

Environmental, Health and Safety Regulations for Suppliers

Radboud University

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Version 2.0, 13 October 2016

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Appendix 1. Flammable Work Permit

Appendix 2. Release form

1. Introduction

These environmental health and safety regulations are intended for service engineers, building contractors or other external company employees who conduct work on the Radboud University site, its buildings or structures or who provide services to Radboud University organizational entities. The regulations are intended to prevent (environmental) damage and incidents during construction projects and maintenance activities. All other laws and regulations remain in effect.

Protection from and prevention of risk to Suppliers, their employees and subcontractors as a result of activities undertaken by these same, remain the sole responsibility of Supplier.

A Health and Safety Plan (H&S Plan) shall be established for all complex and high-risk work activities.

Complex and high-risk work activities include:

- construction work whose estimated time to completion is more than thirty (30) work days and where more than twenty (20) employees work on the site; or
- construction work exceeds 500 manpower days; or
- the structures concerned pose health and safety hazards to employees.

These conditions and rules of conduct are intended for construction works that do not require an H&S plan, and which are additional to construction works that do require an H&S Plan. All managers and supervisors must ensure that these safety rules are complied with. Management of the company carrying out the construction project is charged with primary responsibility for the health and safety of its employees.

There are two departments within the University Property Management Department (UVB) authorised to act as Principal: the Management Department and the Projects Department.

The Management Department outsources/subcontracts activities including inspections and audits to external firms and management to external maintenance companies.

The Projects Department supervises renovations and new construction projects of Radboud University buildings. These supervisory activities are managed by project leaders.

In addition, work may be carried out by order of other units of Radboud University in which the UVB is not involved.

The term 'project leader' means the UVB Projects Department project leader or the UVB Management Department Principal or another unit of the University.

All construction works carried out by external firms shall be supervised throughout by a Project Leader. Any questions concerning this document must, at all times, be submitted to the Project Leader. Deviations from these rules require prior written consent from the Project Leader. Failure to obtain this written consent is a violation of these rules and may result in civil and/or criminal liability for the (sub)contractor/employee.

The Project Leader shall make available to the contractor the most up-to-date version of this document. The contractor shall make available to subcontractors the most up-to-date version of this document.

The external company's supervisor must be present at the construction site to ensure compliance with these rules. Documents and certificates relating to inspections and audits of equipment to be used (tanks, pressure equipment, cooling systems, etc.) must, as soon as possible, be transmitted to the Project Leader by the executing party.

2. General Guidelines

2.1 Procedure for work conducted by external companies

External company employees who work by order of the UVB may only commence work following receipt of a (FACE) work order. A written (via Oracle) notification of assignment will also be required for other clients

The external company assignment (FACE work order) shall indicate where and when the external company employee must report to:

1. before and after completion of the work
2. if new employees are added to the team
3. for ongoing maintenance work.

The following rules apply:

- External company employees shall collect required keys and/or daily access pass at the start of works from the assigned project leader or at the UVB Service Point (SMP). The Service Point is located on the third floor of the Gymnasium at 141 Heyendaalseweg. The SMP is open from Monday to Friday between 8 am and 5 pm. Telephone number: 024 – 361 13 32.
- Unless otherwise agreed to by the project leader, work shall be carried out on workdays between 8 am and 5 pm.
- The issuance of keys and/or access pass at the SMP shall require the external company employee to identify him- or herself and sign for their receipt.
- Technical areas may only be accessed by authorised Radboud University employees and UVB mandataries. Materials and tools must be stored in designated areas so as to pose no risk to employees and processes.
- When work is carried out in departments of a number of faculties and service units (particularly the Faculty of Science and the ISC, the staff member must report to the prevention officer of the Department of Occupational Health and Safety and Environmental Service (AMD) prior to the commencement of work.
- Outside office hours, the external company employee must report to the Security and Park Management (internal number 19000).
- Decommissioning of systems (voltage, alarms, ventilation, etc.) requires consent of the Project Leader.

2.2 Procedure for completion

- Unless otherwise agreed to by the project leader, the external company employee shall turn in the keys and/or daily access pass to the project leader or at the UVB Service Point.
- Costs and damages incurred as a result of lost keys and/or daily access pass shall be charged to the external company.

2.3 Emergencies or incidents

Incidents, environmental or otherwise, and fires must be immediately reported by the project leader to Radboud University's Central Dispatch on 024-3655555. This control centre is located by the main entrance of the hospital. Following the call to central dispatch, emergency service workers arrive on site within four minutes. On duty control centre staff shall ensure that professional help is called in. Following an evacuation alarm (uninterrupted signal (slow whoop) in the building section concerned), all employees must leave the building(section) and follow instructions of emergency response team members. The following provisions shall apply:

- Serious incidents (death, permanent injury or required hospitalization) must be reported to the Labour Inspectorate within 24 hours. The UVB project leader must report serious incidents to the Health and Safety officer on duty within 24 hours.
- In the event of non-serious incidents, employees are required to take immediate and reasonable actions to minimize these incidents. The person carrying out this work should report this incident to the project leader.

2.4 Personal protective equipment and clothing

- Effective protective equipment should be made available to all external company employees by their employer when measures cannot be taken at the source.
- Personal protective equipment must be worn when required by the employer/contractor or situation.
- The contractor shall monitor compliance with the obligation to use personal protective equipment.
- Violation of the obligation to wear personal protective equipment may lead to sanctions.
- External company employees must wear their company uniform (with company logo and/or name) and must be in possession of personal identification.

2.5 Legal aspects

- Radboud University is not liable for loss and/or damage to property belonging to external company employees.
- Radboud University disclaims all liability which may arise as a result of the use of facilities and/or materials belonging to the university, where such use does not comply with the intended nature, purpose and function of the facility and/or material or the use would be contrary to applicable laws, rules and regulations or custom.
- Prior to carrying out work, all external company employees must be able to demonstrate knowledge of applicable guidelines, such as general health and safety regulations, emergency equipment, general emergency number 024 3655555 first aid, escape routes, the environment and hygiene.
- The external company is responsible for the safety of all its personnel. All campus restrictions and prohibitions, including instructions from project leaders, prevention officers or other appropriate experts, must be observed. The UVB reserves the right to remove the person who fails to observe this obligation from the site and/or premises and to recover any resulting damages and costs from the external company.
- The external company or any of its employees may not discuss the work with third parties. In such circumstances, the project leader must be contacted immediately.
- The work must not pose any added hazards or nuisance to Radboud University employees or third parties.
- All work must be carried out in accordance with applicable technical standards.

3. On-site and Workplace Safety

3.1 Safety Assurance

- Employees shall ensure that construction sites, technical areas, cellars, shafts, etc. are always locked after working hours.
- During construction, the area must be properly cordoned off with tape, fences, gates or partitions.
- Emergency service workers must always have access to the premises.
- Fire and smoke rated doors must never be blocked, neither in closed nor open position.
- (Indoor and outdoor) escape routes must be kept clear at all times.
- The placing of crew wagons and storage containers on Radboud University land requires the consent of the project leader. Containers containing combustible materials must be placed four (4) metres away from the building wall.
- Obstacles on drives and pavements must be properly placed, lighted and marked. Automobiles, commercial vehicles and motorcycles must be parked in the car park. This requirement may be waived for commercial vehicles carrying required work-related equipment and/or tools following consent of the project leader.
- Construction work on land requires proper placement and lighting. Construction work on land must be reported to the UVB Service Centre (33333) as this may result in blocking emergency service worker access.
- In preparation of construction work, the monitoring of emergency exits and escape routes, available first aid and extinguishing agents and knowledge of emergency number 024-3655555 are required.
- If the area is a functioning one, the area's safety and security must not be adversely affected without having discussed same with the UVB project leader.
- Smoking is strictly prohibited in all buildings and throughout the site.

3.2 Mobile phone use

- Employees must have Radboud University's emergency telephone number on a mobile phone (024-36 55555).

3.3 Flammable work

Flammable work requires the written consent of the project leader following issuance of a 'Flammable Work Permit' (see Appendix 1). In the event flammable work is carried out, the following safety measures must be taken:

- Ensure the adequate availability of small fire extinguishers.
- Where applicable, ensure the protection switching apparatus of automatic fire alarms.
- Note recesses and openings.
- Cover surrounding system components with non-flammable materials.
- Where possible, remove combustible materials, liquids and gases.
- Maintain a fire watch if the circumstances so require.
- Be aware of the other side of the workstation.
- Pay special attention to closed systems.
- When working on drums and/or tanks, ensure they are spotless.
- Ensure the work area is inspected one hour and three hours following completion of the work. Where there is a smoke alarm and that smoke alarm is re-enabled, an audit and inspection immediately following completion of the work shall be sufficient and the aforementioned audits shall not be required.
- Unnecessary false fire alarms and emergency evacuations must be avoided.

3.4 Working in confined spaces

A confined space means a closed or partially open environment with a narrow entrance not intended or designed to accommodate persons, and wherein work that entails health, safety and welfare hazards is to be carried out.

Working in confined spaces presents added dangers such as suffocation, intoxication, poisoning, fire or explosion. When working in confined spaces, an H&S Plan must be drawn up and a release form signed. For additional measures, see the H&S Plan.

3.5 Working at heights

- When working at heights, measures must be taken to prevent the risk of falling from a height of 2.50 or more metres.
- When working at heights less than two metres from the roof edge, a temporary roof edge protection or personal safeguards to prevent falls must be installed or provided.
- Unapproved scaffolding and ladders are strictly forbidden. Inspection date stickers must be affixed to all scaffolding and ladders.
- All fixed scaffolding, suspended scaffolding and supports shall be equipped with handrails and scaffold planks.
- Scaffolding must be inspected and erected by qualified persons prior to use.
- Rolling scaffolding may only be used with handrails on all four sides and in a locked position.
A ladder may be used when:
 - a) the risk of the activity is minimal and
 - b) the work will take but a short time, or
 - c) the location is not accessible by any other means and the conditions of the construction site cannot be changed.
- When working on or along public roads or transport corridors, attention should be given to prevent collisions.

3.6 Horizontal and vertical transport

Horizontal and vertical transport-related risks must be identified in the project plan and appropriate control measures must be taken before such transport begins. Equipment and materials to be used must be approved. When lifting, the area must be properly cordoned off and safety helmets must be worn within the lifting area at all times!

3.7 Working with hazardous substances and gases

Personal protective equipment must be worn when works involve known or suspected hazardous substances and gases. Works involving known or suspected hazardous substances or gases must be adequately addressed in the project plan. The relevant safety data sheets (also known as Material Safety Data Sheets) must be included in the project plan.

Chemical contaminants must be handled in accordance with the MSDS. Contaminated clothing must be removed and expert medical assistance must be sought. The contaminated clothing must be isolated and adequately surveyed. In case of an emergency, dial the general emergency number 024-3655555.

3.8 Working with asbestos

Some Radboud University buildings may still contain asbestos. If asbestos is present or it is unclear if it is present, work must immediately cease and the project leader must be notified immediately. A Radboud University asbestos expert must be informed.

If relevant, the external company shall receive an asbestos inventory, including attachments, prior to the commencement of works. Any measures or actions to be taken must comply with the Asbestos Management Plan. Removal of asbestos must be performed under controlled conditions by a licensed asbestos contractor.

3.9 Electric power tools, extension cords and cable reels

- Electric power tools, extension cords and cable reels must be approved in accordance with NEN-EN 3140. An inspection date sticker must be affixed to the appliance.
- Power tools to be used in wet and damp areas must be specifically intended and designed for such use (isolation transformers, battery-operated tools, low voltage 42V) and/or pneumatic or hydraulic tools.
- Electric power tools must be visually inspected prior to each use.

3.10 Electrical installations

Works on electrical installations must be performed by authorised personnel in accordance with legal requirements. Temporary installations must comply with legal standards.

3.11 Electric switches and operating valves

Switches and parts thereof may only be turned off following consent of the project leader by the appropriate competent staff under the responsibility of the UVB installation manager.

The contractor must report to the project leader prior to turn-off.

4. Additional Environmental Regulations

These environmental regulations comply with environmental permits dated 25 March 2011 and current working environment regulations.

4.1 Waste

Each employee is required to keep his or her workplace clean. Unless otherwise agreed to, waste produced by the employee must be disposed of by that employee. The removal and/or disposal of hazardous or harmful substances requires the prior consent of the project leader.

The following waste streams must be separated, isolated and disposed of:

- hazardous waste must be separated and isolated from all other waste;
- paper and cardboard;
- kitchen and canteen waste;
- glass;
- garden waste;
- textiles;
- electronic equipment;
- industrial waste;
- construction and demolition waste:
 - stone
 - wood (treated and untreated)
 - glass
 - metal
 - tar-containing material
 - asbestos

4.2 Waste storage

- Wastes must be separated and isolated from all other waste to prevent reaction.
- Used rags, absorbent materials and other hazardous waste arising from maintenance and removal of spilled diesel oil, lubricating oil and hydraulic oil must be stored in sealed and leak-proof containers resistant to corrosion by chemical, physical or biological means.
- Pressure and combustion/ignition and reaction in the storing of waste must be prevented.

4.3 Containers

Hazardous waste containers must comply with the following:

- the containers must be UN-approved and leak-proof;
- the container material must not be adversely affected by the hazardous waste, must be made or lined with materials that will not react with and are otherwise compatible with the waste in the container and incompatible wastes and materials must not be placed in the same container;
- the containers must be resistant to everyday wear and tear;
- the containers must be affixed with a label clearly indicating the nature of the hazardous waste and the risks involved.

4.4 Wastewater

- Waste, pollutants or hazardous or harmful substances, in whatever form, must not be discharged into municipal sewer systems or surface water systems.
- If wastewater is to be discharged, the project leader must be contacted.
The project leader must be notified of temporary sewage system installations.
- Temporary sewage systems and power connections must not result in wastewater discharge/leakage into the soil.

4.5 Soil protection

To protect the soil, the following rules apply:

- Waste, pollutants or hazardous or harmful substances, in whatever form, must not leach into the soil.
- Drip-trays must be used to collect excess oil, paint, solvents, turpentine and other soil-contaminating substances. Drip-trays must also be used when vehicle fuelling.
- Drip-trays must be used when storing oil, liquid waste and other soil-threatening substances.
- Flammable substances (diesel, oil, vehicle fuel) must be stored in tanks in compliance with PGS 30 requirements. In practice, tanks should be double-walled.
Tank inspection certificates must be able to be provided. This obligation also applies to temporary storage tanks.
- The project leader must be contacted prior to placement of one or more (temporary or otherwise) tanks.

4.6 Storage and transportation of hazardous substances, waste and gas cylinders

- Hazardous (waste) materials (including paints, solvents, turpentine, etc.) may not be stored on-site outside working hours and must be taken away after working hours.
- Where not practicable or possible, these materials must be stored in fireproof cabinet on-site.
- Less than 25 kg of hazardous (waste) materials need not be stored in a fireproof cabinet. Liquids must be placed on drip-trays.
- Gas cylinders must not be stored on-site outside working hours and must be taken away or placed behind a locked fence. There should never be more than one working stock on-site. When transporting hazardous (waste) materials, Dangerous Goods legislation (ADR) must be complied with, including affixing clear labels.
- Gas cylinders may be stored on-site provided the following conditions are met:
 - Gas cylinders are stored outside in a well-ventilated area
 - Gas cylinders are placed out of sight of passers-by
 - Gas cylinders are protected from the elements
 - Gas cylinders are sealed
 - Gas cylinders are not placed directly on the ground
 - Gas cylinders are secured to prevent falls
- Gas cylinders must be protected from falls during transport.

4.7 Pesticides

- Plant protection products may be used provided the project leader has provided prior consent.
- Plant protection products should be handled with care. In the event of spillage, proper cleaning and drainage must be ensured.

4.8 Nuisance

Nuisance to local residents and users of Radboud University services and facilities must be avoided. Nuisance includes the following (non-exhaustive list):

- Machinery with internal combustion engines produce noise and odours. Where such machinery is required, measures must be taken to mitigate the nuisance. Where necessary, the buildings' ventilation systems must be adapted to prevent contaminated air from entering.
- Use of strong-smelling materials inside buildings is strictly prohibited where less odorous materials are available on the market.
- The potential for noise created by temporary construction must be reported to the project leader.
- Use of radios and/or other sound-producing devices is strictly prohibited throughout the Radboud University premises unless otherwise expressly stated.
- The potential for dust caused by temporary construction must be reported to the project leader.

Measures are required in circumstances where nuisance cannot be avoided. The project leader and, where applicable, the competent authority, must be informed of any potential for nuisance to local residents. Means should be taken to prevent construction during student examinations.

Appendix 1. Flammable Work Permit (Version 2.0)

Should a fire break out, telephone 024-3655555

Date	Location		FACE no.
Nature of the work			
What precautions have been taken? (Tick all that apply):			
<input type="checkbox"/>	Combustible or flammable materials have been removed within a radius of four (4) metres <u>or</u> fireproof covering has been placed over combustible materials.	<input type="checkbox"/>	Sufficient portable fire extinguishers are within reach.
<input type="checkbox"/>	Hazardous activities have been interrupted.	<input type="checkbox"/>	Hoses have been spooled on hose reels.
<input type="checkbox"/>	Hoses and flame retarders on gas cylinders have been checked.	<input type="checkbox"/>	Tanks intended for flammable liquids have been emptied or ventilated.
<input type="checkbox"/>	Functioning sprinklers in the area	<input type="checkbox"/>	Automatic fire alarms/detectors in work area(s) have been disabled.
<input type="checkbox"/>	Available means of communication: Type:	<input type="checkbox"/>	Audit sweeps are planned.
Permit issued by (name + UVB department)		Signature	
Work area previously examined and found to be in order by (name & UVB department)		Signature	
Name contractor		Signature	
Work ended at: (time)			
Cleared by BHV/caretaker/project leader/UVB at (time)			
Audit sweep performed by (name & department)		Signature	

This permit must be placed at the location where construction is actively underway. The original permit must remain with the UVB SMP for no less than one (1) year for insurance and inspection purposes.

Notes on the Flammable Work Permit (Version 2.0)

A work permit must be issued for works involving open flames and fires may break out as a result. Such works include, but are not limited to:

- welding
- grinding, sharpening, polishing and cutting
- soldering
- paint stripping
- roofing work

Preventive measures must be taken in flammable work environments. Larger projects require an H&S Plan which should structurally deal with these issues. Special work permits for flammable work areas are not necessarily required. These permits are issued on an ad hoc basis. A number of measures are included in the work permit. See below for further explanation of these measures.

- | |
|--|
| 1. Combustible or flammable materials are removed within a radius of four (4) metres <u>or</u> fireproof covering is placed over combustible materials. Openings in walls and floors are covered within a radius of fifteen (15) metres. |
|--|

Thoroughly check the work area for combustible/flammable materials. Where in doubt, assume such to be present.

- | |
|--|
| 2. Hazardous activities are interrupted. |
|--|

Take notice of work stations such as laboratories.

- | |
|---|
| 3. Sufficient portable fire extinguishers are within reach. Hoses are spooled on reels. |
|---|

Ensure these are visibly shielded/protected.

- | |
|--|
| 4. Hoses and flame retarders on gas cylinders are checked. |
|--|

Have the hoses/flame retarders been inspected (stickers/year). If not, their use is strictly forbidden.

- | |
|--|
| 5. Functioning sprinklers in the area/Automatic fire alarms/detectors in work area(s) are disabled |
|--|

The disabling of automatic fire alarms alone is insufficient for the issuance of this work permit unless same is followed by flammable work. N.B.: Manually operated call points shall remain installed in circumstances where automatic fire alarms/detectors are disabled.

- | |
|---|
| 6. (Required) Available communication means |
|---|

In case of emergencies, immediate help must be sought. Indicate what means of communication are available in this regard.

- | |
|----------|
| 7. Other |
|----------|

Enter any additional measures here.

- | |
|--------------------------|
| 8. Follow-up Inspections |
|--------------------------|

Following completion of flammable work, fires may still break out. The contractor must conduct follow-up inspections one hour and three hours following completion of the work on a daily basis.

Appendix 2. Release Form

(To be used when the fire alarm system is to be switched off)

University Property Management (UVB) Radboud University		CONTRACTOR/EXTERNAL COMPANY	
Department		Company name	
Supervisor		Contact person	
Telephone no.		Telephone no.	
WORK TO BE CARRIED OUT			
Description			
Location			
Date	from to	Execution	from to
SAFETY MEASURES			
Does the work require special, particular or additional safety measures?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If the previous question was answered YES, provide a description of these special, particular or additional measures:			
<input type="checkbox"/> Flammable work permit issued			
SPECIAL FEATURES			
<input type="checkbox"/> External company employees must first report to the project leader			
<input type="checkbox"/> Users informed <input type="checkbox"/> GBS informed <input type="checkbox"/> Security informed <input type="checkbox"/> AMD informed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Switches and parts thereof may only be disabled by duly authorised Radboud University employees.			
SIGNATURE		SIGNATURE	
SIGNED BY PARTY ISSUING RELEASE		SIGNED BY PARTY RECEIVING RELEASE	
Principal/ Project Leader (name)		Contractor (name)	
(date)	(signature)	(date)	(signature)
SIGNED FOR AT END OF WORK		SIGNED FOR AT END OF WORK	
Principal		Contractor	
(date)	(signature)	(date)	(signature)