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31 - Safety plan

Project: 105798-DE EN RDW Observation

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Introduction

This Safety Plan for the realization and operation of the Observation Service, prepared by VITRONIC on behalf of RDW, constitutes an operational interpretation of REQ-1114 and is based on RDW's Integral Safety Plan 1.0. The plan aims to ensure physical, personal safety during the realization and exploitation phase of the project. The focus is on minimizing risks to employees, road users and infrastructure and on compliance with all relevant laws and regulations, including the Occupational Health and Safety Act.

The safety plan describes how risks are identified, managed and evaluated during installation, maintenance and commissioning of the observation equipment. To this end, VITRONIC deploys a robust safety management system (VCA) from Vialis and SkyToll, which integrates preventive measures, incident management and audits. The safety plan is an elaboration of this safety management system.

Cooperation with RDW and other stakeholders, such as RWS and other road authorities, plays a central role in the implementation of the plan. The safety plan not only provides a framework for risk management, but also ensures a safe working and traffic environment, and the integrity of systems and data. In doing so, it forms an essential basis for the successful and safe realization of the Observation Service.

This document provides references to Requirement numbers from Annex 3.2 and 3.4 of the Agreement.

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Glossary

ARBO	Working Conditions Act/Arbowet
DMS	Document Management System
NEN	Dutch Standards Institute
PPE	personal protective equipment
REQ	Requirement
RI&E	Risk Inventory and Evaluation
RSE	Road Side Equipment
RWS	National Water State
VCA	The safety, health and environment checklist for contractors.
VMS	Safety management system

1.Introduction

1.1 Consistency with safety management system and other documents

Coherence with other documents

This safety plan plays a crucial role as a unifying document within the project and has a direct relationship with the documents listed below. The relationship with each of the documents is detailed below:

1. Integral Safety Plan 1.0: The Integral Safety Plan prepared by RDW as a starting point for VITRONIC's Safety Plan 1.0.
2. The safety management systems: All activities and work are performed either under Vialis' current safety management system VCA 2017 6.0. for activities on fixed equipment and SkyToll's current safety management system for activities for movable equipment. Thess VMS leading for all (execution) activities during the realization and operation phase.
3. Detailed designs per portal and for the movable equipment: The Detailed designs for fixed are elaborated specifications per portal and form the implementation basis for necessary permissions such as permits, requests for traffic measures and (technical) work agreements. Part of the detailed designs are the work plans per site that contain the site-specific safety measures. The detailed design for movable is valid for all movable equipment. The detailed design and the so-called Placement Protocol are used to discuss the potential need for permits with the relevant road owners, RWS and the Provinces.
4. The Exploitation Plan 1.0 provides the basis for setting up the Observation Service after the realization phase. This mainly includes the activities for relocatable and maintenance of movable and fixed in more detail.
5. The updated Realization plan 1.0 provides the basis for the design and implementation of the project during the realization phase.
6. The V&G plan from Vialis which is a project specific elaboration of the Safety Management System for fixed and the V&G plan from SkyToll's which is part of the Safety Management System for movable deployments.

Assumptions and scope

This safety plan applies to the activities during the realization and operation phases of the project in the Dutch road infrastructure. These are the activities required for:

- Installing, testing and maintaining the fixed observation at contracted locations
- The deployment (locations) of the movable observation at the locations included in the camera plan.
- Any other activities (control acreage, required surveys, etc.) along the roads related to the above activities.

This document applies to all employees, subcontractors and parties controlled by VITRONIC. Also, this document provides RDW, RWS and other external stakeholders with insight into the approach to Occupational Health and Safety in this contract.

2. Processes, procedures and practices

2.1 General

This section describes how safety will be ensured during project implementation and execution. The focus is on preventing accidents, complying with laws and regulations (such as occupational health and safety) and creating a safe working environment for all those involved. Safety management is set up according to recognized standards and procedures, including Vialis' safety management system VCA (Safety, Health and Environment Checklist Contractors) for fixed equipment, and is coordinated with the processes of subcontractors and VITRONIC.

In doing so, VITRONIC conforms to Vialis' safety system with regards to fixed RSE. For movable RSE the VMS from SkyToll is used. This plan is relevant for the execution of tests with movable equipment during the Installation phase and the actual deployment of movable RSE.

Responsibilities
The project uses the Vialis' and the SkyToll safety systems to ensure a structural approach to safety risks with the aim of minimizing risks, ensuring safe working conditions, and complying with legal obligations. This applies to all employees involved in the work, including subcontractors, trained and certified according to VCA standards.

Vialis bears responsibility for the specific work for fixed RSE and brings in its own safety management system tailored to the project and the work on, along and in the vicinity (work area and clearances) of the road. Vialis' systems and reports are integrated with VITRONIC's processes to ensure consistency in safety. Vialis' safety system is leading in this and also aligned with NL laws and regulations.
SkyToll bears responsibility for the specific work for movable RSE and brings its own VMS to the project. SkyToll's systems and reports are also integrated into the relevant VITRONIC processes to ensure consistency in safety. This system is also aligned with NL laws and regulations.

Security Organization
The project manager of VITRONIC is designated as Task Responsible Coordinator Design Phase [REQ-1122] and remains ultimately responsible for proper coordination with RDW and the fulfilment of safety-related requirements such as communication and reporting. The safety organization within the project will then consist of:

- RDW project manager
- V&G coordinator RDW / Process responsible coordinator design phase
- Installation manager RDW
- VITRONIC project manager / V&G coordinator Observation Service
- Vialis project manager
- Safety manager Vialis
- Implementation phase coordinator Vialis
- SkyToll project manager
- Safety manager SkyToll once appointed (mainly relevant during operations)

Coordination on the safety system between VITRONIC, Vialis and SkyToll has already been carried out. An integrated risk register has been set up that meets the requirements of the three parties. VITRONIC and Vialis have appointed safety coordinators who are responsible for cooperation and daily coordination. Periodic consultations have already been implemented, in which safety incidents, measures taken and points for improvement are discussed during

realization. For SkyToll the SkyToll project manager acts as the temporal Safety Manager during Implementation. SkyToll will appoint a Safety Manager in time for the start of the Exploitation.

In addition, reports are currently being standardized so that they meet the requirements of all parties and enable uniform analyses.

An escalation protocol for critical safety issues has also been established and approved. This laid a solid foundation for a consistent and effective safety approach during the Realization and Exploitation phases.

2.2 RI&E inventory

The risk management strategy [Fulfillment requirement REQ-938, 1119] focuses on identifying, evaluating, mitigating and monitoring risks during the realization phase. Central to this is the risk register, which describes current risks with probability and impact assessments, assigned measures and statuses. This register is discussed monthly during risk sessions between RDW and VITRONIC. Important input comes from the internal consultation between Vialis, SkyToll and VITRONIC on the progress of the project.

Participants:

- VITRONIC: Project manager, Technical manager,
- RDW: Project manager, risk coordinator, project coordinator

The monthly risk consultation reviews existing risks, identifies new risks and sets priorities and action items.

The Safety Risk Identification and Evaluation (RI&E) [REQ-1114] is an essential part of the safety plan during the realization and operation of the Observation Service. The purpose of the RI&E is to identify early, evaluate potential risks to the health and safety of employees, road users and other stakeholders, and implement appropriate control measures.

1. Initial risk inventory: At the initial stage of each phase (inception, realization, operation), a detailed risk inventory is conducted focusing on the specific risks in this phase. This identifies all risk factors that may occur during installation, testing and commissioning of the observation systems. The risk inventory focuses on technical, operational, environmental and personnel risks. This forms the basis for preparing the RI&E and prioritizing control measures.

2. Periodic evaluation of risks and implemented measures: During each phase, the RI&E is reviewed and updated monthly during risk sessions with RDW. In these sessions, new risks that have arisen during the project are assessed and evaluated. The risk register is continuously updated with the latest findings, after which additional measures are defined as needed. The goal is to ensure timely adjustments and implementation of effective control measures.

3. Risk management measures and actions: Based on the identified risks, detailed control measures are established, such as safety procedures, any required personal protective equipment (PPE), workplace security, and employee training. Where necessary, additional safety measures and preventive actions are taken to minimize exposure to risks. These control measures are again periodically evaluated.

4. Documentation and reporting: The complete RI&E, including identified risks and associated measures, is documented and communicated to RDW and other relevant stakeholders. The risk register is continuously updated in the quarterly reports presented. This ensures transparency and provides insight into the progress of risk management throughout the project.

5. Responsibilities and Supervision: VITRONIC is responsible for conducting the RI&E and taking the necessary measures. RDW acts as supervisor and ensures that the measures are adequately applied and that all risks are properly managed during the realization phase.

2.3 Integral safety file

In accordance with requirement REQ-1115, VITRONIC shall ensure that the integral safety file is kept up to date throughout the realization phase of the project. This means that all relevant safety information, risk inventories, measures and reports are continuously updated to ensure the safety of the project and those involved. The integral safety file is prepared together with Vialis.

Changes and additions to the Safety File will be processed and documented and the Safety File will be stored on the DMS. In addition, VITRONIC will review the Safety Plan at least annually and, if necessary, update it to reflect changing conditions, legislation or operational needs. This ensures that the Safety Plan always complies with the latest standards and guidelines and that all parties involved are working with the most up-to-date information.

2.4 Incident and accident procedure

VITRONIC is responsible for recording each incident, analyzing the cause and taking corrective and preventive action.

Most importantly, all incidents under the Working Conditions Decree Article 9.1 paragraph are immediately shared with the RDW [insert REQ-1128].

For the interpretation of REQ-1812 (Accessibility Contractor), refer to the contingency plan part of the H&S plan from Vialis.

Safety, accident and incident register
This register [Fulfillment requirement REQ-1758] contains a detailed record of all incidents that occur with regard to safety, accidents or near misses, according to ARBO regulations. The register helps both VITRONIC and RDW monitor safety during the project and ensures that safety measures are applied effectively. All incidents and accidents are discussed monthly during the operational meeting, where the responsible safety coordinator of VITRONIC gives an update and shares possible points of improvement. The person responsible for this register is the project manager of VITRONIC and safety coordinator of Vialis and SkyToll.

Article 2.27 of the Working Conditions Decree
In accordance with requirement REQ-1121, VITRONIC shall ensure notification of hazards as referred to in Article 2.27 of the Working Conditions Decree. This article requires the client and/or contractor to notify employees of specific hazards that may be present in the workplace.

Process for safety analysis and incident analysis
In line with requirements REQ-1125, REQ-1126 and REQ-1127, VITRONIC will take care in conducting safety and incident analyses during the realization phase.

REQ-1125 requires VITRONIC to cooperate in safety analyses when the RDW sees reason to do so. This may be the case, for example, when changes in work processes or risks occur. In such cases, VITRONIC will cooperate quickly and effectively with the RDW to complete the safety analysis so that potential risks are identified and evaluated in a timely manner

REQ-1126 requires VITRONIC to conduct a detailed incident analysis after an incident or near miss resulting in damage or injury from work-related activities. This analysis will be conducted in consultation with the RDW. The objective is to identify the basic risk factors of the incident and to initiate targeted measures that can help prevent similar incidents in the future. In accordance with REQ-1127, all incidents will be recorded in the (near) accident register.

2.5 Working on electrical installations

As indicated above, the project uses Vialis' safety management system. Part of this system are the procedures for working on the electrical installations. Vialis BEI (Bedrijfsvoering Elektrotechnische Installaties) is used for this purpose. The Vialis BEI meets the requirements set in MG-230 from RWS. These are the requirements such as NEN3140, NEN-EN 50110 and the Safety Manual of RWS. In accordance with Requirements MG-240 and MG-250, the work on electrotechnical installations is carried out according to the BEI work plan (see also chapter 2.5 of this document with a description of the activities) including the necessary (work) instructions for the work.

2.6 Approach to Structural Safety within the Realization Phase.

To meet requirements MG-180, MG-190, and MG-200, VITRONIC uses a systematic approach to ensure structural safety during the realization of the service observation:

- Appoint a Structural Safety Coordinator: In accordance with MG-180, VITRONIC will appoint an experienced and certified Structural Safety Coordinator. This coordinator will be responsible for coordinating structural safety throughout the duration of the contract and serve as an expert point of contact for RDW. The coordinator will ensure the integration of safety requirements into design and execution. This will be Volkan Balsat.
- Assurance of Structural Safety: In line with MG-190, structural safety is assured in the detailed designs for each site. This includes:
    - Incorporating safety guidelines into detailed system designs.
    - Conducting risk analyses to comply with applicable norms and standards (part of VITRONIC's modus operandi)

2.7 Process for Workplace Accident Registration and Reporting.

VITRONIC complies with MG-210 by recording all workplace accidents that result in at least one workday absence. This includes recording the date, location, nature of injury and causes. In addition, through a timekeeping system, VITRONIC keeps track of the total number of hours worked, including those of independent helpers. With this, the IF rate can be calculated.

Each quarter, VITRONIC reports results to RDW as part of the quarterly report.

3.V&G plan Vialis

Loose Appendix

4.V&G plan SkyToll

Loose Appendix

5.RI&E inventory

Loose Appendix

6.Safety management system certificates



CERTIFICAAT

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Certificaat
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Vervangt	K-0216221/2		

VCA 2017/6.0**

Met dit certificaat bevestigt Kiwa dat het VGM systeem geïmplementeerd door

Vialis B.V.

Voldoet aan de vereisten van VCA** 2017/6.0 voor het toepassingsgebied:

Vialis B.V.
Het realiseren, beheren en onderhouden van installaties voor dynamisch verkeersmanagement, utiliteit, industrie en infrastructuur.
VRS Railway Industry B.V.
Assembleren, reviseren, service en onderhouden van producten en systemen voor (rail) infrastructuur.
Asset Insight B.V.
Het (laten) meten, inspecteren en monitoren van assets.
Tecson Inspections B.V.
Het (laten) meten, inspecteren en monitoren van assets.

NACE: 43.21

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Vestigingen met toepassingsgebieden op blad 2 van dit certificaat

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