

Safety regulations for working on a site of KPN, Odido and Vodafone

Working safely on a mobile communication site



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Introduction

This booklet contains safety instructions for working on antenna sites for mobile communication.

These instructions apply to all employees servicing installations on sites of KPN, Odido and Vodafone. Make sure you always carry this booklet with you.

Why a booklet?

Safety is an important issue to KPN, Odido and Vodafone. That is why the operators have published this booklet. Its goal is to encourage safe behaviour by all employees on site. This way we improve the safety of all employees. In addition, the booklet also explains the operators' safety instructions. After all, there should never be any kind of misunderstanding when it comes to safe behaviour.

How to read?

After the introduction you first find a list of the main **do's** (what you should do) and **don'ts** (what you shouldn't do) on a site.

For your own safety – and that of others – it's important to really familiarize yourself with these do's and don'ts. The next chapters will highlight the various topics for which safety regulations have been drawn up. If you work on any of our sites, you must know the contents of this booklet. You can also use it as reference work for specific tasks.

Working Conditions Act (Arbowet)

The Dutch Working Conditions Act applies to all work on sites.





1. Make sure you are aware of the general safety instructions of the operator, and the site specific safety instructions. You find them in the RI&E (Safety Site Database).
2. Work safely and be alert, at all times.
3. Don't endanger the safety of others, like colleagues and members of the public.
4. Prevent nuisance to local residents, neighbours and landlords as much as possible.
5. Everyone is responsible for safety. Take your own responsibility!
6. Make sure you have attended the required training courses. » see also 'Safety training' on page 11
7. Use the prescribed personal protection equipment. » see also 'Personal protection equipment' on page 14.

- 8.** Use well-maintained tools and work equipment.
» see also *'Tools and work equipment'* on page 15
- 9.** Work tidy and orderly, at all times.
» see also *'General'* on page 25
- 10.** Make sure to visit a site where climbing is involved with two sufficiently trained employees.
- 11.** Report all (near-)accidents and incidents.
» see also *'Reporting accidents and incidents'* on page 24
- 12.** Make sure to have phone numbers of incident and emergency rooms at the ready.
» see also *'Accidents'* on page 24
- 13.** Follow the local or applicable (fire) safety instructions.
» see also *'Activities with fire hazard'* on page 22
- 14.** Behave responsibly where the environment is concerned.
» see also *'Environment'* on page 25
- 15.** Stop work immediately in unsafe situations and take action.



1. Do not ignore any instructions and access protocols.
2. Do not ignore any local do's and don'ts.
3. Do not work on a site without the required qualifications and certificates.
» see also 'Safety training' on page 11
4. Do not perform any high-risk acts.
5. It is forbidden to work when under influence of earlier taken drugs or alcohol.
6. Do not step outside the man basket of a crane or mobile elevating work platform when at height.
» see also 'Mobile elevating work platform' on page 19
7. Never climb when you are alone.
» see also 'Working at height' on page 21

8. Do not work unbelaid along an unprotected edge of a roof.
» see also *'Working at height'* on page 16
9. Do not use ladders lacking a valid certification.
» see also *'Leaning ladders'* on page 18
10. Never work without the required personal protection equipment.
» see also *'Personal protection equipment'* on page 14



Responsibilities

- According to the Working Conditions Act safety is a joint responsibility of employer and employee.
- If someone doesn't follow safety regulations, sanctioning policy applies.
- The employer is responsible for organizing proper working conditions.
- The employer informs employees about risks and measures to be taken. This also applies to third parties working by order of an operator.
- The employee organizing and directly supervising the work, is also responsible for the implementation of the safety measures.
- When more than two persons are working on a site by order of an operator, one person will be the designated H&S coordinator (implementation) to coordinate and supervise safety.
- The operators expect you to follow the safety instructions.
- Please report unsafe situations to your employer.

Before you start working on a site

Working near antennas

For working near antennas general instructions apply but also instructions that specifically apply to mobile communication antennas.

Read these instructions carefully before you start on a site. See also the brochure 'Working safely near mobile communication antennas' by Monet.

Safety instructions & training

All employees working on a site have attended the appropriate health and safety training, consisting of the following courses:

- General safety, SCC basic for employees and SCC FOM for managers.
- Working safely at height – flat roofs
- Working safely at height – climbing
- Rescuing people at height (in case climbing is involved)
- Electrical safety according to NEN 3140 (when working on the electrical installation)

See the Monet documents "Working at height and training requirements - achievement levels" and "Training requirements Securing of loads - achievement levels". Training courses for working at height (roofs, climbing and rescuing) preferably meet the NEN-ISO-IEC 17024:2012 standard. This is an internationally approved standard for the certification of persons.

Instructions:

- tailored Company Emergency Response (CER) instruction
- an instruction with regard to Electro Magnetic Fields (EMF)
- an instruction with regard to Electro Static Discharge (ESD)

Safety training courses you have attended, are registered in your safety passport or are immediately available for inspection in another way (certificates or cards)

Precautions

All employees should realize that safety starts with proper preparation. When you are preparing a site visit, please take the following precautions:

- Collect the access details for the site.
- Collect the safety information of the site, like the H&S plan and/or the Risk Inventory & Evaluation (RI&E) report.
- Before entering the site, read and follow all instructions carefully.
- Do not start any work, until it's clear that you can work safely.
- Notify your manager if the information received is not or no longer correct and see to it that the RI&E report and/or the H&S plan is updated.



The proper equipment

Personal protection equipment

The basic rule is that on our sites you always work with the required personal protection equipment.

The H&S plan, the RI&E (through the SSD) and the instructions on site inform you about the need to wear your personal protection equipment. Your employer should instruct you on the contents and the use of your protection equipment.

- Check before use if your personal protection equipment is in perfect condition.
- Personal protection equipment should – as far as required – be tested yearly by a certified party.
- Pay attention to the proper use of the personal protection equipment before you start your work.





Tools and work equipment

- All electrical cables, tools and work resources you use on site, shall be without damages and must have a valid inspection label.
- Check before use if everything is in order.
- Tools and work equipment are used and serviced only by employees that are qualified to do so.
- Electrical installations are only serviced by employees qualified to do so (trained according to NEN-EN 50110/NEN 3140).

Working at height

General regulations

Working at height means working in a place where a person could fall in excess of 2.5 metres.

- Before you start working at height, you make a risk analysis on site. Then you take measures to control the risks.
- You are only allowed to work at height if you are familiar with the dangers and have attended the required training courses.
- Follow the safety measures as described in the RI&E and you have learned in your safety training.
- Loose tools should be attached to a belt or tool holder. Other things you carry, must be attached and prevented from falling.
- Cordon off areas where objects can fall with a red-white ribbon or a red-white rope, danger signals and / or safety nets. For short tasks and temporarily unsafe places you can station a safety officer.
- Measures aimed at collective protection take preference over measures aimed at individual protection.

Start at the source

To control risks the operators have adopted the following approach:

- Make sure the work area, platform, balcony or work floor is safe.
- Take measures aimed at collective protection (fencing, railing).
- Take measures aimed at individual protection (safety nets, safe stepladder or ladder, mobile elevating work platform).
- Use personal protection equipment (safety belts with lifelines).
- Only use a crane with man basket if no other means can be used.

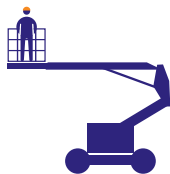
Leaning ladders

- You are allowed to use a leaning ladder only if it can be erected in the safe zone according to the following rules.
- Use ladders for climbing only or for short-duration tasks (less than two hours).
- Ladders comply with NEN 2484:1989 - Portable climbing material - Ladders and stepladders – Terms, definitions, requirements, test methods, use and maintenance, including correction sheet C1:1990.
- Wooden ladders must comply with the Monet Guideline “Inspection wooden stairs and ladders”.
- Ladders have been inspected and carry a safety label stating the type, manufacturer’s name and instructions for use.
- Ladders have a maximum length of six metres.
- A ladder protrudes above the exit point by at least one metre.
- Make sure the ladder is stable at the bottom and the top.
- Place the ladder at a 65 to 75 degree angle.
- Never climb above the fourth rung from the top.
- Do not climb ladders when the wind force is above 6 Bft.



Rolling scaffolds

- Rolling scaffold towers can only be erected and dismantled by employees that are qualified to do so.
- The rolling scaffold is erected according to the applicable guidelines.
- The rolling scaffold has a statement/user manual that proves that the rolling scaffold has been properly erected.
- A rolling scaffold higher than 2.5 metres has adequate guard rails, toe boards, knee rails and access ladders.

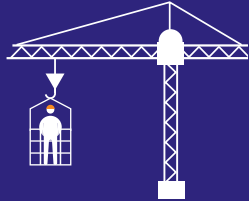


Mobile elevating work platform

- Anyone using a mobile elevating work platform is aware of the risks and safety measures.
- The mobile elevating work platform must be provided with the latest inspection report.
- Always place the mobile elevating work platform on a fixed, stable surface. Use jack plates under the mobile elevating work platform's jacks.
- Always wear a safety helmet and safety harness when working on a mobile elevating work platform. Attach the safety line of the harness to the man basket.
- Exiting at height is not allowed.
- Use the mobile elevating work platform according to NEN-EN 280.

Crane with man basket

- Use a crane with man basket only if there are no other options to carry out the work.
- When using a crane with man basket, ensure that a Monet Work Plan Crane with man basket is completed and submitted to the Labour Inspectorate (Arbeidsinspectie).
- Anyone using a crane with man basket is aware of the risks and safety measures.
- The crane must be provided with the latest inspection report.
- Place the crane on a stable, fixed surface at all times. Use jack plates under the stabiliser legs of the crane.
- Always wear a safety helmet and safety harness when working in a crane with man basket. Attach the safety line of the harness to the man basket.
- On a flat roof, enter or leave the man basket only if the man basket is more than 4 metres away from the roof edge, its operating controls are locked and the cable between the crane hoist and man basket is slack.



Masts

For climbing a mast the following items are mandatory:

- Permission of the mast owner.
- During work on masts, a minimum of two persons are present at all times, both qualified as rescuer.
- During climbing activities the rescue kit must be at hand and ready for use.
- Each time before you start work you must go through the rescue procedures.
- For masts with installed and valid certified vertical fall arrest system it is mandatory to use the fall arrest system when climbing.



Fire hazard and weather conditions



Work involving a fire hazard

- Whenever the work involves a fire hazard, ask the site owner for permission and enquire about the applicable fire safety regulations.
- Smoking is prohibited in all work areas.
- When working with naked flames, grinding or welding, you keep a fire extinguisher at hand.
- When the work is done, you fill any gaps or dividing walls with fire-resistant materials.

Weather conditions

Since weather conditions can change at very short notice, you must be able to decide quickly if the situation is still safe enough to work on a site. The guidelines are:



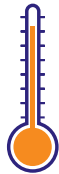
- Do not work at height in wind forces above 6 Bft.
- Do not work at height when access routes are covered in snow and/or ice.
- Do not work at height in a thunderstorm. If there

is less than 10 seconds between the flash and the thunder, seek shelter.

- Do not work in the dark. Make sure access roads and the work area are sufficiently lit.

Harmful high or low temperatures

Damage to health as a result of high or low temperatures must be avoided. Therefore, please follow the following guidelines:



- When working in high temperatures ($>30^{\circ}\text{C}$) adhere to NEN-ISO 7243:2017 Assessment of heat stress based on the WBGT index (Wet Bulb Globe Temperature).
- When working in low temperatures ($<10^{\circ}\text{C}$) adhere to NEN-EN-ISO 11079:2008 Assessment of cold climate conditions.
- When reference values are exceeded, take appropriate measures:
 - Shorten the duration or frequency of the work.
 - Provide additional personal protection equipment.

Accidents

Reporting accidents and incidents

- Immediately report all accidents to your employer. If necessary, your employer will notify the Labour Inspectorate (Arbeidsinspectie), the operator and the owner of the site.
- Report incidents like near-accidents, hazardous situations, aggression and violence to your manager.
- If an accident has taken place, do not move or change anything at the location of the accident.

National emergency number: 112



Work area

General

- Take account of the wishes of owners and site managers
- Keep the workarea clean and tidy and prevent nuisance to local residents.
- Immediately notify your manager of any damage caused to buildings, furniture or roofs.

Environment

- Behave responsibly with regard to the environment. Notify your manager if you encounter pollution and make sure that any waste is properly disposed of.

Abbreviations

- ECR** = Emergency Company Response
- EMF** = Electro Magnetic Fields
- EN** = European Norm
- ESD** = Electro Static Discharge
- IEC** = International Electro technical Commission
- ISO** = International Standardization Organization
- NEN** = Nederlandse Eenheids Norm (Dutch Unit Norm)
- PPE** = Personal Protection Equipment
- RI&E** = Risk Inventory & Evaluation
- SSD** = Safety Site Database Monet (tool for workers on antenna sites where the RI&E can be accessed)
- H&S** = Health & Safety
- SCC** = Safety, health and environment Checklist Contractors
- SCC-FOM** = SCC For Operational Managers

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Monet discusses the placement of mobile communication antennas with the government and provides general information about this matter.

