

Safety for Operational Supervisors

Course book for the SOS-SCC exam (VOL-VCA)

Fifth edition

Veiligheid voor Operationeel Leidinggevenden VCA

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This book only serves as a preparation for the exam Safety for Operational Supervisors SOS-SCC (VOL-VCA). Although the content of this book has been carefully composed and checked by experts, the author accepts no responsibility for any accidents caused by incorrect information. The health and safety measures described here must always be interpreted and further elaborated in the context of a specific industry.

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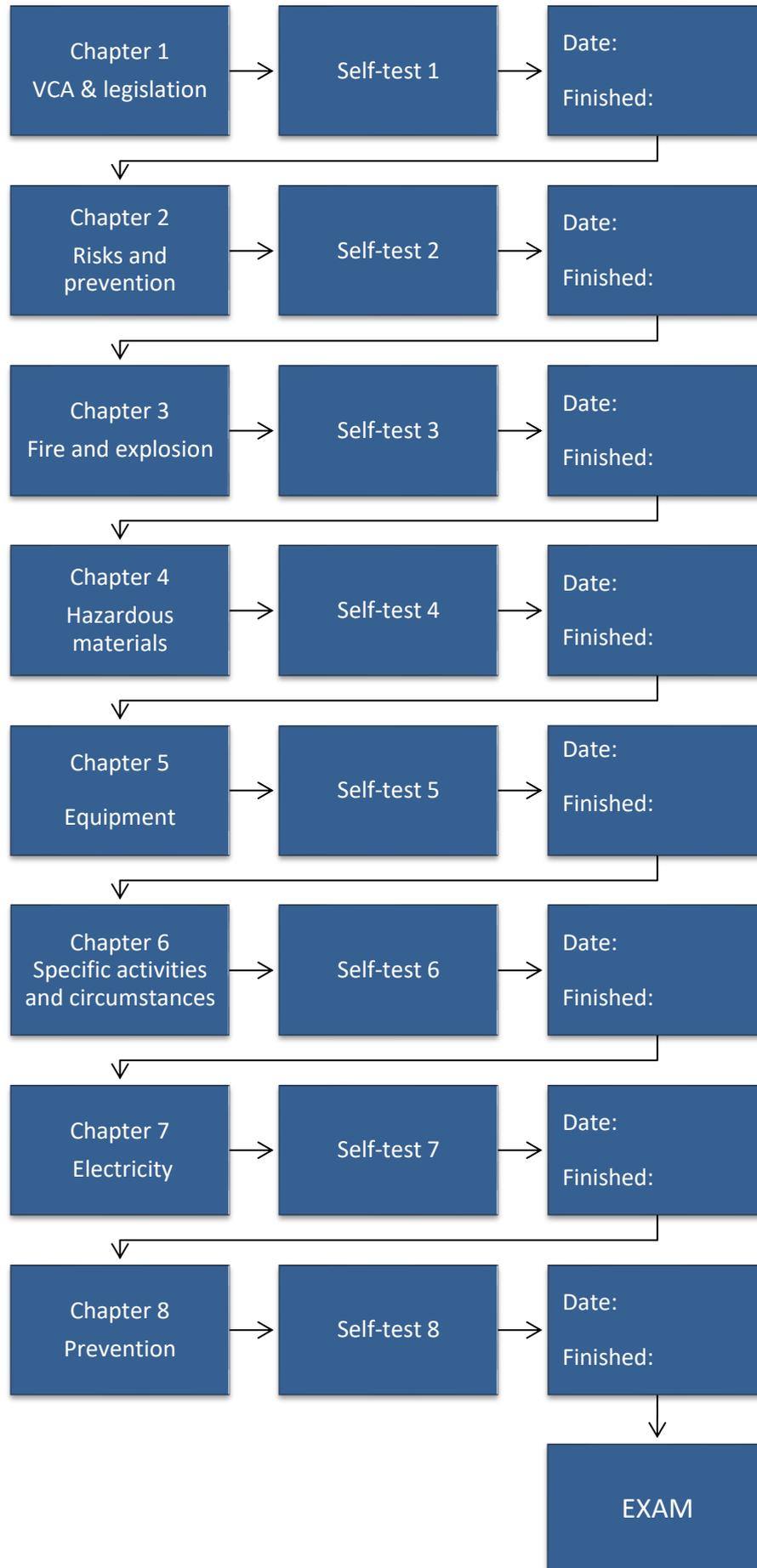
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1 VCA and Safety Legislation

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- 1.3 Personal safety logbook
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- 1.5 Temporary work
- 1.6 Tasks, rights and duties
- 1.7 The authorities
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1.1 Introduction

SOS-SSC / VOL-VCA

Welcome to the: Safety for Operational Supervisors SOS-SSC course. In this course you will be trained for the VOL-VCA certificate. In order to receive this certificate you will have to pass an exam. This exam consists of 70 questions. In order to pass the exam you must have a minimal score of 64,5%.

This course consists of 9 chapters. At the end of each chapter there is a self-test. When you pass this test you may continue to the next chapter. A diagram of this process is shown on the left page. There are eight chapters in this course, each with a self-test at the end. Each chapter is completed in the same manner and when you have completed the self-tests and have achieved a satisfactory result in the practise exam, you are ready for the VCA exam



Schedule

The most effective way of studying is when you set goals. Therefore, start by making a schedule. Make notes on the diagram on the left hand page that plan out when you think you are going to finish the required study for that chapter. Everybody learns at a different speed but as a guideline you can expect to need 2 hours of study per chapter. When you have successfully completed a chapter and its self-test, fill in the box at the end of the row. This way you will have a good overview of your progress.

1.2 What is VCA?

VCA certification

It is important for people to work in a safe, healthy manner. Consequently, there is now an increasing focus on safety, health and the environment within the workplace and the VCA certification has been designed to test workplaces in these areas



VCA definition:

- VGM
(veiligheid, gezondheid en milieu = safety, health and environment)
- Checklist for
- Aannemers (building contractors)

Safety System

The VCA certification consists among other things of a list of questions which is used as a screening system for building contractors. Building contractors are companies that perform construction activities for others (employers). VCA is a complete system that allows the service provider to demonstrate that when carrying out works, sufficient attention is paid to safety, health and environment. Such a system is called a safety management system. The purpose of VCA certification is the prevention of incidents. An incident is an accident with or without any damage or injuries.

The VCA certification is intended for companies whose employees perform risky activities or work in risky environments such as factories or construction grounds.

There are three levels of VCA certification, depending on the kind of company:

- VCA* (one star) is aimed at direct H&S (health and safety) care in work-floor activities.
- VCA**: On top of the VCA* requirements, the safety structures and systems are also checked.



Inspectie SZW
Ministerie van Sociale Zaken en
Werkgelegenheid

The Labour Inspectorate (from now on in the text just authorities) has the following powers:

- They have access to all buildings where people work and can take measurements, photographs and materials with them.
- They can ask for an ID.
- Make an order of compliance.
- Shut down work (when there is an immediate danger to employees or third parties).
- Give an administrative fine.
- Make an official report.

The authorities make a distinction between:

- Violations.
- Crimes or serious violations.

Violations

Warning

When there is a minor offense, the authorities can give a warning, possibly with an order of compliance. When there are more serious violations, the inspection may give a fine. The employer can appeal against this fine, but this does not delay the fine.

Fine

Employees can also be fined if they break rules.

Crimes or serious violations.

Crime

When there is a crime or a very serious offense, the inspector can make an official report and forward it to the public prosecutor. By doing this the evaluation turns into a criminal prosecution.

1.8 Work place inspections

Safety observations

The supervisor has to regularly perform workplace inspections and safety observation rounds to improve the safety in the workplace.



Fig.2: Work place inspection

Note the following things when doing this:

- Take enough time for the inspection round (approximately 30 minutes).
- Make it clear to the employees what's going on and explain the reason.
- Observe one person at the time, never an entire group.
- It's a regular and not an occasional task of the supervisor (every supervisor at least once per month).
- Observe preferably with two or three persons, but not more.
- Prevent disturbance of the work, don't hinder the employees.
- Observe the work and especially watch the H&S aspects.
- Your presence will lead to reactions. When adverse reactions occur, take time to discuss this at a later point in time. When your presence changes the work approach, say it.
- Make notes.
- Don't just look, but listen, interview, give advice and make agreements.
- Inform the person involved about the positive and negative safety aspects of the found work approach.
- Correct employees in a positive way.
- Pay attention to incidents that have happened.
- Communicate in a positive way to your employees.

Topics

Focus on the following topics for workplace inspections and observation rounds:

- Collective protective equipment.
- Personal protective equipment.

- Attitude of employees towards each other.
- Actions of employees.
- Machines, tools and equipment.
- Order and tidiness.
- Application of procedures.

Reporting

Make a written report of the workplace inspection and observation round and include the following items:

- Is working and behaving safely easy/difficult/impossible?
- Did the observer and the observed agree about working and behaving safely?
- Which measures will be taken?
- Which persons/services are responsible for these?
- Which persons/services are responsible for follow up on these actions?

1.9 Summary

- VCA means VGM Veiligheid, Gezondheid en Milieu (Safety, health and environment) Checklist Aannemers (Building contractors). A company that is VCA certified can prove it pays sufficient attention to safety, health and environment in its activities. The Safety for Operational Supervisors SCC (VOL-VCA) certificate is a part of this certification.
- The working hours legislation contains rules regarding work and resting times.
- The ARBO law contains the rights and duties of employers and employees in the areas of health, safety and labour conditions.
- Apart from the Working Hours Legislation and the ARBO law we also have to comply to European rules. An important part of these rules is the CE marking. All machines and tools that are used in the European Union, must be inspected in terms of safety. This approval is indicated by the CE marking.
- The authorities verify that the Working Hours Legislation and the ARBO law are respected. Violation of these rules may lead to penalties to both employers and workers by the inspection services.
- Environmental legislation serves to protect humans and environment from harmful activities like noise and the usage of hazardous substances. Companies must intervene actively to meet the goals of the environmental legislation.
- Temps enjoy the same protection as normal employees. The employment agency is responsible for the general education of the temp. The hiring company is responsible for specific education.
- Employers and employees work together in a VCA certified company to meet the H&S goals. They regularly deliberate in employer and employee consultation and toolbox meetings. The employer also executes workplace inspections to improve safety.