

# Safety regulations for working at KPN, T-Mobile and Vodafone locations

Working safely at mobile communication locations



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# Introduction

This booklet contains safety regulations for working at mobile communication locations. These regulations must be observed by any employee working on equipment at KPN, T-Mobile, or Vodafone locations. Carry this booklet inside your safety passport so you will always have it with you when needed.

## Why this booklet?

Safety is an important issue to KPN, T-Mobile, and Vodafone. This is why these operators have produced this booklet. The purpose of this booklet is to encourage all employees to act safely on location. This helps to improve the safety of all employees. Another purpose of this booklet is to explain the reasoning behind the safety regulations. The need for acting safely must be clear in every person's mind.

## How to read this booklet

The introduction is followed first by a list of **do's** and **don'ts** when working on location. For your own safety – and the safety of others – it is important that you know these do's and don'ts by heart. The next chapters present a variety of subjects for which we have safety regulations. If you ever work on location, you must know the contents of this booklet. Keep it with you to use as a reference when carrying out certain types of work.

## Health and Safety Act

All work on location is subject to the Dutch Health and Safety Act ('Arbowet').





1. Make sure you are familiar with the locationspecific safety regulations and the operator's regulations.
2. Always work safely and remain alert.
3. Make sure your work is safe for others, whether colleagues or members of the public.
4. Do not unnecessarily inconvenience local residents or owners of buildings.
5. Accept your own responsibility.
6. Make sure you have completed the required training courses.  
» see also under 'Safety training' on page 11
7. Use personal protection gear.  
» see also under 'Personal protection gear' on page 14
8. Use properly maintained tools and equipment.  
» see also under 'Tools and equipment' on page 15
9. Always work orderly and neatly.  
» see also under 'General considerations' on page 25
10. Report any (near) accidents and incidents.  
» see also under 'Reporting accidents and incidents' on page 24
11. Make sure you carry telephone numbers for reporting incidents or raising an alarm.  
» see also under 'Accidents' on page 24
12. Observe the local or applicable fire precaution and safety regulations.  
» see also under 'Working with fire hazards' on page 22
13. Respect the environment.  
» see also under 'Environmental considerations' on page 25
14. Immediately stop work in the event of grave danger.



1. Do not ignore regulations or access protocols.
2. Do not ignore local do's and don'ts.
3. Do not work on location without the required qualifications or certificates.  
» see also under 'Safety training' on page 11
4. Do not perform any risky operations.
5. Do not smoke, drink alcohol, or use drugs at work.
6. Do not get out of a manbasket at height.  
» see also under 'Working at heights' on page 16
7. Do not work along a roof edge without a safety harness.  
» see also under 'Working at heights' on page 16
8. Do not use unapproved ladders.  
» see also under 'Ladders' on page 18
9. Do not work without the necessary personal protection gear.  
» see also 'Personal protection gear' on page 14



## Responsibilities

- According to the Health and Safety Act, safety is a joint responsibility of the employer and the employee.
- Action may be taken against any person who fails to observe the safety regulations.
- The employer is responsible for arranging good working conditions.
- The employer informs employees about any risks and the measures to be taken. This also applies to any third party engaged by an operator.
- The employee who arranges and supervises the work is also responsible for arranging any security measures.
- If more than two persons are working on a location for the same operator, one person is appointed Job Safety Coordinator in charge of safety coordination and work supervision.
- The operators expect you to observe the safety regulations.
- Report any unsafe situations to your employer.

## Before you start working on location

### Working on antennas

Any work carried out on antennas is subject to general regulations as well as regulations applying specifically to antennas for mobile communication. Familiarise yourself with these regulations before you start working on location. See also the Monet leaflet, 'Working safely near mobile communication antennas'.

### Safety training

Any employee working on location must have completed the required safety and health training courses. These are:

- Operator's safety instruction.
- Climbing training preferably conforming to the NEN-EN-ISO/IEC 17024:2003 standard. This is an internationally approved standard for personal certification. This standard applies to climbing training, rescue training and rooftop training.
- Basic safety training: 'VCA-Basis'.
- Electromagnetic field training.
- If necessary, electrical safety training:

NEN-EN 50110/NEN 3140.

- Training for rescuing persons at heights (in the event of climbing activities).
- Custom emergency ('BHV') instructions.
- If necessary, operational safety training: electrostatic discharge.
- For supervising personnel, safety training: 'VCAVOL'.

Any safety training you complete will be entered in your safety passport.

## Precautions

Safety begins at the office. This applies to every employee. When planning a visit to a location, take the following precautions:

- Collect the access information for the location.
- Collect the safety information for the location, including the H&S plan and/or the RI&E report.
- Read all the information before you access the location, and observe the instructions it contains.
- Do not start work if the result of the RI&E checklist is insufficient.
- Inform your superior if the information you received is incorrect.



# The right equipment

## Personal protection gear



The basic rule is that on location you always work using the necessary personal protection gear.

The H&S plan, the RI&E report, and the location instructions inform you about the need to wear your personal protection gear. Your employer must give you instructions about the contents and use of your personal protection gear.

- Make sure your personal protection gear is in perfect condition before you use it.
- You must have your personal protection gear inspected and approved every year.
- Take the time to correctly arrange your personal protection gear before you start work.

## Tools and equipment



- Any electric cables, tools, and equipment you use on location must have a valid inspection label.
- Make sure all the equipment is in proper working order before using it.
- Tools and equipment must only be used and maintained by qualified employees.
- Electrical systems must only be worked on by qualified employees trained in accordance with NEN-EN 50110/NEN 3140.



# Working at heights

## General regulations

You are considered to be working at a height if the drop exceeds 2.5 metres.

- Before you start working at a height, make a risk analysis of the location, then take any precautions necessary to minimize the risks.
- You may only work at heights if you are familiar with the associated hazards, and if you have completed the required training courses.
- Observe the safety precautions described in the RI&E and which you were taught during your training.
- Any loose tools must be secured to a belt or tool clip. Any other objects you take with you must be secured against dropping.
- Use a red and white tape or a red and white chain, hazard signs, and safety netting to cordon off any area into which objects may fall. For short jobs and temporarily unsafe areas a safety official may be stationed in place.

Precautions aimed at collective protection have priority over precautions aimed at individual protection.

## Start at the source

In order to minimise risk, the operators use the following approach:

- Provide safe scaffolding, scaffold, platform, or work floor.
- Take precautions aimed at collective protection (fencing, railings).
- Take precautions aimed at individual protection (safety netting, safe stairs or ladder, mobile elevating work platform).
- Use personal protection gear (safety harness and rigging).
- Use a crane and manbasket only if nothing else can be used.

## Portable ladders

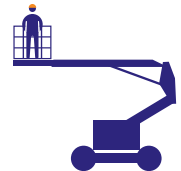


- Use ladders only for climbing or for short jobs (less than two hours).
- Ladders must comply with the NEN 2484:1989 standard (including the amendments sheet C1:1990), which discusses terms, definitions, requirements, test methods, use, and maintenance of portable climbing equipment in the form of ladders and stairs.
- Ladders must have been inspected and approved, as shown by a safety label stating the ladder type, the manufacturer's name, and instructions for use.
- Ladders must not exceed ten metres in length.
- A ladder must extend at least one metre above the level where you step onto or off the ladder.
- Make sure the ladder is securely positioned at both top and bottom.
- Make sure the ladder is placed at an angle of between 65 and 75 degrees.
- Do not climb any higher up a ladder than the fourth rung from the top.
- Do not climb a ladder in winds exceeding force six.

## Rolling scaffolds

- Rolling scaffolds must be assembled and disassembled only by qualified employees.
- A scaffold must be assembled in accordance with the applicable guidelines.
- A scaffold must be accompanied by a statement/instruction sheet showing that the scaffold was assembled in the correct manner.
- Any scaffold higher than 2.5 metres must be fitted with a proper railing, raised edge, knee bar, and proper access stairs.

## Mobile elevating work platform



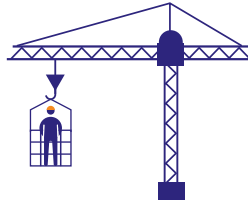
- Any person using a mobile elevating work platform must be familiar with the associated risks and the necessary safety precautions.
- The latest inspection report must be kept with the mobile elevating work platform.
- A mobile elevating work platform must always be positioned on a stable and firm surface. Use jack plates under the mobile elevating work platform's jacks.
- Always wear a safety harness when working from a mobile elevating work platform. Attach the

safety line of the harness to the mobile elevating work platform's manbasket.

- You may not leave the manbasket when it is in raised position.
- Use the mobile elevating work platform in accordance with the NEN-EN 280 standard.

### Crane and manbasket

- Use a crane and manbasket only if there is no other way to carry out the work.
- Any person using a crane and manbasket must be familiar with the associated risks and the necessary safety precautions.
- The latest inspection report must be kept with the crane.
- Always position a crane on a stable and firm surface. Use jack plates under the crane's jacks.
- Always wear a safety harness when working from a crane's manbasket. Attach the safety line of the harness to the manbasket.
- On a flat roof, enter or leave the manbasket only if the manbasket is more than 4 metres away from the roof edge and has been unhitched from the crane hoist.



### Masts

When climbing masts, the following is mandatory:

- The mast owner's permission.
- Inspected and approved safety equipment.



When you are working in a mast, a second person must always be present. This applies for any climbing activity that requires the use of personal protection gear. Both persons must be trained in the rescue of persons at heights. During climbing activities the rescue kit must be kept at hand and ready for use, and you must go through the rescue procedures before you start climbing.

# Fire hazards and weather conditions

## Working with fire hazards



- Whenever the work involves a fire hazard, ask the location owner for permission and enquire about the applicable fire safety regulations.
- Smoking is not allowed in any workplace.
- Always keep a fire-extinguisher at hand when working with open flame, or when cutting or welding.
- When your work is finished, fill any holes or partitions with non-flammable materials.

## Weather conditions



Since weather conditions can change rapidly, you need to be able to decide quickly whether a location is safe enough to work in. The guidelines are:

- Do not work at heights in winds that exceed force six.
- Do not work at heights if the access routes are covered in snow or ice.

- Do not work at heights in a thunderstorm. In the event of a thunderstorm, you must seek cover if the time between a lightning flash and thunder is less than 10 seconds.
- When working in the dark the access routes and the workplace must be sufficiently illuminated.

## Excessively high or low temperatures



Your health must not be jeopardised by excessively high or low temperatures. Observe the following guidelines:

- When working in high temperatures, observe the following standards:
  - NEN-ISO 7243 for high-temperature environments.
  - NEN-ISO 7933 for high-temperature climates.
- When working in low temperatures, observe the following standard:
  - NEN-ISO/TR 11079 for assessing low-temperature climate conditions.
- In the event that the reference values are exceeded, take suitable precautions at the source:
  - Reduce the duration or frequency of the work.
  - Provide additional personal protection gear. ter beschikking.

# Accidents

## Reporting accidents and incidents



- Immediately report any accident to your employer. Your employer will make sure the H&S authorities, the operator, and the location owner are informed as necessary.
- Report any incidents such as near accidents, hazardous situations, aggression, and violence to your superior.
- In the event of an accident, do not alter the accident location in any way.

## National alarm service

The national alarm service telephone number is:  
**112**

# The workplace

## General considerations

- Follow the instructions of location owners and caretakers.
- Keep the workplace clean and minimise any inconvenience to others.
- If you cause any damage to buildings, furniture, or roofs, inform your superior immediately.

## Environmental considerations

- Please respect the environment. Inform your superior if you find any pollution, and make sure that any waste is properly disposed of.

## Abbreviations

- BHV** = On-site emergency service ('Bedrijfshulpverlening')
- EMF** = Electromagnetic Field
- EN** = European standard ('Europese Norm')
- ESD** = Electrostatic Discharge
- H&S** = Health & Safety
- IEC** = International Electrotechnical Commission
- ISO** = International Standardisation Organisation
- NEN** = Dutch standard ('Nederlandse Eenheids Norm')
- RI&E** = Risk Inventory & Evaluation
- TR** = Technical Report
- VCA** = Health & safety checklist for contractors ('Veiligheid, Gezondheid en Milieu Checklist Aannemers')
- VCA-VOL** = VCA safety for operational supervisors ('VCA-Veiligheid voor Operationeel Leidinggevenden')

## Contact information

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**monet**

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



**kpn**

**T-Mobile**



**vodafone**