



## Safety brochure

- Safety
- Health
- Environment

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## Statement of the management board

The director of GOODMORNING BV, as an employer, bears the responsibility for the health and safety of his employees and temporary employees, hereinafter in this booklet referred to as employees, and will, as far as possible, prevent any material and environmental damage. To achieve this, the Management Board for VGM (safety, health and environment) has decided on the following for the next three years:

- Meeting the needs of our customers while always making the safety of people a priority.
- Our corporate success depends on providing high quality services to our customers.
- Quality and safety are the responsibility of all our employees.
- The legal and statutory provisions will continue to be observed by the company.
- Quality, safety and continuous improvement require investment in people and are achieved through education, training and development.
- Our ongoing VGM (Safety, Health and Environment) quality and awareness improvement scheme is maintained through teamwork and structured problem solving, where laws and regulations play an active role.
- Promoting safe working conditions and preventing injuries suffered as a result of accidents and incidents. Motivation, safe behaviour, responsibility of all employees as well as definition of the foundations for a healthy company
- Initiative in active observance of VGWM's rules and in quality management, supporting and ensuring that Safety, Health, Welfare, Environment as well as continuous improvement are integrated in everything our employees and third party employees do.
- By Assuming Social Responsibility, GOODMORNING BV strives to achieve the People, Planet, Profit balance. For People, the main focus will be to respect human rights during work. Products and services are governed by the EG - Profit - guidelines and this will have no negative impact on the existing environmental (biological) diversity - Planet -.

This statement is part of a safety brochure which is provided to all employees employed via GOODMORNING BV and which will be signed by them using a dedicated form.

This document has been established and approved by the board of directors of Goodmorning BV on September 14th, 2022.

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## 1. GENERAL RULES

### **Safety, Health and Environment**

Concern for safety, health and the environment is an important part of how we manage risk for our permanent and temporary staff at GOODMORNING BV. Risks are estimated in advance and safety measures are made available, when needed, to the employees by the client or Goodmorning BV. We expect all employees to follow the safety regulations that will be distributed to all employees through this safety brochure and we expect that the employees will actually make use of their personal protective equipment.

**Client's regulations must also be observed.**

### **General principles**

- The line manager must be made aware of use of pharmaceuticals (drugs). Alcohol and drugs are strictly forbidden.
- Discrimination, (sexual) harassment, bullying, aggression and violence are not tolerated and must be reported to the line manager.
- Everyone should be able to proof their identity with a valid identity document.
- Before commencing work, the employee receives job instructions and explanations. In case of questions or doubts, immediately contact client's line manager.
- The employee participates in (safety) consultations (briefing) conducted by the client.
- Risk of an accident (near miss) must be reported to the line manager.
- Accidents (near miss) must be immediately reported to the line manager (a first-aider).
- The use of the phone/I-pod/players during work is not allowed.
- As far as possible use toilets during breaks.

### **Hygiene rules**

- Smoking, eating, drinking, chewing gum and/or eating sweets within company's premises and locker rooms is not allowed.
- The workplace should be kept clean; after use, the workplace should be cleaned using proper cleaning agents (on request).
- All auxiliaries must be cleaned up properly.
- Wash hands before starting work, after a break and after using a toilet.
- Do not wear any jewelry at work (this also includes watches, rings or other body ornaments).
- All waste material must be disposed of in dedicated containers.
- The canteen should be kept clean. Breakfast bags, cups, paper, etc. must be disposed of in dedicated containers. The cleaner the workplace, the safer.
- Seal uninfected wounds on hands with a blue waterproof plaster.
- If wounds on hands are infected, never touch foodstuffs unless in disposable gloves.

### **Safety rules**

- Before commencing work, the employee receives job instructions and explanations from the client. Do not enter areas or premises where no work is done. In case of questions or doubts, immediately contact the line manager.
- Work with machines is allowed only upon permission by the client of the line manager.
- Always work carefully! If you are not sure what you are supposed to do or if you have doubts about the quality of machines, etc., interrupt work and ask your line manager.
- Immediately report to your line manager any product safety hazards that you are not able solve by yourself.
- The employee, when performing his or her work, must do it in a way which prevents putting himself or herself and others at risk.
- The employee should not use hazardous substances.
- Failure to wear protective footwear with steel toe caps (S3) is at employee's own risk.
- Use only proven apparatus and personal protective equipment.
- Check the location of emergency exits, fire extinguisher and first aid kit.
- Warn your colleagues and line managers of accidents and hazardous situations.

- Workplaces should remain free of rubbish, debris and other waste.

## 2. Safety measures and personal protective equipment

All safety measures are personally provided to each person if required by the client and the nature of work. If necessary, you will receive instructions from the client you work for. These safety measures are designed to protect you.

They should be worn in designated areas and kept in order. The most commonly communicated personal protective equipment includes:

### Eye protection



- Name: Safety glasses:
- Use: wear safety glasses when carrying out work posing a risk of damage to eyes due to dust, bouncing parts and/or splashing liquids.
- Maintenance: Regular cleaning with water and soap.

### Head protection



- Name: Protective helmet with protective net.
- Use: It can be used in any situation posing a risk of hitting object with the head, exposure of the head to falling, flying or rotating objects. Information at the place of work (such as signs) will indicate when and if wearing a helmet is mandatory.
- Maintenance: Do not expose the helmet to sunlight when not in use, clean it regularly with water and check for damage. Check the expiry date of the helmet (after 3 years). Do not attach any stickers or make any inscriptions on the helmet.

### Hand protection



- Name: work gloves/waterproof gloves
- Use: It can be used in any situation where light work is carried out, posing is a risk of injury.
- Maintenance: in case of damage, gloves should be replaced. Do not use work gloves when working with liquids and/or chemicals or if the mechanical wear is too heavy.

### Hearing protection



- Name: Earmuffs / earplugs
- Use: They can be used in any situation where the noise exceeds 85 dB(A) (such places are marked with pictograms)
- Maintenance: clean regularly with a moistened cloth. If damping properties of earmuffs or earplugs weaken, replace them. Earmuffs/earplugs should be replaced regularly. If you have ample sideburns or wear glasses, make sure to fit your earmuffs correctly.

### Feet protection



- Name: Class S3 safety footwear.
- Use: The use of protective footwear is mandatory in all places (workplace, warehouse, etc.).
- Maintenance: clean regularly from the outside. Regularly vent the inside of footwear.

### Respiratory protection



- Name: Dust mask / Protective mask
- Wear dust mask/protective mask when carrying out work involving hazardous substances in the inhalation air.
- Maintenance: The dust mask / protective mask is reusable, but must be replaced (filter) regularly (after a few days or after intensive use). Beard may adversely affect the function of the mask, follow the instructions on the package.

### Body protection



- Name: Overalls/blouse/pants (protective clothing)
- Use: Protective clothing should be worn when carrying out work where dust or dirt may contaminate the body or clothing and/or where the body may be exposed to injuries.
- Maintenance: Protective clothing does not need to be maintained under normal use (except for regular washing). In case of a risk of mechanical damage (such as by a saw), wear a protective blouse and/or protective trousers.

Wear thermal clothing in cold conditions. At least a (white) shirt should be worn in the sun.

**For Personal Protective Equipment and damage reporting contact your line supervisor.**

***Safety measures are for your protection. Keep them in order and use where you need them!***

Safety rules of others must be respected. Any obstacles in work must be consulted with client's responsible representative and/or line manager.

### 3. Further hygiene rules

**You might be employed with a client that requires strict hygiene requirements to be followed.**

- **What is HACCP?**

HACCP stands for Hazard analysis and critical control points. HACCP is a sign placed on products certified under a quality system. HACCP is often used with reference to food safety, but can also be used in environmental aspects or in the Arbo Act. HACCP is a complete system that handles all problems. Which means - from raw materials to consumer. The food industry is so huge that products are sold and spread on such a large scale that waterproofing systems are necessary to avoid problems. If properly applied, HACCP assures a very high degree of product safety.

- **What is the BRC?**

BRC is an extension for HACCP. BRC covers a whole lot more issues than just food safety.

Issues such as management commitment and ARBO/technical issues.

#### Regulation on clothing

-Wear clean work clothing every day  
(if such clothing is provided, i.e. aprons, coats, work clothing provided by the client must be worn in production facilities).



-All hair should be covered with a disposable blue or white cap and the cap should also cover



-Beard and/or moustache must be covered.



-Employees that have contact with food products must wear gloves, sleeve protectors and aprons.



-Where necessary, shoe protectors must be used.



-Work clothing should be buttoned.

### Personal hygiene

- Face, hair, hands must be neat.
  - Beard or moustache must be cut short.
  - Nails must be short and clean, with no nail lacquer during work. Artificial nails are forbidden.
  - excessive use of perfumes or after-shave water is not allowed.
  - Smoking is only allowed in the designated area.
  - Wash hands with water and soap for at least 10 seconds
    - Before starting work and after a break
    - When changing the activity
    - After getting hands dirty
    - After sneezing, after using a toilet, after sniffing.
  - Rinse soap residues from hands with water and disinfect hands using a disinfectant.
- Do not wear any jewellery during work (this also includes watches, rings as well as other body ornaments).



### Wounds, diseases and drug use

- Seal uninfected wounds on hands with a blue waterproof plaster.
- If wounds on hands are infected, touching foodstuffs is forbidden unless in disposable gloves.
- Medicines must not be taken in production facilities.
- If, from a medical point of view, you need to take medication at work, it should always be done in the locker room. (This is only permitted if the production supervisor is notified.)
- Possession of medicines in a pocket when in production facilities is not allowed.

## 4. Safety rules for lifting

### Why lift wisely?

Improper lifting may cause spine overload. With wise lifting, spine overload can be easily prevented. In fact, anyone may experience problems with their spine, but certain persons are exposed to a higher risk of spine problems when it comes to hard physical work.

### What is wise lifting?

Bend your knees, do not move your spine and use the force of your legs. Lift and carry items keeping them close to your body. Use your feet when you need to turn the body. Follow ten golden rules that may help with wise lifting, in different situations at work.

### 10 golden rules of wise lifting

- Do not bend and lift when not needed, use aids if necessary.
- Wise lifting takes the same time as unwise lifting: so do it wisely.
- First - think how and where you want to move the load, so that to consider possible options.
- Determine the weight of the load in advance; never lift too much at once. Ask your colleagues for help with heavy and large items.
- Always stand straight in front of the load; never lift with your spine turned; move your feet if you need to turn around.
- Determine the load axis and find the balance before you start lifting.
- Raise with two hands, keep the load as close to your body as possible, do not lift too high.
- Bend your knees, keep your spine as straight as possible, move your body. First of all, use abdominal and leg muscles. The same applies to the laying down the load.
- Make sure the way is free of any obstacles. For slippery floors use non-slip footwear.
- Listen to your body: take its signals seriously. Initial ailments may quickly become worse.

## 5. Safety rules for pushing and pulling

When pushing and pulling you expose yourself to overloading the lumbosacral spine sections. This may cause health problems, such as back pain.

- If possible, better push than pull. When pushing, the load on the shoulder joints is lower than when pulling.
- Use leg muscles and body weight. This way your strength will increase when pushing and your hands, shoulders and torso will be prevented against unnecessary load.

- Push with both hands. It will help distribute the weight evenly to your arms, shoulders and torso.
  - Remove all obstacles from your way.
  - Make sure that pushing is not unnecessarily heavy. Remove foil, if any.
- 
- Wear good safety shoes with anti-slip profile.
  - Move loads calmly. Rapid movement of loads leads to short but heavy strain on the muscles and joints.
  - Use 50kg as the maximum force limit for pushing or pulling. The weight, including the load, may be approximately 400 kg. This weight may be higher or lower depending on the ground, the size of the wheels and the gear which moves the vehicle
  - Use 30kg as the maximum force limit for repeated pushing or pulling (on average more than 12 times per hour). The weight, including the load, may be approximately 200 kg.

## 6. Safety rules for humdrum work

Harvesting, sorting and cultivation work involves humdrum activities: Frequent repetition of the same movements, the same posture, often under time pressure. This may lead to pain in muscles, joints, back, legs and arms.

- Keep your arms and elbows low and loosely. It will help you avoid shoulder muscle tension. With elbows next to the body, the weight of the hands is lower. This will reduce the load on your arms.
- Do the work at the proper height. This will prevent you from bending down or lifting your hands unnecessarily. The optimal work height is with hands at the level of the umbilical cord. This way elbows will form an appropriate angle and the arms will be loose.
- Keep your wrists straight. Do not bend your wrists towards your thumb or the other way.
- Work as much as possible with your spine straightened out.
- In a bent or twisted position, your spine is exposed to a lot of strain.
- During work, keep your hands close to your body. Front and lateral lifting of the upper arms leads to overloading joints and arm muscles.
- Work alternately, on the right and on the left. Take short breaks.

## 7. Safety rules for standing work

In standing position the reach of hands is greater compared to the sitting position. Also the force is greater. Besides, standing position improves mobility. If mobility, reach and strength play an important role, standing can be a wise thing to do. In all other situations, choose sitting. Long standing on one square meter may lead to pain in the lumbosacral spine sections or to varicose veins on the legs.

- Organize your workplace well.
- Use a support or mat to stand up
- Change tasks
- Wear good shoes.
- Take an active posture.

## 8. Safety rules for sitting work

Sitting work seems to be easy, but working in the same position and/or humdrum work may bring about health problems. Problems may be experienced with lumbosacral spine sections, neck, shoulders or hands/wrists. Nevertheless, still sitting work is better than standing work. Standing work is better compared to sitting work only a lot of force is needed or works involves handling large objects, or reaching far. Work is considered to be a sitting work when it involves sitting for more than one hour a day.

- Set up your workplace before you start work.
- Set the work height between 5 cm above and 5 cm below the elbow height, for basic activities.
- Set the work height to 20-30 cm under sight level for inspection activities.
- Do not put jackets or other items on a chair or backrest. Do not carry your wallet in the back pocket to avoid sitting crooked for a long time or to prevent tilting.

## 9. Safety rules for vibration: hand, arm and body

Issues involving exposure to vibrations:

- Positioning of vibration dampers
- Routinely ensuring that measures are maintained
- Limitation of exposure time
- Taking breaks

- Change of tasks

## 10. Working with hand tools

Working with hand tools can be dangerous. Each tool poses its own risk and therefore measures must be taken to reduce that risk. Inspected tools carry an inspection sticker with the date of inspection. Pay attention to that!

### Danger when working with power tools:

- Electric shock, short-circuit burns
- Getting hit by flying parts.
- Injury inflicted by rotating or moving parts (of grinders, drills, saws, etc.).
- Physical effort (shocks, wrong posture)
- Hearing damage caused by exposure to noise above 80 dB(A).

### Safe working practices for power tools.

Power tools come in different types. Regardless of the tools you might use, if you follow the rules listed below, the chances of an accident will reduce.

- If you are not familiar with the tool, follow the user manual or ask your line manager to help you master the tool.
- Use only accessories intended for the tool.
- Secure the workpiece with clamps or place it in a vice.
- Make sure the surface is stable to prevent kick-back of a machine or object which may hurt you.
- Do not wear any jewellery or loose clothing that can be pulled in by rotating or moving parts.
- Turn off the power after use or when you need to adjust the tool, for instance when changing the drill bit.
- Never hold tools by the cable.
- Pay attention to the working environment. Keep your work area clean and well lit. Check the location of extinguishing agents.
- Use explosion-proof tools in potentially explosive atmospheres.
- Wear suitable protective equipment such as safety glasses or face shields and, where appropriate, respiratory, hand and hearing protection.

### Before using tools, inspect the following:

- Damaged or cracked cable insulation, which makes the wires visible. Don't fix the cable, just replace it.
- Broken or damaged plug. During the test, the plug must be molded or comply with IP44 (dustproof and waterproof)
- Loose or broken housing or defective switch.
- The tools must be inspected at least once a year. The date of inspection must be indicated on a sticker affixed to the machine or by any other sign. Check whether the date on the sticker is valid. If your tool needs to be re-inspected, report it to your line manager.

## 11. Working with (moving) machines.

Working with machines is very risky. Each machine poses its own risk and therefore measures must be taken to reduce that risk. Inspected machines carry an inspection sticker with the date of inspection. Pay attention to that!

### Safety measures:

- Before commencing work, you will receive job instructions and explanations. If you have any questions or concerns, speak to your line manager immediately.
- Before using the machine check the location of the emergency stop.
- You may only work with machines if you received instructions and permission from the client or line manager.
- Always work carefully! If you are not sure what you are supposed to do or if you have doubts about the quality of machines, etc., interrupt work and ask your line manager.
- Report product safety hazards to your line manager immediately.

- The employee, when performing his or her work, must do it in a way which prevents putting himself or herself and others at risk.
  - Machines must be properly maintained and safety regulations must not be violated.
  - Modifications of machines may only be carried out by trained personnel.
  - You may only work wearing class S3 safety footwear.
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- Always use personal protective equipment if required by law (see personal protective equipment)
  - Watch out for rotating or moving parts:
    - No unbuttoned clothes
    - No loose hair: Hair must be pinned up or tucked away.
    - No jewelry
  - Stay calm when the work is not going well. Never attempt to remove an auxiliary item (such as a knife) that fell or a product from a moving machine. Turn off the machine and see what happened. This also applies to setting / switching on the machine. Notify your line manager immediately.
  - Always work with at least two other persons in the vicinity of the machine and/or conveyor belt (if necessary).
  - Switch off the machine when finished.

## 12. Safety rules for working at heights

Working at heights is very risky. Any fall from the roof, regardless of its height, may have tragic consequences.

### Safety measures:

- Take appropriate safety measures, even when carrying out small tasks.
- Discuss with your line manager the safety measures you will need.
- Prevent the risk of falling by using a safe scaffolds, lift or hanging scaffolds, or by installing fencing and handrails.
- When working on a lift: always work attached to a rope.
- Working at heights must always be carried out by two persons.
- Use a ladder only if this is the only way but under the conditions specified in the information.
- Prevent falling objects from hitting other persons.
- Make sure that employees' knowledge and experience is adequate for the risks posed by the lift, work and workplace environment.
- Use equipment that meets CE standards.
- Use personal protective equipment suitable for the machine and the environment.
- Ensure good means of communication between the employees working at height and the employees on the ground.
- Use a ladder only if there is no other way.

### Instructions for safe use of a ladder:

- Below you will find some tips on how to position the ladder and use it safely (these tips usually apply also when using a ladder on stairs).
- Ensure sufficient space for placing the ladder. Using the ladder with a wind force of 6 degrees or more is not allowed;
- The ladder should be positioned at an angle of 75 degrees (the rule is to put your feet at the bottom of the ladder and hold the ladder with your arms extended forward);
- The lower part of the ladder should not move or slip; if necessary, the ladder should feature a stabilizer bar;
- Secure the upper part of the ladder against slipping to sides; if necessary, fasten with string or rope;
- The ladder should extend at least one meter above the point which is to be reached. When climbing down the ladder at a height, ensure a solid support.
- Do not place the ladder on an inclined, soft, uneven or slippery surface, on a table or chest, backwards or upside down;
- Keep rungs and shoes clean; do not climb the ladder with slippery or dirty soles;

- Climb up the ladder facing it and use two hands;
- It is advisable to lift material and tools using a rope;
- Access to the ladder should be unobstructed and, if necessary, fenced-out;
- If the ladder is to be placed in front of a door, the door should be closed or access should be prevented;
- Never place a metal ladder near live parts, keep a distance of at least two meters or use a non-conductive ladder (wooden/plastic);
- Do not lean too far from the ladder and never support yourself with your foot placed on a window frame or a threshold etc.; the ladder may move;
- Never place the ladder directly at the window; in this case, use a step ladder;
- Never climb a ladder without a platform higher than the fourth step from the top;
- For reasons of public safety, especially of children, never leave ladders unattended;

Discuss modifications or unforeseen circumstances in the workplace with your line manager.

#### Instructions for safe use of scaffolding.

Scaffolding (on wheels) come in different forms. Erection and maintenance of this scaffolding is extremely important. Scaffolding is therefore erected by experienced experts (through training or instructions). They are able to assess whether the scaffolding is properly erected and safe to work on it. Safe work using scaffolding is determined by the appropriate scaffolding design. For this reason, certain strict regulations apply. Everyone must follow with these regulations. If you notice or suspect a deviation, report it to the foreman.

The following rules apply for safe use of scaffolding:

- Do not make any modifications to scaffolding design.
- If you suspect or notice any deviations in design, report it immediately to the foreman.
- Do not leave any material or tools scattered over the scaffolding. You can trip over them or inadvertently throw them down, putting your colleagues in danger.
- After snowfall, clear snow from scaffolding; if it is slippery, use anti-slip material (such as salt, sand).
- Auxiliary scaffolding higher than 0.5 m must not be placed in the workplace.

Additional rules apply for safe use of wheeled scaffolding:

- Always climb wheeled scaffolding from the inside.
- Pull the material and tools upwards using a rope. Do not put tools in your pocket.
- Never stand on scaffolding railing.
- Do not climb scaffolding if the wind force exceeds 6 degrees.
- Scaffolding must be fixed to prevent it from tipping over.
- Scaffolding must be moved from below.
- When scaffolding is being moved, no persons must be on it.

### **13. Safety rules for lifting / securing loads**

The following guidelines must be observed when lifting:

- Always wear a helmet when lifting.
- Use only approved/certified lifting equipment.
- A crane must be inspected by an authorized body on regular basis.  
Inspection data can be found in the enclosed booklet. This also applies to mobile cranes.
- Lifting work must always be carried out under supervision of someone else.  
Instructions may be given by radio-telephone.
- Check hoisting gear for defects before use.
- Make sure that the load is well secured; the load must be balanced and the lifting gear must be correctly positioned.
- Use only crane hooks with locking clamp.
- Lifting materials in strong winds carries an increased risk. Do not carry out lifting work when wind force is 6 degrees or more.
- Hoisting gear must be used properly and must not overloaded against specifications.
- Incompetent persons may never attach loads to hoisting gear.
- Ropes may never be shortened by nodes or clamps.

- Ropes must not run over sharp edges. If this cannot be prevented, use corners.
- When using two/three or more lift levels, the apex between the parts must not be higher than 120 degrees.
- At 120 degrees, the force is equal to the load of one part.
- The chain link must never be loaded at the bend; chain tying and threading is not allowed
- Screws with the handle must be fully screwed, facing the element, they must not be loaded at bends.
- Hook tips must never be loaded.

#### 14. Safety rules for earth and excavation works

The issues for earthworks include:

- Prevention of collapsing or sliding of excavation or embankment slopes.
- Excavations or embankments should be made with a safe slope inclination.
- The use of sheet piles, formwork or other retaining constructions should sometimes be combined with the use of foil, fabric, gravel or lowering of groundwater.
- Heavy transport, material and excavated soil should be kept at a safe distance from the trench.
- Ensure that excavated soil and loaders do not inadvertently fall into the excavation by taking appropriate precautions and thorough consultation.
- The staff must be trained.

#### 15. Working with forklift trucks and pallet trucks

Working with forklift trucks and pallet trucks carries a risk that can have serious consequences.

*Commencing work*

- Wear all protective equipment needed for work: safety footwear - gloves, hearing protection
- Read instructions carefully when commencing work

**Driver's posture**

- Always use a seat belt.
- Always keep your head, arms and legs inside the truck cabin.
- Don't jump off the truck when it leans over, instead support yourself using arms and legs.

**Mast and fork condition**

- Keep forks 25 cm from the ground when in motion.
- Never drive with forks raised, both empty and loaded. When carrying a load, keep the mast slightly tilted to the rear.

**Visibility**

- Make sure you have sufficient visibility on the road and ask for help in case of poor visibility.
- Always look in the direction of movement. Driving - follow the regulations of your workplace.
- Drive straight ahead and watch out for slippery (oil, frost) and damp ground.
- Respect speed limits.
- Observe the traffic rules when crossing a road or when loading and unloading lorries on roads.
- Slow down before turn, at crossroads, and in vicinity of pedestrians.
- Use the horn where needed (turn, crossroads, entering a warehouse)
- On elevations drive constantly at low speed and keep the mast slightly tilted to the rear.
- Keep driving straight on elevations.
- With loaded truck, descend elevations on reverse gear.
- Consider the height of gauges (doors, truck roof)
- Keep a sufficient distance from the truck in front of you (at least 3 times the truck length).





**Connection between ramp plate and truck**

*First check:*

- If the ramp lifting capacity is suitable for the total weight of the forklift truck and load
- If the ramp is securely fastened
- If the truck stands securely

*End of work:*

- Park next to aisles and, if possible, in a designated area.
- Use the wedge when parking on an elevation.
- Position the mast slightly inclined forward and the forks on the ground.
- Leave the gear in neutral, wheels straight, stop the engine and apply manual brake.
- Remove the key if the rules of your workplace require so.
- Don't forget to charge the battery in case of electric forklift trucks.
- Note any remarks about the means of transport in the inspection logbook.

*Forbidden:*

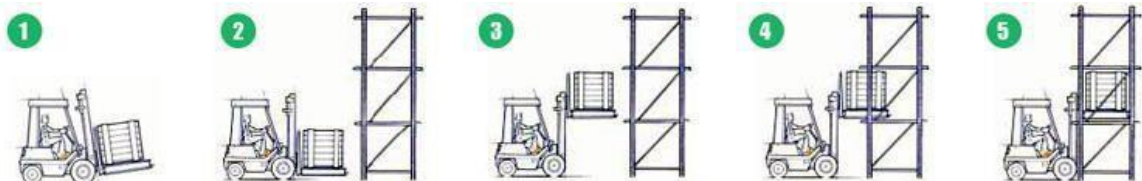
- Driving a forklift truck without proper qualifications!
- Carrying or lifting other persons with the forklift truck.
- Lifting a load that exceeds loading capacity of the forklift truck.
- Lifting a load that is not in balance.
- Lifting the load on one fork.
- Driving with forks raised.
- Emergency braking.
- Leaving the forklift truck on tracks.
- Smoking near a battery being charged or when refuelling IC engine trucks.



**Laying/stacking rules**

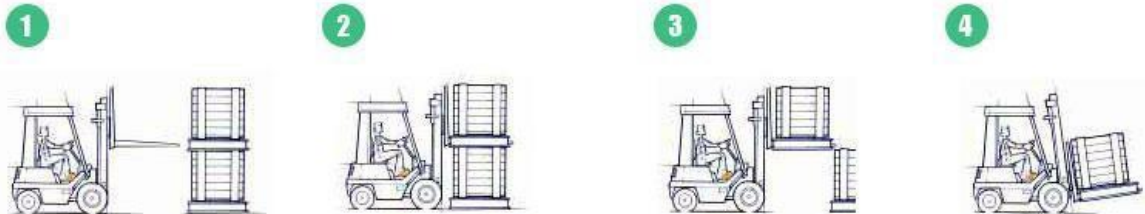
*Before:*

- Make sure that the load does not exceed the lifting capacity.
- Also when changing or switching on an auxiliary tool. No overload is permitted!
- Never overload the counterweights by placing a load or a person in the back of the forklift truck.
- Make sure that pallets are in good condition and fit the racks in the warehouse.
- Make sure that the load is balanced and stable when lifted.



*Explanation:*

1. Drive, both loaded and unloaded, with the forks raised at 25 cm and the mast tilted backwards.
2. Bring the vehicle to a standstill (neutral gear, handbrake applied), in the middle of the load opening, straight to the storage area. Position the mast vertically.
3. Lift the load to the correct height. Make sure that the load is horizontal when it is at field of view height.
4. When the load is lifted to the stacking height, slowly move the truck forward (releasing the handbrake).
5. Bring the truck again to a standstill. Place the load slowly and pull out the forks slowly by lowering them a little.



### Explanation:

1. Lift the forks to the correct height.
2. Drive slowly forward and insert the forks into the pallet without touching it.
3. Lift the load with the mast in vertical position. Lift the load, make sure that your path is unobstructed and reverse with the load on raised forks.
4. When the load is lowered, tilt the mast backward (25 cm from the ground).

### Electric pallet truck

#### Before work:

- Wear all protective equipment necessary for carrying out the work.
- Safety footwear (steel toe caps and non-slip soles).
- Protective gloves against cut and other injuries.
- Protective helmet (if necessary).
- Clear the drive path, remove obstacles.
- Make sure that the load is stable.
- Check the condition of the truck and report any defects immediately to the person in charge.

#### During work:

- Pulling the pallet truck, point the direction with the handlebar.
- Walk next to the trolley/truck with your arm outstretched and your spine straight, walk on the inside of the bend.
- Look in the direction of movement.

#### After work:

- Do not park the pallet truck in aisles

#### Forbidden:

- ccc. Carrying persons on a pallet truck

#### Tips:

- a. Always walk beside the pallet truck, not in front of it, keep sufficient distance between the wall and the truck.
- b. Avoid elevations.
- c. Do not overload the truck (usually limited to kg).



**16. Work in the horticultural sector****Registration / Work**

- All employees are required to enter their activities into the registration system if the client uses one. For assistance ask your line manager.

**Hygiene:**

- It is forbidden for an employee to work/enter a greenhouse/garden after being in another greenhouse/garden before - because of the risk of disease transmission.
- The plant/greenhouse/garden may only be entered in clean work clothing (Prevent disease transmission)
- Follow the instructions for footwear disinfection.
- Long hair should be tied up.
- Long (artificial) nails and nail varnish is not allowed, unless you wear gloves.
- Wearing chains, bracelets, etc. is not allowed (rings and other body ornaments are allowed in rare cases if they are smooth).
- Wear protective clothing in case of infectious diseases or skin diseases.
- Excessive use of perfumes is not allowed.

**Safety:**

- Working on a scissor lift:  
Scissor lifts are used when in tomato, pepper, cucumber and eggplant plantations. Scissor lifts move along the heating pipes in a greenhouse. Heating pipes lie on supports on the ground. Pipes, supports and scissor lifts together form a pipe railway system. The greatest danger when working on scissor lifts involves the possibility of lift overturn and falling from the lift.
- Review lift functions before commencing your work of the lift. Work according to the instructions and arrangements at the facility.
- Make sure beforehand that the pipes are stable and that the ground has not slipped.
- Report slippages immediately to your line manager or via the path log.
- For inspection, switch off the engine, disconnect the plug and press the emergency stop.
- Beware of the danger of tipping over, work calmly and think carefully.
- Use hydraulic height adjustment only if there is no risk of jamming around the lift platform.
- Keep a distance of 2 meters from a moving truck.
- During loading and unloading, the truck must be stationary.
- The protective mask can only be removed if the truck is stationary and the emergency button is pressed.
- The truck may only be used by one person.
- Make sure that safety measures are suitable for the truck and operations (railings and tilt indicators).
- Persons with imbalances, dizziness, fear of heights may not work on lift trucks.
- Prevent short circuits (prevent connection between batteries)
- When charging the battery, do not approach with a flame
- Employees must not refill the battery fluid
- When charging the battery, make sure that the room is well ventilated
- If the wiring is damaged, disconnect the truck from power supply and notify your line manager.



**correct**



**incorrect**

**Tools:**

- Put back in proper place the tools you used.
- Leave the truck clean at the end of work.
- Make sure the knife you use is sharp and put it back in proper place at the end of the work.
- Always put the registration system back in proper place.

**Diseases:**

- During work, make sure that diseases and plagues such as aphids, white flies, caterpillars, mold and botrytis are timely reported to your line manager.

**17. Pictograms**

The purpose of pictograms is to indicate, in an accurate manner, the hazards and responsibilities in the workplace, situation and/or project. When entering any workplace, the pictograms indicate the applicable safety measures. These signs must always be clearly visible and legible.

Different safety and health related signs are as follows:

- Prohibition signs: round, black pictogram on a white background, red rim
- Warning signs: triangular, black pictogram on a yellow background, black rim (the yellow color must cover at least 50% of the sign)
- Mandatory signs: round, white pictogram on a blue background (the blue color must cover at least 50% of the sign)
- Emergency signs: rectangular and square, white pictogram on a green background (the green color must cover at least 50% of the sign)

The following pages depict the most important pictograms which can be found in various industries.

**Mandatory signs**



**Face protector  
Mandatory**



**Ear protector  
Mandatory**



**Safety footwear  
Mandatory**



**Protective  
Mandatory**



**Safety helmets  
Mandatory**



**Safety glasses  
Mandatory**



**Safety gloves  
Mandatory**



**Protective armour  
Mandatory**



**Fire and smoking  
prohibited**



**Smoking prohibited**



**Unauthorized access  
prohibited**



**Wearing gloves  
prohibited**



Using transport vehicles prohibited



Carry persons on transport vehicles prohibited



Non-drinking water



Extinguishing with water prohibited



No eating No pedestrians and drinking



**Emergency signs**



First aid (doctor)



Rinse eyes



First aid



Stretcher



Protective shower



First aid call



Emergency exit



Emergency exit



Emergency exit



Emergency exit



Emergency exit



Assembly point

**Warning signs**



Laser radiation



Transport vehicles



Electrical voltage



Poisonous



Radioactive material or ionizing radiation



Corrosive materials



Danger



Radioactive explosives

**18. TOOLBOXMEETING**

When a client or line manager of Goodmorning BV, who manages the project, deems it necessary from the point of view of securing the performance of work, her or she may decide to hold a kick-off meeting.

The meeting is intended to discuss dangers and safety measures. Everyone concerned must be present at a kick-off or toolbox meeting.

***A safety meeting (“toolbox meeting”) is important for everyone's safety!***

#### **19. Emergency situations**

**What should I do in the event of a fire or a serious accident? Stay calm, every second counts.**

- Warn others, first-aiders, colleagues, managers, call ambulance or the police
- Call the emergency number: 112
- Speak clearly and explain who you are, what and where happened.

#### **In the event of an accident**

- Make sure that someone remains with the victim until help arrives.
- Don't touch or move the victim.
- If necessary, cover the victim to prevent cold.
- Check if a first-aider is nearby.
- Follow the instructions of the first-aider or ambulance staff.

#### **In case of a fire**

Make sure everyone leaves the building.

- Always run away from the smoke.
- Make sure that everyone left the building.
- Prevent the spread of fire.
- Use the fire extinguishers located there.
- Water can be used only to extinguish burning paper and wood material.
- Never use water on electrical appliances or materials other than wood and paper.
- Close windows and doors. Assembly in a safe place.
- Never leave the site without prior notification to the person carrying out the evacuation, reception officer on duty, manager, client and/or manager of Goodmorning BV BV.
- Follow the instructions of the fire brigade.
- Arrange everything with your colleagues.

#### **In case of spills or leaks.**

If hazardous substances are used, there is a chance that they may leak out.

#### **In order to prevent the effects a leak, the following possibilities must be considered:**

- Catch the leak into a container;



- Contain or absorb the leak liquids by means of sand, shavings or other suitable absorbent materials;
- Seal;
- Use natural or forced ventilation.

#### **In addition make sure the following is always available:**

- protective equipment (glasses, face shield, special clothing, rubber boots, gloves, respiratory protection);
- barrels;
- neutralizing agents;
- sand or suitable absorbent materials

### **Procedure.**

In addition to the information on hazardous substances, the following additional advice can be mentioned in the event of a spill or leakage:

- Evacuate the surroundings and notify the experts. This should apply to a few very dangerous substances that pose a very serious risk to people in the environment when released. Should this happen, an expert should be called in as soon as possible.
- Ventilation. When it is possible to remove substances by evaporation without any risk or when other methods are more damaging, ventilation can be used.
- Rinse the residue with plenty of water. This method can only be used for solids and liquids if the substance in small quantities does not cause serious environmental pollution and does not pose an explosion hazard in the sewerage system.
- Contain the leak with sand or other absorbent material and move it to a safe place. This method applies to substances that must not enter the sewerage system because they are very corrosive, hazardous to health or may contaminate the environment. A safe place means a place with no explosion hazard, where no persons are exposed to the substance, or where the substance will not contaminate the environment.
- Carefully collect the residue to prevent its spread.
- If the substance can seriously pollute the environment or cause damage to the sewage system, prevent it from entering the sewage system or open waters.
- In case of flammable gases and highly flammable liquids, use tools that do not generate sparks.
- When cleaning large quantities of substances, risks may arise; where other measures are insufficient, additional protective measures must be used.



### **Sickness**

In case of sickness, contact the designated contact person at Goodmorning before you start work and, if applicable, the driver with whom you commute to work.

Be prepared for a medical check-up by Arbo and the organization. If you need an independent examination by your company doctor, you should contact Arbo in your region. If you do not have such contact information, request it from your contact person.

If you return to work, you should get in touch with your contact person as soon as possible. Absence without due cause may lead to withholding your remuneration and sanctions.

### **Agreements at the office of GOODMORNING BV**

- In emergency, the office is managed by a designated assistant.
- Make sure that everyone is aware of the location of first-aid kit
- Make sure that everyone is aware of the location of extinguishing agents
- Review instructions for existing fire extinguishers.

Don't panic. Stay calm.

### **20. Availability of GOODMORNING BV**

<b>Etten-Leur's office</b>	<b>088 - 5008855</b>
<b>Plan</b>	<b>088 - 5008855</b>
<b>Officer VG</b>	<b>088 - 5008855</b>