

## **Safety at Port Development**

### **Safe cooperation as client and contractor**

Safety is a top priority for the Port Authority. At Port Development we preside over safe design and we monitor safe implementation. Our priority is safe use and maintenance. We are the client and are responsible in every phase of our projects for ensuring that everyone goes home safe and healthy.

Although many safety issues in Port Development (PD) projects are already regulated in legislation and regulations and in contracts, we aim to work with contractors and suppliers towards a higher, more proactive safety level.

To achieve this, we have produced basic agreements in which we describe:

- What we expect from each other with respect to safety plans
- How we can work together to safeguard construction site safety
- How we discuss safety together
- What we expect in progress reports

#### **Cooperation**

We can't do this alone; we need to do this with the entire chain. Together, we can ensure that everyone can work safely on our projects and that the construction site is a safe workplace. Working together helps us develop a proactive safety culture in which every employee, irrespective of their role, position and company, exerts their influence to ensure safety. We discuss this together continuously and keep initiating improvements to ensure that project safety continues to improve during the design, implementation and operational phase!

We work according to the Port Authority's design and implementation golden rules.

# SAFETY → TOP PRIORITY

## GOLDEN RULES

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### **Safety starts with you**

It doesn't matter in which phase of the project you work or what your job is: safety starts with the way you think, act and record, from design to wearing PPE and identifying unsafe situations.



### **Start each meeting with a 'safety minute'**

This is the moment to share your experiences and dilemmas. A few minutes per meeting is enough to learn from each other. This helps us prevent incidents and accidents together.



### **First think – then act! Even if you're in a hurry**

Never just 'finish something off quickly'. Even if you're under time pressure. And don't let yourself be distracted!



### **Address each other and give feedback**

Always raise your safety concerns and ideas, in every phase of a project. That's just as important as addressing someone on their unsafe behaviour on the construction site.



### **Time, money, quality, safety...**

There are always considerations and dilemmas. But safety is a top priority. We design safely and we work safely. We are the client and we make no concessions!

As well as codes of conduct, we also make agreements about current safety plans in every phase of our projects. These are partly agreements set in legislation and regulations, but we also make additional cooperation agreements to realise a proactive safety culture:

### **Integrated safety plan**

We use an Integrated safety Plan (ISP) for projects. This describes how we handle safety in each phase of the project concerned. The ISP satisfies all requirements that are set in the Working Conditions Act (Arbowet) and decree. The plan also meets the conditions for a health and safety plan,

which means that a separate health and safety plan is not necessary.

- The ISP is always up to date
- The ISP is always project specific
- A safety expert is involved in preparing the ISP
- The Port Authority ensures that the ISP is handed in person to the contractor's Health and Safety Coordinator
- After realisation, the contractor ensures that the ISP is handed in person to the Port Authority

## **Safety on the construction site**

We make cooperation agreements for a safe construction site during the implementation phase, including:

- The construction site is clean and free of waste; loose materials are covered, secured or removed.
- The remaining ISP risks are managed.
- There is an additional focus on:
  - Working at heights (for example platforms, floors, roofs and decks)
  - Working on or near water
  - Lifting, hoisting and transporting (using the correct hoisting equipment and tools)
  - Excavating wells, trenches and slopes (stable slopes)
  - Cordoning off the work site
  - Tidiness and cleanliness on the construction site
  - Correct use of PPE
  - Effective communication with non-Dutch-speaking employees
- Where multiple projects for various clients take place simultaneously, the Port Authority provides an Independent Safety Coordinator who is responsible for coordination between these projects.
- Safety rounds and safety walks take place in the presence of the construction management and the management of both the Port Authority and the client.
- If unsafe situations and/or actions occur that post an immediate threat of injury and/or damage and cannot be immediately resolved, work will be stopped immediately.
- All safety incidents are reported.
- When investigating incidents, we adhere to the statutory procedures.

## **Safety in meetings**

Regularly discussing safety with each other enables us to take safety to a higher level:

- Each meeting starts with a project-related Safety Minute where we share experiences and dilemmas.
- Safety is a fixed agenda point in the construction meeting and during the other joint meetings.
- Safety lessons learned within the project are shared regularly with safety experts from other partners (contractors, engineering agencies and other clients) during organised inter-project safety meetings. We organise these meetings together.

## **Safety in the progress report**

We consider at least the following topics in the client's safety report:

- Status of incidents, presentation of the results and any investigations (basic causes and lessons for the future)
- Top-3 project safety risks including implemented or planned control measures
- Project-related safety lessons
- Most important safety incident insights following the risk sessions, evaluations, Deep Dives, safety rounds and consultations
- Photographs with good and bad project safety examples.

## **And finally**

Be proactive about safety. Use your knowledge to set up projects and implement these safely. Make unsafe work a discussion topic, also with the client, and learn from safety dilemmas and unsafe situations. Address each other if you think that's necessary! Report and inform each other if

requirements, designs and/or situations in the project are unsafe. Accept and show appreciation when colleagues address you on unsafe behaviour.