



Working via SD Worx Jobs

Version 31.10 EN



The clear choices of SD Worx Jobs

Congratulations with your new job with one of SD Worx Jobs's clients.

We are extremely proud that you have chosen SD Worx Jobs. Just like you, we like clear choices. We have chosen to establish a leading role in the labour market. Although we already hold a strong position, we continuously strive to further improve our achievements.

How? Simply by being better than our competitors!

We are better if we can exceed the expectations, not only of our clients and staff, but also yours. Together with your colleagues, you are our most important asset. So, we invest in you because in doing so, we guarantee continuity. The key role in that investment lies with the consultant. The consultant, who mediated on your behalf, is the key person in the triangular relation between the employee, client and SD Worx Jobs.

SD Worx Jobs chooses specialists in the Industry, Logistics and Office market. Choosing means not doing everything, but doing that what you chose to do as best as possible. By making the clear choice to specialise in a number of markets, we can grow in becoming the best service provider in the market in which you operate. This choice gives you the chance to pursue a career within SD Worx Jobs.

SD Worx Jobs offers ample opportunities. We have a lot of work with both small as well as international companies. This means variety for you on every level: professionally, in size and in culture of an organisation.

SD Worx Jobs has a reputation to uphold. As an employee, we offer an extensive package with numerous possibilities, such as:

- Collective Labour Agreement remuneration
- Education and training
- Study costs arrangement
- Insurance
- Pension scheme

As far as we are concerned, you and SD Worx Jobs will enter into a commitment for a long time. You are important to us and therefore we would like to invest in you!

Good luck at SD Worx Jobs!



Maurice Bisschops
General Director

Table of Contents

The clear choices of SD Worx Jobs	2
1 Collective Labour Agreement for temporary workers	6
1.1 Phase system	6
2 Finances	7
2.1 Wage & Reservations	7
2.1.1 Days' leave	7
2.1.2 Holiday allowance	7
2.1.3 Short-term absenteeism	7
2.2 Remuneration scheme CLA/User company remuneration	8
2.3 Pension scheme StiPP	9
2.4 Digital submission hourly time sheets	10
2.5 Flexwrapp	10
2.6 Payment moments	10
2.6.1 Weekly payment	10
2.6.2 4-weekly payment	10
2.6.3 Monthly payment	10
2.7 Perspective declaration	11
2.7.1 What is the perspective declaration?	11
2.7.2 Perspective declaration application	11
2.7.3 Practical matters	11
3 Illness	12
3.1 Cooperation with SD Worx Jobs	12
3.2 Reporting sick	12
3.2.1 Staying at home	13
3.2.2 Reachability	13
3.2.3 Company doctor	13
3.2.4 Second opinion by company doctor / UWV expert opinion	13
3.2.5 Complaints procedure for company doctor / case managers	14
3.2.6 An agreement is an agreement	14

3.2.7	Expert opinion at UWV	14
3.2.8	Objection & appeal to UWV	15
3.2.9	Stay abroad	15
3.3	Payment for disability	15
3.3.1	Continued payment of wages in the event of illness	16
3.3.2	Payment of sickness benefit	16
3.4	Illness management	17
3.5	Recovery notification	17
3.6	Case management SD Worx Jobs	17
4	Privacy	18
5	Safety Health and Environment	19
5.1	VCU certification	19
5.2	Health and safety checklist	19
5.3	Policy statement	20
5.4	Reporting (almost) accidents en incidents	21
6	Secondary employment conditions	22
6.1	Collective health insurance companies	22
6.1.1	Registering with CZ	22
6.1.2	Registering with VGZ	22
5.1.3	Registration HollandZorg	23
6.2	Accident insurance	23
6.3	Various benefits	23
7	Complaint procedure	24
7.1	Definitions	24
7.2	Filling a complaint	24
7.3	Payment sickness benefit	25
7.4	Response to your complaint	25
7.5	Monitoring and management	25
7.6	Important (correspondence) addresses	25
Annex 1	General safety instructions	26
	Safety, Health and Environment rules and regulations	26

Emergency situations	26
Personal Protective Equipment (PPE)	27
Rules and regulations specific activities	27
Safety, Health and Environment rules and regulations	27
Scaffolds	28
Mobile Scaffolds	28
Ladders	28
Construction site hoists	28
Circular saw	28
Lifting operations	29
Demolition	29
Confined space (crawl space)	29
Working at hights	29
Working with harzardous substances	29
Lifting and leaning down	29
Use of company vehicles/vans	30
Electricity at the job	30
Electric welding work	30
Gas and oxygen bottle	30
Cranes at the work	30
Trenches and wells	30
Manage rubbish responsibly	31
Working on/near railway tracks	31
Working below and near high-voltage lines	31
Dealing with asbestos and asbestos containing materials	31
Previous documents	32

1 | Collective Labour Agreement for temporary workers

Welcome to SD Worx Jobs!

SD Worx Jobs is happy to inform you about your position as an employee. This brochure presents the most important points from the Collective Labour Agreement in a clear and well-arranged manner. If, after reading this information, you still have questions, please feel free to visit one of our branches or take a look at our website www.sdworxjobs/nl-nl. Here you will also find the complete collective labour agreement for temporary workers under "downloads".

1.1 | Phase system

In this chapter we will guide you through your rights as an employee. The longer you work for SD Worx Jobs, the more rights you accrue. This accumulation proceeds in "phases". In the flow chart below, you can learn about the progress of the various phases and the additional rights that you have as an employee of SD Worx Jobs.

The Phase System

Phase A

- Phase A concerns a period of maximum 52 weeks
- If there is an interruption of > 26 weeks, between 2 assignments, the counting of the weeks starts again at the beginning.
- The weeks in which a paid-out holiday was taken count towards the total number of weeks worked.
- At this stage SD Worx Jobs may terminate an assignment with immediate effect, taking into account of the phase A notification period

<i>Duration of assignment</i>	<i>Notice period (in calendar days)</i>
<i>0 to 26 weeks</i>	<i>0</i>
<i>27 to 52 weeks</i>	<i>10</i>

Phase B

- Phase B covers a maximum period of 36 months (3 years). In this offer you a maximum of 6 contracts in a maximum period of 36 months in this phase. (Notice period phase B: for contracts of 6 months or longer, at least 1 month before the end of the contract by giving written notice).
- If you have not had a contract for 26 weeks, you fall back to the beginning of phase B. Is this break > 26 weeks, you go back to the beginning of phase A.
- In this phase SD Worx Jobs continues to pay your wages during a current contract, even if unexpectedly there is no more work for you.

Phase C

- In phase C you are entitled to an open-ended contract, with all the rights (and obligations) that go with it.
- This phase starts as soon as you have worked 4 years without interruption of > 26 weeks for SD Worx Jobs, or if there has been successive employment in this period (with regard to the successive employer status, only the number of weeks is counted in the systematic phases where in fairness the same or hardly the same working conditions have been performed by the same client).
- In this phase SD Worx Jobs, during a current contract, will continue to pay your wages even if there is unexpectedly no more work for you.

2 | Finances

2.1 | Wage & Reservations

Before beginning with working, our consultant will go through all important matters with you. One of those matters concerns your wage, which is an important part of your total employment conditions package.

Your wage is dependent on education, experience and of course the position you will hold. The amount of tax and the premiums which SD Worx Jobs pays on your wage can be found on your pay slip. This is available every week on Wednesday in the my.sdworx.jobs. The my.sdworx.jobs is an online service which is offered by SD Worx Jobs. You can sign documents digitally in the my.sdworx.jobs, and gain insight into annual income statements and pay slips. If you do not have access to the internet, then the pay slip can, of course, also be picked up at a business location of SD Worx Jobs.

As an employee of SD Worx Jobs you accrue a number of reservations on all actually worked hours.

2.1.1 Days' leave

You accrue a reservation of 16 $\frac{2}{3}$ days' leave on a fully worked month or a proportional part thereof, if you did not work a full month. Of course, before taking leave hours, you first need to ask permission from the client where you are working and you then need to inform your contact with SD Worx Jobs about this.

2.1.2 Holiday allowance

You have a right to holiday allowance (holiday pay). This amounts to 8.33% of your actual wage that you earn every month. For the calculation of your holiday allowance, the number of hours which you worked for SD Worx Jobs are used. Days' leave and public holidays are also counted. You will receive the accrued holiday allowance paid out automatically in the first week of June.

2.1.3 Short-term absenteeism

If you are working as a temporary employee in Phase A then you will accrue short-term absenteeism. For short-term absenteeism this is meant to be understood as a short period in which you cannot work. The hours which you take for short-term absenteeism are not deducted from your accrued days' leave. To this end, the employment agency reserves a certain percentage of your actual wage. The reasons for short-term absenteeism can be of a personal nature, such as a visit to the dentist or a special family circumstance.

2.1.4 Special leave

If you are working in Phase B, then you have a right to continued payment of your actual wage if you take special leave. Special leave is granted, for example for when you get married, for family expansion or the death of a family member. For an overview of all situations where you have a right to special leave, you can consult Article 28 in the CLA for temporary employees.

2.1.5 Public holidays

You are also entitled to continued payment of your actual wage during festive holidays on days you would actually be working. However, only if no one is working for the client on that particular day.

Official public holidays:

- New Year's Day;
- Easter monday;
- King's day;
- Liberation Day (in anniversary years);
- Ascension Day;
- Whit Monday;
- Christmas Day and Boxing Day.

Of course, in all cases, taking holidays, short-term absenteeism and special leave is always in consultation with your manager at the company where you work (the client) and with SD Worx Jobs.

2.2 | Remuneration scheme CLA/User company remuneration

Your wage is determined by the client's CLA and/or remuneration scheme (the company where you work). The agency confirmation states what your gross hourly wage is, which CAO or remuneration arrangement applies and the classification in accordance with the CAO or remuneration arrangement.

The basic principle of the client's hirer's remuneration is that you are entitled to the same wage as your permanent colleague. Apart from wages, this also applies to:

- Scale: hourly wages in accordance with scales;
- ADV days in time and/or money;
- All allowances;
- Initial wage increase;
- All expense allowances;
- Periodisation;
- Reimbursement of travel time;
- One-off benefits;
- Home working allowance;
- Fixed end-of-year bonus

2.3 | Pension scheme StiPP

As a new temporary employee at SD Worx, you will start building up your pension from your first working day through the Plus Plan of StiPP (Stichting Pensioenfonds voor Personeelsdiensten). This means you will immediately benefit from an improved pension scheme and additional advantages.

What does the pension plan include?

- **Immediate participation in the Plus Plan:** When you start at SD Worx, you are automatically enrolled in the Plus Plan. This gives you more opportunities for pension accumulation and better future prospects from day one.
- **Higher pension contribution:** The pension contribution in the Plus Plan amounts to 12% of your pensionable salary, of which your employer contributes 8%. You contribute up to 4% yourself, which is automatically deducted from your salary.
- **Flexible contribution based on age:** The contribution made for you varies depending on your age, helping you build a solid financial foundation for the future.
- **Partner pension:** In the Plus Plan, cohabiting partners also have a right to a partner pension, alongside spouses and registered partners. This offers extra protection for your partner in the event of death.
- **Protection in case of disability:** If you become disabled, your pension will continue to build under certain conditions without requiring any contributions from you.
- **Additional survivor's pension:** If you pass away during your employment, your partner will be entitled to an additional survivor's pension.

Pension information

You can easily track your pension build-up via the Uniform Pension Overview (UPO), which is sent annually by StiPP. For online access and more information about your pension, you can register at www.stippensioen.nl and www.mijnpensioenoverzicht.nl.

Has your personal situation changed, such as through marriage, divorce, or disability? Make sure to notify StiPP of these changes as soon as possible.

Questions?

Do you have questions about your pension plan? Contact StiPP at +31(0)30-2775690.

2.4 | Digital submission hourly time sheets

You can submit your worked hours digitally in two ways if you are working through SD Worx Jobs. This can be done using the time registration portal on our website www.sdworxjobs.nl. The login information for the time registration portal is received by email when you start working.

For a number of relationships of SD Worx Jobs, your time is registered through a time registration system, in such cases you will only need to check your worked hours with the payment on the pay slip.

2.5 | my.sdworx.jobs

SD Worx Jobs works with online services for the flexible workers. These services mean that you can sign your contract digitally and have insight into pay slips and annual income statements. These online services are offered under the name 'my.sdworx.jobs'. If you will start working through SD Worx Jobs for the first time, you will receive login information for the my.sdworx.jobs. You will need to register once. After this registration you can do such things as sign documents digitally and have insights into your contracts and other documents pertaining to your work activities through SD Worx Jobs. In addition, your pay slips and annual income statement are placed on the my.sdworx.jobs. If you start working for SD Worx Jobs, you will receive a manual for this my.sdworx.jobs which explains all functionalities in detail.

2.6 | Payment moments

You can determine with which frequency you want to receive your wage. You can choose to be paid weekly, 4-weekly or per month.

2.6.1 Weekly payment

If you opt for weekly payment, then the declarations are processed every Tuesday. In this case, you will receive your wage in your account on Wednesday.

2.6.2 4-weekly payment

If you are opting to pay out your wage 4-weekly, then the payment always takes place on the Tuesday after the 4-weekly period ends. This period is fixed and at www.sdworxjobs.nl you can find when the payment is processed and paid. In this case, you receive your wage in your account on Wednesday. If you are responsible for filling in your worked hours through the time registration portal on the website, then you do have to submit your declaration on a weekly basis. Do not save up your declarations!

2.6.3 Monthly payment

If you are selecting to have your wage paid out on a monthly basis, then the processing always takes place on the first Tuesday after the lapsing of the month, unless the final day of the previous month is a Monday. In this case you will also receive your wage on your account on Wednesday.

The dates for payment are fixed. On www.sdworxjobs.nl you can find when the payment is processed and paid. However, you need to submit your declarations on a weekly basis with SD Worx Jobs. Do not save up your declarations!

2.7 | Perspective declaration

2.7.1 | What is the perspective declaration?

The perspective declaration looks at your future options to acquire revenue. The declaration is based on an analysis of your labour market position. Besides, the bank values SD Worx Jobs's opinion about your (future) employability. This is why SD Worx Jobs shall have a good look at your curriculum vitae, work experience, references, possible past assessments and reports of personal conversations. It is important to know that a perspective declaration is not the same as an employer's declaration. In some cases, an employer's declaration is sufficient. First enquire with your mortgage advisor what you need.

2.7.2 | Perspective declaration application

First condition to request a perspective declaration is that at the time of the application, you have been employed by SD Worx Jobs for at least one year. Afterwards, you are expected to submit the following on paper and/or electronically to your consultant at SD Worx Jobs:

- Proof of identification;
- Curriculum Vitae;
- Education degrees and certificates;
- Complete employment history;
- Employers credentials (minimum of two);
- Employers assessments (minimum of two).

Once everything has been submitted and you meet the basic requirements, then you will be invited for an interview. During this interview, your file will be evaluated and your consultant shall assess if you generally have the required expertise necessary to be successful in the labour market. Furthermore, your employability, motivation, flexibility, mobility and employability during your agency period shall be assessed and valued. In addition, your contact person at SD Worx Jobs shall have your labour market position and perspective assessed by the Intelligence Group, an external and independent company.

Finally, all the conclusions drawn shall be presented to the perspective valuator at SD Worx Jobs; (s)he shall assess all the submitted files and issue the perspective declaration. The application shall be rejected in case of a negative outcome, along with an explanatory note and the different sections that lead to the negative opinion will be looked over.

2.7.3 | Practical matters

Keep in mind that a complete and good file (references, assessments, interviews) does not always secure the issuing of a perspective declaration, because the perspective on the labour market could be disappointing. The lead time of an application is maximum six weeks. To avoid fines, it is important to wait in buying a house until you are in the possession of a perspective declaration. The perspective

declaration is valid for six months after issuance. The perspective declaration is accepted by the largest mortgage providers along with the possibility to obtain a National Mortgage Guarantee (NHG).

You can find more information on www.perspectiefverklaring.nl.

Would you like to apply for a perspective declaration? Please contact your contact person at SD Worx Jobs!

3 | Illness

3.1 | Cooperation with SD Worx Jobs

If you work for SD Worx Jobs and you have a 'Phase A' agreement without a clause, Phase B or C, the case managers of the SD Worx Jobs Company Health Team will supervise the sick employee and SD Worx Jobs will also be responsible for the continued payment of wages in the event of sickness. SD Worx Jobs' case managers will contact you by telephone and work very closely with various partners to reduce sick leave as much as possible and guide you back to work.

Since 1 May 2020, SD Worx Jobs has also been responsible for the supervision and payment of sick pay for our employees with a Phase A contract with agency clause or if you are still ill when your contract ends. Within the organisation, Team Occupational Health is responsible for the Private Implementation of Sickness Benefits Act and ensures that employees are properly supervised and paid out with the ultimate goal of returning to their original work.

Your sick report is recorded by the consultant at the branch / on-site location, resulting in a quick claim assessment by Team Occupational Health. Once the claim assessment has been carried out, you are officially reported sick. After the claim assessment, you will be contacted by our occupational health and safety service for a medical triage (the occupational health and safety service will then inquire about the reason for the sick report and determine whether and how quickly you can see the company doctor).

Team Occupational Health will guide you intensively in the meantime. The General Data Protection Act will be respected at all times. The starting point here is that, after recovery, you will return to your last or new client.

Payment of both continued sick pay and benefits under the Sickness Benefits Act is handled by the MidOffice department. See also 3.3.

3.2 | Reporting sick

If you are ill, you must report sick by telephone to the company where the work is to be carried out and to SD Worx Jobs (location/on site) before the commencement of work, but no later than 9.00 a.m. on the day of illness.

If you become ill during work and are unable to return to work, you should report this to SD Worx Jobs (location/on site) and to the direct manager of the company where the work is performed. Sick reports that are not reported in person will not be accepted unless there are good reasons. Late notifications will be processed on the day you report sick, not retroactively. This directly affects the amount and duration of your sickness benefit, so report on time!

If it is suspected that, due to the nature of the complaints, it is short-term absenteeism, the consultant may ask you to contact him again the same day between 14:30 and 17:00. After all, a day's rest may ensure that you are sufficiently recovered to return to work by the next working day. This gives the consultant the opportunity to reschedule you for the next day and inform the hirer in good time.

3.2.1 | Staying at home

The case manager of Team Occupational Health of SD Worx Jobs will contact you no later than 24 hours after your sick report in the form of a telephone interview or a home visit. On the fourth working day, you should be available for a (telephone) medical triage. You can also expect a call for the company doctor's surgery for which you should be available. Unless you are required to visit a doctor or perform suitable work, you are obliged to stay at home between 08.00 and 18.00 hours until the first contact with the Occupational Health Team of SD Worx Jobs has taken place, in order to facilitate this contact and/or visit. SD Worx Jobs may oblige you, after the first contact has taken place, to stay at home for a maximum of two weeks. This obligation then applies from 10.00 in the morning until 14.30 in the afternoon. The only exception is that medical appointments may be scheduled during that time frame.

If you are staying at a different address during your period of absence (think of a nursing address or hospital), you must report this immediately by telephone to the SD Worx Jobs case manager. If, and insofar as, you are not reachable in violation of the foregoing provisions, this may have consequences for your entitlement to sick pay or salary continuation during illness.

3.2.2 | Reachability

In order to quickly determine entitlement to sick pay and proceed to payment of sick pay, insight into sick leave is necessary. There will be regular contact with the case managers of SD Worx Jobs. Make sure you can be reached or if not possible call back! You will do everything possible to cooperate in recovery. A call to the company doctor should also be followed up immediately. In connection with the Wet Verbetering Poortwachter it is important to make intensive contact and consultation possible.

3.2.3 | Company doctor

It goes without saying that you should obey a call from the company doctor to attend the consultation hour. If you are absolutely unable to do so, or are already back at work, you should inform the SD Worx Jobs case manager no later than 48 hours before the appointment. Failure to do so may have consequences for the amount and/or duration of sick pay payments and the costs of the consultation may be charged to the employee. The costs of a culpable no-show at the company doctor's office will also be charged to you or a measure may be imposed by the UWV. Exceptions to this are only possible with the approval of the SD Worx Jobs case manager.

3.2.4 | Second opinion by company doctor / UWV expert opinion

If there is disagreement about the (medical) advice of the company doctor with regard to the reintegration process or if the reintegration process gets stuck, it is possible to request an independent opinion. There are different forms of this, both of which can be requested during an absence process:

1. Requesting a second opinion in case of disagreement about the medical opinion;
2. Requesting an expert opinion in case of a stagnating reintegration process.

When can a second opinion be requested?

A second opinion can be requested via your case manager if you have doubts about the correctness of the medical advice given by the company doctor within the framework of absence supervision, an occupational health examination or a consultation with the company doctor. Only you, the employee, can request a second opinion. The case manager will initiate this for you with our occupational health and safety service. An independent company doctor will reassess the situation and give his advice back to you and the treating company doctor. The company doctor from whom the second opinion is requested only gives medical and personal advice and no

advice on absence management. The treating company doctor also ultimately decides to what extent this second opinion is included in his or her advice. After a second opinion has been requested, the advice of the treating company doctor must be followed until the feedback of the second opinion.

When can an expert opinion be requested?

An expert opinion can be requested if reintegration stagnates, if there is a dispute regarding the reintegration advice of the company doctor, suitable work, the reintegration efforts of the employee or the employer. An expert opinion can also be requested if a different route is taken in the absenteeism process than the guidelines prescribed in the Poortwachter Work Guide. In most cases, the company doctor will advise you to request an expert opinion because his/her advice deviates from the guidelines. You do not have to wait for this advice from the company doctor because you can request an expert opinion at any time.

After the expert opinion has been requested, the reintegration obligations must be followed unchanged until the opinion has been given. See also 3.2.7.

3.2.5 | Complaints procedure for company doctor / case managers

SD Worx Jobs ensures that the independent company doctor or certified occupational health and safety service has a complaints procedure. You can use this procedure if you believe that the company doctor has acted indecently or unprofessionally towards you.

If there is a complaint about a company doctor or occupational health and safety service, always report this to your case manager. The complaints regulations of our Keesz occupational health and safety service can be found on their website: www.keesz.com

If you want to submit a specific complaint about absenteeism guidance due to indecent or unprofessional behavior by your case manager, you can use the SD Worx Jobs complaints procedure on our website: www.sdworx.jobs

3.2.6 | An agreement is an agreement

As an employer, SD Worx Jobs is obliged to pay wages (in the form of continued payment of wages or Sickness Benefits Act) to your reintegration during the first 104 weeks that the employee is ill. Sometimes the sick employee does not keep to the agreements made or refuses to perform suitable work. Sitting still is not an option in those situations. Because we are responsible for you and your reintegration, we risk a wage sanction from the UWV. To encourage the employee to cooperate in the reintegration, we can stop or suspend wage payments. This only applies if there is continued payment of wages.

In the case of the Sickness Benefits Act, the Occupational Health Team is obliged to submit violations to the UWV for assessment. The UWV assesses the situation and may impose a measure in the form of a decision. You will receive a copy of this, as will the Occupational Health team. If you do not agree with the content of the decision, you can start an objection and appeal procedure with UWV within the statutory period.

3.2.7 | Expert opinion at UWV

When arranging the reintegration, SD Worx Jobs or the Occupational Health team follows the advice of the company doctor. If you do not agree with the way in which SD Worx Jobs or the Occupational Health team handles this advice and/or shapes the reintegration, you can request an Expert Opinion from UWV. UWV will then assess whether SD Worx Jobs / Occupational Health team meets all reintegration obligations, for example whether we are not doing too little about reintegration or asking too much of you. The outcome of an Expert Opinion is not legally binding, but the SD Worx Jobs case managers always take this into account in the follow-up to the file and its development.

3.2.8 | **Objection & appeal to UWV**

If the company doctor declares you fit for work or another situation arises that affects your right to a Sickness Benefits Act benefit (in the case of a Phase A agreement with a stipulation) or the amount and/or duration thereof, the Occupational Health team will request a decision from UWV. If, after assessment, UWV finds that this application has been prepared carefully, UWV will issue the decision. You will receive a copy of this, as will the Occupational Health team. If you do not agree with the contents of the decision, you can start an objection and appeal procedure with UWV. This body uses fixed objection periods for this. In the case of a decision to restore a declaration, the objection period is 2 weeks, other subjects have an objection period of 6 weeks. The objection will be handled by the UWV Objection and Appeal department. If you do not agree with the outcome after your objection has been handled, you can appeal to the court and then appeal. SD Worx Jobs (Business Health team) also has these options.

3.2.9 | **Stay abroad**

If you become ill during your holiday abroad, at least the same rules apply as if you report sick in the Netherlands. You must report sick to SD Worx Jobs in accordance with the procedure for reporting sick described in this chapter. The sick report will only be processed after contact has been made with the case managers of SD Worx Jobs about the nature and extent of the illness. You remain available for contact, both by telephone and in person, in accordance with the agreements under the heading Stay at home.

When you return home, you immediately report by telephone to the SD Worx Jobs consultant. If the above agreements are not met, a sanction may be imposed. In addition, vacation days are not reimbursed unless there is admission to a hospital or nursing facility. If you want to go abroad while ill, you must report this to the Case Manager of SD Worx Jobs (Business Health team) at least six weeks in advance. SD Worx Jobs points out that you must also comply with all obligations arising from the Sickness Benefits Act during a stay abroad. Moving abroad should not be an obstacle to recovery.

3.3 | **Payment for disability**

From July 1, 2023, the first day of illness will be a waiting day without waiting day compensation.

Waiting days are not applicable if you become incapacitated again within a period of four weeks and the waiting day has already been taken into account when you first reported sick.

All disability payments are made by Midoffice.

Contract type	Waiting days	Continued payment of wages during illness 1st year	Continued payment of wages during illness 2nd year	Ill from employment during the 1st year of illness	Ill from employment during the 2nd year of illness
Phase A with clause	One waiting day without waiting day compensation	90%	Not applicable	70% basic 20% supplement (based on UWV daily wage)	70% basic 10% supplement (based on UWV daily wage)
Phase A without clause	One waiting day without waiting day	90%	Not applicable	70% basic 20% supplement	70% basic 10% supplement
Phase B	One waiting day without waiting day compensation	90%	80%	70% basic (based on UWV daily wage)	70% (based on UWV daily wage)
Phase C	One waiting day without waiting day compensation	90%	80%	Not applicable	Not applicable

3.3.1 | Continued payment of wages in the event of illness

From 1 July 2023, all contract types for which the end date has not yet expired will be subject to continued payment of wages. The end date of the temporary employment contract (phase A with clause) or employment contract (phase A without clause/phase B/phase C), determines until when continued payment of wages in the event of illness takes place.

The first payment of continued wages will take place two weeks after reporting sick. Suppose: You become ill in week 1, then you will receive continued payment of wages in week 3. We call this principle T-2 (we pay two weeks back). The first day is a waiting day and weekend obligation determines whether only weekdays or also weekend days count towards the payment. The payment is based on a reference period of the past 13 weeks that you have worked with us.

3.3.2 | Payment of sickness benefit

As soon as the end date of the contract has expired and the flex worker is still incapacitated for work, he or she will switch from continued payment of wages to sickness benefit. Here too, wages are paid using the T-2 principle.

The amount of the Sickness Benefits Act is based on the average daily wage you earned with your last employer, up to a maximum of 1 year prior to reporting sick. Your salary details are obtained from the UWV policy administration.

Please take into account that the first payment will be made at least four weeks after receipt of your sick report. After receiving the daily wage letter from UWV, SD Worx Jobs will transfer the sick pay to you every week based on the above-mentioned T-2 principle.

All changes that may have consequences for your sick pay (found another job, reintegration with another employer, etc.) must be immediately reported by you to the case manager of the Occupational Health team. If you do not comply with the rules, this may have consequences for your sick pay.

Does your contract expire during illness? Absenteeism guidance will then continue to be provided by the Occupational Health team.

3.4 | Illness management

After you have reported sick at the SD Worx Jobs branch or on site, you will be contacted within 24 hours by one of the case managers from the Corporate Health Team. You must be available by telephone for this. A home visit can also be arranged. Only after the claim assessment has been carried out will the official sick report be registered. If SD Worx Jobs does not contact you, the sick report will not be processed (phase A with a stipulation) or, if there is an agreement Phase A without a stipulation, Phase B or C, a warning letter will be sent with the date for a consultation with the company doctor for a check-up. SD Worx Jobs will - within the framework of privacy legislation - ask about the absence report and also record a probable recovery date.

If you have not recovered on the agreed expected recovery date, you must contact the Occupational Health team before 10:00 am. Even if a consultant from the branch asks you to pass this on, you must comply. The Occupational Health Team will possibly contact you to arrange a new recovery date. If you do not do this, SD Worx Jobs will close the sick report and you will be reported as “recovered”.

3.5 | Recovery notification

As soon as you are better, you must report this to SD Worx Jobs. The recovery notification must not only be passed on to the consultant, but also to the case manager of the Occupational Health Team. It is also possible that you will partially resume your work or perform other alternative work. Pass that on too. For the remaining hours for which you still claim to be ill, you must adhere to the rules as described in paragraph 3.2.

The case manager can also make a recovery appointment with you. This is always a written confirmation indicating what you should do if you have not recovered on the day of the recovery appointment. Care will be taken to ensure that privacy-sensitive data is handled carefully. The occupational health and safety service will not provide medical information without consulting you.

3.6 | Case management SD Worx Jobs

The case managers of the Occupational Health Team are part of SD Worx Jobs. They can be reached on working days from 9:00 AM to 12:00 PM on telephone number: 088-6660767. If our employees are busy, they request that you leave a voicemail message.

4 | Privacy

SD Worx Jobs attaches the greatest importance to the privacy of its flex workers. In our privacy statement we describe which personal data SD Worx Jobs may process, for which purposes, and on which legal basis, and the information on how you can exercise your rights, with respect to your personal data. This information is published on the website of SD Worx Jobs, <http://www.sdworx.jobs/nl-nl>

5 | Safety Health and Environment

Everyone has the right to a safe workstation and good labour conditions. We depend for a great deal on our employees for this. Nevertheless, SD Worx Jobs shall make an effort to inform you thoroughly about the working conditions and possible risks involved with the client where you are employed.

We do everything to minimise the chances of an occupational accident. It is therefore, very important that you as employee are aware of a number of rules in terms of Safety, Health and Environment. See annex 1.

For SD Worx Jobs, these are very important aspects within our policy.

5.1 | VCU certification

VCU (Safety Checklist for Temporary Employment Organisations) was initially originated and developed by the (petro) chemical industry. In practice, however, VCU is mostly used by clients outside the (petro) chemical industry. This is to ensure that through an appropriate selection and information procedure, the employee can safely perform his or her assigned work. VCU certification is mainly intended for temporary employment agencies that provide/detach staff to SCC-certified companies. These are companies that perform high-risk work or work in high-risk environments, such as factories, installations, workshops and large project sites. VCU is intended for organisations that outsource employees where there is a transfer of hierarchical authority. Authority is thus exercised by the client.

The aim of certification is to prevent accidents.

5.2 | Health and safety checklist

When asking for employees, the client, the company you will be working for, records a number of things in a HSE Checklist:

- Information about the work to be performed;
- The specific HSE risks;
- Control measures taken;
- Required personal protective equipment;
- Training and experience.

The HSE Checklist is completed by the consultant, together with the client. There is a separate checklist for each individual job, describing the specific risks and measures taken. The VG Checklist is gone through with you at the contract meeting. You then sign and date this checklist for agreement and understanding, either digitally or on paper.

5.3 | Policy statement

Since SD Worx Jobs is partly a VCU-certified staffing organisation, an active policy is pursued on HSE (Health and Safety) aspects with numerous activities to achieve targets and bring about an improvement in HSE conditions among employees. The policy statement indicates the positive attitude, commitment and responsibility of the SD Worx Jobs management towards safety and health in deployment.

The management of SD Worx Jobs is responsible for all company activities that may affect safety and health (HSE). The management will give substance to this responsibility by fully integrating aspects of HSE into the company policy. The policy is aimed at continuous improvement.

The principles of the HSE policy are:

- SD Worx Jobs complies with laws, regulations and government rules in the field of HSE.
- Where necessary from a HSE point of view, SD Worx Jobs takes measures tailored to specifications and regulations of the client.
- The priority in operations is to reduce risks in those situations where there is an increased risk. For the purpose of a systematic approach and improvement, the modus operandi is laid down in the VCU manual. The system used is VCU certified.

The objectives of the HSE policy are:

- Ensuring adequate information and training, relevant to the job and aimed at recognising, evaluating and managing risks.
- Integrating HSE tasks within business activities.
- Maintaining a care system under the direction of the VCU coordinator.
- Striving for continuous improvement through internal audits.
- In consultation with the client, providing measures to prevent risks as much as possible.
 - Prevent risks as much as possible. This includes focusing on:
 - Preventing personal injury
 - Ensuring the safety of third parties
 - Preventing material damage in consultation with the client, determining responsibilities for the provision of necessary personal protective equipment, informing fellow workers about it and encouraging its use and regular maintenance, unless these aspects are coordinated by the client.

5.4 | Reporting (almost) accidents en incidents

If, despite all efforts of SD Worx Jobs, client and employee, an accident at work does occur, you must report it immediately to your supervisor and to SD Worx Jobs. SD Worx Jobs will ensure that the necessary documents are completed by the client. You yourself can also make an active contribution to working conditions at work. You can do so, for example, by bringing dangerous or unsafe situations to the attention of your superior and reporting them to SD Worx Jobs and/or via e-mail at vcu_nl@sdworx.com.

Furthermore, you must at all times comply with the safety regulations applicable at the client where you are working. If you are required to wear PPE (Personal Protective Equipment), these will be handed to you by the client or SD Worx Jobs before you start work. Who is responsible for issuing the PPE is laid down in the HSE Checklist.

Play the online safety game!

How aware are you of risks? Play the online game at www.jouwwerkjouwveiligheid.nl and find out whether you recognise risky work situations in industry and logistics and learn how to prevent risks.

6 | Secondary employment conditions

As soon as you work for SD Worx Jobs, you are eligible for certain discounts for different insurances. You may, during your employment at SD Worx Jobs, make use of appealing discounts on, for instance, your health insurance. You may sign up yourself for this.

If you temporarily live and work in the Netherlands but also have a permanent address in your home country, then you will oftentimes be legally required to take out health insurance. This is possible via Holland Zorg.

NOTE:

Bear in mind that you are responsible for the cancellation when you stop working via SD Worx Jobs. If you do not do so, the insurance can reclaim the unwarranted discount

6.1 | Collective health insurance companies

6.1.1 | Registering with CZ

Employees can register with the CZ. In this way, a premium discount and broader reimbursement on the supplementary insurance are obtained. The group number of SD Worx Jobs is: 2701073.

If you are already insured with CZ, you can switch directly to the group insurance.

If you are with another insurer, you can switch as of 1 January of the coming year.

An exception to this is if you change employer and you also had a group discount on health insurance with the last employer. If the latter is the case, you can switch on the 1st of the month.

You can sign up with CZ by phone or via the site. Have your BSN, (policy) number and group number ready.

Telephone: 088-555 77 77

Website: www.cz.nl

6.1.2 | Registering with VGZ

Employees can register for the VGZ. In this way, a premium discount and greater reimbursement on the supplementary insurance are obtained. The SD Worx Jobs group number is: 15704.

If you are already insured with VGZ, you can switch directly to the collective insurance. If you are with another insurer, you can switch as of 1 January of the coming year.

An exception to this is: if you change employer and you also had a group discount on health insurance with the last employer. If the latter is the case, you can switch as of the 1st of the month.

You can register with VGZ both by phone and via the site. Have your BSN, (policy) number and collectivity number ready.

Telephone: 0900-8490

Website: www.vgz.nl

5.1.3 I Registration HollandZorg

If you meet the criteria, SD Worx Jobs will register you with HollandZorg. You are insured with HollandZorg with Basic insurance for:

- The most necessary care, such as hospitalisation, emergency care and the doctor.
- In most cases, the care provider sends the bill directly to the health insurer.
- You can determine yourself which care provider (in the Netherlands) you go to.
- Under the supplementary insurance, you are re-insured, which means that you have no deductible, you are entitled to repatriation and emergency dental assistance (up to € 200).

However, please note that you are responsible for deregistering yourself when you stop working for SD Worx Jobs. If you fail to do so, you may be paying excess premium.

6.2 | Accident insurance

SD Worx Jobs has taken out an accident insurance for its employees that provides cover during the time that the insured parties perform work on the instructions of SD Worx Jobs, including going to and coming from the place of work.

The purpose of this insurance is to provide benefits in the event that the insured party dies or becomes permanently disabled as a result of physical injury sustained in an accident.

The following coverages and insured amounts apply:

In case of death as a result of an accident: 1x the annual salary of the insured person

In case of permanent disability: maximum 1x the annual wage of the insured party

6.3 | Various benefits

SD Worx Jobs has agreed an arrangement with Centraal Beheer that leads directly to discounts on a number of insurance policies.

Visit www.centraalbeheer.nl for more information on the relevant discounts and you can take out your desired insurance immediately.

Go to: www.centraalbeheer.nl click on insurance and select "SD Worx Jobs" as your employer for attractive discounts.

PLEASE NOTE:

Please note, however, that you are responsible for deregistering yourself when you stop working for SD Worx Jobs. If you fail to do so, the insurer may claim back the unjustified discount.

7 | Complaint procedure

SD Worx Jobs strives to provide high quality service. Should you not be satisfied despite our efforts to provide you with the best possible service and support, please let us know.

With this complaints procedure, we emphasise the importance we attach to the relationship with our clients, employees, applicants and other stakeholders. We therefore take any expression of dissatisfaction extremely seriously and at the same time see it as an opportunity to optimise our business operations.

7.1 | Definitions

SD Worx Jobs has multiple locations and private companies from whence people offer their services. In these situations, we speak of SD Worx Jobs.

6.1.1 Complaint

Any email or other written expression of dissatisfaction by a flexworker, (potential) client, applicant, employee or other stakeholder about the activities of SD Worx Jobs.

6.1.2 (potential) Client

Every (potential) recipient of the service provided by SD Worx Jobs.

6.1.3 Employee

Every natural person employed via SD Worx Jobs.

6.1.4 Applicant

Every natural person who applies for a position via SD Worx Jobs.

6.1.5 Stakeholder

Everyone involved directly or indirectly in realising our objectives.

7.2 | Filling a complaint

You can make your complaint known in writing. You can find the address at the bottom of point 6.6. To be able to assess your complaint as quickly as possible, we ask you to add the following to your letter/ email:

- your name, address and place of residence
- the date when you are sending the letter/message
- a description of your complaint
- possible relevant copies of document that clarify your complaint

7.3 | Payment sickness benefit

You will receive a written confirmation of receipt/email within 24 hours after receipt of your complaint. In this letter/email, you will be informed who is handling your complaint and about the procedure to be followed. We aim to conclude the entire process within five working days.

In case your complaint is directed towards a specific employee, then your complaint shall be assessed by the manager of the relevant employee. This way you can be assured that your complaint will be evaluated as objectively as possible. Other complaints are handled by the local consultant or manager if possible and otherwise by senior management.

The person who handles your complaint, could ask you for more information during the investigation. When necessary, we shall consult a (external) expert(s).

7.4 | Response to your complaint

You shall receive a substantive response to your complaint within five working days, unless it has been communicated in writing reasons for delay. This could occur because of, for instance, the complexity of the complaint.

We do everything within our power to handle your complaint to your satisfaction. Nevertheless, it is possible you do not agree with the how this is dealt with. You have the possibility to turn to:

- The relevant professional association ABU
- Various commissions (e.g. discrimination, equal treatment etc.)
- The civil court

7.5 | Monitoring and management

An officer has been nominated within SD Worx Jobs to monitor the compliance with the complaint procedure.

All the data concerning the handling of your complaint, shall be kept for at least one year after the complaint has been handled.

7.6 | Important (correspondence) addresses

You can send your complaint to:

Sebas Winkel
Compliance & quality specialist
Grasbroekerweg 16 | 6412 BE | Heerlen | +31 45 799 09 73 | sebas.winkel@sdworx.com

or to:

Maurice Bisschop
General Director SD Worx Jobs the Netherlands
Grasbroekerweg 16 | 6412 BE | Heerlen | maurice.bisschop@sdworx.com

Annex 1 General safety instructions

Safety, Health and Environment rules and regulations

- Do not consume alcoholic beverages during or briefly before working.
- Do not damage the protection devices, do not take them away and do not switch them off.
- Do not do anything that puts yourself or others in harm's way.
- Directly put an end to dangerous situations or report them to the manager.
- Comply with mandatory action signs (round blue signs; for instance, to wear protective helmet, protective glasses, protective shoes) and prohibition signs (round red/white signs; for instance, about prohibited to smoke, open fire) which have been installed at the client's work locations.
- Keep access roads and pedestrian routes accessible and passable and free from storage.
- Cleaning of rubble is done by the client unless otherwise agreed on.
- Cables and hoses should be placed in such a way they so they are not dangerous or a hinder to others.
- Rubbish should be sorted and deposited in the appropriate container/rubbish bins.
- Chemical waste should at all times be disposed of to the yard.
- Spilled chemical liquids should be removed as quickly as possible using absorbing resources.
- Any risks for third parties (residents, passers-by, children...) should be avoided.

Emergency situations

What to do in the event of a fire?

- Sound the alarm.
- Proceed according to applicable contingency plans or made agreements.
- Warn the people in danger.
- Follow promptly the instructions given by the fire brigade and the company emergency response officers.

What to do in the event of accident with serious injury?

- First warn the first aid provider/company emergency response officers or call 112.
- They will decide what to do next.
- Secure the area around the accident.
- It is prohibited for unauthorised personnel to move to the place where the accident has taken place. People should continue working where this is possible.
- Ensure for additional information for reporting (almost) accident/incident.

Personal Protective Equipment (PPE)

- All employees and hired personnel are given the required PPE's, which they are obligated to wear in recommended situations.
- The PPE's with the corresponding instructions shall be provided by the managing director upon commencing employment and upon replacement; in case of a noisy environment, the employee can request on voluntary basis a health examination.
- Required PPE's not supplied personally, shall be made available by the managing director at the request of the employee for the duration of the work.
- The employers are responsible for replacing resources in due time and carrying out maintenance work. Unsuitable PPE's should be exchanged with the management.
- PPE's should be worn according to the table below.

<i>Activities/situation</i>	<i>Risks</i>	<i>PPE</i>
General construction (new buildings, major maintenance).	<ul style="list-style-type: none"> ■ Stepping in sharp pieces ■ Dropping something on the feet 	<ul style="list-style-type: none"> ■ Protection shoes type S3
Working above and below each other, underneath crane range, client's demands	<ul style="list-style-type: none"> ■ Head injury because of falling objects 	<ul style="list-style-type: none"> ■ Protective helmet
Grinding, chopping, drilling, milling	<ul style="list-style-type: none"> ■ Noise ■ Dust ■ Flying parts 	<ul style="list-style-type: none"> ■ Ear muffs ■ Dust cover FFP2 ■ Safety glasses
Circular saws and mechanical carpentry	<ul style="list-style-type: none"> ■ Noise ■ Dust by sheet material 	<ul style="list-style-type: none"> ■ Ear muffs ■ Dust cover FFP2
Raw material	<ul style="list-style-type: none"> ■ Injury to the hands 	<ul style="list-style-type: none"> ■ Working gloves
Coldness, draught, rain, UV radiation sun	<ul style="list-style-type: none"> ■ Muscle or joint pain ■ Health complaints ■ Skin cancer 	<ul style="list-style-type: none"> ■ Protective clothing (thermos underwear, rain gear, overalls or jacket/pants, T-shirts, working clothes) ■ Sunscreen
Demolition	<ul style="list-style-type: none"> ■ Noise ■ Dust ■ Flying parts ■ Falling objects ■ Injury to the hands 	<ul style="list-style-type: none"> ■ Ear muffs ■ Dust cover FFP2 ■ Safety glasses ■ Protective helmet ■ Working gloves

Rules and regulations specific activities

Safety, Health and Environment rules and regulations

- Abovementioned material may only be used in case it has a valid quality mark.
- This material should be fitted with a sticker with the re-examination date.
- Check visually the work equipment for defects before you use them.
- Hand in damaged and/or work equipment without a valid quality mark or sticker.
- Use the work equipment only for what they are made for.
- Consider additional dangers for others when using the work equipment.
- Do not leave machines unattended without decommissioning them.
- Choose the right tool for every task.
- Comply with the maintenance and operating instructions.
- Do not leave tools unattended.
- Think of the PPE's.
- Check for oil spills.
- Never add fuel while the engine is still running

Scaffolds

- Scaffolds should be assembled by a trained scaffolder or an accredited scaffolding building company.
- Workplaces above 2.5 metres, should be fitted with double handrails and toe boards.
- Below workplaces higher than six metres, a planking should be installed.
- The scaffold floor should be level, free from unnecessary obstacles and clutter and completely closed off.
- The distance between the scaffold floor until the wall may not be more than 30 cm.
- Otherwise, an indoor handrail should be added.
- The scaffold should be a stable construct, sufficiently braced and anchored.

Mobile Scaffolds

- Mobile scaffolds may only be assembled and demolished by well-trained people. First read the manufacturer's instructions.
- Assemble the mobile scaffolds on a hard, flat underground.
- Secure all the trestles with the supplied locking pins.
- Close off the working floors completely and fit with double handrails and toe boards.
- Ascend mobile scaffolds from the inside.
- When working on the scaffold, all the wheels should be in a locked position.
- Do not move with people on the mobile scaffold.
- Maximum height of working floor without extra support and/or anchoring for use inside: 4 times the width of the mobile scaffold; for outside: 3 times the width.

Ladders

- Assemble at an angle of 75°.
- Secure so that it cannot slip from above and/or below.
- Let the ladder protrude beyond the floor to be walked on up to 1 metre.
- Only light labour may be conducted on the ladder.
- Only one person at a time on the ladder.

Construction site hoists

- Assemble stable and level. Fully extend slide jack. Do not use any stony materials for the tamping.
- Use at least two sides of a fixed fence for the elevator.
- Prohibited to transport people.
- Use a barrier for loading and unloading platform.
- Stay away from below the plateau of the construction site hoist.
- Avoid overloading. Do not add more weight than is indicated on the elevator.

Circular saw

- Provide for sufficient free and tidy workplace surrounding the saw.
- Place the protective cover as low as possible over the work piece.
- Use the correct riving knife (thickness and diameter) and assemble it well (3 mm from the saw, until just below the top end of the saw).
- Use the help conductor to avoid the sawn wood gets jammed between the saw blade and the conductor.
- Use a push block.
- Provide for sharp and tailor-made saw blades of the right material to saw on.
- Wear hearing protection and wear a dust cap (P2) when working with sheet material.

Lifting operations

- Select the weight based on the capacity of the lifting.
- Use the right lifting operations suitable for lifting objects.
- Do not use any damaged lifting operations.
- Store the load the correct way.
- Do not stand below a suspended load.
- Only one person may give orders to the crane operator.
- Wear a protection helmet.

Demolition

- Discuss first the demolition plan before you begin.
- In case this is necessary, first support the constructive parts.
- Demolish with care.
- Avoid danger for others. If necessary, close off workplace and vicinity.
- Limit dust nuisance by spraying.
- Wear protection glasses, protection helmet, gloves, dust mask (FFP2) and hearing protection during mechanical demolition.

Confined space (crawl space)

- Check if the crawl space is ventilated, so there is sufficient oxygen.
- Only when everyone agrees there is sufficient oxygen and there are no hazardous substances in the crawl space, are people allowed to enter the area – otherwise, measure first.
- Use only secure electricity equipment in the crawl space (max 50 V alternating voltage).
- There should always be one person outside the crawl space who keeps in touch.

Working at heights

- Workplaces, platforms, staircases and galleries with a drop height of more than 2.5 metres, should be fitted with double guardrail frames (hip and knee railing).
- Workplaces should be completely closed off. Floor openings should be blocked or enclosed.
- Wall openings should be blocked or secured with double guardrailframes.
- Do not remove any protection without prior consultation with management. Place back removed protection as soon as possible.
- Keep workplaces clean and free from unnecessary obstacles. This is particularly important for stair cases.

Working with hazardous substances

- First read the label on the package. In case the label is not legible or does not include safety information, contact your manager and ask for the safety information of the concerning substance.
- Follow the instructions about the usage and the corresponding precautions.
- While working with hazardous substances, do not eat, smoke or drink.
- Wash your hands before you eat, drink or smoke.
- Avoid skin contact with hazardous substances.
- Provide for the right storage (ventilation, temperature, drip tray, and such).
- Provide for safety sheets for use.
- When in doubt, do not take any risks!

Lifting and leaning down

- Lean down and lift with a straight back or, even better, a hollow back. Go down your knees first.
- Do not lift anything too heavy (max 40 kg occasionally). Ask for help when a load is too big or too heavy.
- Use, where possible, lifting aids.
- Do not lean down and lift more often than necessary.

Use of company vehicles/vans

- Do not leave loose materials in the van.
- Make sure it is tidy and clean.
- Limit the amount of flammable and hazardous substances.
- Secure packages with toxic substances against damages. Make sure they cannot fall over.
- Do not carry out work in the vehicle/van.

Electricity at the job

- Do not work on installations under voltage.
- Only use approved materials (inspection stickers).
- Never try repairing by yourself.
- Covers and doors of distribution boxes should remain closed.
- In the even event of electrocution, never touch the victim!!! Turn off the electricity (have it turned off) and/or interrupted!

Electric welding work

- Electric safety (see above).
- Think of fire and explosion danger.
- Think of radiation hazard. Welding flame is no looking game.
- Think of the PPE's (also welding lenses!).
- Ensure for enough ventilation and/or extraction.
- Clean up the reservoir stubs and such.
- Cope with the RTD (radiation hazard).
 - note demarcation lines
 - never take risks
 - follow the RTD instructions
 - inform other personnel.
- Radiation: - is not visible – is not tangible – is not audible – can be dangerous

Gas and oxygen bottle

- Avoid jolts and shockloads, keep the cover over the bottle during transportation.
- Use a bottle vehicle (correct compilation method).
- Avoid jolts and shockloads, keep the cover over the bottle during transportation.
- Think of the correct storage (cool and separated).
- Provide for the correct security regulations/rules.

Cranes at the work

- Think of the precautions within the turning radius (of among others, PBM's).
- Keep always/minimal visual contact between the crane driver and the in front of the tank.
- Give correct/agreed notice (arm signals).
- Visually check hoisting devices (including certificate/label).
- Keep in mind the hoist capacity when lifting and lowering of the load.
- Limit the time driving with a load.

Trenches and wells

- Prepare (trail trenching for the benefit of soil condition, cables and pipelines).
- Operate with sufficient working space.
- Provide for stable storage of the soil (think of collapsing).
- Use trench framework when working deeper than 1.5 metres.
- Use watering facilities in poor soil conditions.
- Think of the correct blocking and/or traffic measures to be taken (especially at night).

- What to do when you find explosives:
 - Do not touch it.
 - Warn the police.
 - Follow the instructions given by the police.
 - Mark the finding place.
 - Think of safety.

Manage rubbish responsibly

- Everyone produces rubbish, so it is everyone's duty to manage rubbish responsibly.
- Clean the working place.
- Use rubbish bins, dustbins, mini containers and such.
- In case these are not readily available, ask for more!
- Incorrect waste treatment/disposal costs years

Working on/near railway tracks

- Going to/leaving the work:
 - Stay on the walkway.
 - Stay standing still when a train passes.
 - Stay at least 1.5 metres away from the railway tracks when a train is nearing.
 - Listen to audio signals, these are assignments too!
- Always remain alert in the interest of safety for you as well as for others.
- PPE's.
- Never drag steel materials over the railway tracks.
- Touching the overhead lines can be fatal!
- Permits always available at the work.
- Follow Dutch Railways officer's orders who is in charge of safety

Working below and near high-voltage lines

- Contact the operator in due time.
- Inquire and comply with their regulations.
- Use cranes with an alarm security.
- Always stick to the prescribed distance high-voltage line top end of the machine.
- Always earth mobile cranes on pneumatic tyres using drag chains.
- Be aware of weather changes (hanging and/or transmission cables).
- Safe distance with wire breakage: at least 10 metres.
- Do not store flammable substances under a high-voltage line.
- When working on steel pipelines within the sphere of influence of the high-voltage line, consult the NEN 1091.

Dealing with asbestos and asbestos containing materials

- Never touch it.
- Always immediately notify superior and client.
- Never process and manipulate.
- Always have removed by a recognised company.

Previous documents

For previous versions of 'Working at SD Worx.Jobs' and ABU CLAs click on this link:
<https://www.sdworx.jobs/nl-nl/oudere-versies-algemene-documenten?redirected=true>