



House rules for construction work

Facility Services Directorate



UMC Utrecht

umcutrecht.nl

Important telephone numbers

The numbers below can also be called internally using the landline phones at UMC Utrecht. Press the last five digits to do so.

Emergency number (internal)	777 77
Emergency number (external)	088 75 777 77
Internal Fire Department	088 75 666 33
UMC Utrecht security communications room	088 75 666 22
Buildings Management & Furnishing (incl. asbestos coordinators)	088 75 539 90
Energy supply	088 75 571 77
Radiation protection	088 75 518 40
P&O Safe and Healthy working	088 75 564 00
Clean Building and Surroundings	088 75 719 90
Puncture incidents	088 75 564 00
Hospital Hygiene and Infection Prevention	088 75 565 38
Procurement	088 75 660 00
General telephone number of UMC Utrecht	088 75 555 55

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1. Definitions and abbreviations

Contractor

Everyone working on behalf of UMC Utrecht – including the parties/subcontractors engaged on behalf of the Contractor – in or near the UMC Utrecht locations.

Facilities department

The organization of departments that support the primary process at UMC Utrecht.

Executive Board

The person that UMC Utrecht has listed as Executive Board in the written instruction to the Contractor.

Abbreviations

Hospitals

UMC Utrecht	University Medical Center Utrecht
WCH	Wilhelmina Children's Hospital

Abbreviations of hospital departments (mentioned in the house rules)

ES	Energy supply
GBI	Buildings Management and Furnishing
DIT	Information Technology Directorate
MTKF	Medical Technology and Clinical Physics
SWE	Safe Working Environment, e.g. Security and Internal Fire Department
IP	Infection prevention
P&O	Personnel & Organization
IC	Intensive care
A&E	Accident & Emergency

Other abbreviations

SZW	Social Affairs and Employment
OBS	Interruption of Operational Assets
OR	Operating room
HSPS	Hazardous Substances Publication Series
BLVC	Accessibility, Living Conditions, Safety and Communication
VOG	Certificate of Conduct
PMD	Plastics, Metal and Drinking Cartons
BBU	Bureau Bereikbaarheid Utrecht - Utrecht accessibility bureau
RAP	Regieoverleg Afstemming Planningen - schedules coordinating body

2. House rules objective

UMC Utrecht attaches great importance to the safety of people (patients, visitors, staff members, students and third parties) and to care for the environment: All work must be carried out safely and in a way that protects the environment.

In addition, the hospital's primary business process must be affected as little as possible by the construction and renovation work. Nuisance and inconvenience to patients, visitors, staff members, students and third parties must be kept to a minimum.

This document contains rules and conditions to ensure everything runs smoothly.

The house rules have been formulated by the management team of the Facility Services Directorate (dFB) of UMC Utrecht and are part of the contract documents and general procurement terms and conditions of UMC Utrecht. They supplement the contract documents and current national legislation and regulations, but do not replace them. The Executive Board is entitled to amend the house rules either temporarily or permanently.

Every employee of the Contractor (including subcontractors, suppliers, etc., engaged by it) is obliged to comply with the house rules.

The Contractor must inform all persons it deploys as part of the performance of work on behalf of UMC Utrecht about the content of these house rules*.

In the event that these house rules do not provide for specific situations, the Contractor must contact the Executive Board.

* The house rules are subject to change. Always refer to the latest version at <https://inkopenbouwvoorwaarden.umcutrecht.nl/>

3. Compliance, injuries, damage and/or losses, and liability

3.1 Compliance

In the event of non-compliance with the house rules, contract documents and national legislation and regulations, the Executive Board is entitled to deny the Contractor or the Contractor's employees access to UMC Utrecht without this giving them any right to compensation.

Compliance with the house rules will be monitored by the Executive Board or their representative and by staff members of the internal SWE, P&O and IP departments. These staff members are entitled to halt work for a shorter or longer period of time or to terminate it in situations in which the safety or health of patients, staff members and/or visitors is or could be compromised.

The Contractor concerned will be informed orally and in writing of any decisions on identified violations.

Fines imposed by the judicial or supervisory authorities (including the Dutch Labour Inspectorate) and internal costs incurred by UMC Utrecht will be at the Contractor's expense.

Consequences of non-compliance with the house rules in addition to those stated in this chapter are described in Chapter 4, under the applicable sub-themes.

3.2 Safe Working Environment

A safe working environment is of importance within UMC Utrecht. Any aggression, violence or unacceptable behavior observed must be reported to the Executive Board. In case of emergency, the emergency number can be called. Acceptable behavior is based on the following principles:

- We treat each other in a respectful manner and protect each other against unwanted behavior
- Everyone is accepted as they are, regardless of origin, religion, sexual orientation, disability, education or position
- We handle information with due care
- We do not soil or break things unnecessarily, we leave spaces as we found them and we do not appropriate other people's possessions
- Staff members are given the opportunity to perform their work in a professional manner. They know the limits of their actions and transfer them if necessary

3.3 Injuries, damage and/or losses, and liability

All injuries, damage and/or losses to persons, buildings, premises and/or goods caused by the Contractor will be recovered from the Contractor. The Contractor must take out insurance against this.

UMC Utrecht is in no way liable to the Contractor for any injuries, damage, losses or theft incurred by the Contractor or its personnel (including any subcontractors, etc., engaged by the Contractor) .

Any costs arising as a result of the fact that the work must be terminated due to non-compliance with these house rules will be borne in full by the Contractor.

4. Work in and around the hospital

4.1 Reporting accidents and near accidents

Any accident that has directly led to bodily injury or damage to property must be immediately reported to the Executive Board, verbally and/or in writing, regardless of whether or not the accident involved any negligence.

The Contractor is always responsible for reporting accidents to the Dutch Labour Inspectorate, the police and the insurer.

In connection with the risk of infection and contamination, any injuries, no matter how minor, must be treated immediately.

In the event of serious injuries or acute situations, call the emergency number (see 'Important telephone numbers').

The Executive Board must present the Contractor with a statement of cleanliness prior to any work in laboratories and nursing wards, for example. The Executive Board requests this statement of cleanliness internally from the Radiation Hygiene, IP or Microbiology departments.

The Contractor must immediately report any unforeseen hazardous situations to the Executive Board.

The Contractor can request a paper 'safety credit card' from the Executive Board (see also Appendix 4 to the house rules). This safety credit card lists the actions to be taken in the event of incidents.

4.2 Fire and escape routes

In the event of a fire, the alarm must be triggered immediately by pressing a manual fire detector and calling the emergency number 777 77 (internal) or 088 75 777 77 (external).

In the event of a fire, please state the following:

- your name
- the exact location of the fire – the room number (see top of door frames)
- whether any people are in danger

Emergency exits are indicated everywhere. In the event of a fire and other emergencies, everyone must follow the instructions given by the evacuation coordinator, company emergency response officers, security or fire department.

The Contractor takes cognizance of the evacuation plan in advance (through the Executive Board). The fire extinguishers at UMC Utrecht are located at the locations marked on this plan.

In the event of a fire, the Contractor is obliged – after the fire alarm is given – to inform the Executive Board as soon as possible.

4.3 Ownership of buildings and building parts

All goods and materials released as a result of work are the property of UMC Utrecht and must be presented to the Executive Board for assessment for reuse.

4.4 Quality of staff members

VCA

The Contractor will ensure that it deploys sufficiently trained personnel that have completed training and have diplomas in the relevant profession. At minimum, the VCA (Safety, Health and Environmental Checklist for Building Contractors) certificate is required. Any deployment of trainees or apprentice engineers takes place under the supervision and responsibility of the Contractor and may not have a detrimental effect on the safety and quality of the work. The Contractor must always comply with the statutory requirements and standards and any additional requirements set out in the orders or contracts issued by the Executive Board.

Please note: In accordance with the VCA regulations, it is mandatory to be present with at least two people when working in enclosed spaces (e.g. technical rooms, shafts, etc.) and when performing 'high-risk' work.

VOG

Anyone who carries out work for UMC Utrecht must have a Certificate of Conduct (VOG), in accordance with the General Terms and Conditions and/or the Procurement Terms and Conditions. This obligation also applies to people who are employed by external parties and work in the hospital temporarily. The statement can be requested from the municipality where the employee lives.

The Contractor must, in consultation with the Executive Board, estimate which screening aspects need to be checked - this depends on the type of project. General (important) aspects:

- Handling sensitive information
- Having knowledge of security systems, control mechanisms and verification processes
- Assembling, processing and manufacturing goods/products/raw materials
- Providing services (advice, security, cleaning, catering, etc.)
- Contact with suppliers
- Setting up / assembling / repairing / maintaining / converting / operating (production) machines and/or equipment

UMC Utrecht performs random checks of the presence of VOG certificates. The certificates must be present in the Contractor's records.

4.5 Work site layout plan or BLVC plan

The Contractor must provide the Executive Board with a drawing of the work site or a BLVC plan prior to the kick-off meeting, in consultation with and for assessment by the Executive Board. The Executive Board provides the Contractor with a format and internally coordinates a format completed by the Contractor with the SWE department, among others.

The BLVC plan explains how the area rules (Appendix 1) must be applied during the project.

Where applicable, the BLVC plan also addresses interference with the trauma helicopter's flight sector and the presence of the tram track, and anticipates established crane parking spaces (see later on in these house rules and Appendix 2).

The drawing must indicate site huts, sheds, storage locations, etc.

4.6 Points of particular attention regarding accessibility of and routing to work site

The work site must not be accessible to unauthorized persons, such as patients, visitors and staff members of UMC Utrecht. Type of cordoning off to be determined in consultation with the Executive Board.

A universal cylinder (available from the Executive Board) must be built into the access gates to work areas, in such a way that the UMC Utrecht emergency services can intervene in the work area in the event of an emergency.

Entering and leaving the work site must take place via the routes agreed with the Executive Board in the BLVC or work site layout plan.

The Road Traffic Act (*Wegenverkeerswet*) applies to the premises of UMC Utrecht.

Transport of heavy transport vehicles, cranes, etc. must be reported to the SWE department (through the Executive Board) at least 48 hours in advance.

All escape routes and access routes for ambulances and other emergency services must have safe and unhindered passage 24/7. Access/exit routes for ambulances to and from the A&E department, Radiotherapy department or the Emergency Hospital must not be blocked.

Closing and/or blocking traffic routes, corridors, paths, entrances and exits, etc., is not permitted without the internal SWE department's consent (through the Executive Board).

When submitting an application for such a closure, the detour route must be indicated.

Openings, holes, obstacles of any nature whatsoever must be cordoned off with appropriate material and be fitted with sufficient lighting in the dark.

Walkways along or over ditches and trenches must be properly constructed and equipped with railings. The walkways must be wide enough for wheelchairs.

Fire hydrants, water and gas shutoff valves, high-voltage areas, etc., must remain accessible and easily reachable at all times.

With a view to the soil conditions, a maximum axle pressure of 2.5 tons applies on the brick paths and brick traffic routes on the UMC Utrecht site (passenger cars and regular vans).

On the tunnel under Lundlaan, a maximum axle pressure of 10 tons applies (30 tons for freight traffic, see Appendix 2).

On the tunnel between building part Q and the Power Station, a maximum axle pressure of 15 tons applies (45 tons for freight traffic, see Appendix 2).

The maximum headroom via the Universiteitsweg/Heidelberglaan at the through road is 3.80 m, see Appendix 3.

The Contractor is responsible for informing its carriers accordingly.

4.7 Parking

Parking for Contractors within the USP is only permitted in P+R Utrecht Science Park, at a visitor rate. To prevent the P+R from filling up, it is preferable that the Contractor provide a carpool option for its own employees outside Utrecht Science Park.

Contractors with a UMC Utrecht identification card can use the free bus/tram service between P+R Utrecht Science Park and UMC Utrecht (WCH and UMC Utrecht stops). Through [the USP \(Utrecht Science Park\) OV membership public transport scheme \(form-desk.com\)](https://www.usp-utrecht-science-park.nl/ov-membership-public-transport-scheme-form-desk.com) a USP free travel subscription can be requested by quoting employee number 123456. This can be linked to an anonymous public transport chip card.

Please note: P+R has a maximum headroom of 2.10 meters. For higher vehicles, an alternative parking space can be allocated in consultation with the Executive Board.

Contractors are not permitted to park on the work site or in the immediate vicinity of/the public area around the work site. Contractor vehicles may not be on the work site for more than 30 minutes to load or unload. After that, the vehicles must be parked in P+R Utrecht Science Park or on a carpool site.

Short-term parking to load or unload may not hinder other traffic, particularly the emergency services.

Loading and unloading is not permitted on:

- Designated spaces for rescue vehicles, near fire hydrants and other rescue equipment
- Parking spaces near high-voltage rooms
- Entrances and passageways
- The loading and unloading bay (if this is not the destination)

Deviations from the above are only permitted in consultation with the Executive Board (and after internal approval from the SWE department).

UMC Utrecht uses wheel clamps when parking rules are violated. The wheel clamps can be removed for a fee.

4.8 Education, identification and keys

Contractors who work at UMC Utrecht for more than 1 month continuously and at least 144 hours a year are obliged to participate in the Central Introduction Program (CIP) of UMC Utrecht. Through this program, employees receive information about how to deal with emergencies, fire and digital security. They are obliged to subsequently follow the 'Integral safety' e-learning (through the Executive Board). Upon consultation, UMC Utrecht can arrange a whole-class e-learning.

Employees who have followed the CIP will receive a UMC Utrecht identification card and, if necessary, keys.

It is mandatory to wear the UMC Utrecht identification card in plain sight. An access autho-

rization is linked to the card, which may only be used to carry out work on the agreed work site. In the case of loss or careless use, the costs for replacing the card will be charged. Any loss must be reported immediately to the Executive Board.

Upon termination of the work, the Contractor must hand in the UMC Utrecht identification card and the keys to the Executive Board.

4.9 Construction site connections

The position and connection of the construction site connections can be determined during the work in consultation with the Executive Board.

The priority power supply (e.g. red sockets) may never be used to connect electrical equipment of the Contractor.

The use of *fire reels* to perform work is not permitted.

It is not permitted to make a temporary water connection without permission from the Executive Board.

4.10 Keeping the work site and surroundings clean, tidy and safe

During the work, no dangerous situations may arise due to sand and other contamination: Contractors must keep the supply and removal routes for construction traffic between the main road network and their work area inside and outside the hospital, including the adjacent area, broom clean/dust-free. This also applies to public spaces, technical areas, shafts and corridors. At the end of each working day, the Contractor must ensure that the work site and the surrounding area are left dust-free, (fire) safe and tidy.

Unless otherwise agreed with the Executive Board, ceilings outside the work area must be closed at the end of each working day. Fire detectors, emergency lighting, emergency exit signs, etc., must be carefully put back in position. Gloves should be worn when removing or re-installing ceiling panels.

Opening ceiling panels of medical departments, public spaces and corridors is not permitted without prior consultation with and permission from the Executive Board.

Fire separations must be maintained, even during renovation work. A break in a (fire) separation may only be made in consultation with and at the discretion of the Executive Board. See also section 4.19, about fire prevention.

During the work, floor openings and openings in fire or air separations must be closed properly - in a manner to be determined by the Executive Board.

Dust barriers/construction fences must be closed during and after the work.

Emergency exits and escape routes must always be kept clear. Blocking opened or closed doors with objects is not permitted

Doors with card readers and/or electronic door fittings must remain closed.

For all work carried out in the buildings and on the premises of UMC Utrecht, it must be taken into account that patients can be extra sensitive to noise, odor, vibrations, dust, light, etc., due to their state of health. Undesirable smoke, fumes and odors and noise pollution must be prevented at all times.

Nuisance caused by exhaust fumes from construction machines both inside and outside the buildings of UMC Utrecht must be prevented. If the use of these machines or substances cannot be avoided, measures must be taken in consultation with the Executive Board.

4.11 Goods deliveries

See Appendix 3 for access routes of the different suppliers.

Goods must be delivered directly to the work site:

- Dimensions of transport vehicles must be tailored to the size of the work site, so that unloading can take place within the fences.

If delivery of goods directly to the work site is not possible:

Delivery of construction-related materials to the central construction site indicated in yellow (see Appendix 3) - in consultation with the Executive Board. The Contractor must sign for and receive the goods. The Contractor must maintain contact with the suppliers to this end.

Delivery of other goods and equipment through goods receipt (at the loading and unloading dock), taking into account the following agreements:

- Goods must be clearly addressed - provided with a contact person for the supplier and Contractor, including mobile telephone numbers
- Goods/materials must be collected by the Contractor on the day of receipt between 7 a.m. and 3:30 p.m.
- Empties, pallets and packaging materials must be disposed of: do not leave them in the storage location

In both cases, materials and goods must be delivered according to the just-in-time principle. When delivering materials with multiple trucks, the Contractor must arrange an external parking area or buffer location, from where unloading takes place on demand.

4.12 Storage of goods

The storage of goods/materials/tools must be kept to a minimum and is only permitted at the locations designated by the Executive Board within and outside the buildings of UMC Utrecht. Incorrectly placed goods/materials/tools will be removed without notice and at the expense of the Contractor

Storage of goods, materials, tools, gas bottles, waste, etc. is not permitted in or on the technical floors/shafts, public spaces and corridors, in the vicinity of or on walkways, lift plazas, under stairs, self-closing doors, escape routes, and near fire extinguishing equipment or fire hose reels, unless permission has been given by the internal SWE department (through the Executive Board).

Goods, materials and/or tools, including scaffolding, stairs and ladders, may not be left unattended or where they are accessible to patients, visitors and/or staff members.

The storage of solid or liquid substances that constitute a hazard or fire hazard must comply with the requirements of HSPS Guideline 15 and the internal guidelines of UMC Utrecht. Agreements are recorded in a Safety Plan and approved in a work permit, see also section 4.19.

The storage of goods/materials/tools inside and outside the buildings of UMC Utrecht is entirely at the risk of the Contractor. Damage cannot be recovered from UMC Utrecht.

4.13 Internal transport of goods, materials, tools and waste

The Contractor must keep the quantity of goods, materials, tools and waste to be transported to a minimum.

Internal and external transports required for hospital processes always have priority.

Transport vehicles of the Contractors must be equipped with wheels that cannot damage the floors of UMC Utrecht, or measures must be taken to prevent this.

The company name must be displayed on the transport vehicles in a clearly visible way.

Transport vehicles may only be parked at the locations where the work is carried out and may under no circumstances be parked in public areas, corridors or medical departments.

Any injuries, damage and/or losses must be immediately reported to the Executive Board and must be repaired as quickly as possible at the Contractor's expense.

Horizontal transport of goods, materials and waste should where possible take place via the corridors of the 0 floor or via the routes that are agreed with the Executive Board.

Vertical transport of goods, materials, tools and waste may only take place via the goods elevators or via the routes agreed with the Executive Board.

4.14 Waste

The Contractor must - after consultation about possible reuse of materials in accordance with section 4.3 - provide waste containers for the separate disposal of waste.

The Contractor is obliged to remove all loose waste at the end of the working day.

The Contractor may be asked to provide access to waste materials records (deposit certificate). In this case, the Executive Board will submit the records received to the P&O Directorate for assessment.

All containers/vehicles must have lids that are closed during transport.

In exceptional situations, the following can be used to remove small quantities of waste or construction waste - in consultation with the Executive Board:

- The limited number of black containers of UMC Utrecht for construction waste
- The small or large blue containers for paper and cardboard
- The orange containers for PMD (plastics, metal, drinking cartons)
- The yellow containers for cushioning materials (other waste)

The use of any other type/color of UMC Utrecht container and/or garbage bin is not permitted.

Waste in the form of batteries, electrical equipment and chemicals such as adhesives, sealants, paints, etc., must always be removed by the Contractor itself.

4.15 Environment & environmental incidents

General

The environmental impact of the work must be kept to a minimum. Therefore, the Contractor must strive to carry out the work in such a way that:

- unnecessary use of energy, water and other materials is prevented
- the generation of waste is prevented where possible
- where possible, sustainable materials are used and components are reused, in consultation with and after approval from the Executive Board
- no environmentally harmful emissions and/or discharges occur by taking preventive measures

UMC Utrecht is covered by an environmental permit to which various procedures are linked. These procedures cover various environmental themes. The Contractor must adhere to procedures pursuant to this permit. Information about this is provided by the Executive Board. If any matters are unclear, the Contractor must inform the Executive Board.

Waste water

The Contractor is not permitted to discharge environmentally harmful and/or hazardous substances into the sewer or surface water.

Activities that release larger quantities of waste water must be requested in advance from the Executive Board.

Subsoil, soil and air

It is not permitted to introduce harmful solid or liquid substances into the subsoil or air.

When removing soil, the Contractor must provide the Executive Board with a deposit receipt.

Incidents

Any spilled solids or liquids must be reported to the Executive Board and must be cleaned up immediately.

The Contractor that caused the incident must draw up an inventory of the nature, extent and size of the pollution as soon as possible. In addition, the party that caused the incident must draw up an action plan in order to eliminate the pollution. This action plan must be presented to the Executive Board for approval.

The costs for this, any temporary measures and the costs for cleaning the environment (including the soil) will be borne by the Contractor causing the incident.

In the event of an environmental incident, security and Executive Board must be informed immediately. In acute situations, the emergency number should be called.

4.16 Personal hygiene and rules of conduct

When working in and around a hospital, personal hygiene requires extra attention because, in the interest of patients, the aim must be to minimize the spread of pathogenic micro-organisms:

- Work clothing must be clean and intact and meet the safety requirements. The company name of the Contractor/employer must be clearly visible. It is not permitted to wear shorts or open shoes or to work shirtless
- The buildings of UMC Utrecht and the surrounding premises are completely non-smoking. Smoking is not permitted anywhere on the premises
- The use or possession of alcoholic beverages or drugs is not permitted
- The use of music/radio is not permitted - not even earbuds or headphones
- Pets are not permitted

4.17 Toilets & breaks

The Contractor must only use the sanitary facilities designated by the Executive Board, provided that they are left tidy.

The Contractor may only use the staff restaurants if approval has been given by the Executive Board. These restaurants may only be entered with clean clothing, clean footwear and clean hands.

4.18 Contact with users and working times

The Contractor always performs the work in consultation with the Executive Board. The Executive Board maintains contacts with the department(s).

In connection with patient rest periods, no work that causes vibration and noise nuisance may be carried out within the existing buildings before 8 a.m., during the afternoon rest periods (this depends on the departments nearby) and after 6 p.m. on working days.

Work may be carried out outside existing buildings on working days from 7 a.m. to 6 p.m.

Exceptions to the above (for example for drilling work) to be arranged in consultation with the Executive Board.

Different times apply for transport to and from the work site, see the area rules in Appendix 1.

4.19 Fire prevention

Fire department entrances (access routes and designated spaces), fire pits and fire hydrants must be accessible to the municipal fire department and internal UMC Utrecht fire department at all times.

Before the start of the work, the Contractor must, in consultation with the Executive Board, apply for a **work permit** via www.werkvergunningen-umcu.nl. The account details will be provided by the Executive Board. The work may not be started without a permit and during the work the regulations in the permit must be strictly observed.

The planning of all work must be coordinated with the Executive Board and must be correctly requested in the work permit. High-risk activities in the context of fire prevention include work that releases heat, dust, smoke and/or vapor such as: welding, soldering, burning, drilling, asphaltting, grinding, sawing, planing, milling and working with chemicals such as adhesives and/or solvents such as acetone, thinner, etc.

During high-risk work, a cover must be placed on the smoke detector(s). Fire alarm systems including detectors remain operational. This implies that – with a view to detection – the suspended ceiling must be closed at the end of the day. The Contractor can collect the covers from the company fire department in building part Y after receiving the work permit. All covers issued must be returned here at the end of the working day. Failure to act in accordance with the work permit has consequences as stated in the work permit.

During the execution of work, the Contractor must have its own fire extinguishers available within the work area. Only foam extinguishers are permitted.

The Contractor must also be familiar with the site evacuation plan. This can be requested from the Executive Board.

In addition to section 4.10, if it is not possible to keep the fire separations and fire alarm systems intact, a plan must be submitted for the situation during the work.

Any flammable materials in the vicinity of the work must be removed. If this is not possible, they should be covered with a non-flammable or low thermal conductivity material.

It is not permitted to store or transfer flammable substances on the grounds of UMC Utrecht. If this is necessary for business operations, a liquid-tight transfer point must be set up in consultation with the Executive Board.

Only use material/equipment listed below in consultation with the Executive Board and as agreed/allowed in the work permit. These include:

- Gas bottles
- Gas bottles for self-filling (max. capacity 10 liters)
- Gas cylinders
- Flammable materials and liquids
- Flammable packaging
- Adhesives and solvents

Equipment must be in good technical condition and must meet the applicable safety standards.

4.20 Working with hazardous substances

The Contractor must avoid the use of hazardous substances. If this is not possible, use must be coordinated with the Executive Board. Agreements are recorded in a Safety Plan and approved in a work permit.

Use of CFC-containing materials is not permitted.

In the case of work where there is a risk of contact with hazardous substances, protective equipment must be used that is tailored to the situation.

A safety data sheet for the products used must also be present at the workplace.

4.21 Asbestos

The Contractor is not permitted to supply, store, process or otherwise use asbestos or materials containing asbestos. When inhaled, asbestos fibers can penetrate deep into the lungs and cause lung cancer.

Locations and health risks

Asbestos has been used at various locations in the main building. These locations are known. The asbestos there does not pose a health risk because the asbestos fibers are not loose in the air. There is, therefore, no risk of inhaling loose asbestos fibers in a room with asbestos-containing materials.

It is important, however, that the Contractor is aware of the locations where asbestos has been used and how to deal with it. It is not permitted to drill into asbestos or to carry out machining work on it.

UMC Utrecht has drawn up an asbestos instruction. The instruction consists of four short films in which the locations* where asbestos can occur are explained and in which an explanation is given about what can and especially what cannot be done with asbestos-containing materials. For example, it is not permitted to tear, pierce or process asbestos, and asbestos must be carefully packaged and disposed of.

Please watch the general introduction first. Then watch the videos that apply to the work to be carried out by you.

- [General asbestos instruction](#)
- [Work on installations](#)
- [Work above ceilings](#)
- [Work on construction projects](#)

Is there any doubt as to whether certain materials contain asbestos? Then contact Executive Board before starting the work.

*

- In strips at the permanent formwork near the pouring seams of the floors. This can be recognized by the different color of the concrete.
- In 15 x 15 cm formwork adjusting plates. These are recognizable by their different color and structure.
- In the old, central vacuum system. Be careful when removing the floor drains during renovations. There may be an asbestos-containing covering paste at the bottom of the drains.
- Some moisture-resistant strips in the brick facades in the skylights of the 0 floor.
- Pipe gaskets.

4.22 Chromium-6

Materials containing Chromium-6 may be present at various locations in or on UMC Utrecht and its grounds. An inventory must be carried out for each work in accordance with the Chromium-6 Checklist. This can be found in the [Chromium-6 control plan](#) drawn up by UMC Utrecht. If this control plan is not followed, no machining work such as sanding, cutting and welding on painted/coated materials and/or welding of stainless steel may be carried out.

The Contractor must submit the inventory to the Executive Board prior to the work.

4.23 Working in or near risk-sensitive areas

Areas that are susceptible to infection, such as the OR complex, IC rooms, laboratories, nursing wards, etc., may only be entered by authorized personnel. If work in or near these areas is necessary, this must first be discussed with the Executive Board. The Contractor must be aware that these areas may cause a risk of infection for staff members, patients and visitors.

Adapted behavioral and safety rules and hygiene codes - such as wearing space-specific clothing and/or personal protective equipment - is mandatory in these areas. Special safety protocols are in place for this, which can be requested from the Executive Board.

The department head of these areas is at all times authorized to deny the Contractor access to these rooms. In that case, the Contractor must contact the Executive Board.

When carrying out work in the Psychiatry department, special measures must be taken in consultation with the Executive Board. For example: not working on your own, not leaving any tools and materials unattended or in plain sight, etc.

4.24 Interference with hospital equipment

Use of equipment that may interfere with UMC Utrecht equipment is not permitted.

4.25 Working with or near radiation sources

Work in the vicinity of radiation sources (identifiable by the symbol for radioactivity) is only permitted with prior approval from the person responsible for this at the radiation protection department of UMC Utrecht - through the Executive Board.

Actions with sources of ionizing radiation (encapsulated sources, open radioactive substances, X-ray equipment, etc.) are not permitted, unless permission has been granted - through the Executive Board - by the radiation protection department of UMC Utrecht.

4.26 Working near MRI equipment

Magnetic fields are present around MRI equipment that can be harmful, both to the health of the staff and to the operation of the equipment. In UMC Utrecht, magnetic fields > the 0.5 mT line (5 Gauss) are magnetically shielded or are indicated with lines and warning signs. Entering the zones within these lines or within the steel shielding is only permitted after following an instruction and in consultation with the Executive Board.

4.27 Working on installations, cables and pipes

Due to health risks, work is not permitted on (air) installations, cables, pipes (above and below ground), LAF and fume cupboards without the express permission of the Executive Board.

The Contractor is not permitted to interrupt the availability of operational assets (electricity, water, gases, etc.) on its own initiative. In consultation with the Executive Board, the OBS procedure (Interruption of Operational Assets) of UMC Utrecht must be followed.

Starting work on installation components that cannot be completed on the same day is not permitted on a Friday or on any day preceding a national holiday.

4.28 Working with cranes

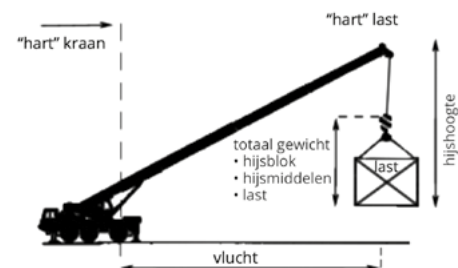
In the case of *hoisting work*, the Contractor must provide a hoisting plan and a Health & Safety plan to the Executive Board in advance.

The Contractor must realize that work on installation parts can have serious consequences for the health of patients or staff or the hospital's operational process. This work must be scheduled in consultation with the Executive Board at least 10 working days in advance. In case of unforeseen or emergency situations, the Executive Board must be informed immediately.

In the case of *pile-driving work*, the Contractor must provide a *pile-driving plan and a Health & Safety plan* to the Executive Board in advance.

These plans must address the following:

- The position of the crane or piling rig. For the permanent designated parking spaces, interference with the tram track and the trauma helicopter's flight sector, see Appendix 2
- The crane specifications
- An overview of protective measures
- The expected amount of vibrations and noise pollution (in the context of nuisance or inconvenience to patients and equipment)
- The crane outreach path and the required measures:
 - The outreach of a crane may not extend beyond the construction site. If this is not possible, one or more traffic controllers must be present at the location or locations where the jib moves beyond the boundaries of the work site during the time frames that this movement must be made one or more times.



- The crane working area must be more than 50 meters away from the flight sector. If this is unavoidable, construction work must be stopped during the landing of the trauma helicopter. The crane must be parked during the landing, in such a way that the jib does not extend above the roof edge. The crane must be parked within 10-15 minutes.

- If the crane outreach is greater than 100 meters and the hoisting height is therefore high (even outside 50 meters from the trauma helicopter's flight sector), this must be reported to the Human Environment and Transport Inspectorate through the Executive Board. Upon request, the crane must be collapsed within 10-15 minutes.
- The crane or piling rig must have the necessary obstacle lighting
- Information regarding the course of communication between the trauma helicopter and the operator. Direct communication between the communications room of UMC Utrecht and the operator of the crane or the person who is in direct contact with the operator of the crane must be possible.

The management has the hoisting/piling and H&S plans checked and approved by the internal SWE department.

4.29 Presence of tram track

A permit is required to carry out work and have and keep objects on, in, above, next to or under the tram system. This work may have or will have an influence on the functionality and/or safety of the tram system.

The OV asset management team (province of Utrecht, the manager of the tram track) has drawn up a spatial profile within which a permit is always required when carrying out work and/or having and keeping objects. This spatial profile is limited (see also Appendix 2):

- *Above ground level* -> by imaginary lines 3 meters outside the outer rails. The spatial profile is unlimited in height
- *Below ground level* -> by imaginary lines 5 meters outside the outer rails. The spatial profile is unlimited in depth

Please note! Activities outside this profile can also influence the safety and/or functioning of the tram system. The permit requirement remains unaffected. The Executive Board will check this.

Employees who are within the above-mentioned zone must have a 'Proof of Access'.

In all cases, the permit must be requested (through the Executive Board) on time: The assessment period (after receipt of the correct documents) is 8 weeks. It is advisable to submit the permit request to the Executive Board 12 weeks before the start of the work.

4.30 Photos, videos & publications

Taking photographs or filming inside the buildings and on the premises of UMC Utrecht without prior approval is not permitted. Permission can be requested from the Executive Board. In the event that permission has been granted, patients, staff members or visitors may not be depicted in a recognizable manner.

Publications of work carried out on behalf of UMC Utrecht and posting messages on social media are not permitted without permission. Permission can be requested from the Execu-

tive Board.

4.31 Completion

Upon termination and completion of the work:

- Ceilings may only be closed with permission of the Executive Board.
- Wall and floor openings must be closed as instructed by the Executive Board.
- Any remaining items must have been identified, agreed and recorded.
- Revision documents (including 'as built drawings') must be provided to the Executive Board for every change in, on or under the building or site, in accordance with the statement and for processing by the Executive Board.
- The work and/or storage area, including the surrounding area, must be delivered 'broom clean' and sticker-free and in its original state, to be assessed by the Executive Board.
- Outside the work area, shafts, cellars, and technical rooms where work has been carried out must likewise be delivered 'broom clean', sticker-free and in their original condition, to be assessed by the Executive Board.

5. Credits

This document has been prepared by the dFB of UMC Utrecht.

Please pass on any suggestions for changes to this document to the project secretariat of the Buildings Management and Furnishing department, dFB:
088 75 53 990 Email: fbprojectsecretariaat@umcutrecht.nl

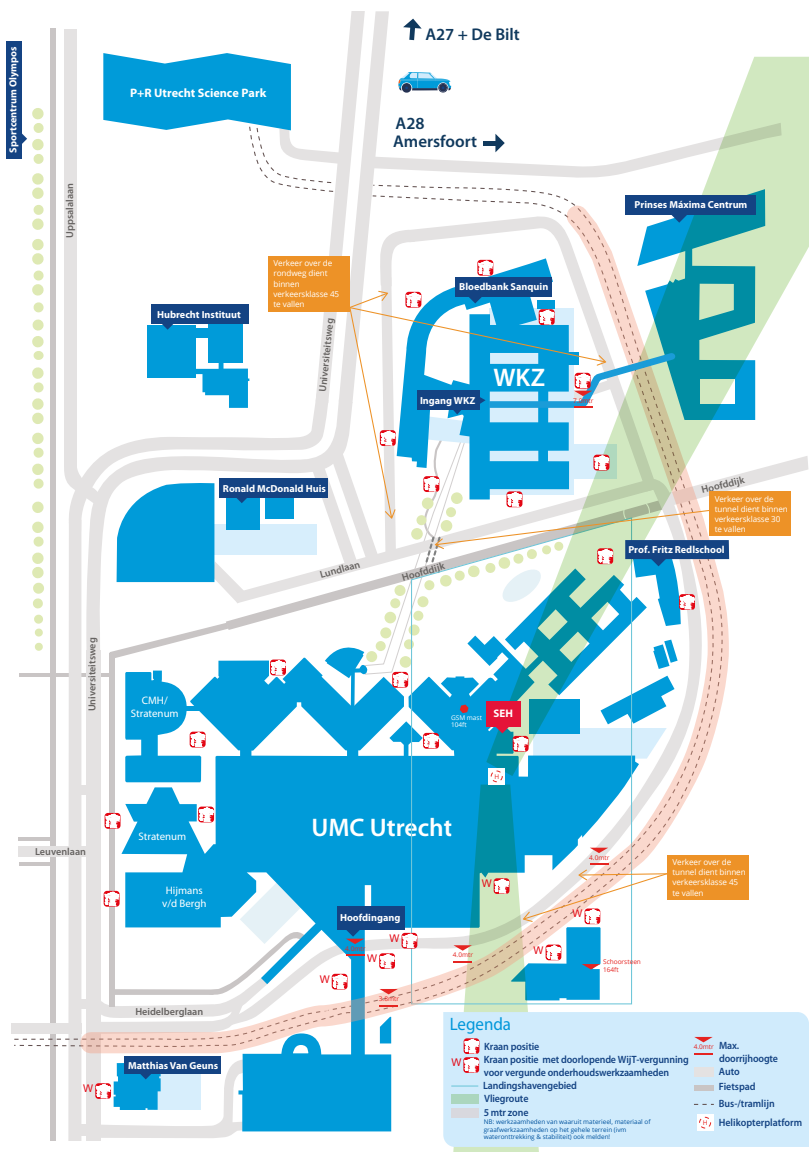
Appendix 1. Area rules

Normative Area Rules for Working on the USP May 2016, version 6.1

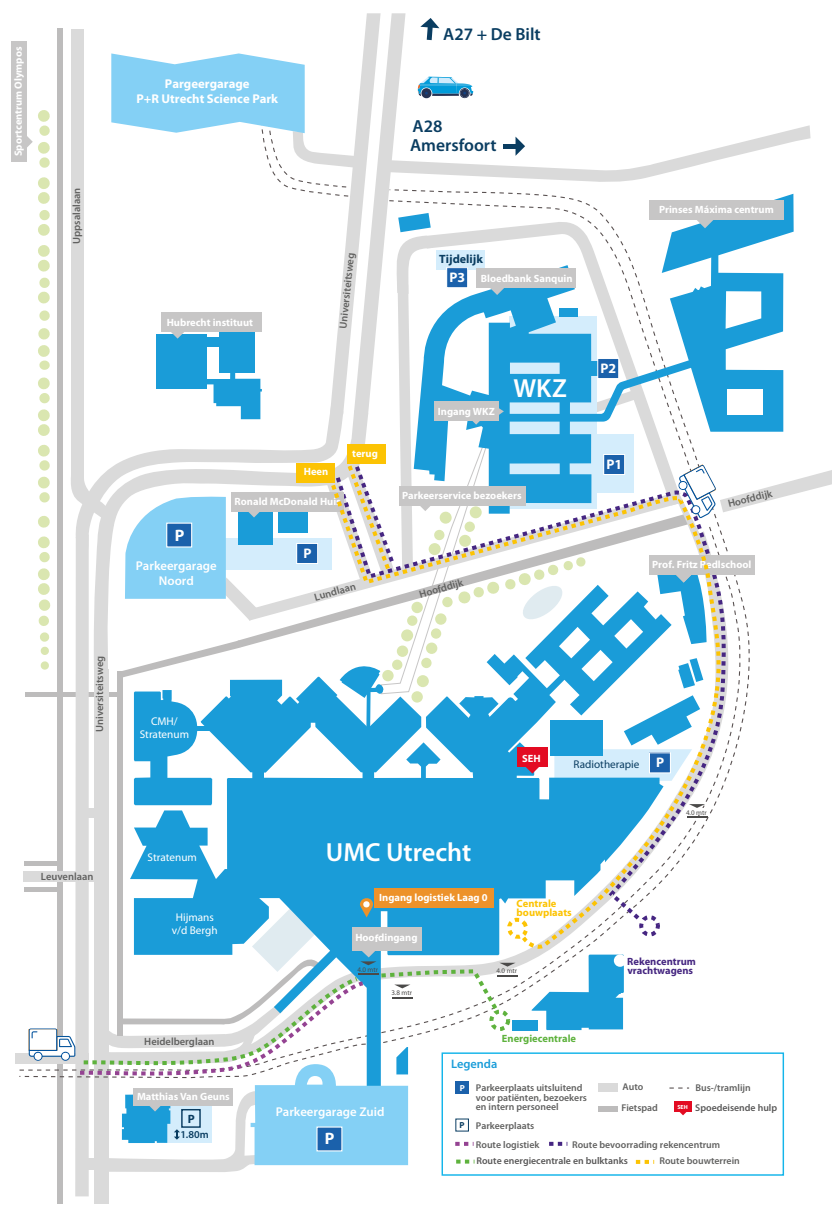
Parties working on the Utrecht Science Park emphasize that continuity of existing operations in the USP is essential. They are aware that operations depend on an already vulnerable accessibility. Parties will make every effort to cause as little nuisance as possible. The rules below serve as a framework for work in the area:

1. Any nuisance is shared and coordinated with the local community and stakeholders as soon as possible
2. The area's interests are taken into account at an early stage
3. If required by the Executive Board, a BLVC plan will be drawn up
4. This comprises a mobility and communication plan
5. Parties will cooperate and contribute to an area campaign aimed at improving the accessibility of Utrecht Science Park
6. Work and loading/unloading will take place in the work areas
7. Construction transport is organized outside peak hours (7 - 9:30 a.m. and 3:30 - 6:30 p.m.), with the exception of continuous construction transports (e.g. concrete pouring).
8. Parties will make every effort to find solutions to the internal accessibility problems outside the area
9. Parties acknowledge that the RAP, as the coordinating body of the contracting parties, is responsible for internal area coordination
10. Parties will explain any BLVC plan at an early stage, first in the RAP and then to the BBU
11. Parties will make every effort to prevent building-related damage to the public space and infrastructure
12. Passage for ambulances and other emergency services must be available at all times

Appendix 2. Crane parking spaces, trauma helicopter flight sector and tram track position



Appendix 3. Access routes for suppliers



Appendix 4. Safety credit card



Algemene veiligheidsregels UMC Utrecht

Versie 05, februari 2019



- Draag de UMC-pas (en/of legitimatiepas) altijd zichtbaar
- Ken de huisregels van het UMC Utrecht
- Het niet naleven van de huisregels kan leiden tot sancties



- Meld gevaarlijke situaties
- Bel 088 75 777 77 Alarmnummer beveiligingsdienst (bij acute situaties of 5x7 via een intern toestel)
- Bel 088 75 666 22 Algemeen nummer beveiligingsdienst (bij niet acute situaties)



- Neem geen waardevolle spullen mee naar het UMC Utrecht
- Doe altijd aangifte van diefstal of agressie incidenten bij de beveiligingsdienst
- Sluit kamers en pc's af, ook bij kortdurende afwezigheid
- Laat geen waardevolle spullen onbeheerd achter
- Spreek verdachte personen aan en meld dit bij de beveiligingsdienst



- Houd vluchtdeuren, brandtechnische voorzieningen en vluchtroutes vrij
- Bel bij brand 088 75 777 77 (of 5x7 via een intern toestel)
- Noem duidelijk uw naam, de brandlocatie en of er mensen in gevaar zijn
- Druk een handbrandmelder in bij daadwerkelijke brand



- Waarschuw uw omgeving en sluit alle deuren op de afdeling
- Ontruim de afdeling als het ontruimingssignaal klinkt of na opdracht
- Breng in gevaar verkerende personen in veiligheid
- Meld je op de verzamelplaats



- Gebruik nooit de lift bij brand
- Denk aan uw eigen veiligheid en voorkom het inademen van rookgassen
- Probeer een beginnende brand te blussen met aanwezige blusmiddelen
- Volg instructies van de bedrijfsbrandweer of beveiligingsdienst op
- Draag beschermende kleding/schoeisel/helm waar dit verplicht is



- Geen stekkers op rode wandcontactdozen aansluiten of verwijderen zonder overleg met de verpleging
- Ter bescherming van privacy van patiënten en patiëntveiligheid nooit werken aan apparatuur en/of installaties zonder goedkeuring vooraf
- Houd je aan de (hand)hygiënerregels, houd je spullen schoon en gebruik materialen en middelen volgens voorschrift



- Het is verplicht een handbrandblusser (schuim) in directe omgeving van brandgevaarlijke werkzaamheden beschikbaar te hebben
- Bij uitvoer van werkzaamheden is het verplicht een werkvergunning aan te vragen
- Neem na een (bijna)ongeval contact op met de opdrachtgever voor de afhandeling

Acute situaties: 088 75 777 77

Alle volledige UMC Utrecht brede protocollen zijn opvraagbaar via de opdrachtgever

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