely

sealed and the sleeves must cover the whole arm. The wearing of badly soiled

overalls involves additional risks. Ensure you have clean (complete) overalls, they

reduce risks and bring a more representative quality image to the fore.

*Hearing protection*

One of the most important senses we have is our hearing. It enables us to

communicate with other people. If your hearing is exposed to too much noise for too

long, then it will become irreparably damaged. Noise with a sound level above 80

dB(A) gives an increased chance of permanent hearing damage. The wearing of

hearing protection is obligatory for those activities and/or stays in areas where the

sound level is higher than 85 dB(A).

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If the noise in the workplace cannot be reduced by technical measures, then hearing

protection devices must be worn. The effective noise reduction of the various types of

hearing protection devices varies widely. The pitch of the noise largely determines

the choice. To make a good choice, noise measurements must first be made on site.

Table: damping effect of hearing protection

hearing protection devices mean noise reduction

* (damping)
* ear plugs or glass down ear
* plugs
* foam rolls
* bracket with ear plugs
* ear muffs on helmet
* ear muffs bracket
* plugs and muffs combination

 5 - 10 dB(A)

10 - 15 dB(A)

10 - 15 dB(A)

15 - 20 dB(A)

20 - 30 dB(A)

25 - 40 dB(A)

Hygiene of course has a major part to play in the correct insertion of hearing

protection.

*Hand protection*

Hands are involved in nearly all operations in the course of work, so they are a

vulnerable entity. Each year the number of hand injuries is well ahead in first place.

Hands cannot be protected from all dangers, but they can be for example from cold,

heat, rubbing, cutting, stabbing, chemicals, etc. The wearing of gloves is prohibited

for activities where trapping can occur.

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6. FIRE AND EXPLOSION HAZARD

Below is a list of a number of causes of fire:

Welding, grinding, cutting activities, smoking and open flame

Overheating (for example, with oil-polluted cleaning cloths)

Incorrect storage or treatment of flammable substances

Electric cables, etc.

Take preventive action before starting work wherever there may be a fire risk.

- Familiarise yourself with the location and instructions for use of fire

extinguishers in the immediate work environment (instructions for use are

shown on every fire extinguisher), keep them clear of obstacles

- Immediately replace used fire extinguishers with approved new ones

- Familiarise yourself with the escape routes, keep them clear of obstacles

- Remove any flammable materials present before starting work. If not possible,

cover them with flame retarding blankets

- Do not use any volatile substances with an open flame

- Familiarise yourself with the emergency numbers and the way in which fire

alarms must be communicated

- Always ensure free passage for the fire brigade.

Most fires can be extinguished in the initial stages, but be sure not to take any

unnecessary risk.

In the case of fire with no chance of an emergency proceed as follows:

- remain calm

- sound the alarm or arrange for it to be sounded. Notify manager

- try to extinguish small-scale fire.

If this is unsuccessful, proceed as follows:

- evacuate the workplace

- localise the fire by closing windows and doors

- shut off electricity and gas supplies

- ensure ease of passage for the fire brigade

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7. NEATNESS AND TIDINESS

Technicall weert sets high standards of neatness and tidiness on its own premises and in

places where work is done in order to bring about the safest possible work situation

and maximum protection of the environment. The quality of the work done is also

promoted in this way, which is why everyone is expected to observe the rules below

in full.

\* All work locations must be left clean and tidy every day. Everyone must keep

their own work environment clean and tidy. The immediate manager shall

ensure that his department is clean.

\* Walkways, roads, stairs, corridors, doors, etc, must be clear of obstacles

across the full width. Obstacles that cannot be removed must be clearly

marked.

\* Oil and/or chemical spills must be cleaned up immediately.

\* Waste material must be deposited in the appropriate containers or waste bins.

\* When storing individual parts outside buildings, account must be taken of

changing weather conditions (e.g. storm).

\* Mess rooms/canteens, toilets and washing facilities must be kept clean and

hygienic.

\* The supervisory personnel must check regularly that materials are being

stored correctly.

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8. ENVIRONMENTAL MANAGEMENT

Every member of staff is responsible for the collection of the waste they produce.

Everyone must take the best possible care of the environment.

When working on a third party site staff must make sure that, before they dispose of

waste somewhere, it is permitted to dispose of the waste in this way. In case of doubt

the waste must be taken back to one of our offices for disposal.

Chemical waste, such as oils, greases, spray cans, etc, must be handed in at our

office, where it will be processed safely.

In the event of environmental emergencies, care must be taken to ensure that first

the pollution is stopped (oil leaks), then measures are taken to stabilise it with binding

agents (absorbent granules) and finally it is cleaned up.

Always consider in advance the environmental risks that activities may entail.

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9. SPECIFIC RULES

Electric hand tools

The greatest danger when working with electric hand tools is an electric shock. Many

tools are used with 230 Volts alternating current, so shocks can have a fatal

outcome. The actual consequences of an electric shock depend on a number of

factors.

In order of importance they are:

• the current intensity (combination of voltage and resistance);

• voltage type (AC or DC);

• humidity of the environment or person (reduces the resistance);

• whether the person is standing on an insulated floor (or shoes);

• how long the surge passes through the body;

• where the surge enters the body and the condition of the person.

Safe voltages are often used to reduce these risks:

• maximum 120 Volt DC;

• maximum 50 Volt AC.

The safe voltage is not an absolute value. It is assumed that under normal

circumstances the resistance of the human body is such that no fatal current will pass

through the body at these voltages. It may be however that through a combination of

the above factors the situation is very different from 'normal circumstances', in which

case even safe voltages may be dangerous.

When using safe voltages we are dealing with transformers.

There is another possibility: the use of double

insulated electric hand tools. Their use is preferable in

the building industry because direct connection to the

mains is possible (use of transformer superfluous).

These tools can be identified by the quality mark

shown here.

Note: double insulated tools may not always be used.

When working in boilers, tanks or crawl spaces the use of 50 Volt AC or max. 120

Volt DC is obligatory, the transformer having to be located outside the work space.

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When acquiring tools, the purpose and conditions in which the tools are used must

be considered. Good purchasing is only half the job however. Good instructions for

the user are just as important. It is not safe to assume that someone knows what’s

what. Above all read the manufacturer’s instructions and ask for operating

instructions written in Dutch. Also look out for the CE quality mark.

Finally, we summarise again the main points with regard to the use of electric hand

tools:

• choose the right tools (safe voltage/double insulated);

• read the operating instructions;

• check for the presence of a valid safety inspection sticker;

• check the device and the flex for damage;

• satisfy yourself that safety devices are in order;

• ensure that electric hand tools remain dry;

• pay attention to position of cables (catching, acid, oil or damp);

• extension leads must also comply with regulations;

• use the right personal protective equipment (eye - hearing);

• after use remove from the socket with the plug – and never the flex;

• repairs are only to be carried out by an expert; with stationary motor and dead.

Cordless tools are becoming increasingly popular. They are battery powered and can

be charged via the electric mains. The advantage of these tools is that the user

cannot trip over leads and the tools can be used in nearly all conditions. If the battery

is faulty, it must be replaced. The old battery is then a chemical waste product and

must be destroyed according to the rules.

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*Lifting and moving a load*

Lifting is when someone takes hold of a load with their hands and then moves it

without any mechanical devices and without walking. Carrying is when an object is

held with the hands during a horizontal movement, without the use of any mechanical

devices. There is often talk of heavy physical load when lifting and carrying.

Physical load occurs with both light and heavy work. The activities can be carried out

sitting or standing. This involves activating muscles to produce muscle power, the

posture and locomotor apparatus, consisting of muscles, tendons, capsules,

ligaments, bones and joints, then being put to use.

A specific form of physical load is the lifting of heavy loads. A hod carrier in the

building trade often lifts 12,000 kg of bricks per day and other materials besides. This

increases the chance of accidents in the form of slipping and falling. Posture and

locomotor apparatus disorders have become a huge social problem involving billions

of euros in sick leave and occupational disability benefits.

There are no limit values for maximum acceptable lifting or carrying weights in the

legislation. To date the Health and Safety Inspectorate has employed a maximum

lifting weight of 25 kg. Agreements have also been made in a number of Collective

Labour Agreements about a maximum lifting weight of 25 kg (construction industry

Collective Labour Agreement, etc).

Do not lift more than 25 kg!!

How should you lift?

• use your leg muscles;

• lift with knees bent and back straight;

• satisfy yourself that the object to be lifted

has no sharp protruding parts and carry it as

close to yourself as possible;

• always ensure that your fingers cannot

become trapped;

• wear safety gloves and safety shoes;

• ensure neatness and tidiness, prevent risk

of tripping;

• not more than 25 kg!!

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*Working at height*

Summary

Employees on roofs continue to run very great risks while working. The Health and

Safety Inspectorate receives notifications of falls from height almost daily, some 10%

of them being accidents with a fatal outcome. The majority of victims remain severely

disabled for the rest of their lives.

Safety measures for working at height apply from a height of 2.5 metres.

For climbing equipment, such as ladders, scaffolding, hydraulic platforms and

cradles, there are requirements for safe design, use and inspections. There are also

many additional instructions for working with climbing equipment and detailed rules

for working on roofs.

*Statutory provisions*

There are great risks associated with working at height, not so much because of the

great(er) chance of falling, but more because the consequences of a fall are far

greater. At the same time there is the risk of falling objects, which can result in

greater danger and therefore serious injury or damage if they fall from height.

The legislation talks of 'working at height' from 2.5 metres. From this height measures

must be taken to prevent falls by people or objects. It is further stated in

supplementary health and safety policy rules that persons below the age of 18 may

not work if there is a risk of falls with serious injury or of drowning.

From 2.5 metres people must work on scaffolding, a landing or a platform. They must

be provided with a safety device so there is less chance of a fall (for example through

the installation of railings or fences) or of falling objects (for example through the

placement of kick boards). Safe climbing equipment, such as ladders, steps and

passenger lifts, must be used to gain access to the scaffolding, the landing or the

platform. The health and safety rules contain various wind load values: use to a

maximum wind force 6 or do not use from wind force 7 mean the same thing.

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*Going up*

Since climbing equipment is covered by the Consumer Goods Act, the supplier is

responsible for supplying safe climbing equipment.

Certain details must be shown on climbing equipment:

• type specification;

• supplier’s name and address;

• instructions for use in the user’s language;

• year of manufacture.

The user is obliged to use the climbing equipment safely. He must always check that

it fulfils the relevant requirements and that it is not worn or damaged.

Standing scaffolding

Scaffolding is much used in construction in particular and must provide a safe

workplace. Scaffolding erection is bound by strict safety rules and the erection of

scaffolding may only be carried out by scaffolding erectors. Policy rule 7.34 stipulates

that recognised scaffolding erector training must have been attended. Until the

scaffolding has been inspected and released no one other than the scaffolding

erector is allowed on it. Approved scaffolding has a scaff tag at every access point

showing the maximum load of the scaffolding.

Scaffolding users may not make any changes to it. Unsafe situations in the

construction of the scaffolding (anchoring, railing, floors, access points) or unsafe

situations on the scaffolding (clutter, slipperiness, etc.) must be reported to the

management immediately. If necessary the scaff tags are removed until the unsafe

situation has been rectified.

Every scaffolding, balcony or landing must in any event be provided with a good

railing and toe boards (kick boards). The railing must be a minimum of one metre

high with a cross piece at 50 centimetres. The toe boards must be a minimum of 15

centimetres high. In some cases scaffolding has been made suitable for fixing a

hoist.

The following safety rules are important for the safe use of standing scaffolding:

• Floor boards and paths on scaffolding can become slippery in wet and frosty

weather.

• Spread sand or ash to roughen the boards or paths again. Look out for

slippery shoes. Spilled oil or snow for example must be cleaned up

immediately.

• Ensure that tools and material (bricks, bolts, etc) are not left lying around.

Someone may trip over them or they may fall off.

• No ladders or steps may be used on scaffolding. Auxiliary scaffolding of up to

0.5 metres may be erected, if necessary.

(a special facility is often made for this during the erection of the scaffolding).

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• Never load the scaffolding more heavily than permitted. The maximum weight

is stated on the scaff tag in kilos per square metre of scaffolding area.

Overloaded scaffolding may collapse.

• Scaffolding must be inspected at least once every three months following

erection and also after every storm. Release of the scaffolding is by means of

the scaff tag.

*Wheeled scaffolding*

Wheeled scaffolding is scaffolding that is movable. It has wheels, is narrow and is

made of very light material (aluminium). The hazard with wheeled scaffolding

therefore is that it can topple over if used incorrectly. If you have to erect the

wheeled scaffolding yourself, it is important that all the parts are used. If you

are missing a part or have a part left over,this means that the wheeled scaffolding is

not safe. The same general safety rules apply to wheeled scaffolding as to

*standing scaffolding.*

The following rules are also important for the safe use of wheeled scaffolding:

• before anyone climbs the wheeled scaffolding, all its wheels must be secured

from rolling away. Supports and spreaders must be set correctly;

• never stand on the struts or the poles of the wheeled construction. You may

slide off and if one part of the wheeled scaffolding bends, this means that it is

unstable and weakened;

• always climb wheeled scaffolding from inside out. As wheeled scaffolding is

narrow, there is a risk of it being pulled over;

• when climbing the wheeled scaffolding keep your hands free to climb. Tools

and material that also have to go up can if necessary be hoisted later;

• there must not be anyone on the wheeled scaffolding when moving it;

• wheeled scaffolding must be moved by manpower. Ensure that the scaffolding

is not pushed over and that it is moved over ground without too much

unevenness, which could also cause the scaffolding to fall over;

If the scaffolding is more than 12 metres high, then it must be reduced to 8

metres for moving.

• during the move supports and spreaders must be kept as short as possible on

the ground, so that they cannot slide in and can support the wheeled

scaffolding against falling over;

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• if necessary boards or u-sections can be laid along the wheels as 'rails' to

move the scaffolding more easily;

• the wheeled scaffolding may not be used at wind force 6 or above.

Staander = Upright; Leuning = Railing; Werkvloer = Platform; Kantplank = Toe board; Schoor = Strut; Klimsport = Climbing rung;

Steun = Support; Uithouder = Spreader; Wiel = Wheel

Hydraulic platforms

For activities involving work at different heights where the erection of scaffolding is

not a good solution, there are many different types of hydraulic platform available.

Two categories of hydraulic platform can be distinguished:

• fixed hydraulic platforms. These hydraulic platforms are mostly movable, but

not during use;

• mobile hydraulic platforms. These hydraulic platforms can be moved, while the

cradle is up or moving.

Common types of mobile hydraulic platform are:

• scissor lifts;

• telescopic hydraulic platforms;

• articulated boom lifts;

• telescopic articulated boom lifts.

Depending on their construction hydraulic platforms come with or without struts

and/or spreaders. Often there are no struts and/or spreaders and the hydraulic

platform is kept in equilibrium by counterweights. Hydraulic platforms with a variable

radius of action must be fitted with an automatic facility. There are for example mobile

telescopic hydraulic platforms and telescopic articulated boom lifts that automatically

retract to a safe distance when they are being moved.

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A hydraulic platform must be provided with an inspection plate to show that it

complies with the statutory requirements. A hydraulic platform must be inspected

annually. There must also be an indication on the hydraulic platform of what the

permissible load is during use.

Some typical hazards of hydraulic platforms are:

• toppling over: because of moving on sloping ground or because the safety

devices have been disconnected, so that the telescopic arm can be extended

too far, or because of lifting with the cradle;

• getting trapped in the lifting mechanism of scissor lifts. They must be fitted with

a screen to 1.5 metres (if it is impossible to get close this screen need only be

0.5 metres high);

Some types are blocked just before a risk of trapping occurs. The operator

must then satisfy himself that there is no one in the danger area before

continuing to lower.

• falling when exiting from the hydraulic platform onto a balcony for example;

• slipping out of the cradle when it becomes stuck under a window ledge for

example.

Some rules for safe working with hydraulic platforms are:

• a hydraulic platform may only be manned and operated by personnel who

have undergone proper training for it;

• personnel may only step in and out when the cradle is in its lowest position;

• when working above 25 metres the persons in the cradle must be in (radio)

communication with the supervisor. Above 25 metres they must also use fall

protection;

• when the hydraulic platform is being moved, it must be accompanied by a

guide at ground level. The mast of the hydraulic platform may then be not

more than three metres high;

• in certain locations (for example at chemical companies where there is a risk

of a gas escape) additional facilities may be required, such as the presence of

compressed air in the cradle or an emergency facility for bringing the cradle

down fast;

• the hydraulic platform may not be used at wind force 6 or above.

Ladders

There are different types of ladder. Depending on the type, various safety

requirements are laid down.

Some types of movable ladders are:

Ladders for use against walls or facades:

• Some ladders.

• Rope and pulley extension ladders: these ladders can be extended to the

desired length using a rope.

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• Manual extension ladders: these ladders are extended to the desired length by

hand.

Freestanding ladders:

• Combination ladders: the two halves of this ladder can be set up in an inverted

V-shape, so that the ladder can stand free. In that case the stability bar with

which the combination ladder is provided must also be used. The two halves

can also be used as a manual extension ladder against a wall or facade.

The most common causes of accidents with ladders are:

• poor maintenance, poor beams or damaged rungs;

• improper use, for example not securing the rope properly on rope and pulley

extension ladders;

• unsafe set-up, such as a slippery or soft base or no anchoring at the top;

• slippery rungs or treads in wet or freezing weather;

• wrong shoes (slippery areas, shoes without heels).

For the safe use of ladders the following rules are important:

• ladders used in factories and workshops may not exceed seven metres in

length, ladders used by window cleaners may not exceed 12.25 metres in

length. A different method must be devised to gain access above this height

(hanging scaffolding, scaffolding, hydraulic platform, cage ladder, lift, steps);

• the foot of the ladder must stand on a firm base. If there is any risk of slipping,

a threshold must be made against which the ladder can rest. The ladder may

not stand on sloping ground;

• the top of the ladder must be secured (for example with scaffolding rope) to

prevent it slipping;

• a rope and pulley extension ladder must be set up by two people;

• ensure that the ladder is not upside down or back to front, because then the

rungs will be wrong, increasing the risk of slipping;

• the ladder must be at an angle of 65-75º. If the feet rest against the bottom of

the ladder and you can touch the beams straight ahead with outstretched

arms, then the ladder is at roughly the right angle (to reach this angle it is also

said: ladder length = working height + 4%);

• the ladder must protrude a minimum of one metre above the work level to

which access is required above;

• metal ladders (which after all are conductive for electricity) must be kept a

minimum of 2.5 metres away from uninsulated electric lines or equipment;

• climb the ladder and always stand on it facing the ladder. While working stand

with two feet on the rung and ensure that one hand remains free to hold on;

• no ladders may be used above wind force 6 (= from wind force 7); ladders

must be clean to prevent slipping on the ladder; never leave a ladder

unattended;

• never use a damaged ladder, do not repair it yourself, but leave repairs to an

expert;

• wooden ladders may never be painted, but they may be lacquered or oiled.

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Builder’s hoists

There are builder’s hoists for the transport of goods and material to the higher

workplace. They are not designed to carry people. There must also be a warning on

the wall of the lift that no one may ‘cadge a lift’. The builder’s hoist may only be

operated from below.

Usually there is also a maximum permissible load on the hoist and goods must be

prevented from falling out during transport, making good barriers and a minimum of

two fixed walls necessary.

Sloping and flat roofs

The greatest risk of sloping roofs is generally well known: slipping on the sloping,

often slippery surface. Sloping roofs are also often too weak to walk on, so there is a

danger of falling through them.

In the case of weak roofs or roofs made of non-load bearing material (such as

asbestos cement sheets, glass roofs in (glasshouse) horticulture, skylights),

duckboards must be placed on the roof. These duckboards must be a minimum of

60 centimetres wide. Slats must be fitted on the duckboards not more than 40

centimetres apart. The duckboard must be accessible from scaffolding or ladder.

The risks of flat roofs are often underestimated, the roof edge and openings in the

roof (for example recesses for skylights) in particular being hazardous spots. Floor

openings may never be covered with a tarpaulin for example.

An opening in the roof must be screened by fencing or toe boards. There must be a

catch net under large openings. If work is being done close to the roof edge, a roof

edge safety device must be fitted, such as a roof railing system, fencing or a railing.

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10. GENERAL REGULATIONS

Below are some general rules for the performance of work by Technicall weert employees.

\* Everyone is obliged to wear the correct PPE in places and/or for activities

where it has been prescribed.

\* The PPE must be used and maintained properly.

\* If PPE is no longer fit for the original purpose for which it was made, the

manager concerned must be notified accordingly. This manager must ensure

that the shortcoming found is rectified. Only when everything has been found

to be in order can work be restarted.

\* Only the PPE that has been issued or recommended by us may be used for

the performance of work.

\* Before work is started personnel must be aware of the location of life-saving

devices, such as fire extinguishers, first aid and alarm points for emergencies,

and how they work.

\* The use of life-saving devices for purposes other than those for which they

were intended is not permitted.

\* Life-saving devices and personal protective equipment must be inspected

regularly for presence and state of repair.

\* The work clothing must be clean and representative for our image.

\* The wearing of rings and other jewellery is not prohibited, but is strongly

discouraged. The risk of seriously damaging or even losing a finger is great.

\* Smoking is prohibited in those places where this is indicated. Eating or

drinking is prohibited in most workplaces for safety reasons. The possession

of alcohol and drugs is prohibited.

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11 OCCUPATIONAL HEALTH AND HYGIENE ASPECTS

Appointment medical

At the end of the final recruitment interview the management will if relevant request

an appointment medical (by telephone) with the Occupational Health and Safety

Service, all in accordance with the guidelines issued by the Occupational Health and

Safety Service.

At the end of the examination at the Occupational Health and Safety Service the

candidate will be informed verbally of the result of the examination. The candidate will

inform the company, since the results of the appointment medical will not be passed

to the company as they are covered by medical professional confidentiality.

Voluntary periodic occupational health examination (POHE)

A plan for performance of the POHE will be drawn up by the management in

consultation with the Occupational Health and Safety Service. The content of the

POHE is in accordance with the guidelines issued by the Occupational Health and

*Safety Service.*

Prior to the examination, employees will be informed by the manager about its

purpose and content. At the end of the examination employees will be notified of the

results directly by the Occupational Health and Safety Service. All the relevant

medical examinations will be recorded by the doctor concerned in the safety

passport.

Voluntary occupational health consultation

The occupational health consultation is an opportunity for employees to discuss

work-related problems with an expert from the Occupational Health and Safety

Service. The purpose of the consultation is to discuss work situations that (may) have

a negative impact on the employee’s performance.

The employee is given the opportunity to make an appointment on his own initiative

with a Occupational Health and Safety Service expert for matters in the area of health

and working conditions. The visit to the Occupational Health and Safety Service

expert can take place in work time. The reason for the consultation does not need to

be revealed to the company.

*Sick leave support*

The Occupational Health and Safety Service supports sick employees from the first

day of sickness, according to a specified leave protocol that has been agreed with

the employer. If employees report sick, they will be invited to the sick leave surgery in

accordance with the specified sick leave protocol.

The company doctor conducts an interview with the employee. If necessary,

information is requested from the specialists in attendance or contact is made with

the family doctor. If the employee has completed a sick leave period or has been in

an accident as a result of which his employability has (possibly) changed, the

employee will be offered a medical examination before resuming work.