Safe Working

Making things easier
for everyone
It's what we do.

Warehouse workers DCs
and branches with transport options
January 2023

BMN I BOUWMATERIALEN

Content

BMN Group sets course for health and safety

'Think first, work safely'. That is the motto of the BME Health & Safety Compass programme. With the help of this programme, BME is setting a course towards a healthy and working safely environment for all. The BMN Group (NL) is also following this course.

The Health & Safety Compass programme contains comprehensive information about our targets in terms of health, safety, and well-being. It provides practical tools and support but also indicates where your responsibilities lie.
The Health & Safety Compass programme is based on statements and standards of behaviour that are considered particularly important within the BME Group and the BMN Group (NL) because they ensure the safety and health of you and your colleagues every day.

We have defined 5 focus areas for the Compass programme:

- Safety of employees
- Order and cleanliness
- Site safety
- A safe workplace*
- Health

These focus areas include one or more roadmaps to create a safe and healthy workplace. A roadmap is a practical tool to enhance your safety. By offering a roadmap for each focus area, we aim to encourage safe and healthy behaviour.

Examples of a roadmap for the 'safe workplace' focus area include: working safely with machinery, working safely with a forklift truck or reach truck, working safely at height, safe storage and stacking of goods, safe transport on site and on public roads, and working safely with hazardous substances.

Think first, work safely

It is the responsibility and duty of all of us, regardless of our position, to ensure the safety of ourselves, our customers, contractors, suppliers, visitors, and all colleagues. When we think first and then act safely, we make our business stronger, safer and healthier.

Safety is our top priority and it is therefore important that when new employees start, they are informed about a number of issues regarding Health & Safety. The safety film 'Things always go OK, don't they?' offers the most important safety information you need to know on your first day at work. This video can be viewed on our intranet platform #samenbouwen (= 'building together').

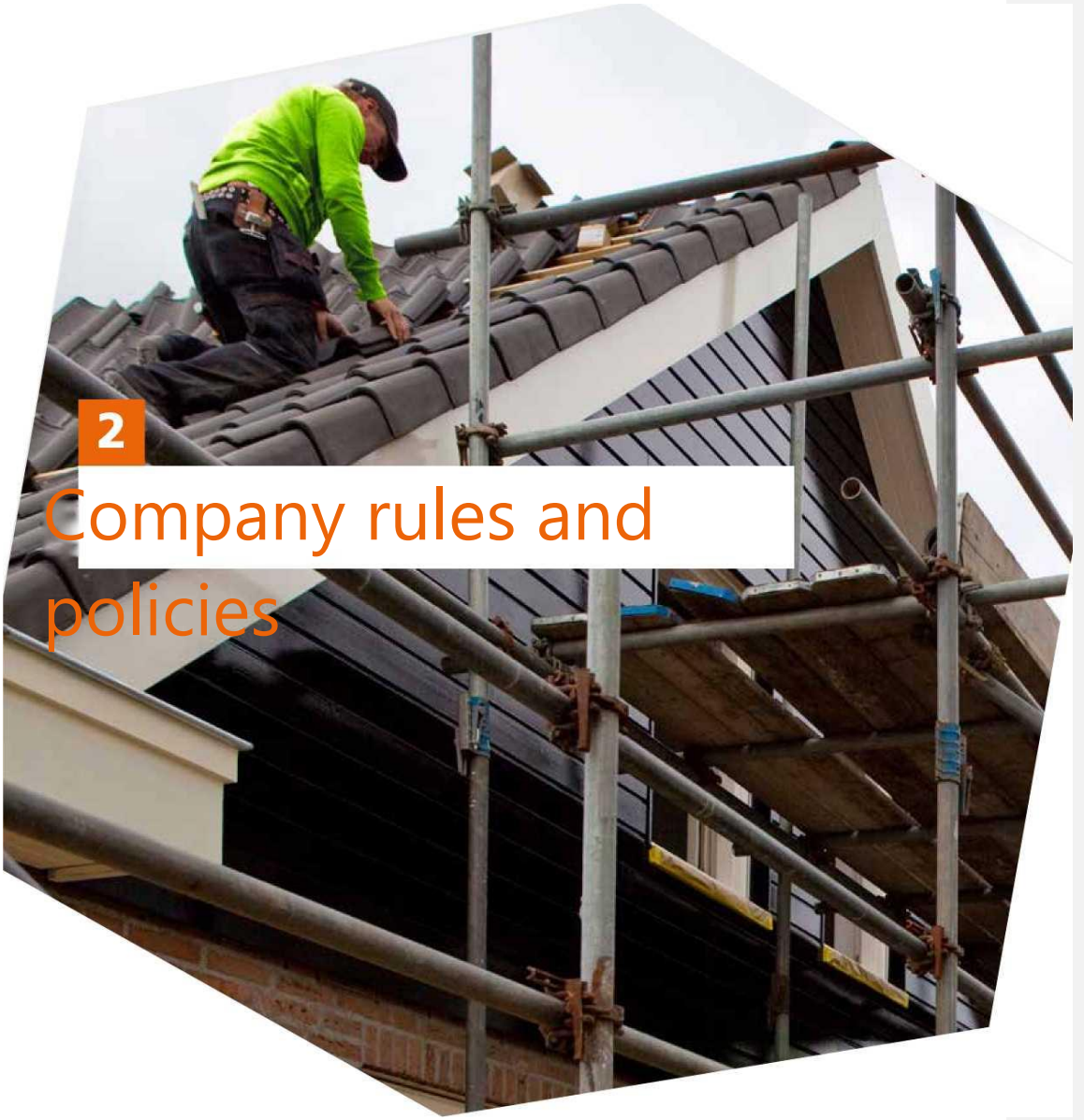
The high-risk places on the site are called 'hotspots'. These are high-risk machines, vehicles, or locations. This is also an important topic of conversation during the induction programme on the first day of work. These hotspots can also be searched for by job and branch on the intranet.

In addition, BMN has job-specific 'Safe Working' manuals. There are handbooks for office workers, branch warehouse workers, warehouse workers of a branch with a DC, reception desk employees, and drivers. The information in these manuals contributes to healthy and safe working conditions. These are not just ideas but detailed information in which your safety and that of your colleagues are key.

All job-specific manuals can be found on our intranet #samenbouwen. Contact the Health and Safety Department online for these.

What are your responsibilities?

- Adhere to all health and safety standards and the laws and regulations applicable at your location
- Always use common sense to make safe and sound decisions
- When in doubt, ask how to proceed safely and healthily
- Speak up when things are not right
- Adjust your way of working if necessary. You should expect your colleagues to do the same.



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Company rules and policies

Company rules and policies

Contents

1. Order and tidiness

While carrying out your work, you generate waste. Waste in the workplace may cause accidents. Tripping over loose cables, slipping on spilt liquids, falling over a box placed behind a door. The tiniest thing can cause an accident with huge consequences.

Waste in the workplace also causes irritation. Leftovers from lunch, paper towels on the floor instead of in the bin, and cups lying around. These all contribute to irritation, resulting in a negative work atmosphere.

1.1 General Measures

The basis for a safe and pleasant working environment is order and cleanliness. Removing waste and surplus materials keeps workplaces uncluttered. To this end, please take the following measures:

> dispose of waste in the designated waste containers;
> keep walkways, floors, escape routes, and landings free of obstacles and debris;
> keep fire extinguishers clear at all times;
> remove spilt liquids immediately or, until the liquid can be removed, indicate that there is liquid on the ground;
> tidy tools away after use and do not leave them lying around;
> take surplus material to the warehouse or a storage area. This also creates more space for movement and walking;
> dust in the warehouse spreads quickly; cleaning up dust is not a one-off action but a continuous process;
> ensure that you do not leave any mess in the warehouse, outside in the grounds, or in the canteen/office;
> wear your personal protective equipment when clearing waste, if necessary.

2. Alcohol, drugs, and medication use

It is our responsibility to ensure a safe working environment. The use of alcohol or drugs during or before work does not contribute to such an environment. It leads to production and quality losses. It also increases the risk of industrial accidents. The use of alcohol or drugs can cause unpredictable and irresponsible behaviour and reduce the ability to react and concentrate.

It is therefore forbidden to use alcohol or drugs while working or to have them in your possession in the workplace. Bear in mind that there is always an after-effect after using drugs. Before you go to work, moderate your use in such a way that you start your working day completely clear-headed and sober, i.e. not under the influence of substances.

Medications are usually prescribed by doctors, but you can also buy them yourself at the pharmacy or drugstore. The possible effects of taking the medicine are usually described in the package leaflet. If you take or are prescribed medication that affects or may affect your ability to drive or reaction time and judgement, you should discuss the consequences with a doctor. Inform your manager regarding the doctor's opinion.

3. Appropriate and inappropriate behaviour

BMN does not tolerate any form of deliberate sexual or other harassment, aggression, violence, discrimination, bullying, or other inappropriate behaviour. Inappropriate behaviour ruins the atmosphere in our organisation, is hurtful to the victim and has a negative impact on work performance.

Definition of inappropriate behaviour

Conduct by which an employee is harassed, humiliated, threatened, or assaulted psychologically or physically, directly or indirectly, intentionally or unintentionally, under circumstances directly related to the work situation and which are perceived by the employee as inappropriate. This may involve verbal (comments), non-verbal (gestures) or physical behaviour (touching). Undesirable behaviour includes (sexual) harassment, discrimination, bullying, aggression and violence. The general ban on discrimination is enshrined in the Constitution. Article 1 of the Constitution says: All persons in the Netherlands are treated equally in equal cases. Discrimination on the basis of religion, belief, political affiliation, race, gender, or any other ground is not allowed.

It seems so obvious, but we would still like to highlight it. We believe it is important to treat each other professionally, as good colleagues. Within our organisation, there is no room for harassment, discrimination, or bullying by colleagues or managers. If you experience inappropriate behaviour yourself, don't wait; discuss it immediately. The longer it goes on, the harder it is to fix. A person may not be aware of their behaviour. If a conversation does not help, talk to a colleague, your manager, the confidential advisor in HR, call the Speak-Up Hotline on 0800 – 0225036 (this may be done anonymously), or contact www.bme-group.ethicspoint.com.

4. Reporting accidents

We do as much as possible to prevent accidents in the workplace, but despite all measures and procedures to work safely, accidents and near accidents can never be 100% prevented.

ACCIDENT

An accident that occurs at or as a result of work at a BMN site, while travelling between BMN sites, or during work-related travel. Accidents while commuting in a company car, private car, or public transport are not included.

WHAT TYPES OF ACCIDENTS CAN OCCUR?

Fatal accident

An accident in which a person dies immediately or shortly after the event that occurred while performing the work.

Accident with serious injury

An accident involving serious physical injury (e.g. loss of limbs, broken bones, loss of sight, prolonged absence) or psychological harm, with the victim requiring hospitalisation following an accident.

Accident with absence

An accident in which a person is injured and is also absent from work the day after the accident as a result of the accident. When someone resumes work but still has to take time off work a few days later due to the accident, this is still considered an accident with absence.

Medical treatment

An accident in which a person is injured and can then resume work after receiving care, but which involves treatment by a doctor or nurse outside the company.

High Potential Learning Event (HPLE)

An accident which could have resulted in a serious or fatal accident but ended without injury.

Safety observation

An accident which could have led to something worse but ended without injury. This also includes dangerous situations, such as racking damaged by a forklift truck. It also includes ‘plaster accidents', i.e. help provided by an emergency response team (*bedrijfshulpverlening*, BHV) member putting on a plaster or bandage.

INVESTIGATION

The managers of each site/department are responsible for the written reporting of accidents and dangerous situations. They take immediate action to prevent future accidents or dangerous situations or make suggestions for improvement. Reports on the accidents and the like to the Labour Inspectorate (LI) and the Ministry are handled exclusively by, or on behalf of, management. The management provides official statements if questions are raised by third parties, including the press. It is important not to disclose information to third parties.

REPORTING AN ACCIDENT

Fatal accident

In the event of a fatal accident, the line manager should immediately inform the HR department, the Safety Officer, and the management. The management will inform the victim's family/partner. Within 4 hours, the accident must be reported digitally to the Safety Officer. If possible, the report should be accompanied by photos.

Serious accident

The line manager must immediately inform the Safety Officer and the management by phone. Within 4 hours, the accident must be reported digitally to the Safety Officer. If possible, the report should be accompanied by photos.

Accident with absence

Inform the Safety Officer by telephone within 4 hours. Within 24 hours, the accident must be reported digitally to the Safety Officer. If possible, the report should be accompanied by photos.

Medical treatment (without absence)

Within 24 hours, the accident must be reported digitally to the Safety Officer. If possible, the report should be accompanied by photos.

High Potential Learning Event (HPLE)

Within 24 hours, the event must be reported digitally to the Safety Officer. If possible, the report should be accompanied by photos.

Safety observation

A summary of all safety observations must be submitted monthly via the form on Samenbouwen, no later than the first of the following month.

WHY IS IT NECESSARY TO REPORT AN ACCIDENT?

An accident must be reported if someone has suffered permanent injuries, is hospitalised, or has died due to an accident at work. In consultation with the Safety Officer, the branch manager notifies the Labour Inspectorate (LI). Notification by telephone suffices, but if the LI requests it, the employer will have to make the notification in writing as soon as possible. The employer may be liable to pay a heavy penalty if it fails to report a notifiable accident without delay.

The Labour Inspectorate may decide to investigate the accident on site. In such cases, it is important to keep the situation on site unchanged as much as possible. If the LI decides not to investigate, the employer and casualty will be notified in writing.
Employer and employee are obliged to cooperate with an investigation by the LI and provide any assistance and information required. The investigation focuses on the facts and causes of the accident and the detection of any violations of health and safety legislation, among other things.

'I was shocked when my colleague fell and had a head injury. I immediately called the emergency response team. Fortunately, it turned out not to be as serious as I had feared.'

4.6 ACCIDENT/INCIDENT FLOWCHART

ACCIDENT/INCIDENT					
WITH ABSENCE			WITHOUT ABSENCE		
Fatal	Serious accident (with hospital admission)	Accident with absence	Medical treatment (without absence)	Safety observation (near accident, dangerous situation, first aid provided by first aider)	HPLE (high potential learning event)
If someone dies while performing his/her work	If someone suffers a serious physical injury or serious psychological harm and/or must be admitted to hospital in the context of an industrial accident	If someone is injured and is still absent from work the day after the accident	If someone is injured but is able to resume his/her work after receiving treatment. This treatment was by a doctor or nurse outside the company.	A situation that could have led to an accident with absence. This includes dangerous situation, broken racking and similar. It also includes 'plaster accidents'.	A situation that could have resulted in a serious or fatal accident.
Immediately notify the Safety Officer and management by telephone. Send the reporting form to the Safety Officer electronically within 4 hours.	Immediately notify the Safety Officer and management by telephone. Send the reporting form to the Safety Officer electronically within 4 hours.	Notify the Safety Officer by telephone within 4 hours. Send the reporting form to the Safety Officer electronically within 24 hours.	Send the reporting form to the Safety Officer electronically within 24 hours.	Send a digital overview to the Safety Officer each month.	Send the reporting form to the Safety Officer electronically within 24 hours.

5. Work of special groups of employees

The Occupational Health and Safety Act requires us to organise work in such a way that employees can do the job healthily and with pleasure. The health risks of some groups of employees require extra attention. These include pregnant women, temporary workers, interns, young people, and employees who do not have a good command of the Dutch language.
For example, a pregnant woman should not do any work that could affect her pregnancy. And youths and trainees need to be properly educated and supervised because they have little experience. And we have to make sure that an employee who does not have a good command of the Dutch language has a good understanding of the safety instructions. And although temporary workers and interns do not have an employment contract with BMN, BMN is responsible for a safe working environment.

6. Duties, responsibilities, and authorisations of employees in the area of Safety & Health

Within the organisation, we strive for optimal policies when it comes to safety, health, welfare, and the environment. This is in your interest and that of the company. Therefore, we have included in the job manuals the following duties, responsibilities, and authorisations that relate to your position:

- You must not endanger yourself or others or create a dangerous situation.
- Report (near) accidents, dangerous situations and damage immediately to your manager.
- You may interrupt work if, in your reasonable judgement, there is imminent and serious danger to persons and the surroundings.
- Equipment, machinery, means of transport, and tools must be used correctly. Installed safeguards and safety devices must be maintained at all times.
- Where prescribed, you must wear the personal protective equipment (PPE) provided.
- You actively contribute to information provision organised by BMN on working conditions, safety, health, welfare, and the environment.
- When driving industrial vehicles, you must have the valid papers required for this purpose.
- Keep your working environment safe, neat, and tidy.
- Keep walkways, fire extinguishers, emergency exits and escape routes clear.
- Deposit waste in the containers provided.

Each employee has rights but also duties. These follow not only from the employment contract or relationship of authority but also from the Occupational Health and Safety Act. Ultimately, we expect everyone to behave responsibly.

In the case of serious misconduct or rule-breaking on your part, we will make it clear that this behaviour is not acceptable. This includes drinking or drug use in the workplace, inappropriate behaviour towards colleagues, or failure to comply with safety regulations. In the case of serious misconduct on your part, you may face disciplinary action.

5. Digital information

Available on TeamBMN

You can find more information on ‘BMN Company Rules and Policy’ on TeamBMN under Health and Safety.

Documents and information available here include:

- All job-related information
- Forms
- Registration lists
- Accident reporting and safety observations
- Safety Alerts
- Safety videos
- Safety campaigns

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Working safely with third parties

Warehouse workers DCs
and branches with transport options

BMN BOUWMATERIALEN

Working safely with third parties

Contents

1. The importance of working safely with third parties

There are risks involved in working with customers, suppliers, and visitors. These non-BMN people are referred to as 'third parties'. You can see in the chart below what is important when working with third parties, where and when the guidelines apply, and why.

What

You must be familiar with:
> mandatory wearing of high-visibility jackets by third parties when they start performing work for the company.

Where

In the warehouse and outdoor area.

When

When working with third parties.

Why?

In recent years, lack of attentiveness, haste, incompetence, and carelessness, among other things, have caused many accidents (sometimes quite serious) involving colleagues, customers, suppliers, and visitors.

Our customers, suppliers and visitors may not be sufficiently aware of our safety rules and the high-risk locations on each site. When they visit our premises, their safety is also our priority.

So, don't take any chances and make sure you always have third parties wear high-visibility jackets when visiting the warehouse or outdoor areas.

What do you need to know?

You need to know the following:

> third parties coming to work at our premises must indicate on a form that they will comply with our safety requirements;

> third parties must always wear high-visibility jackets with the text 'Bezoeker' ('Visitor') on them;

> 'third parties' include suppliers and visitors as well as BMN staff not working in the warehouse.

What do you need to do?

You need to do the following in your daily work:

> ensure that third parties walking with you always wear high-visibility jackets marked 'Bezoeker'.

If you see someone without a high-visibility jacket in the warehouse or in the grounds: indicate to the person concerned that they must put on a high-visibility jacket immediately!
This does not apply to our buyers/customers.

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Safe machinery operation and insulation

Warehouse workers

BMN BOUWMATERIALEN

Safe machinery operation and insulation

Contents

1. Introduction to safe machinery operation and insulation

It is crucial that each employee returns home safely at the end of the day; that is our priority, and we work hard to achieve it. After all, as an employer, we share responsibility with you for your health, safety, and well-being in the workplace.

Working with various types of electrical machines at our sites brings great challenges on a daily basis. Our safety approach is based on many years of experience. Therefore, the requirements presented here are not optional. Each employee bears responsibility for following them, both for your own safety and that of your colleagues.

Each requirement is specifically designed with your safety in mind and adapted to the challenges in your workplace. Be alert and comply with regulations so that you and your colleagues do not run unnecessary risks when carrying out your work.

Still have questions or doubts about something? Put your question to your manager or a colleague. After all, it is your own health and safety at stake. If you have good ideas to improve safety, we would of course love to hear from you too. Your ideas could save lives!

2. The importance of safe machinery operation and insulation

Working with machinery and insulation carries risks. You can see below what is important, where and when the guidelines apply and why.

What

You need to be familiar with the following information:

> whether you are authorised to work with the equipment;
> the operation of the machine(s);
> the risks of the machine(s);
> the use of safety devices and attachments;
> the safe removal of dust;
> the material to be processed.

Where

At your workplace, mainly in the warehouse

When

In carrying out your daily tasks

Why?

Lack of attentiveness, haste, incompetence, and carelessness, among other things, have caused many accidents to colleagues in recent years. Some, unfortunately, were fatal.

You must be trained before operating machinery. After getting your certificate, it is important to keep your knowledge up to date. Therefore, you will have to take refresher courses for using certain machines at least every two years. You will be informed about this by your manager.

Don't take risks, and make sure you keep working safely in every circumstance!

3. Safety of machinery and insulation in general

There is a lot of information available, but fortunately, you don't have to know and do everything yourself. Some tasks and responsibilities lie with you. Other tasks and responsibilities lie, for example, with other colleagues, your manager, or the Safety Officer.

In this section, you will find the information that is most important for you to know and to do. There are many more documents, procedures, etc., available, but not all of them are relevant to you. If you want to know more, please ask your manager for the available digital information.

3.1 USE OF MACHINERY; WHAT TO KNOW AND WHAT TO DO

What do you need to know?

You need to know the following:

> which machine(s) you may operate yourself;
> that Dutch-language work instructions are present for each machine;
> that signs and stickers make it clear that unauthorised persons are not allowed to enter the area or operate the machines;
> that there are procedures regarding the safe use of machinery and that the machines are checked regularly;
> that all machines must have emergency stops;
> that all emergency stops are visually checked twice a year;
> that all emergency stops are tested at least once a year.

What do you need to do?

You need to do the following in your daily work:

> only use the machine(s) you are allowed to operate yourself;
> always apply the procedures for the safe use of machinery;
> always perform a visual check of the machine before putting it into operation;
> never remove or disable safety devices on machines;
> never leave a key unattended in a machine;
> in the event of maintenance, inspection, or cleaning work, the machine must be disconnected from any power source. This is done using the mandatory LOTOT procedure (see paragraph 11 within this tab).
> always wear your personal protective equipment.

3.2 ELECTRICAL SAFETY; WHAT TO KNOW AND WHAT TO DO

What do you need to know?

You need to know the following:

> there is a list of electrical equipment and the associated information/instructions for use;
> an installation check is carried out at your site at least once a year;
> only three-wire extension cords may be used;
> portable power tools must always be connected to a residual current device;
> electrical cabinets must be locked.

What do you need to do?

You need to do the following in your daily work:

> always connect portable power tools to a residual current device.

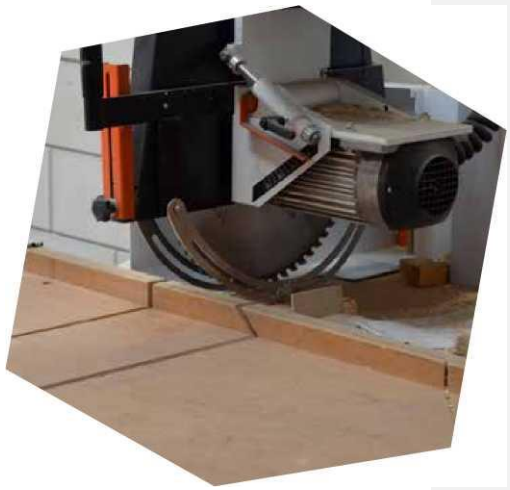
Do you have any questions or notice defects? Notify your line manager straight away!

'I only work with machines I am authorised to work with'

4. The crosscut saw

4.1 WHAT IS A CROSSCUT SAW?

A crosscut saw is a machine with a circular rotating saw blade. It is a motorised machine specially designed for cutting different types of wood.



4.2 WHAT DO YOU NEED TO KNOW WHEN USING A CROSSCUT SAW?

Working with a crosscut saw carries potential risks.

Risks when using a crosscut saw

You need to know what the potential risks are:

> contact between the body and the saw blade (loose hair, loose clothing or jewellery near moving machine parts);

> kickback of the saw or the material;

> jamming of the saw or the material;

> flyaway material parts;

> inhalation of dust;

> hearing damage.

Post signs to indicate that unauthorised persons must not enter the work areas or operate the machinery.

Familiarise yourself with the instructions for the machine

4.3 WHAT MUST YOU DO WHEN USING THE CROSSCUT SAW?

Most importantly, you should only work with a crosscut saw if you are trained and authorised to work with it.
In addition, the following points are important for the safe use of the crosscut saw:

How to use the crosscut saw safely:

You need to know how to use the crosscut saw safely:

> only work with an approved crosscut saw;
> switch on dust extraction before turning on the machine;
> only switch on the crosscut saw using the switch provided for the purpose;
> never place your hands on the cutting surface (saw line);
> use a pusher if necessary;
> do not saw pieces that are (too) small;
> never remove small pieces of debris from the saw with your hands; use a wooden batten;
> avoid uncontrolled contact between the saw and the material, preventing the material from jumping up;
> hold the crosscut saw with both hands;
> make sure the material is stably in place before you start sawing;
> make sure the blade guards are down at all times;
> always use the right saw blade for the material;
> always wear the personal protective equipment provided when working with wood.
> always wear your hearing protection, dust mask, and safety glasses when working with the crosscut saw;
> do not wear gloves when using the crosscut saw due to the risk of catching;
> ensure there is sufficient light in the workplace;
> store unused saws and do not leave them lying around unattended;
> keep the area around the crosscut saw free of clutter and waste materials so that you cannot trip over them;
> only change the saw blade using the LOTOT procedure;
> always reset the cutting depth after changing the saw;
> switch off the machine after cutting and wait for the rotating parts to stop before taking away the cut material;
> always remove the key after use;
> the red button (emergency stop) switches the machine off immediately;
> ensure frequent emptying of the bin to prevent dust formation.

When maintenance, inspection, or cleaning work is carried out, the machine must be disconnected from any power source. This is done using the mandatory LOTOT procedure (see paragraph 11 in this tab). This Lock-Out, Tag-Out, Try procedure prevents the machine from being reactivated unintentionally.

4.4 PHOTOS OF INCORRECT VS CORRECT USE

5. The panel saw

5.1 WHAT IS A PANEL SAW?

A panel saw is a motorised machine specifically designed for cutting boards.

Panel saws can only make straight cuts, both horizontally and vertically. So only rectangular boards can be cut. The materials most commonly used are:

> Triplex
> MFD
> Underlayment

It is a multifunctional device because its saw blade is used vertically and horizontally.

5.2 WHAT DO YOU NEED TO KNOW WHEN USING A PANEL SAW?

Working with a panel saw carries potential risks.

Risks when using a panel saw

You need to know what the potential risks are:

> contact between the body and the saw blade (loose hair, loose clothing or jewellery near moving machine parts);
> kickback of the saw or the material;
> jamming of the saw or the material;
> flyaway material parts;
> inhalation of dust;
> hearing damage.

Post signs to indicate that unauthorised persons must not enter the work areas or operate the machinery.

5.3 WHAT MUST YOU DO WHEN USING THE PANEL SAW?

Most importantly, you should only work with a panel saw if you are trained and authorised to do so.
In addition, the following points are important for the safe use of the panel saw.

How to use the panel saw safely:

You need to know how to use the panel saw safely:

> only work with an approved panel saw;
> before you start work, determine which saw blade you need and check that it is in good condition;
> only switch on the panel saw using the switch provided for the purpose;
> allow the motor to get up to speed before starting to saw;
> check that the motor brake will stop the saw within 8 seconds;
> switch on dust extraction before turning on the machine;
> always wear your hearing protection and any other prescribed personal protective equipment;
> ensure there is sufficient light in the workplace;
> keep the area around the panel saw free of clutter and waste materials so that you cannot trip over them;
> never remove shavings and sawdust from the sawing machine with your hands;
> do not cut strips under 10 centimetres unless you can cut from the top;
> store unused saws and do not leave them lying around unattended;
> only change the saw blade using the LOTOT procedure;
> push the panel saw back to the idle position after finishing work;
> switch off the machine after cutting and wait for the rotating parts to stop before taking away the cut material;
> always remove the key after use;
> the red button (emergency stop) switches the machine off immediately;
> to prevent dust formation, the disposal bag/dust collector must be emptied frequently.

When maintenance, inspection, or cleaning work is carried out, the machine must be disconnected from any power source. This is done using the mandatory LOTOT procedure (see paragraph 11 in this section). This Lock-Out, Tag-Out, Try procedure prevents the machine from being reactivated unintentionally.

Met opmerkingen [HS1]: De Nederlandse zin is niet erg duidelijk: 'zaag geen stroken onder de 10 centimeter mits er van bovenaf gezaagd kan worden' - we hebben aangenomen dat hier wordt bedoeld 'tenzij er van bovenaf gezaagd kan worden.'

6. The mobile wrapper

6.1 WHAT IS A MOBILE WRAPPER?

The mobile wrapper is specifically designed for wrapping and stabilising goods.

6.2 WHAT DO YOU NEED TO KNOW WHEN USING A MOBILE WRAPPER?

Working with a mobile wrapper carries potential risks.

Risks when using the mobile wrapper

You need to know what the potential risks are:

> If you get inside the machine's turning radius, it could run into you.

6.3 WHAT MUST YOU DO WHEN USING THE MOBILE WRAPPER?

Most importantly, you must only work with a mobile wrapper if you are trained and authorised to do so. In addition, the following points are important for the safe use of the mobile wrapper.

How to use the mobile wrapper safely:

You need to know how to use the mobile wrapper safely:

> check the machine for damage before starting work;
> make sure you know how to operate the machine safely;
> only work with an approved machine;
> make sure there is an uncluttered work environment;
> park the mobile wrapper away from passageways and never in front of an emergency exit or fire extinguisher;
> the red button (emergency stop) switches the machine off immediately;
> stay outside the turning radius of the machine.

When maintenance, inspection, or cleaning work is carried out, the machine must be disconnected from any power source. This is done using the mandatory LOTOT procedure (see paragraph 11 in this tab). This Lock-out, Tag-out, Try procedure prevents the machine from being reactivated unintentionally.

7. The baler

7.1 WHAT IS A BALER?

A baler is a machine that compresses materials into bales. Materials that can be baled in the baler include paper, cardboard, plastic, and film.

7.2 WHAT DO YOU NEED TO KNOW WHEN USING A BALER?

Working with a baler carries potential risks.

Risks when using a baler

You need to know what the potential risks are:

> contact between the body and the baler can result in serious injuries.

7.3 WHAT MUST YOU DO WHEN USING THE BALER?

Most importantly, you should only work with a baler if you have been instructed and authorised to work with it.
In addition, the following points are important for the safe use of the baler.

How to use the baler safely.

You need to know how to use the baler safely:

> carefully read the machine's operating manual before use;

> always wear your personal protective equipment;

> before starting, check that:
- the floor around the press is free of clutter;
- there are no tools on the machine;
- there is no waste stuck around the press plate;
- the plate's ejector mechanism can be pushed into the plate and then pops out;
- the press cannot start if the inlet door is open;
- the safeguards and covers are intact;
- and whether the emergency stop is functioning.

> do not use the press for wet or oily material, foam rubber, other strongly expanding material (bubble wrap), or hard cardboard that cannot be compressed;

> place a flat piece of cardboard on the bottom over the ropes so that the ropes remain securely in place during pressing;

> always place all material flat (horizontal) in the machine and never upright (vertical);

> distribute the material evenly in the filling chamber;

> stop filling the filling chamber when the press is full, as indicated by the lit lamp on the control console;

> the press must only be cleaned by an authorised person with a hand brush or cloth, never with water.

When maintenance, inspection, or cleaning work is carried out, the machine must be disconnected from any power source. This is done using the mandatory LOTOT procedure (see paragraph 11 in this tab). The Lock-out / Tag-out / Try procedure prevents the machine from being reactivated unintentionally.

8. The gas burner

8.1 WHAT IS A GAS BURNER?

A gas burner is used at BMN to shrink materials.

Combustion should be started by opening and igniting the supply of gas (and oxygen, where appropriate). Once ignited, the burner will keep burning as long as gas and air (oxygen) are available. To extinguish the burner, shut off the gas supply.

8.2 WHAT DO YOU NEED TO KNOW WHEN USING A GAS BURNER?

Working with a gas burner carries potential risks.

Risks when using a gas burner

You need to know what the potential risks are:

> make sure there is a fireproof work environment;
> make sure that the appropriate fire extinguishing equipment is in place;
> make sure that there is good ventilation.

8.3 WHAT MUST YOU DO WHEN USING A GAS BURNER?

Most importantly, you should only work with a gas burner if you have been instructed and authorised to work with one. In addition, the following points are important for safe use of the gas burner.

How to use the gas burner safely.

You need to know how to use the gas burner safely:

> place the goods to be shrunk at working height;

> always check before use that the connection between the hose and the gas cylinder is still in order and that the gas hose is not older than 2 years (the date is on the hose);

> always wear your personal protective equipment;

> a gas cylinder must always be used upright;

> secure gas cylinders during use so that they cannot fall over or be hit by vehicles;

> in the event of a leak or fire, close the stop valve on the gas cylinder immediately;

> never place a hot burner head near (flammable) materials; put it on an open workspace;

> never heat a gas cylinder or place it in full sunlight;

> always close the valve after use, in the case of both full and empty gas cylinders;

> move a gas cylinder, properly secured, on a trolley;

> never place full or empty gas cylinders in the warehouse; put them outside in the designated storage rack;

> never repair a burner or valve; this is a job for the experts.

"When I use the gas burner, I always ensure there are fire extinguishers nearby"

8.4 PHOTOS OF INCORRECT VS CORRECT USE

9. The timber clamp

9.1 WHAT IS A TIMBER CLAMP?

A timber clamp is used to lift and transport batches of timber lengthwise on a forklift truck. The lifting capacity of a forklift is the maximum weight it can carry. This is also known as the working load.

If the forklift truck is loaded incorrectly, it may become unstable.

9.2 WHAT DO YOU NEED TO KNOW WHEN USING A TIMBER CLAMP?

Working with a timber clamp carries potential risks.

Risks when using a timber clamp

You need to know what the potential risks are:

> the clamp breaking loose from the forks;
> exceeding the workload;
> the stability of the forklift truck.

This may result in serious injuries.

9.3 WHAT MUST YOU DO WHEN USING DE WOOD CLAMP?

Most importantly, you should only work with a timber clamp if you have been instructed and authorised to work with one.
In addition, the following points are important for the safe use of the timber clamp.

How to use the timber clamp safely.

You need to know how to use the timber clamp safely:

> slide the forklift's forks as far as possible into the timber clamp;

> check that the timber clamp is properly secured to the forklift truck;

> make sure you know the maximum weight you can lift. Use the load diagram displayed on the forklift truck for this purpose;

> place the batch of wood as far as possible into the timber clamp;

> always pay attention to the stability of the forklift truck;

> keep to the warehouse speed limit;

> never move or lift persons with a timber clamp.

10. The silo

10.1 WHAT IS A SILO?

A silo is a storage hopper for bulk goods in the form of powders or granular products such as: cement, sand, gravel, etc.

10.2 WHAT DO YOU NEED TO KNOW WHEN USING A SILO?

Working with a silo carries potential risks.

Risks when using a silo

You need to know what the potential risks are:

- an unstable silo can tip over;
- avoid being in the driving path of the bulk truck.

10.3 WHAT MUST YOU DO WHEN USING THE SILO?

First of all, you should only work with a silo if you have been instructed and authorised to do so. In addition, the following points are important for the safe use of the silo.

How to use the silo safely

You need to know how to use the silo safely:

> do not walk in the driving path or unloading area;

> ensure a tidy workplace and avoid tripping hazards around the silo;

> check that the tube is locked;

> pay attention to correct bending and lifting; place mixing tub or waste bags at working height (for example on pallets);

> at the end of the day, close the valve and empty the dosing chamber;

> clean the mixer, mixing tube and bearing daily;

> ensure that unauthorised persons cannot operate the silo. Remove the key or attach a lock;

> the red button (emergency stop) switches the machine off immediately;

> never use water when cleaning the outlet of the dosing chamber and the dosing chamber itself.

When maintenance, inspection, or cleaning work is carried out, the machine must be disconnected from any power source. This is done using the mandatory LOTOT procedure (see paragraph 11 in this tab). The Lock-out / Tag-out / Try procedure prevents the machine from being reactivated unintentionally.

'I take care of my back so I always pay attention to the correct way of bending and lifting'

10.4 PHOTOS OF INCORRECT VS CORRECT USE

11. The Lock-Out / Tag-Out / Try (LOTOT) procedure

11.1 WHAT IS LOTOT?

When maintenance, inspection, or cleaning work is carried out, a machine or device must be disconnected from all power sources. This is done using the mandatory LOTOT procedure. This Lock-Out, Tag-Out, Try procedure prevents the machine from being reactivated unintentionally.

11.2 WHAT DO YOU NEED TO KNOW ABOUT THE LOTOT PROCEDURE?

Performing maintenance, inspection, or cleaning work on machinery and equipment carries potential risks. Not everyone is authorised to perform these activities. If you are not authorised to do so, do not perform the work!

What do you need to know about the LOTOT procedure?

When applying the LOTOT procedure, you need to follow 3 steps;

- always perform the procedure correctly, even if the risk of accidents seems small.

11.3 WHAT MUST YOU DO WHEN PERFORMING THE LOTOT PROCEDURE?

How do you apply the LOTOT procedure?

Step 1: Lock-out

> place the LOTO box, the locking device, over the plug of the shutdown machine;
> lock the LOTO box with the corresponding padlock;
> ensure that the padlock key is kept by the padlock user;
> the LOTO box makes it impossible to restart the machine unintentionally and prevents personal injury.

Step 2: Tag-out

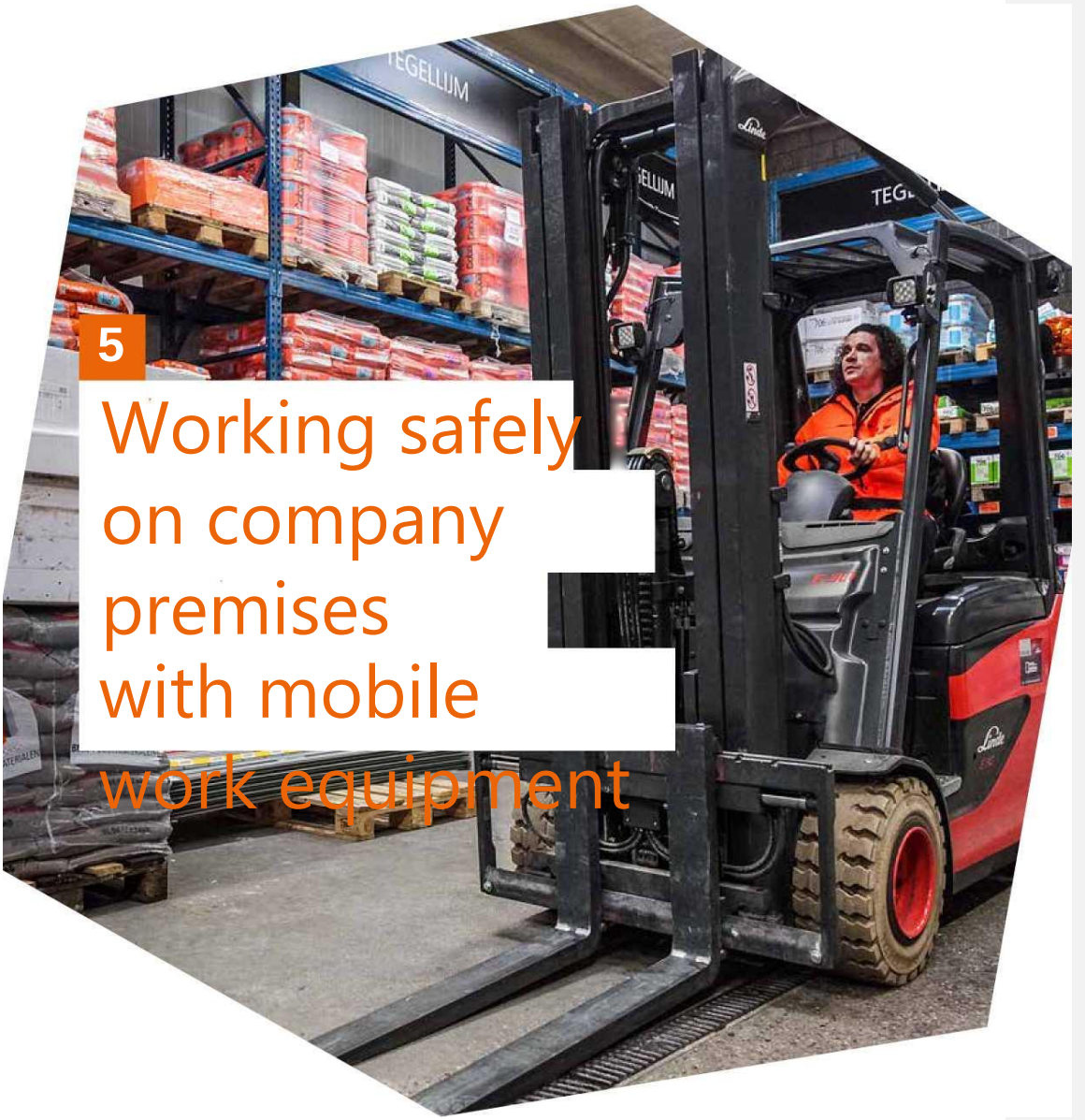
> Each use of the LOTO box must be recorded. This also applies to third parties using the LOTO box for maintenance, repair, or cleaning work. Register the use through the identification label. Registration should always be verifiable and retrievable.

Step 3: Try

> always check that the machine can no longer be operated (drain residual energy);
> try to start the machine automatically;
> try to start the machine manually;
> only after this can maintenance, inspection, or cleaning work be started.

Please note:

> Safety devices must not be removed or otherwise rendered inoperative under any circumstances.
> A machine must not be put back into operation after maintenance until all necessary guards are in place.



5

Working safely on company premises with mobile work equipment

Warehouse workers DCs
and branches with transport options

BMN BOUWMATERIALEN

Working safely on company premises with mobile work equipment

Contents

1. The importance of working safely on company premises with mobile work equipment

Our vehicles and mobile work equipment must comply with safety requirements such as a flashing light, reversing signal, blue spot, and seat belt. The vehicles have to meet requirements, and so do the colleagues driving the vehicles. It is also important to have a traffic plan. This traffic plan defines all zones, warehouse and other work areas, driving directions, roads, etc. It is important in this context to take all traffic flows, a good overview, and the proper accessibility of goods as a starting point.

Accidents involving mobile work equipment and vehicles account for more than 60% of fatal accidents within our industry. There are therefore obvious risks associated with working on company premises with vehicles (mobile transport equipment). You can see below what is important, where and when the guidelines apply, and why.

What

You must be familiar with:

> the fact that you can only drive a mobile transport vehicle if you have a certificate indicating that you are authorised to drive the vehicle in question;
> the traffic rules applicable in the warehouse and in the outside area;
> the speed limits applicable in the warehouse and in the outside area;
> the clear separation that applies between vehicles and pedestrians;
> the 2-metre rule;
> the risks of not properly securing the load;
> the rules governing the use of mobile phones;
> control of the ignition key for mobile transport equipment.

Where

At your workplace, mainly in the warehouse and in the outside area

When

When carrying out your daily tasks

Why?

Lack of attentiveness, haste, incompetence, and carelessness, among other things, have caused many vehicle accidents with injuries in recent years. Some, unfortunately, were serious or fatal. Proper in-house training and professional knowledge are required to safely operate a vehicle on company premises. Workers who operate forklift trucks and reach trucks must hold a certificate, and they must take refresher courses at least every 2 years.
If you are in doubt about the correct use of a vehicle or about certain traffic rules, report this to your manager immediately. They will give you more information.

Don't take risks, and make sure you keep working safely under all circumstances!

2. Working safely on company premises with mobile work equipment - general

There is a lot of information available, but fortunately you don't have to know and do everything yourself. Some tasks and responsibilities lie with you. Other tasks and responsibilities lie with your colleagues, your manager, or the Safety Officer.

In this section, you will find the information that is most important for you to know and do. There are many more documents, procedures, etc., available, but not all of them are relevant to you. If you want to know more, check out the additional digital information in section 10.

2.1 WORKING SAFELY ON COMPANY PREMISES WITH MOBILE WORK EQUIPMENT; WHAT TO KNOW AND WHAT TO DO

What do you need to know?

You need to know the following:

> you must be in possession of a certificate demonstrating that you are able and permitted to drive a side loader/ forklift truck/ reach truck. Only persons aged 18 and above who have received the required training are allowed to operate a vehicle;

> you must always stay focused while driving a vehicle;

> you must not carry out stunts and pranks with your vehicle or while driving it;

> when working at a greater height, it is forbidden to use a forklift truck as a step or work floor;

> wearing a seat belt is compulsory;

> you must always adhere to the 2-metre rule;

> the maximum working speed of a forklift is 16 km/h forward and 5 km/h backward;

> the maximum working speed of a reach truck is 13 km/h forward with full unobstructed visibility and 8 km/h backward;

> the traffic rules that apply on the site, see section 4 of this topic;

> each vehicle is activated with a key, keyfob, or activation code;

> when you leave the vehicle, you deactivate it by taking the key or keyfob with you or by deactivating the code;

> when using the forklift truck on public roads, the rules of the Road Traffic Act apply;

> you can never leave your vehicle unattended.

What do you need to do?

You need to do the following in your daily work:

> before starting your work, you carry out a basic visual inspection of your vehicle;
> the 2-metre rule applies at each location;
> do not perform stunts and pranks with your vehicle or while driving it;
> always ensure a stable load;
> adhere to all traffic and other regulations drawn up for working safely with your vehicle on the site;
> always stay within the safety structure of your vehicle;
> never park your vehicle in front of an emergency exit or fire extinguisher;
> adhere to the rules governing the use of your mobile phone.

Do you have any questions or notice defects? Notify your line manager straight away!

3. The 2-metre rule

3.1 WHAT IS THE 2-METRE RULE?

There are risks associated with working with a mobile transport vehicle. To minimise these risks, there are things you need to know and do. That means you must be aware of the safety rules that apply at our sites. This applies to you as a warehouse worker but also to colleagues who occasionally need to be on the site or in the warehouse.

BMN has sites where forklift trucks drive alongside pedestrians. At each site, therefore, the 2-metre rule applies. This rule means no one should come within 2 metres of the forklift truck while the vehicle is in use.

3.2 WHAT DO YOU NEED TO KNOW WHEN APPLYING THE 2-METRE RULE?

Working with mobile transport equipment on the site poses potential risks.

You need to know the following:

> it is primarily the driver's responsibility to comply with the 2-metre rule;
> the cage, forklift masts, and weather conditions obstruct the forklift truck driver's view. So as a non-driver, you also need to pay close attention to the 2-metre rule;
> when you see the driver, they do not always automatically see you, for instance because of the blind spot;
> you need to indicate that you have seen each other by, for example, raising your hand;
> as a pedestrian, always stay on the pathways;
> for safety reasons, wearing company clothing or a high-visibility jacket is compulsory on the premises;
> operating a forklift truck requires great responsibility from the driver.

3.3 WHAT MUST YOU DO WHEN APPLYING THE 2-METRE RULE?

How to apply the 2-metre rule safely:

> always look around you before starting to drive;
> never go within 2 metres of the forklift truck while it is in use;
> send away bystanders who are within 2 metres of the moving vehicle;
> make sure the driver and the pedestrian have seen each other, use a signal to confirm this;
> a forklift truck has a blind spot; take this into account;
> never walk behind a vehicle;
> never approach a forklift truck from the rear;
> always watch out for bystanders when lifting a load;
> if drivers of two forklift trucks need to speak to each other, drive slowly towards each other and stop next to each other;
> keep to the speed limit;
> as a pedestrian, always stay on the marked walkways;
> adhere to the traffic rules.

4. The traffic rules

4.1 WHAT ARE THE TRAFFIC RULES?

There are risks associated with working with mobile transport vehicles. To minimise these risks, there are things you need to know and do. This means, for example, that you must be aware of the traffic rules that apply on our sites. This applies to you as a warehouse worker, but it also applies to other colleagues who need to be on the site or in the warehouse from time to time.

4.2 WHAT DO YOU NEED TO KNOW ABOUT THE TRAFFIC RULES?

Traffic rules exist to make sure traffic moves about in an orderly fashion. By adhering to the applicable traffic rules, you reduce the risk of accidents.

You need to know the following:

> you must stick to the prescribed speed limit;
> traffic from the right and pedestrians always have priority;
> you must not place goods or materials on the driving routes, parking areas, or pedestrian routes, not even for a short time;
> the direction of traffic is indicated by white arrows;
> pedestrians should use the pedestrian crossings or walkways where present;
> emergency exits and fire extinguishers are marked by red boxes or lines, these areas must always be kept clear;
> storage areas are indicated by lines. Outside these lines, it is forbidden to set anything down;
> don't get distracted by your phone;
> you must always make sure you are highly visible.

4.3 WHAT DO YOU NEED TO DO WHEN APPLYING THE TRAFFIC RULES?

How to apply traffic rules safely:

> stick to the prescribed speed limit;
  - the maximum working speed of a forklift truck is 16 km/h forward and 4 km/h backward;
  - the maximum working speed of a reach truck is 13 km/h forward with full unobstructed visibility, and 8 km/h backward;

> do not place goods or materials on the driving routes, parking areas, or pedestrian routes, not even for a short time;

> loading and unloading may only take place in designated areas;

> parking must always be in the spaces provided;

> never walk directly in front of or behind a forklift truck, reach truck or lorry;

> never leave a vehicle unattended, always remove the key;

> keep a sufficient distance from other vehicles on the premises;

> talking on the phone, texting, using WhatsApp, etc. while driving is prohibited;

> if you see a colleague or a visitor not obeying the traffic rules, you can call them to account for the sake of everyone's safety;

> wear your high-visibility jacket or your workwear to ensure good visibility;

> visitors must also wear high-visibility jackets when on the premises.

> park cars in reverse where possible. Driving forward out of a parking space gives you a much better view of any pedestrians.

5. The electric pallet truck

5.1 WHAT IS AN ELECTRIC PALLET TRUCK?

An electric pallet truck is a transport device used for moving loads and goods on pallets.

Unlike forklift trucks, electric pallet trucks cannot be used to stack loads; the lifting height of electric pallet trucks is too low. Forklifts or mechanical pallet stackers are used for stacking.

5.2 WHAT DO YOU NEED TO KNOW WHEN USING AN ELECTRIC PALLET TRUCK?

Working with an electric pallet truck carries potential risks.

What do you need to know?

You need to know the following:

> back injuries can result from working with the electric pallet truck in an incorrect position;
> incorrect use can lead to fingers, ankles, feet or toes becoming trapped;
> inattention can lead to you colliding with people, goods, materials, or racking;
> the load may tip or fall while driving.

5.3 WHAT DO YOU NEED TO DO WHEN USING AN ELECTRIC PALLET TRUCK?

Working with an electric pallet truck always involves risks. By using a pallet truck correctly, you minimise risks.
The following points are important for the safe use of an electric pallet truck.

How to use an electric pallet truck safely:

> check the truck before use: wheels, forks, horn and lift function;
> always park an electric pallet truck away from passageways and never in front of an emergency exit, escape route, or fire extinguisher;
> pay attention to your posture so you don't suffer from shoulder, arm or back pain. Always put your feet in the middle of the platform;
> never drive with the forks lifted;
> a pallet truck is meant to be driven by one person; it is not intended to carry passengers;
> ensure that the pallet truck's forks are properly positioned under the load and that the load is balanced on the forks;
> make sure you do not overload the pallet truck;
> make sure the load is stable and do not place loose objects on top of the load;
> drive the pallet truck calmly, do not brake abruptly and do not move the load at high speed or with jolting movements;
> make sure the pallet truck is driven by someone with experience driving one;
> for working at height, use platform steps or move the pallets you need down to the floor;
> wear your personal protective equipment;
> drive on the right pathways and adjust your speed when other workers are passing.

'A pallet truck is not a taxi, so I will never transport colleagues with the electric pallet truck'

6. The pump truck

6.1 WHAT IS AN ELECTRIC/MANUAL PUMP TRUCK?

An electric pallet truck is a transport device used for moving loads and goods on pallets horizontally over short distances.
The lifting height of a pump truck is a maximum of 15 cm to 20 cm.

In companies with warehouses, pump trucks are widely used alongside forklift trucks and electric pallet trucks. Unlike forklift trucks, pump trucks cannot be used to stack loads; the lifting height of pump trucks is too low for this.

6.2 WHAT DO YOU NEED TO KNOW WHEN USING AN ELECTRIC/MANUAL PUMP TRUCK?

Working with a pump truck carries potential risks.

What do you need to know?

You need to know the following:

> if used incorrectly, you can develop pain in your arms and shoulders;
> back injuries can result from having an incorrect posture when working with a pump truck;
> it is prohibited to work with an electric/manual pump truck on a slope;
> incorrect use can lead to fingers, ankles, feet, or toes becoming trapped;
> inattention can lead to you colliding with people, goods, materials or racking;
> make sure you transport the load stably;
> the load may tip or fall while driving.
> never park an electric/manual pump truck in front of an emergency exit, escape routes, or fire extinguishing equipment.

6.3 WHAT DO YOU NEED TO DO WHEN USING AN ELECTRIC/MANUAL PUMP TRUCK?

Working with an electric/manual pump truck always involves risks. By using an electric/manual pump truck correctly, you minimise the risks. The following points are essential for the safe operation of an electric/manual pump truck:

How to use an electric/manual pump truck safely:

> always park an electric/manual pump truck away from passageways and never in front of an emergency exit, escape route, or fire extinguisher;
> start moving the electric/manual pump truck slowly, pulling;
> push an electric/manual pump truck as little as possible to avoid shoulder and arm problems;
> watch your posture, walk next to the pump truck with an outstretched arm and straight back;
> always walk on the inside of a bend;
> make sure you do not overload the pump truck;
> make sure the load is stable and do not place loose objects on top of the load;
> do not slide a pallet;
> an electric/manual pump truck is not a means of transport, so do not use it as a scooter or taxi to transport others;
> wear your personal protective equipment.

7. The stacker

7.1 WHAT IS A STACKER?

A stacker is a powered pallet truck that can also lift pallets to height.

7.2 WHAT DO YOU NEED TO KNOW WHEN USING A STACKER?

Working with a stacker carries potential risks.

You need to know the following:

> you must check the machine for damage before using it;

> you must never park a stacker in front of an emergency exit, escape route, or fire extinguishing equipment.

> you must ensure that you have room to manoeuvre;

> you must never leave a stacker unattended; always remove the key.

7.3 WHAT MUST YOU DO WHEN USING THE STACKER?

How to use the stacker safely:

> always park a stacker away from passageways and never in front of an emergency exit, escape route, or fire extinguisher;

> make sure not to overload the stacker;

> the emergency stop stops the stacker immediately;

> make sure you know how to operate the stacker safely;

> always transport loose goods in a container, never loose on a pallet;

> a stacker is not a taxi!!

8. The snowplough

8.1 WHAT IS A SNOWPLOUGH?

A snowplough can be attached to the forks of the forklift truck to efficiently clear snow from the outdoor area.

8.2 WHAT DO YOU NEED TO KNOW WHEN USING A SNOWPLOUGH?

Working with a snowplough carries potential risks.

You need to know the following:

> you must wear gloves when attaching and locking the snowplough to the forks of the lift truck;
> you must follow the forklift truck safety guidelines for working with the snowplough as described earlier;
> you must think in advance about where the snow will go;
> you must determine in advance what route you are going to take.

8.3 WHAT TO DO WHEN USING THE SNOWPLOUGH?

How to use the snowplough safely:

> ensure the correct angle of the snowplough;
> gently slide the forks into the snowplough;
> raise the forks to the correct working height;
> lock the snowplough in place, determine the correct angle and secure the pin. Wear gloves to do this;
> check the snowplough is properly locked in place;
> bring the forks with the snowplough to the correct height and tilt the mast slightly forward;
> pay attention to your speed when driving the snowplough;
> clean the snowplough and, if used, the salt spreader after use and put the materials back in storage.

9. The forklift truck

9.1 WHAT IS A FORKLIFT TRUCK?

A forklift truck is a powered industrial truck used to transport materials by placing steel forks under the load. Forklift trucks are classified for a set maximum weight and forward centre of gravity. This information can usually be found on a nameplate provided by the manufacturer; the load should not exceed the indicated specifications.

9.2 WHAT DO YOU NEED TO KNOW WHEN USING A FORKLIFT TRUCK?

There are risks associated with working with a forklift truck. Most accidents are related to tilting the forklift truck, hitting obstacles, entrapment, falling load and collision with and running over pedestrians. Accidents can happen anywhere, but your own behaviour partly determines safety. Most accidents and near accidents that occur annually with the forklift truck are due to human error.

You need to know the following:

> you must be in possession of a certificate demonstrating that you are able and permitted to drive a forklift truck. Only persons aged 18 and above who have received the required training are allowed to operate a forklift truck;
> you must always stay focused while driving a vehicle;
> you must not carry out stunts and pranks with your vehicle or while driving it;
> wearing your personal protective equipment is mandatory;
> wearing a seat belt is mandatory;
> you must always adhere to the 2-metre rule;
> the maximum operating speed of a forklift truck is 16 km/h forward and 5 km/h backward;
> each vehicle is activated with a key, keyfob, or activation code required to use the forklift truck;
> when you leave the forklift truck, you deactivate it by taking the key or keyfob with you or by deactivating the code;
> you must never leave your forklift truck unattended;
> there is a checklist for the weekly inspection of the forklift truck, which can be found on Samenbouwen;
> because of the stability of the forklift truck, you need to be able to read off a load diagram centre of gravity distances but also the corresponding weights and lift heights;
> there is a load diagram on every forklift truck, with instructions on how to use it;
> fitting extra additions/decorations to the forklift truck or in the cabin is not allowed.

9.3 WHAT MUST YOU DO WHEN USING THE FORKLIFT TRUCK?

How to use the forklift truck safely:

> first perform a basic daily visual inspection of your forklift truck;
> if you see any defects on the forklift truck, report them immediately to your manager and do not use the forklift truck;
> each week the forklift truck is inspected on the basis of a checklist;
> the 2-metre rule applies at each location, so look around for bystanders before you start driving. As the driver, you are primarily responsible;

> do not perform stunts and pranks on your forklift truck or while driving it;
> keep to the speed limit;
> adhere to all the rules established to operate your forklift truck safely on site;

> know what you are transporting/lifting and how heavy and large the load is;
> make sure you know how to read a load diagram;
> always pay attention to the stability of the forklift truck;
> only start driving when you have the load stable on the forklift truck;
> ensure good visibility by keeping cabin windows and mirrors clean;
> ensure visibility over your load is at least 5 metres;
> be aware that the forklift truck has a blind spot;
> always ensure eye contact with persons near the forklift truck.

'I always make sure I make eye contact with the forklift truck driver so that I can be sure that he has seen me'

9.4 PHOTOS OF INCORRECT VS CORRECT USE

10. The battery charging station

10.1 WHAT IS THE BATTERY CHARGING STATION?

BMN's forklift and reach trucks are electric and battery-powered. Charging the battery correctly is important for long battery life.

WHAT DO YOU NEED TO KNOW WHEN USING A BATTERY CHARGING STATION?

Charging a battery carries potential risks.

You need to know the following:

> in the vicinity of the charging station there is a ban on smoking and open flames;

> charging batteries is a chemical process in which gas, heat, and acids can be released;

> charging the battery should preferably be done before it is 80% discharged.

10.3 WHAT DO YOU NEED TO KNOW WHEN USING A BATTERY CHARGING STATION?

How to charge the battery safely:

> only use non-sparking equipment and tools;

> do not connect the charger if the temperature of the electrolyte exceeds 35°C;

> check that the battery vents are clean;

> ensure that the battery charger is in a well-ventilated room;

> only use calibrated chargers;

> stop charging in the event of abnormal water consumption;

> wear the appropriate PPE;

> remove traces of electrolyte immediately with a cleaning cloth, dispose of the cleaning cloth in an environmental container after use;

> clean up any liquid puddles immediately using inert granules (for example cat litter pellets) or neutralise it with soda solution.

11. The lifting capacity of a forklift or reach truck

11.1 WHAT IS THE LIFTING CAPACITY OF A FORKLIFT OR REACH TRUCK?

The lifting capacity of a forklift or reach truck is the maximum weight the truck is allowed to lift and move safely. This can be much reduced in practice by a greater centre of gravity distance, greater lifting height with a longer mast or by attachments such as a timber clamp. The lifting capacity is also known as the working load.

11.2 WHAT DO YOU NEED TO KNOW ABOUT THE LIFTING CAPACITY OF A FORKLIFT OR REACH TRUCK?

Most importantly, you should only work with a forklift or reach truck if you are trained and authorised to do so. The following aspects are important as well:

You need to know the following:

> unstable forklift trucks cause accidents every year;

> forklift trucks may tip over due to:
- too heavy a load;
- too heavy a load at great height;
- excessive speed when turning;
- lifting a load with a forward-inclined mast
- driving with a load with a centre of gravity not on the centreline of the forklift truck.

> when transporting a load, you should pay attention to:
- the weight of the load;
- the size of the load;
- the lifting height of the load.

> the further the centre of gravity of the load is away from the front wheels, the lighter the maximum load can be to avoid tilting the forklift or reach truck forward;

> the higher you lift, the less stable the forklift truck becomes;

> you have to be able to read centre of gravity distances from a load diagram, as well as the corresponding weights and lifting heights;

>there is a load diagram on every forklift truck, with instructions on how to use it;

11.3 DO YOU NEED TO DO WITH THE LIFTING CAPACITY OF A FORKLIFT OR REACH TRUCK?

How to use the forklift truck safely as regards the lifting capacity:

> make sure you know how to read a load diagram;
> know what you are transporting/lifting and how heavy and large the load is;
> know how high you can lift materials;
> always pay attention to the stability of the forklift truck;
> ensure that the centre of gravity of the load is on the centreline of the forklift truck to prevent sideways or forward tilting;
> only start driving when the load is placed stably on the forklift or reach truck.

The forklift truck driver has not taken into account the weight of the batch of timber.

12. Load securing

Load securing refers to all operations on a means of transport to tie down and secure the load. A poorly secured load can affect the handling of a truck due to the way the load is distributed or secured. The load should always be secured firmly enough to withstand all emergency situations during its transportation, such as hard braking, shocks, abrupt steering and other movements, etc.

A persistent misconception is that a heavy load will stay in place by itself and does not need to be secured. After all, such a load could not possibly slide or tip over....
Wrong! It can. Accelerating, braking or taking sharp turns can in fact cause ***any*** load that is not (properly) secured to move. The sides may sometimes hold the load in place, but more often, the cabin or tarpaulins will be unable to withstand a sliding load.

General points for attention:

- **if damage occurs to equipment or goods during loading or unloading, contact your manager immediately;**
- **if you notice a fault or defect that you cannot solve yourself, contact your manager.**

12.1 WHAT DO YOU NEED TO KNOW REGARDING SAFELY SECURING YOUR LOAD?

Failure to properly or adequately secure a load carries potential risks. It is therefore important to handle this very carefully.

What do you need to know?

You need to know the following:

- the driver should not drive if the load is stowed or secured incorrectly;
- you have to secure every load, whether it is light or heavy. Any unsecured load can shift;
- an improperly or inadequately secured load can move, fall off the truck or tip over your truck.
- the load of a vehicle must be suitable and secured in such a way that it does not obstruct the driver's vision;
- there are basic rules for safely securing goods on pallets.

12.2 WHAT DO YOU NEED TO DO TO SAFELY SECURE YOUR LOAD?

Failure to properly or adequately secure a load carries potential risks. It is therefore important to be very conscious of this.

What do you need to do?

You must do the following when securing a load:

> secure every load according to the checklist:
- clean the loading floor;
- pay attention to maximum weights and axle loads;
- pay attention to the distribution of weight;
- in the case of partial loads, pay attention to the residual weight;
- increase friction;
- determine the usability of accessories and tools;
- lock up the load;
- determine the number of straps/chains you will need;
- avoid damage to the load by using corner protectors.

> chains, tarpaulins, and other mobile or unsecured accessories must be secured to the vehicle in such a way that they do not extend beyond the perimeter of the load at any time and do not drag across the road surface;

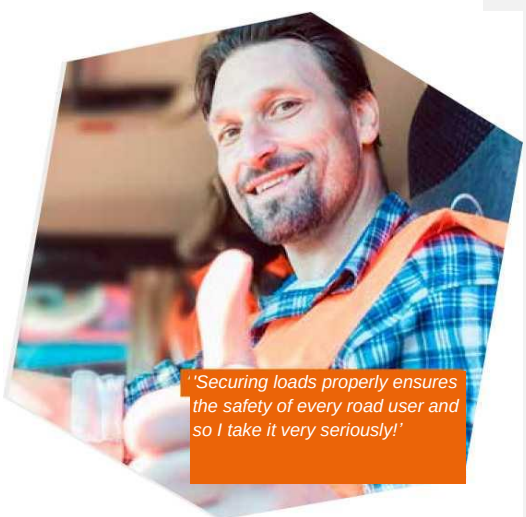
> wherever possible, use materials that support load securing, such as anti-slip mats, corner protectors, straps, etc.

> stow and secure the load so that it cannot move inside the vehicle;

> check that the material you use to secure the load is of good quality;

> distribute the load so that the centre of gravity is as close as possible to the longitudinal axis of the truck;

> put heavy goods at the bottom and lighter goods on top.



''Securing loads properly ensures the safety of every road user and so I take it very seriously!'

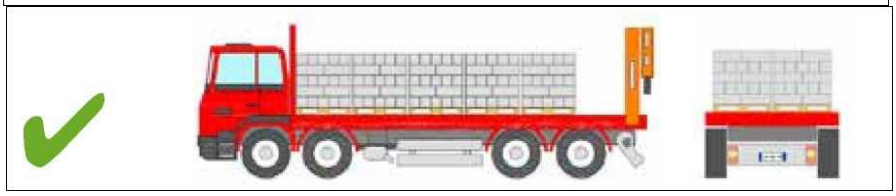
2.3 10 GOLDEN RULES FOR A PROPERLY SECURED LOAD

1 Before loading the vehicle, check that the loading platform is in good condition.

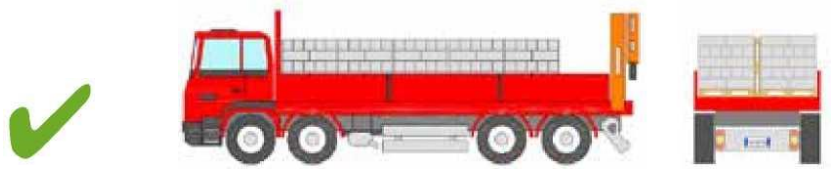
2 Sweep the loading platform before loading so that no sand, gravel, or debris is left behind.

3 Load the goods against each other and systematically secure them against the front bulkhead. Do not leave any space along the length or between the sides. If the vehicle has fold-down side walls, block the goods against the walls and leave no space, so that the load is wedged against the sides.

The load is not braced against the front plate and there is space between the goods.

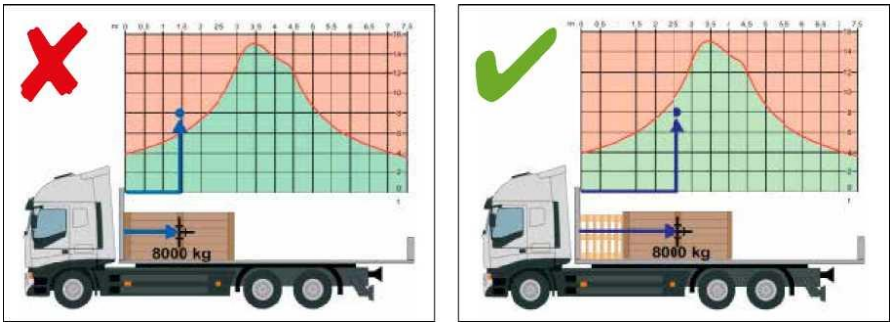


Correctly loaded, with no space between the various goods.



The load must be correctly braced against the truck's front plate and side walls. The space between two pallets of bricks must be filled with an empty pallet.

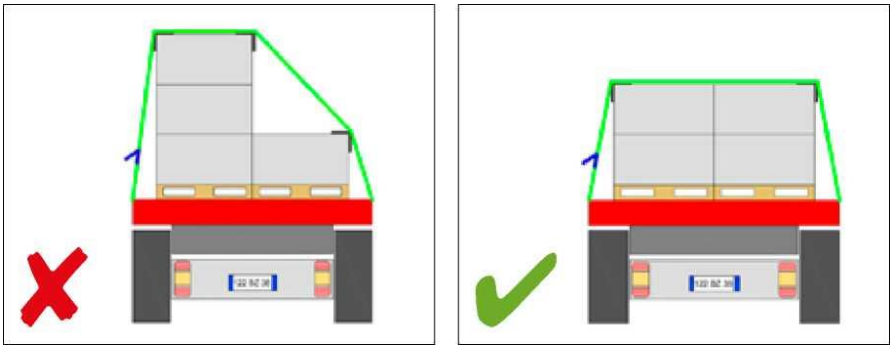
4 Do not exceed the maximum load and consider the correct distribution between the axles.



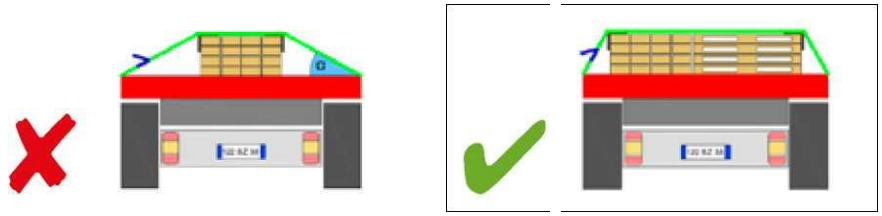
5 If the truck is loaded by a forklift driver, you, as the driver, should perform a thorough check of both the load and the load securing fitted.

6 Determine the most appropriate lashing method or methods according to the characteristics of the load. In Annex 4 to this section, you will find several recommendations on this subject. Make sure you use the lashing material correctly so that the load is optimally secured. Check that the material used is in good condition and meets CRH standards.
(LC > 2500 daN and STF > 300 daN).

Examples of lashing straps that need to be replaced.



To lash down a pallet row effectively, the 2 pallets should be about the same height.



Lashing down is effective only when the angle formed by the loading platform and the strap exceeds 45°. If this is not the case, adjust this angle or use another lashing method.

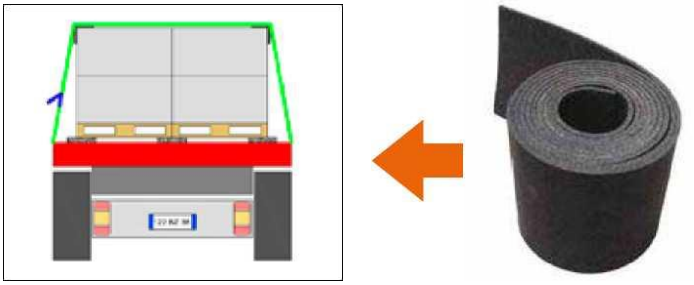
7 Use corner profiles or protective corners to protect the straps from sharp edges. Place them on the load from the ground up with the help of a fork. Avoid standing on the platform of the vehicle as much as possible.

Protective sleeve

Corner profile

Protective corner

8 If necessary, place non-slip mats under the goods to improve the friction forces between the loading platform and the goods.



9 The load or parts of it must be secured in such a way that under normal traffic conditions, including full braking, sudden evasive manoeuvres, poor road surface, etc., they cannot fall off the truck or endanger the stability of the truck. You must check that the load has not shifted and that the straps are still sufficiently taut.

10 When unloading, the lashing material should be removed carefully. Proceed with extreme caution if the goods did shift during transport. They may fall from the vehicle when you loosen the straps. When in doubt, always use appropriate resources or bring in external help.

12.4 LASHING TECHNIQUES

Lashing down

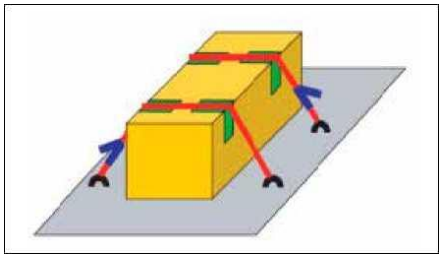
Lashing down means attaching straps or chains over the goods and tightening them sufficiently to increase the frictional force on the contact surface of the load, until this frictional force offsets the inertial force.
Lashing down protects goods both from sliding and tipping.

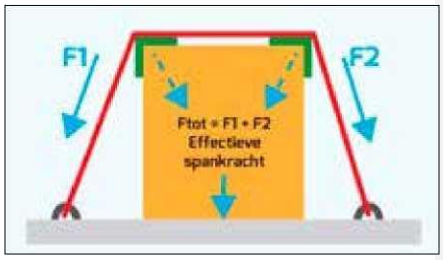
For practical reasons, it is recommended to retighten the straps after a short ride. Depending on the surface of the load, you can use protective corners.

Lashing down is sometimes called 'force-closing lashing'.

The conditions for effective lashing down:

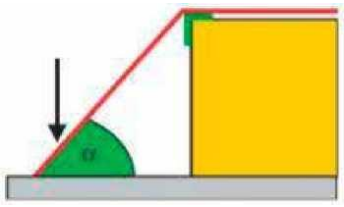
> as high a friction factor as possible;
> place sliding corners to tighten the lashing strap as evenly as possible;
> use a ratchet with the highest possible S_{TF};
> the lashing angle should be as vertical as possible;
> the load must be non-deformable.





Influence of lashing angle α:
If α = 90° -> 100% of the S_{TF} used to span the load on the platform.

If α = 30° -> 50% of the S_{TF} used to span the load on the platform.

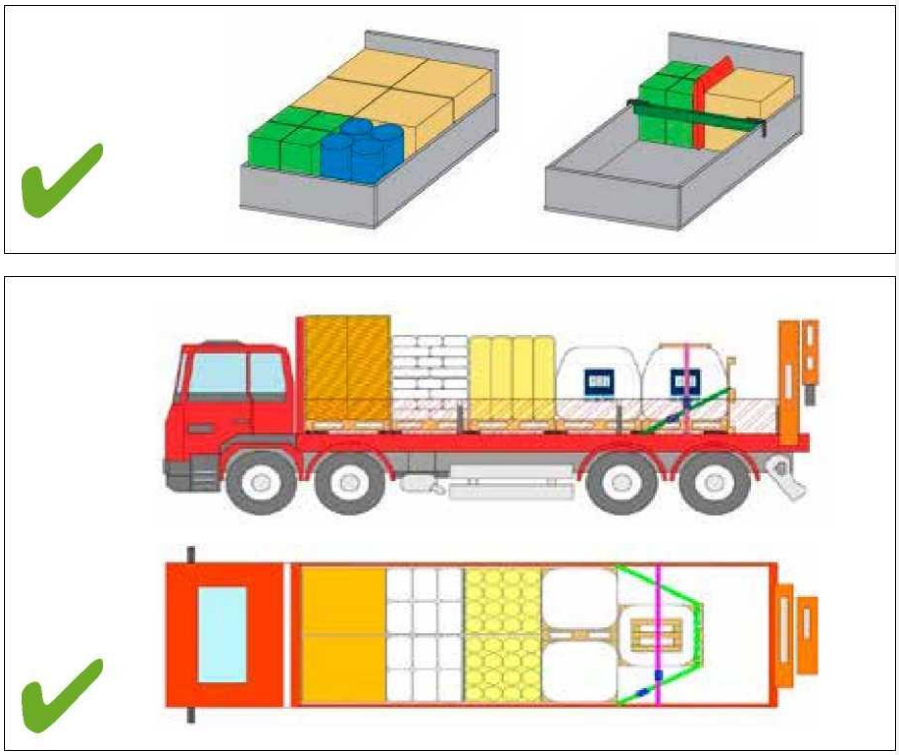


TRAPPING

Trapping a load involves bracing the goods in all directions against the body structure of the truck (front plate, side walls and rear doors) or against blocking systems (bars, nets, etc.).

Trapping is effective only when these conditions are met:

> no gaps between the goods;
> the bracing forces are sufficiently large to compensate for the inertia developed by transport.

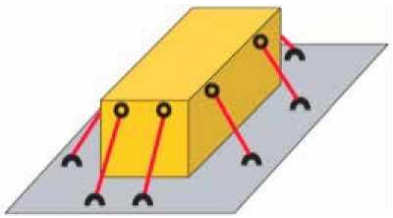


A trapped load, secured in all directions

According to European guidelines, all gaps of more than 8 cm on the full length or width of the load must be filled with inflatable cushions, empty pallets, wooden beams, etc.

To make trapping possible and/or easier, the choice of packaging is extremely important. Gaps must be filled when loading and, if possible, the goods must be loaded in a staggered fashion.

DIRECT LASHING



Direct lashing means securing the load directly to the loading surface, meaning that the lashing points are on the vehicle, trailer or container. Unlike lashing down, the LC (lashing capacity) of the lashing elements is used in the calculations.

With direct lashing, the load is secured by the lashing elements only when subjected to inertia. For all methods described below, the lashing elements should only be lightly tensioned.

OBLIQUE LASHING

With oblique lashing, the lashing capacity depends on the following factors:

> the LC of the lashing elements in direct traction;

> the LC of the lashing elements used on the loading surface and on the goods;

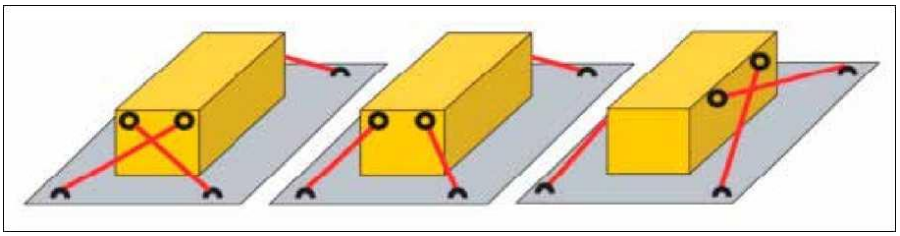
> the lashing angle α at which the lashing elements are tightened.

At least eight lashing elements are needed for oblique lashing. To secure everything securely, use at least 2 lashing elements on each of the four sides of the load.

The lashing elements are tightened so that they form almost a right angle with the outer edge of the loading platform.

DIAGONAL LASHING

For diagonal lashing, you need four lashing elements. You always use one lashing element for each of the four corners of the load. Lashing elements must be tightened diagonally in relation to the load platform.



With diagonal lashing, the lashing capacity depends on the following factors:

> the LC of the lashing elements in direct traction;

> the LC of the lashing elements used on the loading surface and on the goods;

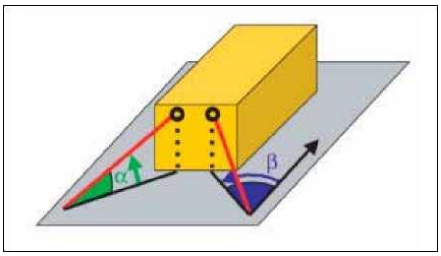
> the lashing angles α and β at which the lashing elements are tightened.

The lashing angles are important because each lashing element secures the load in two directions:

> If β = 45°, then the lashing force is equal in both directions.

> If 0° < β < 45°, then longitudinal lashing is preferred.

> If 45° < β < 90°, then transverse lashing is preferred.



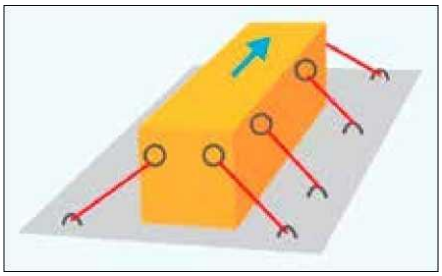
The following angles are recommended: 20° < α < 60° and 20° < β < 45°

COMBINED DIAGONAL AND OBLIQUE LASHING

In practice, the combination of oblique and diagonal lashing is rarely used. Still, this can be a substitute solution for securing heavy loads effectively, especially in the direction of travel.

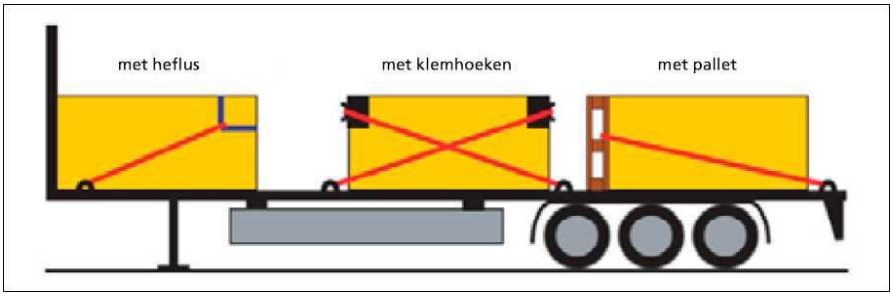
Front
Oblique lashing to secure front and sides = 4 lashing elements

Back
Diagonal lashing to secure back and sides = 2 lashing elements



HEAD LASHING

Head lashing is a direct lashing method. This involves looping the lashing elements onto the head, rear or sides of the load and attaching them to the lashing points on the vehicle. (This method originates from maritime transport where it is called the head loop).



The head loop cannot replace the front or rear wall of the vehicle if the load is not trapped longitudinally. A head loop secures the load in the driving direction or in the opposite direction.

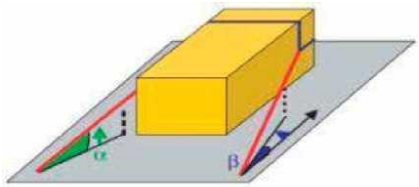
In practice, the lashing elements must be secured in place, in front of or behind the load, using accessories and attached to the vehicle's lashing points. Anchoring points on the goods themselves are therefore not necessary.

The lashing capacity of the head loop depends on the following factors:

- the LC of the lashing elements in direct traction;
- the LC of the lashing elements used on the loading surface;
- the lashing angles α and β at which the lashing elements are tightened.

Lashing angle α is formed by the loading surface and the lashing elements.

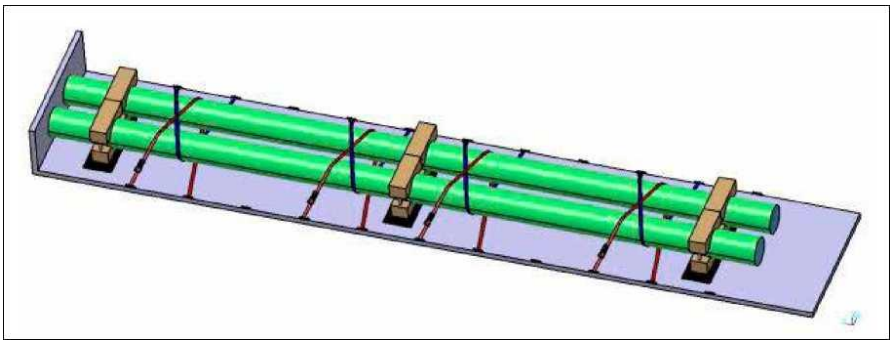
Lashing angle β is formed by the outer edge of the load platform and the lashing elements.



SIDE LASHING

Side lashing is a direct lashing method. This involves looping the lashing elements onto the sides of the load and attaching them to the lashing points on the vehicle.

The side loop can replace the vehicle's side walls when they are missing or when the goods are too narrow to reach the wall. A side loop secures the load only in the side directions (left and right). This lashing type can be very useful for cylindrical loads.



In this example, the 4 red straps prevent the load from sliding to the right, and the 4 blue straps prevent it from sliding to the left.

In practice, it is recommended to place at least 2 lashing elements on either side of the load. So, you need at least 4 lashing elements to perform a side loop. The straps or chains must be attached to the lashing points of the loading platform and must completely encircle the goods. Anchoring points on the goods themselves are therefore not necessary.

The lashing capacity of the side loop depends on the following factors:

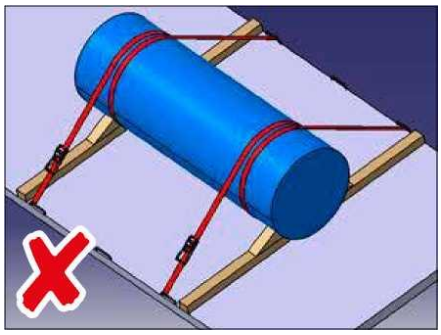
> the LC of the lashing elements in direct traction;

> the LC of the lashing elements used on the loading surface;

> the lashing angles α and β at which the lashing elements are tightened.

Attention

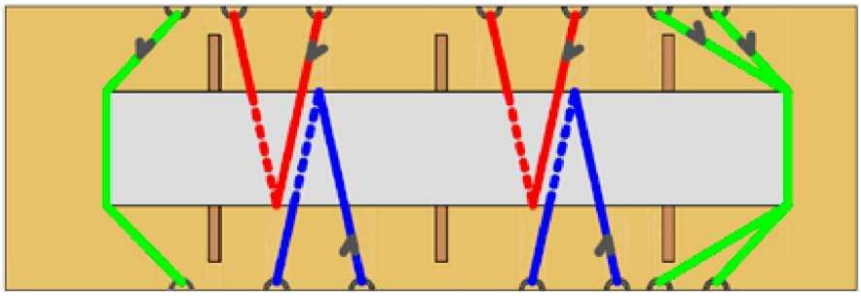
Side loops should not be confused with a regular wrap. For a side loop, you need at least 4 straps, but this technique is 20 times more effective than a regular wrap.



COMBINED HEAD AND SIDE LOOPS

The advantage of this method is that you can secure extremely heavy loads with a limited number of straps. You make head loops to secure the load in the driving direction and opposite direction and side loops to lash the sides, as shown in the diagram below.

Driving direction



Load lashed with 2 head loops for the driving direction, 1 head loop for the opposite direction and 2 side loops on either side of the load.

LASHING MATERIAL CHARACTERISTICS AND CONTROL CRITERIA

The lashing material you use to secure the load is extremely important. That material ensures that the load remains stable for the entire duration of the transport. Therefore, the material must meet certain minimum characteristics that we describe in this section. Before applying the lashing material to the load, check that it is in good condition and suitable for use.

Tensioning straps

The production of tensioning straps must comply with the requirements of EN 12195-2. According to this standard, a tensioning strap must be composed of the following elements: clamping hook, ratchet, strap, connecting hook, brand label.
The tensioning strap must have a legible and durable brand label on which the following details are listed:
.

> LC (Lashing Capacity) = the permissible straight line traction force

> S_{HF} (Standard Hand Force) = the standard hand force

> S_{TF} (Standard Tension Force) = the tensioning force of the lashing product in a straight line

Name of manufacturer or supplier, logo, registered trademark or other clear identification

Manufacturer's traceability code

Production year

Strap composition

Lashing capacity

Normalised tension force

Length

Standard number

Do not use for lifting

The minimum characteristics of the straps you put on the loads:
LC greater than or equal to 2500 daN
S_{TF} greater than or equal to 300 daN

Lashing hooks

Lashing hooks are elements by which the lashing strap is attached to the lashing point of the truck and/or to the load. The main hooks available on the market:

Hook with double claw

Can be used with most lashing points.

Chassishaak

Chassis hook: Used on the chassis and outer edges of vehicles. Prohibited for lashing points (except for point Pi).

Replacement of lashing straps

While the label states a production year, lashing straps have no 'expiry date'. Nevertheless, they need to be replaced regularly:

> if the supporting fibres are torn and/or the fabric is more than 10% damaged;
> if the seams are damaged;
> if they are damaged by exposure to heat;
> if they are damaged after contact with chemical products;
> the brand label is illegible or missing;
> in case of tears, large deformations, fraying or when the tensioners or connecting elements are very rusty.

Use the lashing straps correctly

Positioning and tightening the straps is of great importance in securing the load. A lot of mistakes can be made when doing this, which then negate the effect of the lashing straps.

Therefore, you must comply with the following conditions:

> fix the hook correctly in the lashing point;
> use the tensioner correctly and lock it after tensioning;
> only use undamaged lashing straps;
> do not load the lashing straps above their LC;
> do not tie any knots in the lashing strap;
> do not use the lashing straps to lift loads;
> do not place anything on the lashing straps;
> do not tighten the lashing straps on sharp edges;
> do not use lashing straps whose legible label is missing;
> do not use extension sections to tighten the straps.

To use lashing straps correctly, it is imperative to avoid the following mistakes:

Chassis hooks must be correctly placed on the edge of the truck.

Do not attach the hooks at the end.

The straps placed must be tightened perfectly vertically.

Non-slip mat

A non-slip mat significantly increases the friction force between the goods and the loading floor and/or between the goods themselves. If you use non-slip mats, you will need to attach far fewer lashing straps to the goods.
Non-slip mats are available as pre-cut sections or rolls.

Non-slip mats have a limited lifespan. They must be replaced as soon as they show signs of wear.

Types of goods suitable for lashing down

Lashed-down loads must not deform under pressure, otherwise the tension force will not be transferred to the loading surface and the friction force will not increase.

Loading configurations not suitable for lashing down

These goods may deform. In other words, they are compressed when the straps are tightened. The S_{TF} tension force is not transferred in such cases.

Goods not suitable for lashing down

Lashing down is effective only when all elements of the load are in contact with the lashing equipment. With round loads, you are required to place a specific corner guard to prevent the strap from sliding off.

Space between loads negates the effect of lashing down

If there is space between the goods, the lashing elements tend to push the load towards the centre of the platform during transport. As a result, tension force is quickly nullified.

Shifted load on truck

After hard braking

The limitations of lashing down
Heavy goods and a poor friction factor are not compatible with the lashing-down technique.
Example
188 straps would be required for lashing down 24 tonnes of aluminium blocks lying directly on the wooden loading floor (S_{TF} = 250 daN).

12.5 MAKE SURE EVERYTHING ON A PALLET IS PROPERLY SECURED FOR TRANSPORT

> Wrapping film holds the load in place and fixes it to the pallet itself;
> Horizontal and vertical strapping gives more stability. With horizontal strapping, only the layers of goods are secured;
> Wrapping film protects cargo from moisture and dirt. Protect the top of the load with an extra layer of film or a separate top sheet;
> Use no more layers than necessary to avoid high film costs and reduce waste;
> When finishing, secure the 'tail' with tape. Loose-hanging film can pose a hazard;
> If shrink sleeves/shrink wrap is used, safely hang the hot burner head away after sealing.

A load can also be secured with strapping tape. You need relatively little material to properly secure a load. Always affix 2 straps to secure the goods. This does not apply to gypsum boards and bagged goods fitted with an adhesive layer.
Dispose of excess strapping immediately in the container to avoid tripping hazards.

12.6 STACKING INSTRUCTIONS FOR ORDER PICKERS

Pallet
Make sure the pallet is stacked as flat as possible and the 4 corners are the same height. This way, another (small) pallet can be put on top if necessary and the pallet can be better wrapped on the wrapper.


Wood
Make sure wood is stacked flat over 1.2m width. Also stack a small bundle over 1.2m (otherwise no other pallet will fit on top). Make sure small items are not packed with the wood (loose or on a pallet is possible). This allows another bundle of wood to be placed on top.
Use filler wood (see ☼ in item 'combination') to maintain width of top layer. Do not pack wood together with board material if wood protrudes more than 10cm above the board material on both sides.


Plasterboard
Make sure half sheets are stacked as flatly as possible.

Please note: with plasterboard, always lay the top board with the backing (brown) on top. This way, any damage will not be visible after assembly.


Combination
Make sure the package is stacked flat with the corners at the same height. Do not put damage-sensitive items on the outside. Use filler wood if there is unfilled space on the top layer, and if the last article is a product intended for visible placement, turn it rear side up.


Stacking instructions for order pickers

Hulo
A Hulo (half pallet of bricks) can easily fall over during transport if not stacked properly.
If 2 hulos are to be delivered place them on a europallet and wrap/heat-seal them. If 1 hulo is ordered together with bagged goods, place the hulo at the side on europallet and stack bagged goods against the hulo, then apply 2 straps and wrap/heat-seal the combination. Make a single hulo without bagged goods ready for the driver, he can then secure the load as shown in the pictures here.

Lintels
Ensure that lintels are always stacked flat on a pallet or chocks. If necessary, fill the empty space of the top layer with filler wood, this way you can always put something on top.

Foundation formwork
Make sure all items are turned to 1 side and wrap them together. This way, the package fits exactly on the left or right side of the truck. If you don't do this, the package will protrude, taking up the space on both left and right of the truck and blocking a pallet spot.

Floor beams
When a customer does not order an entire package, collect the desired quantity, set it upright, rest the forklift on floor beams and wrap the items together. Do not place the required quantity flat with just some tape, as this causes the driver to lose a lot of space in the load compartment.

12.7 STACKING INSTRUCTIONS FOR HOISTING

Goods not optimally stacked can cause a dangerous situation during loading/unloading.

z

Timber, metal stud and length articles
Make sure lengths up to 4.2m are always placed in a trestle (such as a Dingemans/Steelframe trestle or Polynorm). Short lengths at the bottom of the trestle and the long lengths on top in connection with unloading at height.

Stack lengths longer than 4.2m on a plasterboard pallet and total max 60cm high (including the pallet).
Note: Again, short lengths below, long lengths above.

!! In connection with falling from height, do not stack lumber between items/orders.

Board material
Ensure that board material is never stacked higher than max 60cm, including plasterboard.
In the event of a combination of 120cm and/or 60/40cm wide boards, always place 60cm on 120cm and 40cm on 60cm boards. The 60/40 cm sheets are unloaded horizontally, after which the pallet is tilted for the 120 cm sheets.

If the customer has ordered only 60cm or 40cm boards, packaging may be higher than 60cm.

The maximum height (including pallet) is 105 cm.

A full pallet of equal-sized plasterboard is therefore allowed.

Plasterboard
Do not stack boards higher than max 60cm (including plasterboard pallet). For red (DF) or blue boards (diamond board), do not stack more than 20 boards on 1 pallet due to weight.
Combi: Boards 60cm wide always on top of 120cm wide, the total package must not be higher than 60cm!

When the customer has ordered only 60cm wide boards, packaging may be higher than 60cm (these are not tilted).

Pallets
Pack the material on a europallet as standard.

Do not stack material higher than max 1.2m (including pallet).

Please note, do not allow goods to protrude beyond the pallet in connection with lifting with a lifting basket (see photo).

Annex 1

Annex 1

SECURING PALLETS WITH HEAVY AND STURDY GOODS

Products

Pallets of concrete blocks, bricks, roof tiles, aerated concrete, inspection wells in concrete, cast iron, etc.

Vehicle

Loading platform with or without side walls in good condition, without lashing points.

Material

y lashing straps according to EN 12195-2, in good condition, with the following characteristics: LC > 2500 daN, STF > 300 daN and hooks adapted to the structure of the vehicle.

y 8 mm thick non-slip mat.

> a sufficient number of protective corners.

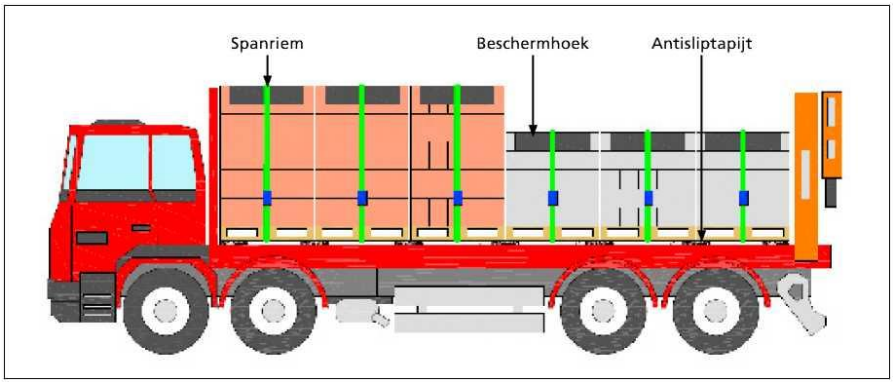


Illustration: lashing strap – protective corner – non-slip mat

Securing pallets with heavy and sturdy goods

Approach

> check that the loading platform is in good condition and clean;
> place a non-slip mat under the goods;
> load the goods from the front bulkhead, without longitudinal or transverse gaps. If possible, the tallest goods should be loaded at the front. Check that the mass distribution has been complied with;
> Stay at ground level and install the protective corner profiles with the help of the special fork. All products forming the highest row on a pallet should be covered by the corner profile;
> from ground level, apply 1 lashing strap per pallet row;
> after an abrupt (swerve) manoeuvre, full braking or bad road surface, check that the lashing straps are still correctly tightened.

Annex 2

SECURING PALLETS WITH DEFORMABLE GOODS ON THE LOADING PLATFORM

Products

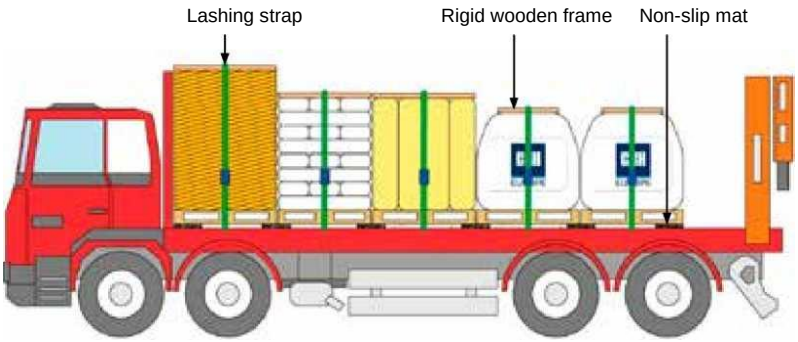
Pallets of big bags filled with powder, insulation materials, tubes, etc.

Vehicle

Loading platform with or without side walls in good condition, without lashing points.

Material

> lashing straps in accordance with EN 12195-2, in good condition, with the following characteristics: LC > 2500 daN, STF > 300 daN and hooks adapted to the structure of the vehicle;
> 8 mm thick non-slip mat;
> rigid wooden frames on each pallet.



Secure deformable goods on the loading platform

Approach

> check that the loading platform is in good condition and clean;
> place a non-slip mat under the goods;
> place the wooden frames on the goods to be loaded;
> load the goods from the front bulkhead, without longitudinal or transverse gaps. If possible, the tallest goods should be loaded at the front. Check that the mass distribution has been complied with;
> from ground level, apply 1 lashing strap per pallet row;
> after an abrupt (swerve) manoeuvre, full braking or bad road surface, check that the lashing straps are still correctly tightened.

Annex 3

SECURING PALLETS WITH DEFORMABLE GOODS ON THE LOADING PLATFORM WITH SIDE WALLS

Products

Pallets of sacks filled with powder, insulation materials, tubes, etc.

Vehicle

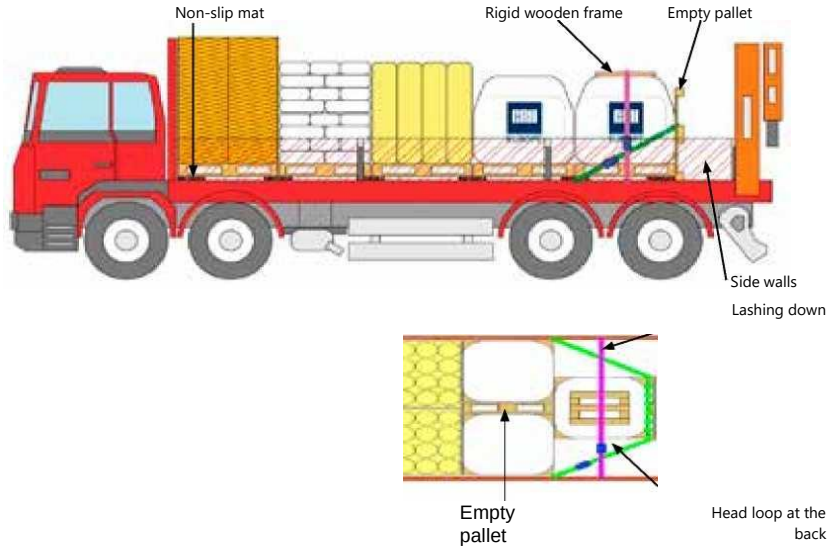
Loading platform with side walls in accordance with EN 12642 code XL and lashing points in accordance with EN 12640.

Material

> lashing straps in accordance with EN 12195-2, in good condition, with the following characteristics: LC > 2500 daN, STF > 300 daN and hooks adapted to the structure of the vehicle;

> 8 mm thick non-slip mat;

> rigid wooden frames on each pallet.



Securing deformable goods on a loading platform with side walls

Approach

> check that the loading platform is in good condition and clean;
> place a non-slip mat under the goods;
> place wooden frames on the goods to be lashed down;
> load the goods without gaps longitudinally, from the front bulkhead and from the side walls. If necessary, fill the space with filling material (e.g. an empty pallet). If possible, the tallest goods should be loaded at the front. Check that the mass distribution has been complied with;
> place a lashing strap (purple strap) on any pallet that cannot be braced against the vehicle's side walls;
> make a head loop (green strap) on the rear of the load if the goods cannot be braced against the rear wall of the vehicle;
> after an abrupt (swerve) manoeuvre, full braking or bad road surface, check that the lashing straps are still correctly tightened.

Annex 4

SECURING LONG TIMBER LOADS

Products

Long timber loads.

Vehicle

Loading platform with or without side walls in good condition, without lashing points.

Material

> lashing straps in accordance with EN 12195-2, in good condition, with the following characteristics: LC > 2500 daN, STF > 300 daN and hooks adapted to the structure of the vehicle.

> a sufficient number of protective corners.

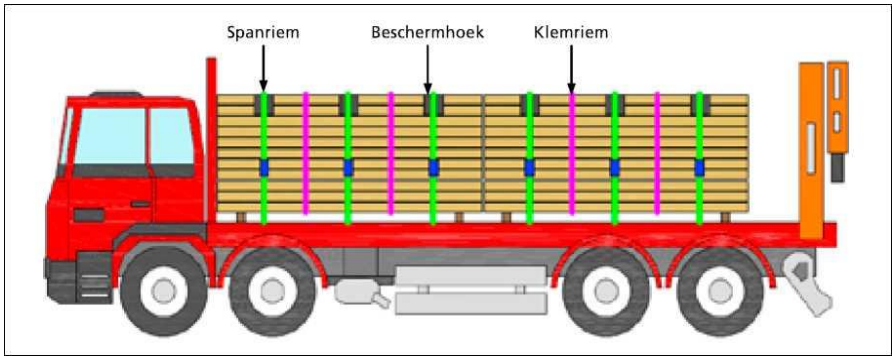


Illustration: lashing strap – protective corner – clamp strap

Securing long timber loads

Approach

> check that the loading platform is in good condition and clean;

> load the packages from the front bulkhead, without longitudinal or transverse gaps. Check that the mass distribution has been complied with;

> apply protective corners to the load from ground level;

> place the lashing straps (green straps) over the load. The number of straps depends on the length of the package according to the table below:

Length of package (metres)	≤ 2	≤ 3	≤ 4	≤ 5	≤ 6	≤ 7
Number of straps	2	3	4	5	6	7

> if the load is not stable then encircle all packages with 2 clamping straps per row (purple straps);

> after an abrupt (swerve) manoeuvre, full braking or bad road surface, check that the lashing straps are still correctly tightened.

Annex 4
Annex 5

SECURING LONG PRODUCTS

Products

Planks, PVC pipes, etc.

Vehicle

Loading platform with or without side walls in good condition, without lashing points.

Material

> lashing straps in accordance with EN 12195-2, in good condition, with the following characteristics: LC > 2500 daN, STF > 300 daN and hooks adapted to the structure of the vehicle.

> a sufficient number of protective corners.

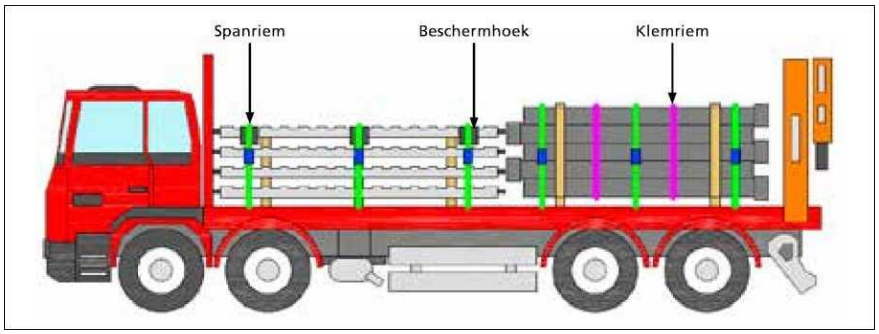


Illustration: lashing strap – protective corner – clamp strap

Securing long products

Approach

> check that the loading platform is in good condition and clean;

> load the goods from the front bulkhead, without longitudinal or transverse gaps. Check that the mass distribution has been complied with;

> place protective corners on the load if necessary;

> place the lashing straps (green straps) over the load. The number of straps depends on the length of the package according to the table below:

Length of package (metres)	<2	<3	<4	<5	<6	<7
Number of straps	2	3	4	5	6	7

> if the load is not stable then encircle all packages with 2 clamping straps per row (purple straps);

> after an abrupt (swerve) manoeuvre, full braking or bad road surface, check that the lashing straps are still correctly tightened.

Appendix 6

SECURING BOARD PRODUCTS

Products

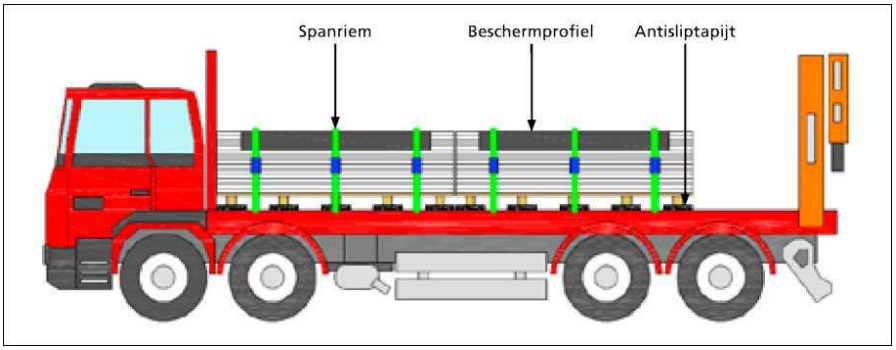
Wood boards, insulation boards, plasterboard, polystyrene boards.

Vehicle

Loading platform with or without side walls in good condition, without lashing points.

Material

> lashing straps in accordance with EN 12195-2, in good condition, with the following characteristics: LC > 2500 daN, STF > 300 daN and hooks adapted to the structure of the vehicle.
> a sufficient number of protective corners.
> non-slip mat.



Securing board products

Approach

> check that the loading platform is in good condition and clean;
> place a non-slip mat under the goods in the driving direction. Check that the mass distribution has been complied with;
> place the protective profiles from ground level. The protective profiles distribute the tensioning force of the strap over the boards so they are not damaged;
> place the lashing straps (green straps) over the load. The number of straps depends on the weight of the package according to the table below:

Weight of package (kg)	< 1000	<2000	<2800	<3700	<4300	<5000
Number of straps	2	3	4	5	6	7

> y after an abrupt (swerve) manoeuvre, full braking or bad road surface, check that the lashing straps are still correctly tightened.

Appendix 7

SECURING WELDED-STEEL PRODUCTS

Products

Welded reinforcement nets, steel elements, etc.

Vehicle

Loading platform with or without side walls in good condition, without lashing points.

Material

> lashing straps in accordance with EN 12195-2, in good condition, with the following characteristics:
LC > 2500 daN, STF > 300 daN and hooks adapted to the structure of the vehicle.

> a sufficient number of protective corners.

> non-slip mat 8 mm thick.

> wooden beams.

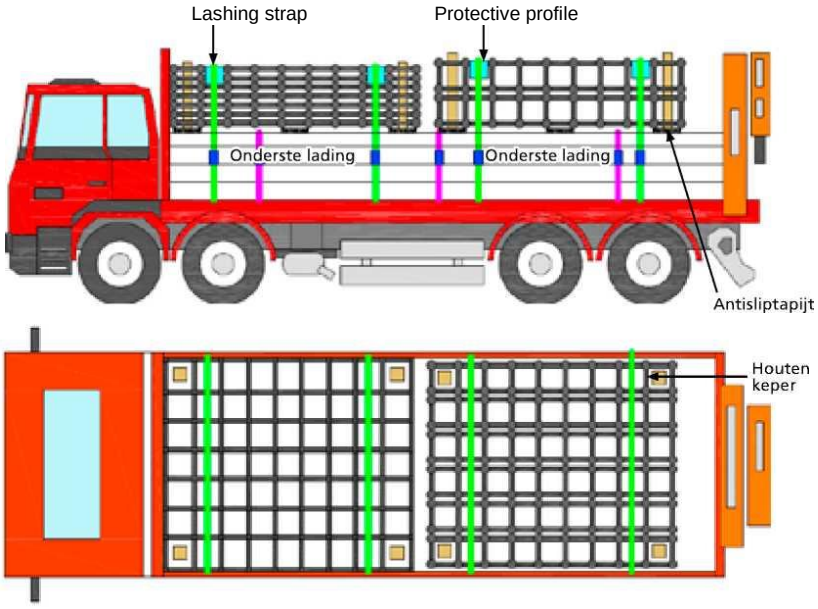


Illustration: Lower load – Non-slip mat - wooden beam

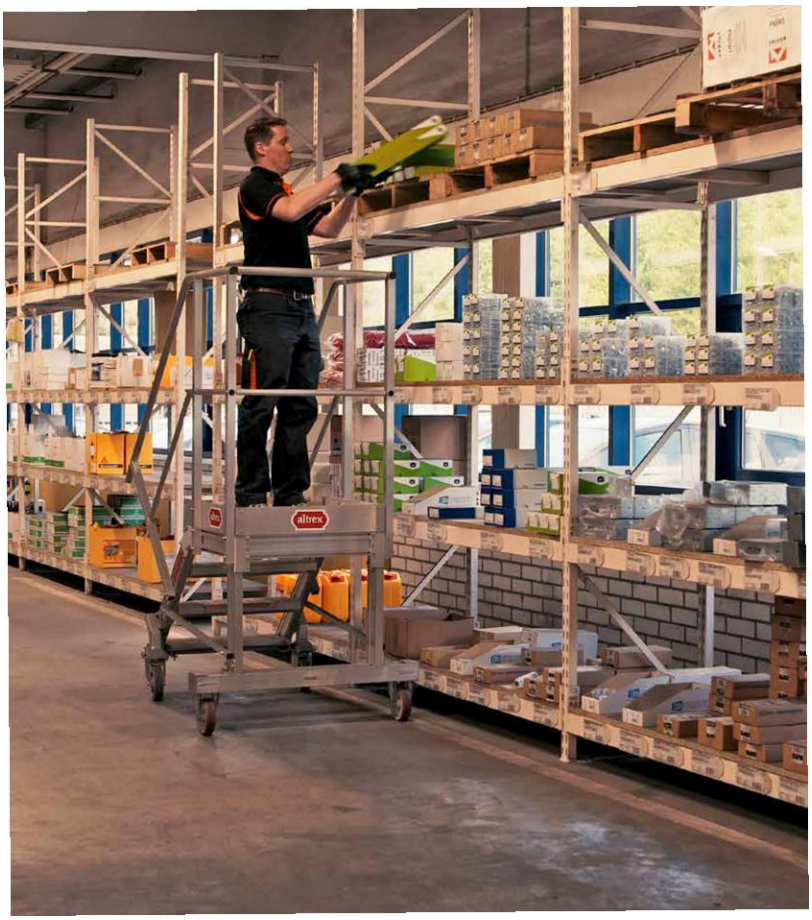
Securing welded-steel products

Approach

> check that the loading platform is in good condition and clean;
> if you need to transport goods other than the welded steel, load the rigid goods first and lash them to the vehicle (purple straps);
> load the welded-steel products on top of the secured goods and brace them against the front bulkhead of the truck. Place non-slip mats under the products;
> if you need to load more than one steel product, put wooden beams in the openings to secure the whole;
> place the protective corners on the welded-steel products;
> attach at least 2 lashing straps (green straps) over each package;
> after an abrupt (swerve) manoeuvre, full braking or bad road surface, check that the lashing straps are still correctly tightened.

Welded-steel products should never be loaded under the goods as they significantly reduce the friction force.

7. Working safely with and at height



Warehouse workers DCs
and branches with transport options

BMN BOUWMATERIALEN

Working safely with and at height

Contents

1. The importance of working safely with and at height

Working with and at height involves risks. The chart below shows what is important, where and when the guidelines apply, and why.

What

You must be familiar with:

> the correct and safe use of climbing and other equipment such as platform steps and ladders;

> the safe use of racking;

> the risks of not using materials correctly to work safely with and at height;

> the fact that working at height carries a risk of falling from a height.

Where

At your workplace in the warehouse.

When

In carrying out your daily tasks.

Why?

Lack of attentiveness, haste, incompetence, and carelessness, among other things, have caused many (serious) accidents to colleagues working at height in recent years. Some, unfortunately, were fatal.

Proper instruction and sufficient professional knowledge are required to work safely with and at height. If you have doubts about the correct use of certain (climbing) materials or about the safety of scaffolding, for example, report this to your manager immediately. They will help you further.

Don't take risks, and make sure you keep working safely in every circumstance!

2. Working safely with and at height - general

There is a lot of information available but fortunately you don't have to know and do everything yourself. Some tasks and responsibilities lie with you. Other tasks and responsibilities lie, for example, with other colleagues, your manager or the Safety Officer.

In this section, you will find the information that is most important for you to know and to do. There are many more documents, procedures, etc. available, but not all of them are relevant to you. If you do want to know more, please refer to section 11 for additional digital information.

2.1 WORKING SAFELY WITH AND AT HEIGHT; WHAT TO KNOW AND WHAT TO DO

What do you need to know?

Important to know:

> the biggest risk of working at height is falling down!;

> climbing equipment and racking are inspected annually;

> rejected material must be destroyed and not put in a container. There is a danger that the rejected material will be taken out and used again;

> barriers and warning/ mandatory/ prohibition signs are there for a reason. Comply with them!

What do you need to do?

You must do the following in your daily work:

> always remain concentrated when working at height to minimise the risk of materials and persons falling from height;

> comply with all regulations drawn up for working safely at height;

> hold on to the handrail as much as possible when climbing stairs. This significantly reduces the chance of tripping. Don't get distracted by a colleague, your smartphone, laptop, or any other device.

3. Platform steps

3.1 WHAT ARE PLATFORM STEPS?

Platform steps are ladders that end in a platform you can stand on.

3.2 WHAT DO YOU NEED TO KNOW WHEN USING PLATFORM STEPS?

Working with platform steps carries potential risks.

Important to know:

> use platform steps only for their intended use;
> before using platform steps, check that they are not (seriously) damaged and that there are no loose parts;
> always place your platform steps on a firm, stable, horizontal surface;
> the platform must be fitted with a support bracket;
> platform steps must not be loaded to more than 500 kilograms;
> ***always*** lock the caster wheels at the front before using the platform steps;
> make sure nobody can bump into or walk underneath platform steps;
> be extra vigilant when using platform steps in front of a doorway or passageway. You can also lock the door to be on the safe side;
> never make repairs to platform steps yourself. This must always be done by an expert;
> platform steps are not to be used as a workplace but are only intended for short-term operations;
> improper use can lead to falls from a great height, with potentially serious consequences.

3.3 WHAT MUST YOU DO WHEN USING PLATFORM STEPS?

How to use platform steps safely:

> check before use that platform steps are not (seriously) damaged and that there are no loose parts;
> place platform steps on a firm, stable and horizontal surface before use;
> ***always*** lock the caster wheels at the front before using the platform steps;
> always face the stairs while walking up and down them;
> make sure you have at least one hand free to hold the stairs securely, two hands free is even safer;
> always stand on the platform with both feet in the middle;
> put platform steps as close as possible to where you will be working;
> never reach further than an arm's length beyond the platform steps;
> if you cannot (quite) reach what you want to grab, walk down and move the stairs to the left or right;
> ask a colleague for help when tackling long items and large packages;
> never move platform steps when someone is standing on them;
> wear your personal protective equipment;
> hang a chain in front of the rise of platform steps when you have finished using them.

3.4 PHOTOS OF INCORRECT VS CORRECT USE

4. The aerial work platform

4.1 WHAT IS AN AERIAL WORK PLATFORM?

Aerial work platforms are special machines used to safely raise workers to perform work at height. Aerial work platforms are often used because ladders can only be used up to a certain height. For example, the maximum working height of ladders is 6 metres. Work can take place safely up to much greater heights with aerial work platforms.

4.2 WHAT DO YOU NEED TO KNOW WHEN USING AN AERIAL WORK PLATFORM?

Aerial work platforms can become dangerous machines if you don't know how to use and move them. Therefore, aerial work platforms should only be used by personnel specially trained to use them. Working with an aerial work platform carries potential risks.

Important to know:

> you can only use an aerial work platform if you are authorised to do so;

> you can only work with an approved aerial work platform;

> wearing of personal protective equipment is compulsory;

> the maximum usage load must be taken into account and not exceeded;

> the work cage may only be operated from inside the work cage itself;

> when you park an aerial work platform in a path, close off the path in question;

> never leave an aerial work platform unattended without removing the key;

> the cabling must be fixed in place;

> when extending the platform, the cabling can be disconnected, but must then be secured again.

4.3 WHAT MUST YOU DO WHEN USING THE AERIAL WORK PLATFORM?

How to use the aerial work platform safely:

> park an aerial work platform away from pathways in a designated area;
> do not park an aerial work platform in front of escape routes or fire extinguishers;
> remove the key from the aerial work platform after use;
> drive the aerial work platform slowly (‘snail's pace’);
> do not move the cage up until you have arrived at the location of the work;
> wear your fall arrest device (attached to the cage) if your upper body will be moving outside the cage;
> never put loose tools on the edge of the cage when you are working;
> always return the centre bar to its place after you have stepped into the cage;
> the aerial work platform should not be used as a lift. An aerial work platform must therefore not be used to transport people up or down.

When maintenance, inspection, or cleaning work is carried out, the machine must be disconnected from any power source. This is done using the mandatory LOTOT procedure. This Lock-Out, Tag-Out, Try procedure prevents the machine from being reactivated unintentionally.

4.4 PHOTOS OF INCORRECT VS CORRECT USE

5. The tilt mechanism

5.1 WHAT IS A TILT MECHANISM?

A tilt mechanism is a metal structure intended for securing and shielding platforms. Using a tilt mechanism on landings minimises the risk of people or materials falling down from height.

5.2 WHAT DO YOU NEED TO KNOW WHEN USING A TILT MECHANISM?

Working with a tilt mechanism carries potential risks.

Important to know:

> the risk of working at height is falling from height, with all its (serious) consequences;
> you must never place your hands on the sides of the moving arms of the tilt mechanism, to prevent your fingers from becoming trapped;
> you must never stand at the front of the unloading and loading platform;
> you must report defects in the tilt mechanism immediately to your manager. As long as the mechanism is non-compliant, it must not be used.

5.3 WHAT DO YOU NEED TO DO WHEN USING A TILT MECHANISM?

Working at height always involves risks. By using the tilt mechanism correctly, you minimise the risks of falling. The following points are important for the safe use of a tilt mechanism.

How to use the tilt mechanism safely:

> use a forklift truck to place the goods on top of the drop-off point;

> make sure no persons are within 2 metres of the forklift truck;

> open the tilt mechanism at the back to grab the materials, by using the chain. Note: The back is the side you approach from, not the side on which the rack is filled from the ground;

> move the goods with a pump truck from the drop-off point. This ensures you ***never*** reach the front of the unloading and loading platform (the place where the risk of falling is greatest);

> once the goods have been moved, pull the tilting gate at the back of the platform down again using the chain;

> take care never to place your hands on the sides of the moving arms of the tilt mechanism. This can cause your fingers to become trapped.

5.4 PHOTO INCORRECT VS CORRECT USE

6. The ladder

6.1 WHAT IS A LADDER?

A ladder is a climbing tool consisting of vertical stiles with a number of horizontal crossbars, the rungs, between them. The difference with stairs is that a staircase has a fixed size and is equipped with a landing, unlike a ladder.

6.2 WHAT DO YOU NEED TO KNOW WHEN USING A LADDER?

Working with a ladder carries potential risks. Working at height involves a risk of falling from height, with all its (serious) consequences. To properly position a ladder (65° to 75° inclination):
> stand with your feet against the rungs of the ladder;
> stretch your arms and grab the ladder by the stiles.

In principle, we use ladders as little as possible. A ladder should only be used for occasional, light work of a short duration.

Furthermore, the following is important:

Important to know:

> use the ladder only for what it is made for;
> ladders are not to be used as workstations, but are only intended for short-term work;
> before using the ladder, check that it is not (seriously) damaged and that there are no loose parts;
> check whether the ladder has non-slip step feet (plastic caps);
> always place the ladder on a firm, stable, horizontal surface;
> if you put the ladder in front of a door, lock the door so that no one can accidentally knock the ladder over;
> do not place the ladder against a window;
> have the ladder extend at least 4 steps/rungs above the desired working height;
> the maximum working height is 6 metres;
> never stand on the ladder with more than one person at a time;
> for lower heights, do not use a ladder but a 3 or 4-step stepladder;
> improper use can lead to falls from a (great) height, with all the (serious) consequences.

6.3 WHAT MUST YOU DO WHEN USING A LADDER?

How to use a ladder safely:

> check before use that the ladder is not (seriously) damaged and that there are no loose parts;
> check whether the ladder has non-slip step feet (plastic caps);
> ensure sufficient clearance for positioning a ladder;
> keep the area around the ladder free of obstacles. If necessary, you can cordon off the work area with cones or cordon tape;
> is the ladder placed in front of a door? Lock the door;
> do not place the ladder against a window;
> place the ladder on a firm, stable and horizontal surface before use;
> secure the ladder at the top or bottom;
> always walk up and down the ladder facing the ladder;
> make sure you have at least one hand free to hold the ladder securely while climbing and descending, two hands is even safer;
> make sure you have at least one hand free to hold the ladder securely while working;
> working outdoors? Do not use a ladder in winds exceeding force 6;
> standing time on the ladder for light work is a maximum of 2 consecutive hours;
> never move a ladder when someone is standing on it;
> do not climb a ladder with slippery shoes;
> never climb the ladder higher than the fourth step from the top;
> never reach further than an arm's length beyond the ladder;
> keep both feet on the ladder while climbing, descending, and carrying out work;
> if you cannot (quite) reach what you want to grab, walk down and move the ladder to the left or right;
> ask a colleague for help when handling long items and large packages;
> never raise a ladder by placing anything under it, such as a box;
> never tie two ladders together to create extra height;
> secure the ladder with a chain and lock when you have finished using it.

6.4 PHOTOS OF INCORRECT VS CORRECT USE

7. Racking

7.1 WHAT IS WAREHOUSE RACKING?

Warehouse racking is used to efficiently store goods by using the height of the warehouse. They are designed and constructed to safely carry a given load.

7.2 WHAT DO YOU NEED TO KNOW WHEN USING WAREHOUSE RACKING?

The supplier is responsible for supplying reliable and safe racking. You, as an employee, can do your bit in terms of the safety of racking by working responsibly between and with racking.

Damaged racking poses a significant risk. Minor damage does not immediately automatically lead to a dangerous situation, but a number of minor damage events in a limited area can have a major impact on load carrying capacity or stability (for examples of reduced load carrying capacity, see the appendix). For this reason, there are rules for placing and securing goods.

Important to know:

> warehouse racking is regularly inspected for safety by the supplier;

> the maximum permissible load capacity is indicated on the rack by the supplier by means of a load capacity sign;

> the maximum permissible load capacity of a rack must not be exceeded;

> overloading a rack can lead to its collapse;

> colliding with a rack can deform a rack, reduce its load-bearing capacity or cause a rack to fall over;

> loose stacked goods on a pallet stored above 2 metres in height must be secured with stretch film, strapping or put in a crate;

> exposed corners of racks must be protected with collision protection;

> immediately report any damage to your manager;

> immediately report missing parts such as locking pins to your superior;

> locking pins serve to prevent the beam above from being lifted out of its suspension connection;

> missing locking pins, bolts and nuts reduce a rack's load-bearing capacity.

7.3 WHAT DO YOU NEED TO KNOW WHEN USING WAREHOUSE RACKING?

How to use racking safely:

> never change the composition or components of a rack yourself;
> preferably place the heavier items at the bottom of the rack and the lighter ones at the top;
> work responsibly between and with the racking;
> know how to read the load diagram;
> see the appendix for an explanation of the load capacity for each type of shelf;
> when beams and support cantilevers are connected via hook-in connections, use locking devices;
> never climb on or into a rack, this is strictly prohibited;
> discuss with your manager whether the load on a rack should be (immediately) removed in the event of damage.

8. Placing pallets in racks

8.1 PLACING PALLETS IN RACKS

Stored materials must not pose a hazard as a result of collapse or falling over. Materials should therefore be placed in racks in an expert manner so that they cannot shift or fall unintentionally.

8.2 WHAT DO YOU NEED TO KNOW WHEN PLACING PALLETS IN RACKS?

Working with pallets carries potential risks.

Important to know:

> damaged racking poses a significant safety risk;

> there are rules that apply when placing pallets.

8.3 WHAT DO YOU NEED TO DO WHEN PLACING PALLETS IN RACKS?

How to safely place pallets in racking:

> loose goods on a pallet stored in racking above 2 metres in height must be secured with stretch film, strapping, or be put in a crate;

> if goods are secured with ratchet strapping, always use 2 ratchet straps. This does not apply to gypsum boards and bagged goods with an adhesive layer.

> a pallet must not protrude more than 5 cm over the beam;

> a pallet must not press against other materials;

> a pallet must not press against the rack at the back;

> there must be at least 7.5 cm space between two pallets in a racking system;

> there must be at least 7.5 cm space between a pallet and the pallet racking upright;

> the pallet blocks must be sufficiently supported by the rack beams;

> if the pallet blocks are not sufficiently supported, cross bars or supporting boards must be placed under the pallet;

> block pallets must be supported by three cross bars;

> pallets on the ground must be placed within the white lines on the floor;

> in the case of racks where there are no white lines on the floor: do not place the goods outside the bay dimensions;

> always place goods so that they do not touch lighting, heating, gas pipes or parts of a fire extinguishing system.

8.4 SAFETY INSTRUCTIONS TIMBER STORAGE

Ensure neat storage of wood and board.

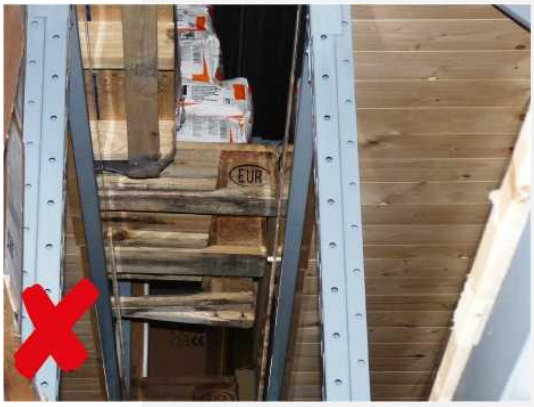
When using blocks under timber and board, pay attention to the following points:

>Minimum 3 per pack
>Divided across the pack
>Minimum 65mm high and all the same height
>For higher stacks, the strings and blocks on top of each other

When stacking wood or board, stack as much wood and board material together of equal length and width of the packs as possible:

Easily damaged products, such as facade cladding, are not stacked, and we always ensure a cover sheet to prevent warping, discolouration and damage.

8.5 PHOTO INCORRECT VS CORRECT USE



Annex 1

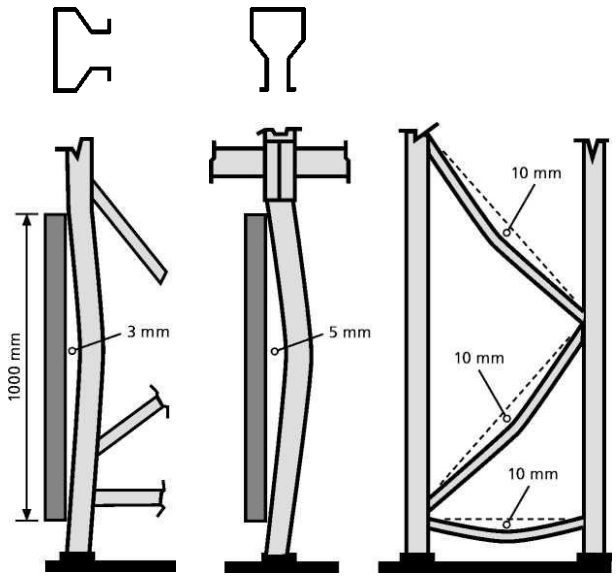
Marking damage

Traffic light colours indicate the hazard and the rejection criteria.

> **Green** means that there is relatively little risk of a dangerous situation and work can continue in the racking;

> **Orange** means the damage must be reported immediately, but work can still continue in the racking (resolve within 4 weeks);

> **Red** means that the rack should be blocked off and evacuated immediately because of the acute danger.



Measuring the damage is quite simple; place a one-metre-long steel batten along the bowed-out upright and then measure the maximum space between the beam and the rack.

Damage	Green	Orange	Red
Depthwise	< 3 mm	3 to 6 mm	> 6 mm
Lengthwise	< 5 mm	5 to 10 mm	> 10 mm
Arch brace	< 10 mm	10 to 20 mm	> 20 mm

Annex 2

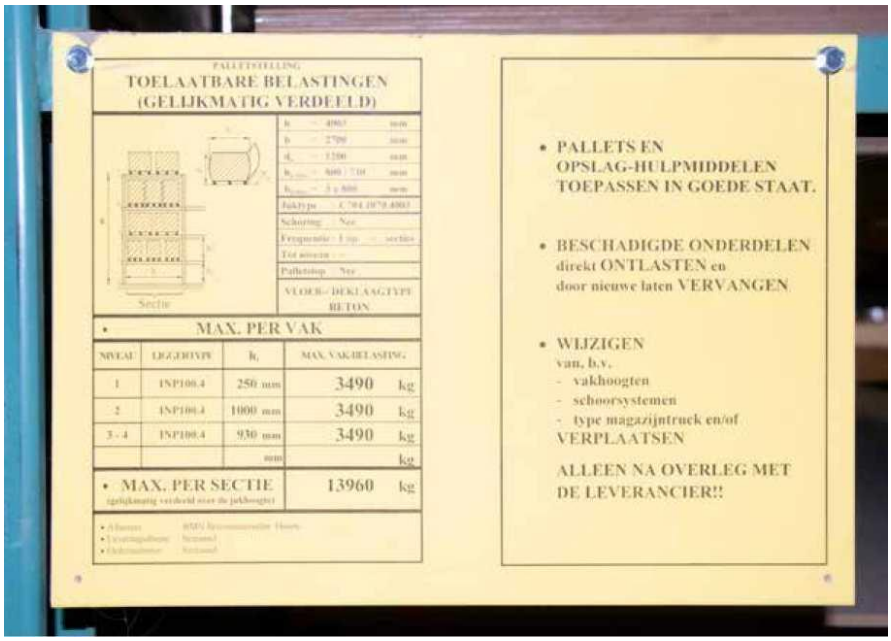
Examples of reduced load capacity of warehouse racking

> Dented or buckled parts of uprights, braces, and horizontal pressure profiles;
> Dented or buckled beams or wishbones;
> Beams and connectors not properly hooked in;
> Missing locking pins, bolts, or nuts;
> Loose anchoring of an upright;
> Poor weld on a beam or cantilever connecting plate;
> Deflection of beam or cantilever is too great;
>The perforation (keyhole) is bowed out;
> Severe rusting.

Annex 3

Explanation load-bearing type plate

Below is an example of a load-bearing type plate from a pallet rack:



h = height of the upright
b = width of the bay (beam length)
dp = depth of the pallet
hp max = maximum load height including pallet
bp max = maximum number & width of load
hi = gross bay height (i.e. including beam)

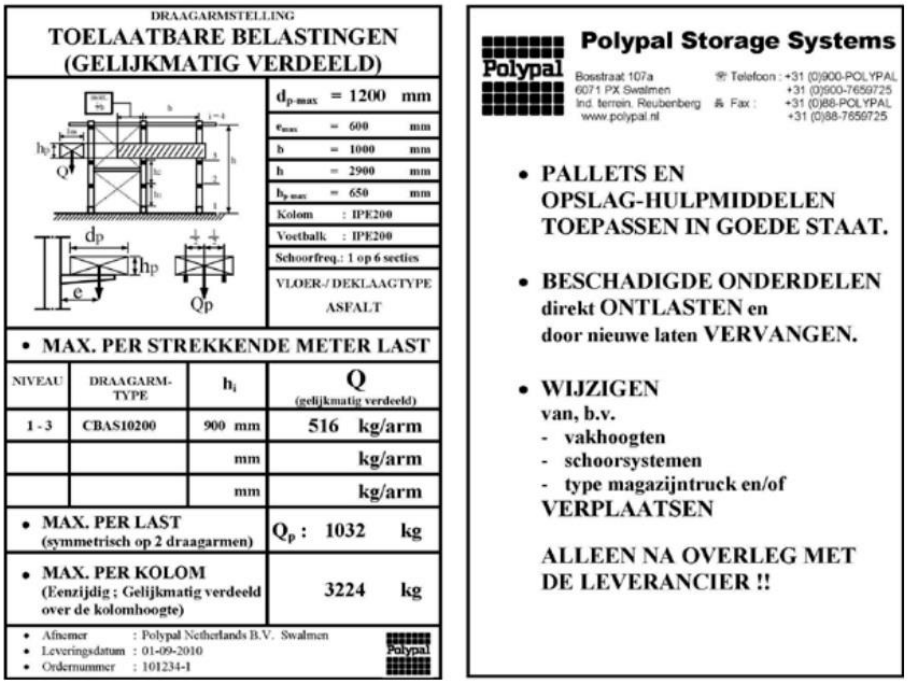
Maximum bay load means the total weight that the beams on 1 level can support evenly distributed. So, in this example, 2404 kg per beam pair.

Maximum section load means the total weight which is evenly distributed over the number of levels in a section. So, in this example, 8750 kg divided over 3 levels.

But since only 2404 kg per beam pair is allowed here, the maximum in this case is 3 x 2404 = 7212 kg.

Explanation load-bearing type plate

Below is an example of a load-bearing type plate from a cantilever rack:



DRAAGARMSTELLING

TOELAATBARE BELASTINGEN (GELIJKMATIG VERDEELD)

$d_{p\text{-max}}$	= 1200 mm
e_{max}	= 600 mm
b	= 1000 mm
h	= 2900 mm
$h_{p\text{-max}}$	= 650 mm
Kolom	: IPE200
Voetbalk	: IPE200
Schoorfreq.: 1 op 6 secties	
VLOER-/ DEKLAAGTYPE ASFALT	

- **MAX. PER STREKKENDE METER LAST**

NIVEAU	DRAAGARM-TYPE	h_i	Q (gelijkmatig verdeeld)
1 - 3	CBAS10200	900 mm	516 kg/arm
		mm	kg/arm
		mm	kg/arm

- **MAX. PER LAST** (symmetrisch op 2 draagarmen) — Q_p : 1032 kg
- **MAX. PER KOLOM** (Eenzijdig ; Gelijkmatig verdeeld over de kolomhoogte) — 3224 kg

- Afnemer : Polypal Netherlands B.V. Swalmen
- Leveringsdatum : 01-09-2010
- Ordernummer : 101234-1

Polypal

Polypal Storage Systems

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+31 (0)88-7659725

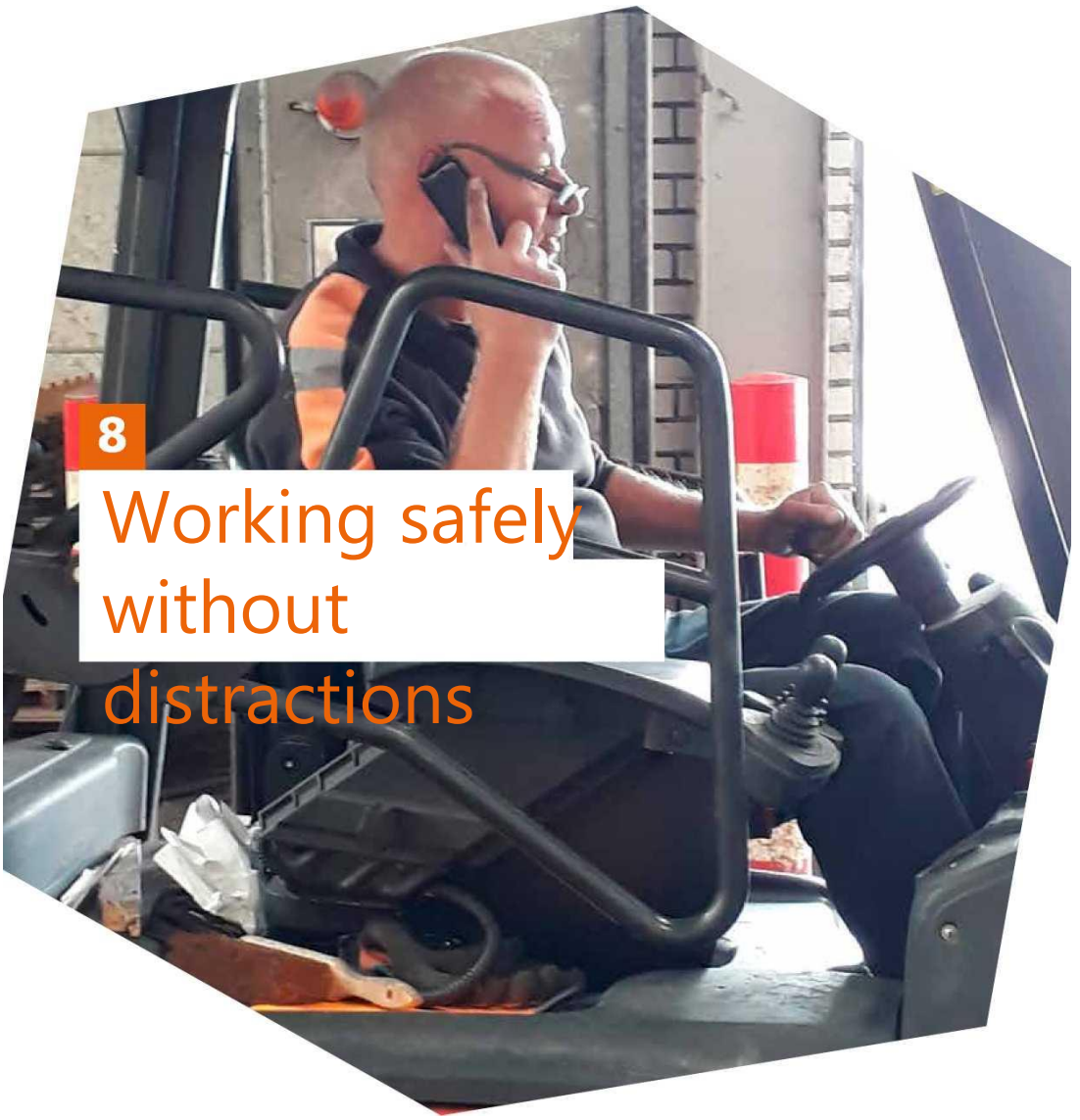
- **PALLETS EN OPSLAG-HULPMIDDELEN TOEPASSEN IN GOEDE STAAT.**
- **BESCHADIGDE ONDERDELEN direkt ONTLASTEN en door nieuwe laten VERVANGEN.**
- **WIJZIGEN**
  van, b.v.
  - vakhoogten
  - schoorsystemen
  - type magazijntruck en/of

  VERPLAATSEN

ALLEEN NA OVERLEG MET DE LEVERANCIER !!

dp max = maximum depth of load
e max = maximum depth of the load centre
b = centre distance of uprights
h = height of the highest cantilever level
hp max = maximum load height incl. pallet
hi = gross bay height (i.e. including cantilever)
Q = maximum load per cantilever evenly distributed
Qp = maximum load symmetrically across 2 cantilevers in the longitudinal direction of the rack. With multiple cantilevers, this is multiplied by the number of cantilevers on which the load rests, for example with 4 cantilevers in a row: 4 x 516 kg = 2064 kg.

Maximum per column means the amount of kg on one side of the rack divided by the number of levels evenly distributed over the column height. So not all the weight on the upper cantilever level.



8

Working safely without distractions

Warehouse workers DCs
and branches with transport options

BMN B0UWMATERIALEN

Working safely without distractions

Contents

1. The importance of working safely without distractions

Smartphone use has become an integral part of today's society. Phones today are incredibly functional in many areas. Advantages include being in touch with your surroundings anytime, anywhere, having online access to endless information if you need to look something up quickly and accessing your online diary, for example. But there is also a downside...

In recent years, the number of road accidents has increased more and more, according to Stichting Incident Management Nederland (SIMN). This is due to smartphone use in traffic, according to the SIMN. Not only on the road but also within our company, fatal accidents have occurred in recent years due to employees being distracted from their work by their mobile phones.

When you put your phone away, continuous concentration actually ensures higher productivity in the long run, you make fewer mistakes, and this increases your own safety as well as that of your colleagues.

What

You must be familiar with:

> the fact that mobile phones are not permitted in the workplace;

> the rules governing the use of mobile phones while performing work activities;

> the term 'using a mobile phone' includes: calling, facetime, checking e-mail, checking social media, accessing online information, texting, whatsapping, snapchatting, playing games, checking Apps, and listening to music.

Where

At your workplace (mainly) on the truck, in the outside area, and in traffic.

When

During all work performed during working hours.

Why?

Multitasking and the constant attention the smartphone demands from you reduces your ability to concentrate. There is also a greater chance of making mistakes and each task ends up costing you more time. After each distraction, it takes an average of 7 minutes to get back into focus.

Mobile phone use distracts attention and can create dangerous situations especially when operating vehicles or machinery. Therefore, do not take any risks and avoid unnecessary mistakes and accidents or near accidents. Keep working safely under all circumstances without distractions from your mobile phone.

2. Working safely without distractions - general

Mobile phone distraction is a risk faced by every BMN worker. It is therefore important for you as a warehouse employee, as well as your other colleagues within the company, to know the rules we have in place regarding the use of your mobile phone.

In this topic, you will find the information about using your phone that is most important for you to know and do. There are many more documents, procedures, etc. available, but not all of them are relevant to you. If you still want to know more about this, check out the additional digital information available on TeamBMN.

2.1 WORKING SAFELY WITHOUT DISTRACTIONS; WHAT TO KNOW AND WHAT TO DO?

What do you need to know?

Important to know:

> the term 'using a mobile phone' refers to: calling, facetime, checking e-mail, checking social media, accessing online information, texting, whatsapping, snapchatting, playing games, checking apps, and listening to music.

> to avoid distractions and be able to communicate well with each other, sound carriers must be handled appropriately. No sound carriers should be worn in the ears and radios should only be turned on at low volume; you should never use your phone on the BMN premises while driving a vehicle;

> you must never use your phone while operating a machine;

> in case of an emergency, it is always allowed to call 112.

What do you need to do?

You must do the following in your daily work:

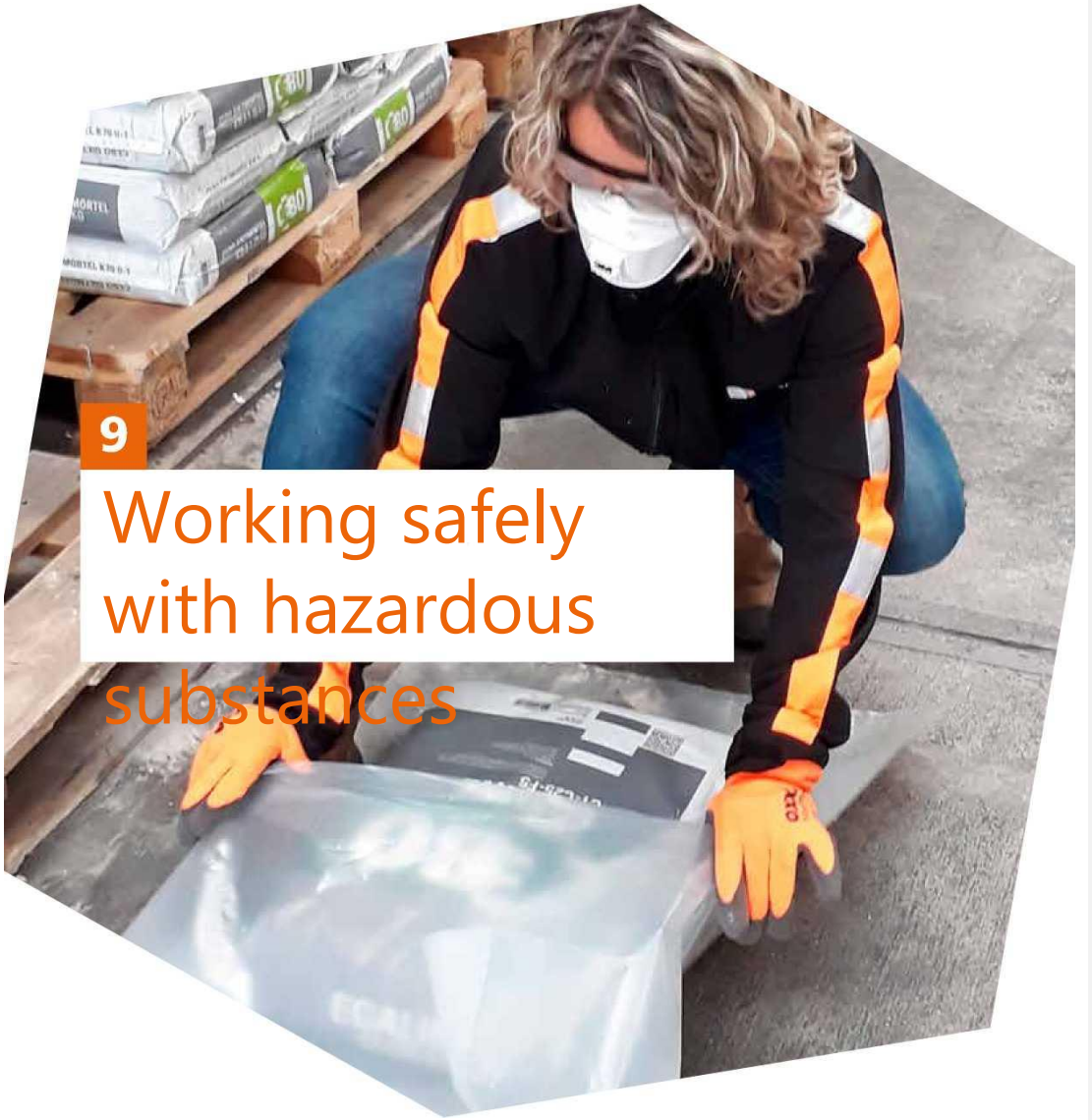
> never use your phone when driving a vehicle on the BMN site (inside and outside);

> never use your phone when operating a machine;

> are you in a vehicle? Then you may use your mobile phone only when parked in a safe place and when the vehicle's engine is switched off;

> are you on foot in the warehouse or outside area, make sure you are in a safe place if you absolutely must use your phone;

> check your private emails and social media in your spare time.



9

Working safely with hazardous substances

Warehouse workers DCs
and branches with transport options

BMN | BOUWMATERIALEN

Working safely with hazardous substances

Contents

1. The importance of working safely with hazardous substances

There are risks involved in working with hazardous substances. You can see below what is important, where and when the guidelines apply and why.

What

You must be familiar with:

> the proper way to dispose of hazardous substances caused by, for example, breakage or leakage;

> the rules governing the handling of hazardous substances;

> the symbols used when working with hazardous substances.

Where

At your workplace, in the warehouse, and in the outside area

When

When carrying out your daily tasks.

Why

Lack of attentiveness, haste, incompetence, and carelessness, among other things, have caused many (serious) accidents to colleagues in recent years who were working with hazardous substances.

Proper instruction and sufficient professional knowledge are required to work safely with hazardous substances. If you have doubts about the correct use of certain hazardous substances or about their storage, for example, report this to your manager immediately. He/she will give you more information.

Don't take risks and make sure you keep working safely under all circumstances!

2. Working safely with hazardous substances - general

There is a lot of information available but fortunately you don't have to know and do everything yourself. Some tasks and responsibilities lie with you. Other tasks and responsibilities lie, for example, with other colleagues, your manager, or the Safety Officer.

In this section, you will find the information that is most important for you to know and to do. There are many more documents, procedures, etc. available, but not all of them are relevant to you. If you want to know more about this, check out the additional digital information available at section 7.

Heb je twijfels of zie je gebreken?

2.1 WORKING SAFELY WITH HAZARDOUS SUBSTANCES - WHAT TO KNOW AND WHAT TO DO

What do you need to know?

It is important that you know:

> that packages containing hazardous substances are labelled with hazard symbols and Hazard & Precautionary texts;

> which symbols are used when working with hazardous substances and what they mean;

> what is the correct way to dispose of hazardous substance, caused by breakage or leakage, for example;

> which rules apply when handling hazardous substances;

> in what ways you can be exposed to hazardous substances (through the skin, lungs, and via the gastrointestinal tract).

What do you need to do?

You need to do the following in your daily work:

> no smoking while working with hazardous substances;

> do not eat and drink in a room containing hazardous substances;

> have wounds treated immediately;

> before eating or going to the toilet, wash your hands thoroughly if you are working or have worked with hazardous substances;

> clear away leaked or spilled hazardous substances as quickly as possible, in the correct manner;

> wear appropriate personal protective equipment.

If you have questions or notice defects, please notify your manager straight away!

3. Gas and gas cylinders

3.1 WHAT ARE GAS AND GAS CYLINDERS?

There are various gases and gas mixtures used for a wide variety of purposes. Some gases you can smell, others are odourless. Each gas has its own safety regulations because each gas has its own specific properties. Improper use of gas or gas cylinders can have serious and even deadly consequences.

In our warehouse, we sometimes use propane gas cylinders to seal materials. This propane gas is contained as a liquid in a 10.5-kilogram grey gas cylinder. Sealing loose materials on a pallet is also known as shrink wrapping.

3.2 WHAT DO YOU NEED TO KNOW WHEN USING GAS AND GAS CYLINDERS?

Working with gas and gas cylinders carries potential risks.

Important to know:

> you can only use sealed gas cylinders;

> a gas hose must be attached correctly with hose clips;

> use a water/soap solution to check the gas tightness of the gas cylinder;

> there must not be any kinks in the gas hose;

> a gas pressure regulator ensures constant pressure in the gas cylinder. For this, there is a membrane (rubber ring) in the regulator. Check regularly that this membrane is not damaged;

> the minimum mandatory safety requirement is an approved flame arrestor;

> flashback always indicates misuse or unsuitable tools;

> gas cylinders must only be filled at an authorised filling centre, never by you;

> gas cylinders (empty and full) must always be stored outside the building, at least 10 metres away, in a storage cabinet;

> fire, open flames, and smoking are strictly prohibited near gas cylinders.

3.3 WHAT MUST YOU DO WHEN USING GAS AND GAS CYLINDERS?

How to use gas and gas cylinders safely?

> always use a gas cylinder in an upright position;
> always place the goods to be shrunk at working height;
> always visually check the gas cylinder before using it. When in doubt, don't take any chances!
> only use orange gas hoses that are no more than 2 years old (the year is shown on the hose);
> never put a gas cylinder in direct sunlight, as the temperature of the gas expands, increasing the pressure in the cylinder;
> only open a gas cylinder by hand, never using tools;
> always hang/place a hot burner head safely out of the way of flammable materials;
> ensure that fire extinguishers are present at the place where you use the gas cylinders or gas burner;
> always turn off the gas tap after use;
> always close the valve on empty cylinders;
> no smoking when working with gas and gas cylinders;
> wash your hands thoroughly before eating or going to the toilet if you work with gas and gas cylinders;
> wear appropriate personal protective equipment.

4. Lead

4.1 WHAT IS LEAD?

Lead is a very soft and tractable metal. It conducts electricity very poorly and is very resistant to corrosion. Lead is very malleable and therefore good for use in residential construction.

4.2 WHAT DO YOU NEED TO KNOW WHEN USING LEAD?

Important to know:

> lead is a heavy metal that can cause serious health damage with long-term exposure;

> lead is absorbed by the body through breathing and swallowing;

> there are limit values applicable to working with lead;

> your chance of reaching the limit is very small because you don't work with lead long enough to do so and don't process it (for instance by sawing).

4.3 WHAT MUST YOU DO WHEN USING LEAD?

How to use lead safely

> always wear gloves when working with lead;
> always wash your hands after working with lead;
> ensure good body hygiene after working with lead;
> no eating, drinking, or smoking when working with lead;
> gloves that have been in contact with lead should be stored separately;
> pregnant employees should not come into contact with lead as it may cause harm to the unborn child.

4.4 PHOTOS OF INCORRECT VS CORRECT USE

5. Hazardous substances

5.1 WHAT ARE HAZARDOUS SUBSTANCES?

Hazardous substances can be difficult to recognise. Two liquids may look like water but one is a solvent and the other hydrochloric acid. Hazardous substances can occur as solids, liquids, vapours, and gases. Some substances are dangerous by themselves. And there are other substances that are only dangerous when combined with other substances.

When you come into contact with hazardous substances in the wrong way, those substances can pose an immediate danger to your health. Other substances can take years before they make you ill - asbestos, for example.

5.2 WHAT DO YOU NEED TO KNOW WHEN USING HAZARDOUS SUBSTANCES?

Working with hazardous substances carries potential risks.

You need to know:

> which hazardous substances you are working with;

> how to handle hazardous substances;

> that you must always wear your personal protective equipment when working with hazardous substances;

> that you must follow the information and instructions given to you to avoid dangerous situations;

> that sawdust (when sanding and drilling) is harmful as a result of the processing of otherwise harmless substances. Wood therefore has no hazard label but can be harmful to your health as a result of processing.

> which hazard symbols exist and what they mean, see annex 1 in this topic;

> hazardous substances also give rise to hazardous waste, so, you need to dispose of the substances in a proper manner, see section 6 of this topic.

5.3 WHAT MUST YOU DO WHEN USING HAZARDOUS SUBSTANCES?

How to use hazardous substances safely

> always keep hazardous substances in their original packaging;
> close packaging properly and promptly, this prevents evaporation of hazardous substances;
> ensure adequate ventilation and air extraction when working with hazardous substances;
> wear your personal protective equipment;
> do not store hazardous substances at height but low to the ground, preferably in a sump tray;
> read the label before use and follow the instructions carefully;
> in addition to hazard symbols, there is also written Hazard and Precaution information on the label;
> do not use a product from packaging without a label;
> do not smoke, eat, or drink when working with hazardous substances;
> take off your work clothes before eating if you are working/ have worked with hazardous substances;
> wash your hands before eating and before going to the toilet if you are working/have worked with hazardous substances.

6. Clearing up hazardous substances

6.1 WHAT IS A HAZARDOUS PRODUCT AND WHAT IS A HAZARDOUS SUBSTANCE?

Hazardous products

Hazardous products are all materials that can pose health and safety hazards. These include not only materials marked with a hazard symbol, but also steel tape (strapping tape), glass, or ceramics that have broken.

Hazardous substances

According to health and safety regulations, hazardous substances are: 'substances, mixtures or solutions of substances to which employees are or may be exposed at work, which because of properties or the conditions under which those substances, mixtures or solutions occur are likely to cause health hazards or nuisances."

A hazardous substance is a substance that is environmentally hazardous, or has one or more of the following properties:

> explosive;
> oxidising;
> (highly) flammable;
> (very) toxic;
> caustic;
> irritant;
> harmful.

6.2 WHAT DO YOU NEED TO KNOW WHEN CLEARING UP HAZARDOUS SUBSTANCES?

Important to know:

> in which ways you can come into contact with hazardous substances:
  - inhalation (through the mouth and nose into the lungs);
  - eating with dirty hands (through mouth to throat, stomach, and intestines);
  - through the skin;
  - by droplets/splashes in the eyes.

> spills or leaks should be cleaned up as soon as possible;

> which personal protective equipment to wear in which situation;

> safety data sheets of any dangerous substance can be found on the internet.

6.3 WHAT MUST YOU DO WHEN CLEARING UP HAZARDOUS SUBSTANCES?

How do you clear up hazardous substances safely?

> after a leak:
  - of bagged goods -> into overflow bag;
  - of liquid -> packaging in sump tray;
  - neutralise or absorb spillages with:
  - (river) sand;
  - cat litter pellets;
  - ensure adequate ventilation;
  - use appropriate personal protective equipment.

> after a breakage:
  - wear gloves to avoid cuts.

> strapping band:
  - usually made of plastic, sometimes steel, use your gloves when cleaning this up.

> avoid skin contact with harmful substances;

> do not eat, drink, or smoke while clearing up hazardous substances;

> wash your hands before eating, drinking, or smoking;

> replace masks and gloves after contamination with a harmful substance.

6.4 SPECIAL EMPLOYEE GROUPS

> Women who are pregnant or breastfeeding are especially vulnerable to the effects of hazardous substances. If clean-up work by a pregnant woman can only be done with special protective equipment, it is too much of a burden for her and another solution must be found.

> Persons with COPD and lung disorders are especially vulnerable to the effects of hazardous substances. If clean-up work can only be done by them with special protective equipment, it is too much of a burden for them and another solution must be found.

> Young persons should only work with hazardous substances under expert supervision. So, this also applies to cleaning up these substances.

6.5 ACCIDENTS AND EMERGENCIES

> Accidents are waiting to happen. Should you suffer injuries despite all precautions and wearing the mandatory personal protective equipment, an (orange) first aid box is available on site. The location of the first aid box is indicated by the following icon:

There are also company first aiders present among your colleagues who can help you with first aid if needed. Make sure you know who the first aiders are.

> If dirt or a splinter gets into your eye and you need to rinse your eyes, an eye-rinsing facility is available at the location. It should be quickly accessible and easy to operate. The location of the eye-rinsing facility is indicated by the following icon:

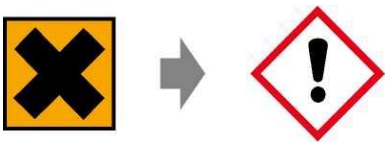
> Make sure you are aware of applicable company regulations in case of an emergency:
- Who should be alerted?
- Who is the nearest first aider?
- Where are the emergency exits?
- Where is the assembly point during an evacuation?
- Do you know the evacuation plan?

Annex 1

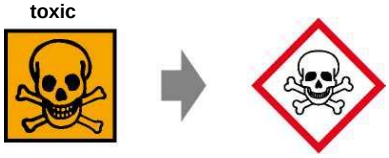
Warning labels

You can recognise hazardous substances by the label that the manufacturer or supplier put on the packaging. A hazard symbol always had an orange background until 2014. From 2014, the labels changed to the rhombus with red border.

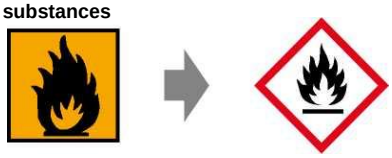
Harmful or irritant substances



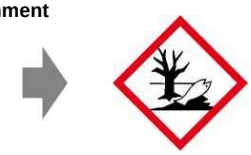
Highly toxic



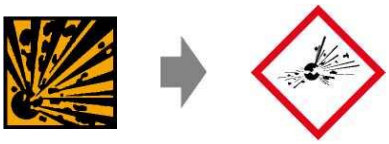
Flammable substances



Dangerous for the environment

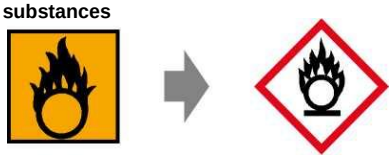


Explosives



Corrosive substances

Oxidising substances



10

Safety at work for employees; personal and fire safety

Warehouse workers DCs
and branches with transport options

BMN BOUWMATERIALEN

Safety at work for employees; personal and fire safety

Contents

1. The importance of safety at work for employees; personal and fire safety

Your daily work carries potential risks. Most 'minor accidents' happen as a result of:

> impacts;
> clearing up steel strapping;
> using strapping band;
> moving construction steel mesh;
> misuse of safety cutters;
> clearing up breakages such as tiles;
> splintering of materials;
> entrapment of skin or limbs when securing a load.

Among other things for the reasons mentioned above, BMN provides personal protective equipment to ensure your safety. Because we (sometimes) work with hazardous substances, there is a risk of a fire starting. You will also find information on that in this section. You can see below what is important when it comes to your personal safety and fire safety, where and when the guidelines apply and why.

What

You must be familiar with:

> when to wear which personal protective equipment;
> where escape routes, emergency exits, and the extinguishing equipment are located;
> the fact that escape routes, emergency exits, and fire extinguishers must always be easily accessible;
> who the first aider(s) are at your site;
> the fact that when you work alone (out of sight of others), you let someone (colleague/manager) know;
> the fact that when you work alone (out of sight of others), you have means of communication to ask for help if necessary;
> the control measures to prevent fire;
> the procedure in the event of an evacuation.

Where

At your workplace in the warehouse and in the outside area.

When

When carrying out your daily tasks

Why

Lack of attentiveness, haste, incompetence, and carelessness, among other things, have caused (serious) accidents to colleagues in recent years.
Sufficient knowledge about personal protective equipment and fire safety is required to work safely. Therefore, you will need to be aware of all the available protective equipment out there to allow you to do your job safely. It is also important to know what to do in case of fire and in the event of an evacuation.

Don't take risks and make sure you keep working safely under all circumstances!

2. The importance of working safely for employees; personal and fire safety - general

There is a lot of information available but fortunately you don't have to know and do everything yourself. Some tasks and responsibilities lie with you. Other tasks and responsibilities lie, for example, with other colleagues, your manager, or the Safety Officer.

In this section, you will find the information that is most important for you to know and to do, focused on your personal safety and fire safety. There are many more documents, procedures, etc. available, but not all of them are relevant to you. If you want to know more about this, check out the additional digital information available at section 13.

2.1 SAFETY AT WORK FOR EMPLOYEES; PERSONAL AND FIRE SAFETY; WHAT TO KNOW AND WHAT TO DO

What do you need to know?

You need to know:

> that personal protective equipment is adapted to your working conditions and your individual characteristics as a user;

> what personal protective equipment is available, such as: (reflective) clothing, shoes, gloves, helmet, face mask, hearing protection, glasses and safety belt;

> when to wear which personal protective equipment, see appendix 1 in this section;

> that when working alone remotely (out of sight), you inform a colleague or your manager about this and ensure that you have means of communication to contact them if necessary;

> what the control measures are to prevent fire;

> the procedure in the event of an evacuation.

What do you need to do?

You need to do the following in your daily work:

> make sure you always wear your personal protective equipment when the situation calls for it;

> make sure you always report to a colleague or your manager that you are working alone remotely (out of sight);

> make sure you always have a means of communication with you when working alone (out of sight);

> make sure you do not endanger yourself or your colleagues in an emergency situation.

3. Personal protective equipment

3.1 WHAT IS PERSONAL PROTECTIVE EQUIPMENT?

Employees who are required to wear personal protective equipment (PPE) because of their work must be issued with adequate PPE by the employer. The employee must then wear and maintain this personal protective equipment.

A personal protective device is an item of equipment or device intended to be worn or held on your body as protection against one or more hazards that may pose a threat to your health or safety.

Personal protective equipment should provide protection without the equipment itself posing an additional risk or increasing the existing risk. Thus, they should not cause additional inconvenience or irritation.

General points for attention:

> loose clothing poses a risk near machines with moving parts. Pay particular attention to the sleeves;

> work must not be carried out with a bare torso or bare legs;

> long hair poses a risk near machines with moving parts. Tie up your hair or wear headgear (cap);

> wearing jewellery, especially rings, poses additional risks. Especially when working with machines with moving parts.

3.2 WHAT DO YOU NEED TO KNOW WHEN USING PERSONAL PROTECTIVE EQUIPMENT?

Working in construction carries potential risks. That's why your employer issues you with personal protective equipment.

You need to know:

> you must use your PPE in situations where external hazards put you at risk of health damage or physical injury;

> PPE is intended to protect your body, head, torso, arms and legs from risks such as:
- mechanical hazards (moving parts of machinery);
- chemical hazards (hazardous substances);
- falling objects
- weather conditions (rain, extreme cold);
- poor visibility;
- noise from machinery.

> examples of personal protective equipment include: (reflective) clothing, shoes, gloves, helmet, face mask, hearing protection, glasses and safety belt;

> if necessary, the employer replaces damaged PPE;

> wearing reflective high-visibility clothing is vital;

> the employer makes it clear which PPE is to be used where, as indicated by means of pictograms or markings were appropriate;

> you are responsible for wearing and maintaining your personal protective equipment,

> disciplinary action may be taken if the personal protective equipment is not worn.

3.3 WHAT MUST YOU DO WHEN USING PERSONAL PROTECTIVE EQUIPMENT?

The most important thing is to use your personal protective equipment whenever external risks could harm your health or safety. In addition, the following points are important when using your personal protective equipment.

How to use your personal protective equipment properly:

You need to do the following:

> use the right PPE in the right situations, see annex 1 to this topic;

> check and clean your PPE regularly, this is your own responsibility;

> store your PPE after use;

> report to your manager any damage to your PPE so that it can be repaired or replaced.

4. Eye protection

4.1 WHAT IS EYE PROTECTION?

It is possible to suffer eye damage during work as a result of dust, splinters, or flying debris. Examples of this type of work include woodworking, working with hazardous substances, or spraying clean (with compressed air) the work floor or a machine.

Damage to the eye can be temporary, but unfortunately sometimes permanent. What is important to keep in mind is that contact lenses do not provide any protection. Indeed, they can even lead to additional eye damage.

Wearing eye protection is therefore mandatory for work where there is a risk of eye injury or irritation such as work involving splashes of hazardous substances or debris fragments and the like.

4.2 WHAT DO YOU NEED TO KNOW WHEN USING EYE PROTECTION?

Working in construction carries potential risks. That's why the employer issues you with personal protective equipment.

You need to know the following:

> use your PPE in situations where external hazards put you at risk of health damage or physical injury;

> safety glasses must fit properly. If this is not the case, it is almost more dangerous than not wearing safety glasses;

> you are responsible for wearing, maintaining, and storing your personal protective equipment;

> when necessary, the employer repairs or replaces damaged PPE;

> there are different types of safety glasses:
- dust glasses
- wide-view glasses
- face shields

> warn your colleagues nearby if they are also at risk of coming into contact with flying particles due to your activities;

> there is an eye wash station. Find out where this is located and how to use it in case you do get something in your eye.

4.3 WHAT MUST YOU DO WHEN USING EYE PROTECTION?

The most important thing is to use your personal protective equipment at the time when external risks could harm your health or safety. In addition, the following points are important when using your personal protective equipment.

How to use your safety glasses properly:

You need to do the following:

> use the right safety glasses in the right situations, see the annex to this section;

> check and clean your PPE regularly, this is your responsibility;

> store your PPE after use;

> report to your manager any damage to your PPE so that it can be repaired or replaced;

> always put the glasses away with the lenses facing up, never with the lenses facing down;

> if you get any flying particles in your eyes, immediately rinse your eye with the eye wash;

> if your eye has been hit by a metal particle or a splinter, visit your GP or emergency room to be on the safe side.

5. Hearing protection

5.1 WHAT IS HEARING PROTECTION?

It is possible to suffer hearing damage when working where the noise is (excessively) loud. The risk of hearing damage depends on two factors: first, the loudness of the sound (expressed in decibels - dB or dB(A)) and second, the length of time you are exposed to the (excessively) loud noise.

Hearing damage occurs slowly and therefore you often do not notice it until it is too late. Hearing impairment is irreversible in most cases.

Noise can lead not only to hearing impairment but also to communication disruption, fatigue, and thus impaired concentration. These in turn pose a risk of all kinds of (unnecessary) accidents in the workplace.

Examples of noise levels:

- forklift trucks 80 to 85 dB(A)
- table saw: 85 to 95 dB(A)
- panel saw: 85 to 95 dB(A)
- crosscut saw: 110 to 110 dB(A)
- radio: 85 to 105 dB(A)

5.2 WHAT DO YOU NEED TO KNOW WHEN USING HEARING PROTECTION?

The most important thing is to use your personal protective equipment at the time when external risks could harm your health or safety. In addition, the following points are important when using your personal protective equipment.

You need to know the following:

> start wearing hearing protection at noise levels above 80 dB(A) - this is an urgent recommendation;

> you must wear hearing protection at noise levels above 85 dB(A), this is mandatory;

> your hearing protection must:
- achieve sufficient noise deadening;
- not make communication impossible;
- be sufficiently comfortable;

> examples of hearing protection include:
- earplugs (in the ear);
- custom-made earplugs (in the ear);
- ear protectors (external hearing protection);

> if necessary, the employer replaces damaged PPE;

> your personal protective equipment is for your personal use and tailored to you/your work;

> the best protection is achieved when the hearing protection is worn throughout working hours.

5.3 WHAT MUST YOU DO WHEN USING HEARING PROTECTION?

How do you use hearing protection properly?

You need to do the following:

> preferably wear hearing protection at noise levels above 80 dB(A);

> always wear hearing protection at noise levels above 85 dB(A);

> your colleagues may also experience noise problems from your work. Therefore cordon off the work area where you are working when appropriate - this is mandatory;

> make sure you can communicate with each other, miscommunication can cause accidents;

> store your personal protective equipment dust-free.

6. Hand and arm protection

6.1 WHAT IS HAND AND ARM PROTECTION?

We use our hands in almost everything we do. They are therefore very important but also very vulnerable. While performing your work, your hands may come into contact with dangerous (aggressive, corrosive) substances, heat, cold, sharp parts, and sparks. Proper protection is required!

There are many different types of safety gloves. Personal protective equipment is adapted to the working conditions and individual characteristics of the user. They should never cause additional problems or irritation.

6.2 WHAT DO YOU NEED TO KNOW WHEN USING HAND AND ARM PROTECTION?

Working in construction carries potential risks. That's why the employer issues you with personal protective equipment.

You need to know the following:

> the employer will issue you with five-fingered category II gloves;
> use your gloves when working with rough materials, sharp objects, chemical materials, heat, fire, electric current, vibration and firefighting activities;
> gloves that have been in contact with lead should be stored separately;
> you are responsible for maintaining your gloves yourself;
> if necessary, the employer replaces damaged PPE.

6.3 WHAT MUST YOU DO WHEN USING HAND AND ARM PROTECTION?

The most important thing is to use your personal protective equipment at the time when external risks could harm your health or safety. In addition, the following points are important when using your personal protective equipment.

How do you use your hand and arm protection properly?

> always wear well-fitting gloves;
> never wear gloves near rotating machines or parts. If your glove enters the machine, chances are your hands will also end up between the rotating parts;
> make sure no liquid can run into your gloves while working;
> always wear your gloves when working with lead;
> ensure that gloves that have been in contact with lead are stored separately;

7. Foot protection

7.1 WHAT IS FOOT PROTECTION?

In many everyday workplace activities, there is a risk of stepping onto sharp objects or of falling objects hitting your foot. There is even a risk of your foot becoming so badly damaged that you could lose one or more toes or even the entire foot.

Wearing safety shoes is therefore not a mere recommendation. It is mandatory in all work where there is a risk of injury to the foot. In particular, this applies to work in the warehouses and the outdoor areas.

Even employees who do not work in the warehouse but work with products and are therefore at risk of an accident caused by falling material should wear safety shoes.

7.2 WHAT DO YOU NEED TO KNOW WHEN USING FOOT PROTECTION?

Your daily work carries potential risks. That's why the employer issues you with personal protective equipment.

You need to know the following:

> there are various types of safety shoes that fall into categories S1 to S5;
your employer issues you with safety shoe category S3;
> safety shoes have a steel toe cap and a non-slip sole (tread);
> some safety shoes have a steel plate in the sole;
> you are responsible for maintaining your shoes yourself;
> if necessary, the employer replaces damaged PPE;
> a low model shoe is more convenient than a high model if you work a lot on your knees
> wearing safety clogs instead of safety shoes is not allowed.

7.3 WHAT MUST YOU DO WHEN USING FOOT PROTECTION?

Most importantly, you should use your personal protective equipment at the time when external risks could harm your health or safety. In addition, the following points are important when using your personal protective equipment.

You need to do the following:

> wear safety shoes for all work involving a risk of foot injury, this is compulsory;
> make sure no liquid can run into your shoes while working;
> make sure you replace shoes that have been in contact with chemicals.

8. Lifting, carrying, pushing, and pulling

8.1 WHAT IS LIFTING, CARRYING, PUSHING AND PULLING?

Lifting

When an object is grasped with the hand(s) and is then moved manually, and the operation is completed within a few seconds.

Carrying

When an object is grasped with the hand(s) and is then moved in a horizontal direction.

Pushing and pulling

A distinction is made between pushing and pulling with only arms or legs where the body remains still in a standing or sitting working position. In addition, you can push and pull where your whole body moves in the same direction, for example when pulling a pump truck.

Lifting and carrying are common forms of heavy physical work. Physical overload due to excessive lifting and carrying can lead to complaints and disorders, especially of the back, neck, and shoulders.

Back pain is one of the main causes of sick leave and occupational disability. In most cases, once acquired, health problems caused by heavy lifting do not go away.

Get help moving large goods with large dimensions.
If possible, try to get the goods lifted to working height first.

8.2 WHAT DO YOU NEED TO KNOW WHEN LIFTING, CARRYING, PUSHING, AND PULLING?

Your daily work carries potential risks. Mainly to the neck, shoulders, and back, due to heavy physical strain.

You need to know the following:

> sensible lifting takes as much time as imprudent lifting but gives you more in return;
> you should try to lift as little as possible and use aids such as a trolley or pump truck as much as possible;
> the maximum manual lifting weight allowed is 25 kilograms per person;
> you have to determine the weight beforehand, don't lift too much at once;
> the shape and size of the load you carry also affects the development of neck, shoulder, and back problems;
> you should never lift with a twisted back but always stand straight in front of the load;
> determine the centre of gravity and balance of the load before lifting;
> pushing is better than pulling because in pushing you can use your whole body weight;
> pay attention to appropriate clothing, working with a sweaty bare back is more likely to cause back pain;
> a clean and tidy floor means fewer accidents;
> listen to your body. Indeed, early symptoms can quickly get worse.

8.3 WHAT DO YOU NEED TO DO WHEN LIFTING, CARRYING, PUSHING, AND PULLING?

How to lift, carry, push, and pull correctly:

You need to do the following:

> get in good shape and avoid being overweight, this helps prevent back pain;
> do not bend and lift unnecessarily, use tools such as a pump truck where possible;
> decide in advance how you will get from A to B so you can take any obstacles along the way into account;
> lift calmly, avoid sudden movements;
> keep the load as close to your body as possible, avoid reaching too far;
> do not lift higher than shoulder height;
> keep the distance you have to bridge as small as possible;
> wear well-fitting safety shoes;
> use shoes with a good tread when lifting, carrying, pushing, or pulling to ensure good grip on slippery floors;
> push and pull preferably with two hands;
> do not push above chest height;
> when pushing a trolley, make sure to move it slowly and check that the wheels can move freely;
> make sure the load on a trolley or pump truck is not too heavy;
> listen to your body, take signals seriously. Early symptoms can quickly get worse.

9. Safety cutters

9.1 WHAT ARE SAFETY CUTTERS?

A safety cutter may have a protective cover that shields the cutting area. With other safety cutters, you have to press a slide with your finger to make the blade appear. If you let the pressure on the slide decrease, the blade goes back in.

There are safety cutters for intensive use and safety cutters for medium to low use.

9.2 WHAT DO YOU NEED TO KNOW WHEN USING SAFETY CUTTERS?

Your daily work carries potential risks. Therefore, we work with various types of safety cutters to avoid health risks.

You need to know the following:

> only safety cutters may be used; do not use older types such as Stanley knives;
> there are various types of safety cutters;
> you should use safety cutters to open cardboard boxes, foil, tape or plastic strapping;
> safety cutters are made to ensure a high degree of protection against cutting accidents and against damaging goods;
> cutters are available for left- and right-handers;
> check whether the blades are blunt or damaged before use, if this is the case, do not use the cutters;
> old blades should not be thrown in the bin; dispose of them in a blades or safety bin.
> when you have replaced a blade, throw the old blade in a safety box and not in a bin.

9.3 WHAT MUST YOU DO WHEN USING SAFETY CUTTERS?

How to use a safety cutter safely?

You need to do the following:

> use the Secumax 350 for most jobs such as cutting single-layer film, strapping, and single-layer cardboard;
> use the Secupro Maxisafe for cutting sturdy cardboard;
> use the Secunorm 175 for cutting cardboard;
> use the Martor Secupro Merak for cutting cardboard;
> use the Secupro Maxisafe for cutting mats or thick plastics;
> use the Marticor Opticut for cutting through thick multiple layers of film;
> cutting at a slant reduces the resistance;
> make sure a box you want to cut open cannot slide away;
> make sure that when cutting a strap loose it cannot hit you in the face;
> when you have replaced a blade, throw the old blade in a safety box and not in a bin.

10. Working alone and remotely

10.1 WHAT IS WORKING ALONE AND REMOTELY?

Working alone

Working alone is when no one else is present at the location. Working alone is allowed if you are not exposed to risks and proper arrangements are in place.

Working remotely

Working remotely occurs when you work outside the field of vision or hearing distance of others and it is also not expected that someone will come to see you within minutes.
A person working alone/remotely generally faces the same risks as a colleague doing their work in the presence of other colleagues.
The big difference is that when you work alone you cannot call on your colleagues in the event of danger or an accident.
Risky situations when working alone, such as working in confined spaces, are uncommon at BMN. Nevertheless, you may sometimes be alone in the outside area (for example when loading and unloading) or in the warehouse.

10.2 WHAT YOU NEED TO KNOW WHEN WORKING ALONE/REMOTELY

You need to know the following:

> you and your manager should take measures to avoid the risk of an accident;
> each risky work situation requires a different set of safety measures;
> you must feel that you can safely perform your work alone/remotely;
> there must be a clear escape route that is well lit;
> if you are under 18 or have not yet received sufficient training, you are not allowed to work alone;
> if your health or well-being does not allow you to work alone/remotely, then you do not have to.

10.3 WHAT YOU NEED TO DO WHEN WORKING ALONE/REMOTELY

How to work safely alone/remotely

You need to do the following:

> make sure you have permission to work alone/remotely;
> always make sure someone knows you are working somewhere alone/remotely;
> make sure you can quickly summon a rescuer in case of emergency, by mobile phone or walkie-talkie, for example;
> make sure you have 112, the emergency number, pre-programmed in your phone;
> make sure you are aware of the escape route;
> when you are alone in the premises, you can lock entrances and exits to keep out unwanted visitors. Remember to keep the key within easy reach.

11. Control measures to prevent fire

POINTS FOR ATTENTION REGARDING FIRE PREVENTION

Points for attention:

> a fire prevention and evacuation management programme must be implemented at each site;
> do not leave lighting on at night unless it is emergency lighting or advertising;
> keep the doors to technical rooms and meter boxes closed to prevent dust from accumulating there;
> technical rooms and meter boxes must be empty and clean; they are not storage areas;
> turn off radios and screens in the evening before you go home;

>always keep fire-fighting equipment easily accessible!

	Possible risks	Control measure
Electrical system Through-switching of sockets	Short circuit Overload (resulting in short circuit)	Annual inspection of the system. Only for occasional use and not for structural use.
Smoking	Fire	Only outside, with cigarette extinguishers.
Sealing goods in warehouse	Fire	Hold the burner away from you, don't get distracted. Make sure there is a fire extinguisher within easy reach.
Sawdust	Explosion/fire	Make sure the work area is clean.
Working with a weed burner	Fire	Keep working with concentration.
Electric hobs	Electric shock	Never leave unattended. Use approved electric hobs.
Gas cooker	Open flame	Never leave unattended. Make sure there is a fire blanket within easy reach.
Heaters	Overloading / Overheating / Fire	Only use approved devices. Use heaters only if absolutely necessary.

12. Evacuation

12.1 WHAT IS AN EVACUATION?

Situations can occur in every building, and therefore also at our sites, which make it necessary that visitors and personnel must leave the building as quickly as possible.

This could include situations such as fire, a gas leak, an explosion, a bomb threat, or an accident involving hazardous substances. Depending on the nature of the incident, all or part of a building may have to be evacuated. An evacuation is usually a precautionary measure.

Please note that the Dutch abbreviation for Emergency Response Team is BHV (*bedrijfshulpverlening)*.

12.2 WHAT DO YOU NEED TO KNOW IN THE EVENT OF AN EVACUATION?

You need to know the following:

> everyone should be aware of who does what in an emergency situation;
> drills are held each year to train everyone regarding the contribution expected from them;
> it is important to evacuate a site as quickly and efficiently as possible in the event of an emergency;
> people in panic listen poorly and their survival instinct sets, so everyone chooses to get themselves to safety;
> the emergency response team members all know the site evacuation plan;
> you recognise the emergency response team by their hi-viz jackets with the imprint BHV;
> if you have to leave your workplace during an evacuation, go to the designated assembly point and leave all your belongings behind;
> there are escape route plans in the building; make sure you know where these are located;
> escape doors sometimes have a panic lock, you have to push down the horizontal bar to open the door outwards;
> to prevent panic, the emergency lighting comes on automatically if the power fails;
> you should never leave the premises without signing out. If you do, it may give the impression that you are still in the building.

12.3 WHAT MUST YOU DO IN THE EVENT OF AN EVACUATION?

Below are the safety instructions that apply to all BMN staff:

General instructions

> Never put yourself or others in unnecessary danger.
> Ensure that the areas in use are kept in order.
> Escape routes, walkways, and fire extinguishers should always be clear and accessible.
> The members of the emergency response team can be recognised by their hi-viz jackets with the imprint BHV;
> Follow the orders of external emergency services.

Instructions in the event of an accident

> When necessary, call 112, the emergency line.
> The person who observes the accident immediately contacts the BHV team or gets someone else to contact them.
> Provide information on the exact location, nature, and severity of the accident.
> Stay with the casualty; reassure them until someone from the BHV team arrives.

Instructions on discovering a fire

> Find out what is burning and assess whether it is a beginning fire. Estimate whether you can extinguish the fire with the extinguishing equipment present. Stay calm and never tackle it alone! When extinguishing, think about your own safety.
> When necessary, call 112, the emergency line.
> When and if available: activate the manual alarms (by breaking the glass).
> The person who discovers the fire immediately alerts the BHV team or gets someone else to contact them.
> Provide information on the exact location, nature, and severity of the fire.
> Close windows and doors, if possible, to prevent the fire growing.
> If there is a lot of smoke, stay close to the ground.
> Stay on site for as long as it is safe.
> Wait for further instructions from the BHV team.

Instructions in the event of an evacuation

> The BHV team gives the order to evacuate the site.

> If the site has a public address system, the reception will use the public address system to relay the following message:

'Attention, attention: due to an emergency, we request that you leave the building via the nearest emergency exit. Follow the instructions of the BHV team and wait for further instructions at the assembly point.'

> Never go back to get a coat, bag, or valuable papers; this takes up valuable time.

> Leave the building via the designated escape routes.

> Do not use the lifts.

> Bear in mind any guests and take them to the assembly point.

> In case of a complete evacuation go to the site's assembly point. If this cannot be used, the BHV team will designate another assembly point.

> Remain at the assembly point until you receive permission from the BHV team to return to the workplace or go home.

'Every year there is an evacuation drill. I think that's a good thing because when you are stressed you always react differently than you expect'

Annex 1

The overview below indicates which personal protective equipment is mandatory (or recommended) in the appropriate use case:

Personal protective equipment	Situation
Proper workwear	Mandatory for all work in warehouses, construction workshops, on sites and for transport work.
Safety shoes	Mandatory in all work where there is a risk of injury to the foot. This includes work in warehouses, construction workshops, on sites, and for transport work.
Safety gloves	Mandatory in all work where there is a risk of injury to the hands. In particular, consider risks when handling rough materials and sharp objects (such as construction steel mesh). In particular, working with lead and other hazardous substances. It is compulsory to wear safety gloves when doing so.
Eye protection	Wearing eye protection is mandatory for work where there is a risk of eye injury or irritation such as work involving sparks, splashes of hazardous substances or debris fragments and the like.
Hearing protection	If noise levels exceed 80dB(A), hearing protection is recommended. If noise levels exceed 85dB(A), hearing protection is required by law. This covers work such as grinding, drilling, planing. ***Rule of thumb:*** If two people standing 1 metre away from each other cannot hear each other properly without raising their voices, the noise level is above 80dB(A).
Head protection	When there is a risk of head injury from falling objects. When working with the truck-mounted crane and during hoisting work, wearing a helmet is mandatory.
Mouth-nose protection	Mandatory for extra dusty work such as working at a woodworking machine and filling mini silos.