



**scheuch**

TECHNOLOGY FOR CLEAN AIR

HEALTHY FROM HOME,  
HEALTHY TO HOME

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LIFE SAVING RULES

## RULE: 1 SAFE DRIVING



**A seat belt must be used when using motor vehicles.**

Wearing seat belts is compulsory in (rental) cars, taxis, (minibuses) buses, lorries, cranes or forklifts and applies to persons in moving vehicles when you are travelling on behalf of the company. Exceptions: In public transport when seat belts are not available and in vehicles with approved alternative protective devices.

**You (driver and passenger) must:**

- ▶ Always wear a seat belt
- ▶ Check that your seat belt is working properly.
- ▶ Ensure that all passengers have properly fastened their seat belts before driving and intervene if necessary.

**When driving a motor vehicle, a mobile phone may only be used with a hands-free device. Speed limits must be observed.**

**If you are a driver, you must/are allowed to do the following when driving:**

- ▶ Only use a mobile phone with a hands-free kit.
- ▶ Keep to the speed limit.
- ▶ Adapt your speed to the prevailing conditions.

**If you are a passenger, you must:**

- ▶ Intervene if a driver uses a mobile phone without a hands-free kit while driving.
- ▶ Intervene if a driver exceeds the speed limit.

## RULE: 2 SMOKING & FLAMMABLE MATERIALS



**Smoking and the use of matches, lighters and open fires is only permitted in designated smoking areas.**

Smoking areas or smoking rooms must be marked and equipped with safety ashtrays.

**You must/may:**

- ▶ Only smoke in designated smoking areas.
- ▶ Intervene if you see someone smoking or using matches, lighters as well as open windows outside the designated areas.

**If you are the supervisor or the person responsible for the work, you must:**

- ▶ Inform staff of the designated smoking areas.
- ▶ Ensure that designated smoking areas are clearly marked.

**Flammable materials must be stored away from potential ignition sources.**

**You must:**

- ▶ Keep all ignition sources away from flammable materials.
- ▶ Know the instruction for the use and storage of flammable materials.
- ▶ Know the measures to take in an emergency.

**If you are the supervisor or the person responsible, you must:**

- ▶ Ensure that ignition sources are removed from flammable materials.
- ▶ Draw up instructions for the use and storage of flammable materials.
- ▶ Ensure that personnel are trained on this instruction.
- ▶ Ensure that all employees receive the instruction.

**RULE: 3****UNLOCKING MACHINES AND PLANTS  
AND OPENING DUCTS OR  
CLOSED PLANTS**

**Before starting work, make sure that the unlocking measures for all energy sources or the set measures for opening ducts or closed systems have been taken and secure against restarting during your work.**

**Energy sources can include:**

Electricity, compressed air, hydraulics, spring energy, position energy, pressure, steam.

**Dangerous media can include:**

Toxic substances, toxic gases, chemicals, hot liquids, radiation, lack of oxygen.

**As a designer, you must:**

- ▶ Know which unlocking or enabling measures protect you from hazards.
- ▶ Check with the supervisor in charge or with the person responsible for the work to make sure that the unlocking or enabling measures set are effective and that the work can be started safely

**If you are the supervisor or the person responsible for the work, you must:**

- ▶ Ensure that the unlocking or enabling measures are set. For example, main switch locked, valves closed, temporary discs set, access doors locked, ducts emptied and depressurised.
- ▶ Ensure that there is no more stored energy or other danger.
- ▶ Ensure that the work can be started safely.

## **RULE: 4**

### **PERMITS**



**Work with ignition hazards (hot work), with defined chemicals or work in containers and confined spaces may only be carried out with a valid permit.**

**As an issuer (operations manager / authorised representative acc. to the permit) you must:**

- ▶ Arrange for permission and release by means of a permit.
- ▶ Determine the necessary safety measures on the permit.

**As a releaser (acc. to the permit) you must:**

- ▶ Ensure that the measures acc. to the permit are fulfilled before starting work.
- ▶ Ensure that the air analyses specified on the permit have been carried out.
- ▶ Ensure that the work can be started safely.

**As a designer or supervisor (acc. to the permit) you must:**

- ▶ Ensure that a permit is required for this work.
- ▶ Ensure that the required signatures are present on the permit.
- ▶ Understand and comply with the measures on the permit.
- ▶ Ensure with the supervisor or releaser that the permit is approved, released and valid and that the work can be carried out safely.
- ▶ Organise and comply with the measures specified on the permit during work.
- ▶ Ensure that the work can be started safely.
- ▶ Request a new permit if the environmental conditions change.
- ▶ Report the work finished and carry out or organise any necessary follow-up checks.

## **RULE: 5**

# ENTERING CONTAINERS AND CONFINED SPACES



**Containers or confined spaces may only be entered after approval and release by means of a permit and under the supervision of a security guard. If necessary, an air analysis must be carried out before release.**

Hazards may be present in a container or confined space: explosive atmosphere, harmful substances, lack of oxygen, moving fixtures, falling objects, hot or cold substances, climatic conditions, etc

### **As an issuer (operations manager / authorised representative acc. to the permit) you must:**

- ▶ Arrange for permission and release by means of a permit.
- ▶ Determine the necessary safety measures on the permit.
- ▶ If necessary, order additional air analyses.

### **As a releaser (acc. to the permit) you must:**

- ▶ Ensure that the measures acc. to the permit are fulfilled before starting work.
- ▶ Ensure that the air analyses specified on the permit have been carried out.
- ▶ Ensure that the work can be started safely.

### **As a designer or supervisor (acc. to the permit) you must:**

- ▶ Ensure that the required permit and release is on the permit.
- ▶ Ensure that a qualified security guard is always present when a person is in the container or confined space.
- ▶ Ensure with the security guard that you are allowed to enter the container or confined space.
- ▶ Comply with the measures specified on the permit during work.
- ▶ Leave the hazard zone immediately if you notice any unusual smells or feel uncomfortable.

### **If you are a security guard, you must:**

- ▶ Monitor access to the container and consent to entry if safe to do so.
- ▶ Always ensure secure communication with people in the container or confined space.
- ▶ Remain on site until all persons have left the hazard zone.

## **RULE: 6**

### **WORKING AT HEIGHT**



**Use personal protective equipment against falls from a height of more than 1.5 metres or suitable fall protection when working outside a secured area from which you can fall.**

Safe areas are defined as: Scaffolding, stairs, or stair platforms with railings or similar devices, and ladders when used non-intended.

#### **You must:**

- ▶ Check with your supervisor before starting work outside a secured area.
- ▶ Be aware of what personal protective equipment you need to use and how to use it properly.
- ▶ Check the protective equipment for defects before use.
- ▶ Always secure the connector when working at height outside a secured area.

#### **If you are the supervisor, you must/may:**

- ▶ Only order work with personal protective equipment against falls from a height if the use of technical protective measures (scaffolding, railings, walkways, etc) has been checked and is not reasonably possible.
- ▶ Ensure that the work can be carried out safely.

## **RULE: 7**

### **DO NOT STAND UNDER SUSPENDED LOADS**



#### **Staying under suspended loads is forbidden!**

A suspended load is an object that is temporarily lifted and hangs above the ground

#### **You must/may:**

- ▶ Do not stand under or pass under a suspended load.
- ▶ Never cross a barrier securing an area with a suspended load without permission.
- ▶ Follow the instructions of the flagman or the person responsible for the lifting operation.

#### **If you are the person responsible for the lifting operation, you must:**

- ▶ Mark the hazard zone and secure it with barriers.
- ▶ Ensure that no one is under a suspended load and intervene if necessary