

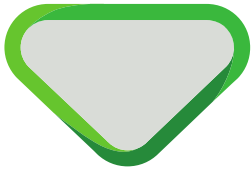
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## Health and Safety information Liftinstituut B.V.

In this document you will find information about Liftinstituut B.V. and the health and safety policy.

Prepared by: C. van den Einden (Product manager machines and certified Health and Safety officer: 40698, [Hobeon](#))

Date: February 9<sup>th</sup> 2021



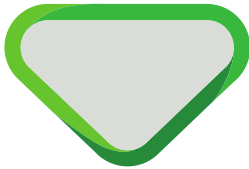
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## Revision:

Rev.:	Date	Summary of revision
-	27 January 2021	Initial document
1	9 February 2021	Translation annex 4 and 5



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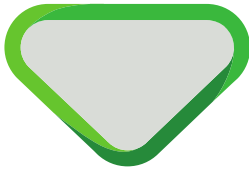
## 1. General information and Organization chart

<b>Name</b>	Liftinstituut B.V.
<b>Address</b>	Buikslotermeerplein 381
<b>P.O. Box</b>	1025 XE
<b>Place</b>	Amsterdam
<b>Telephone</b>	31204350606
<b>Website</b>	
<b>Inspection:</b>	<a href="http://www.liftinstituut.nl">www.liftinstituut.nl</a>
<b>Product certification</b>	<a href="http://www.liftinstituut.com">www.liftinstituut.com</a>
<b>Core business</b>	Liftinstituut is an independent inspection and certification body mainly in the field of safety for hoisting and lifting equipment for persons. This at product level for the trade and user phase. The fields of interest are lifts for persons, (small) goods lifts with or without personnel guidance, escalators, lifts for impaired mobility, suspended access equipment, mobile elevating work platforms and theater installations.
<b>Chamber of Commerce</b>	34157363 (Annex 1)
<b>BTW-number</b>	NL.8103.99.441.B.01
<b>Bank:</b>	ABN-AMRO
<b>IBAN</b>	NL22 ABNA 0411 840 630
<b>BIC/SWIFT-code</b>	ABNAANL2A
<b>Governmental Notifications</b>	
<b>National</b>	
<b>Lifts for persons</b>	SZW: 2018-0000125182
<b>Builders hoists</b>	SZW: 2018-0000125182
<b>International</b>	
<b>EU</b>	
<b>Notified Body</b>	SZW: Lift Directive 2014/33/EU: 2018-0000125182 SZW: Machine Directive 2006/42/EG, regarding Annex IV, work item: 16, 17 and 21: 2018-0000125182
<b>Notified Body Identification number</b>	0400
<b>Verification</b>	<a href="#">EUROPA - European Commission - Growth - Regulatory policy - NANDO</a>
<b>North America/Canada:</b>	
<b>AECO</b>	Elevators
<b>Identification number</b>	0842
<b>Verification</b>	<a href="#">Liftinstituut B.V. (ansi.org)</a>

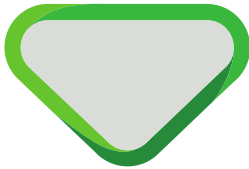


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<b>Quality systems Inspection: Verification Product certification Verification</b>	Accredited according EN-ISO 17020, type A <a href="#">I154-sce.pdf (rva.nl)</a> Accredited according EN-ISO 17065 <a href="#">C067-sce.pdf (rva.nl)</a>
<b>Organization chart Liftinstituut B.V.</b>	
<pre>graph TD; A[Liftinstituut B.V.] --- B[Business Unit Inspectie (BUI)]; A --- C[Business Unit Certificatie (BUC)]; A --- D[Business Unit Opleiding (BUO) 'LiftAcademy'];</pre>	
<b>Managing director</b>	J. L. van Vliet



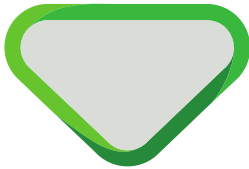
<b>2. Health &amp; Safety Management system</b>		
<b>Subject</b>	<b>YES / NO</b>	<b>Remarks</b>
<b>Insurance</b>		
Is our company insured against liability, etc?	YES	
Is our company insured for Social Security legislation?	YES	
<b>Safety Performance</b>		
Have any of our employees been serious injured or killed on the job in the last 3 years?	NO	
Has our Company received any governmental citations or fines, In the past three years?	NO	
<b>Safety &amp; Environmental Policies, Programs and Procedures</b>		
Do we have a company RI&E reviewed by a certified health and safety manager	YES	Annex 2: Cover page Policy and office Annex 3: Cover page Business Units
Do we have a written Health & Safety and Environmental policy and program?	YES	
Main hazards relating to our core business		Electrocution, crushing and shearing, cutting, danger of falling from heights, confinement
Do we have job based risk assessments (TRA)?	YES	Annex 4: TRA_liften_Roltrappen_GOH_Liftinstituut_periodiek_v1_mei2020 Annex
EH&S Structure, including name of Safety Officer		EH&S is part of the BD-department. Product manager machinery is certified Health and safety officer
Do we conduct LMRA for our services	YES	Our services is to verify if the installation is according the regulations regarding safety. Within this verification safe use and safe access is part of this service. In the specific checklists the LMRA are included.
Do we have general and specific work instructions including health and safety	YES	Annex 5: work instructions
Do we conduct regular on-site EH&S inspections?	YES	Done by technical specialists, team leaders and manager BUI
Does managers actively participate in EH&S meetings and inspections?	YES	



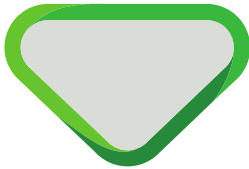
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Do we have a process for reporting incidents, injuries, near misses and unsafe acts or conditions?	YES	
Do we regularly check our equipment/tools according to regulations (e.g. harnesses, tools, portable electrical equipment, measurement tools)?	YES	Hand tools/measurement equipment is once per year inspected by peer review
Do we provide our employees with PPE?	YES	
What else do we do to ensure the safety of your employees (e.g. First Aid arrangements)	All inspectors and relevant managers have a VCA-diploma	
Does Liftinstituut has a VCA-certificate	<a href="https://www.liftinstituut.nl/fag/heeft-liftinstituut-een-vca-certificaat/">https://www.liftinstituut.nl/fag/heeft-liftinstituut-een-vca-certificaat/</a>	
Does our Management System include a process for selecting qualified employees?	YES	
Does our Management System include a Behaviour and Code of Conduct management process?	YES	
Does our Management System include an Employee Rule Violation and Recognition procedure?	YES	
Does our Management System include a Substance Abuse / Alcohol & Drugs policy?	YES	
<b>Sub Contracting</b>		
Do we use sub-contractors? (please ensure details are provided)	NO	
<b>Safety Program</b>		
Do we have a safety orientation program for new employees?	YES	
Indicate if your training includes the following elements	YES	<input type="checkbox"/> 1 Head protection
	YES	<input type="checkbox"/> 2 Eye Protection
	YES	<input type="checkbox"/> 3 Hearing protection
	N/A	<input type="checkbox"/> 4 Respiratory protection
	YES	<input type="checkbox"/> 5 Fall protection / The on-site requirements

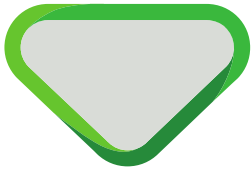


	YES	<input type="checkbox"/> 6 Ladder use
	YES	<input type="checkbox"/> 7 Scaffolding
	YES	<input type="checkbox"/> 8 Perimeter guarding / floor and roof openings
	YES	<input type="checkbox"/> 9 Walking and working surfaces
	N/A	<input type="checkbox"/> 10 Sanitation / Housekeeping / Waste Disposal
	N/A	<input type="checkbox"/> 11 Fire protection and prevention
	N/A	<input type="checkbox"/> 12 First aid
	N/A	<input type="checkbox"/> 13 Cutting and Welding (is Cert available?)
	N/A	<input type="checkbox"/> 14 Emergency procedures
	N/A	<input type="checkbox"/> 15 Hazard Communication / Toxic substances
	N/A	<input type="checkbox"/> 16 Use of MSDS for construction materials
	N/A	<input type="checkbox"/> 17 Blood borne pathogens concerns
	N/A	<input type="checkbox"/> 18 Environmental / Spill procedures
	N/A	<input type="checkbox"/> 19 Storage and use of flammable fluids
	NO	<input type="checkbox"/> 20 Rigging and crane safety
	YES	<input type="checkbox"/> 21 Suspended work / Aerial lift platforms
	NO	<input type="checkbox"/> 22 Forklift training
	N/A	<input type="checkbox"/> 23 Small tool and equipment safety
	N/A	<input type="checkbox"/> 24 Assured grounding / GFCI for extension cords
	YES	<input type="checkbox"/> 25 Tool / Equipment inspection frequency
	YES	<input type="checkbox"/> 26 Confined Space procedures
	YES	<input type="checkbox"/> 27 Isolation of Energy Sources
	YES	<input type="checkbox"/> 28 Electrical safety (is Cert available?)
	N/A	<input type="checkbox"/> 29 Trenching and excavation
	N/A	<input type="checkbox"/> 30 Signs, barricades and flagging
	N/A	<input type="checkbox"/> 31 Storage and use of compressed gas
	N/A	<input type="checkbox"/> 32 Heat stress
	YES	<input type="checkbox"/> 33 Job Hazard Analysis (Pre-Task Analysis)
	YES	<input type="checkbox"/> 34 Accident reporting / Incident investigation
	YES	<input type="checkbox"/> 35 Do you use internal / external safety courses
	YES	<input type="checkbox"/> 36 Do you use Behavioral Based Performance
	YES	<input type="checkbox"/> 37 Safety meetings (Tool-box / Tail-gate)
<b>Reverences</b>		
On request available		



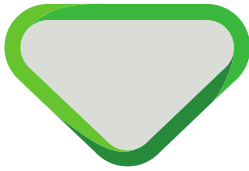
<b>3. Health &amp; Safety Performance</b>					
<b>Year :</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
1. Number of fatal accidents	0	0	0	0	0
2. Number of accidents with absence (OSHA:DAWCs)	0	0	1	0	0
3. Number of accidents without absence with medical treatment (OSHA:RMTC's)	0	0	1	0	0
4. Number of accidents without absence with adapted work (OSHA:RWC's)	0	0	0	0	0
5. Average days of absence in case of "accidents with absence" (Severity Rate)	0	0	4	0	0
Employees (incl. temporary hires)	197	202	197	159	156
Number of hours per year	276660	176660	255300	224600	229436
Percentage of temporary hired people	0,0%	0,0%	0,0%	0,0%	0,0%
Number of own people (end of year)	202	197	159	164	156
Number of new people employed	5	0	0	5	8
Number of people out of employed	0	5	38	0	16
Sickness absence rate (Total number of illness days / Total number of "theoretical working days")	5,1%	4,3%	4,1%	5,2%	7,1%
Below data will be calculated automatically based on above input					
<b>Frequency Rate according OSHA*</b>	0,0	0,0	1,6	0,0	0,0
<b>Frequency Rate according SSC**</b>	0,0	0,0	3,9	0,0	0,0
<b>Severity Rate according SSC***</b>	NA, (1)+(2) = 0	NA, (1)+(2) = 0	4,0	NA, (1)+(2) = 0	NA, (1)+(2) = 0
Frequency Rate OSHA* :	$\frac{\text{Number of accidents (1 + 2 + 3 + 4)} \times 200.000}{\text{Number of worked hours}}$				





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Frequency Rate SSC** :	$\frac{\text{Number of absence accidents ( 1 + 2 )} \times 1,000,000}{\text{Number of worked hours}}$
Severity Rate (5)*** :	$\frac{\text{Total number of absence days (5)}}{\text{Number of accidents with absence (1+2)}}$



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## Annex 1 Extract form the Trade Register Chambre of Commerce

# KVK

## Uittreksel Handelsregister Kamer van Koophandel®

KvK-nummer 34157363

Pagina 1 (van 2)

### Rechtspersoon

RSIN	810399441
Rechtsvorm	Besloten Vennootschap
Statutaire naam	Liftinstituut B.V.
Statutaire zetel	Amsterdam
Eerste inschrijving handelsregister	11-06-2001
Datum akte van oprichting	29-05-2001
Datum akte laatste statutenwijziging	17-08-2011
Geplaatst kapitaal	EUR 18.000,00
Gestort kapitaal	EUR 18.000,00
Deponering jaarstuk	De jaarrekening over boekjaar 2019 is gedeponeerd op 19-10-2020.

### Onderneming

Handelsnamen	Liftinstituut B.V. Liftinstituut Nederland Liftinstituut
Startdatum onderneming	29-05-2001
Activiteiten	SBI-code: 71202 - Keuring en controle van machines, apparaten en materialen
Werkzame personen	0

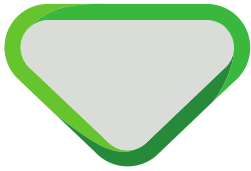
### Vestiging

Vestigingsnummer	000019471068
Handelsnamen	Liftinstituut B.V. Liftinstituut Nederland Liftinstituut
Bezoekadres	Buiklotermeerplein 381, 1025XE Amsterdam
Telefoonnummer	0204350606
Datum vestiging	29-05-2001
Activiteiten	SBI-code: 71202 - Keuring en controle van machines, apparaten en materialen

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Dit uittreksel is gevermerkt met een elektronische zegel en is een officieel bewijs van inschrijving in het Handelsregister. In Adobe Reader kunt u de elektronische zegel bovenin het scherm controleren. Meer informatie hierover vindt u op [www.kvk.nl/egd](http://www.kvk.nl/egd). De Kamer van Koophandel adviseert dit uittreksel alleen digitaal te gebruiken zodat de integriteit van het document gewaarborgd en de elektronische zegel verificerbaar blijft.

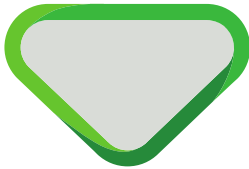
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## Annex 2 Cover page RI&E Policy and office

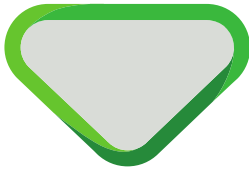




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## Annex 3 Cover page RI&E Business Units






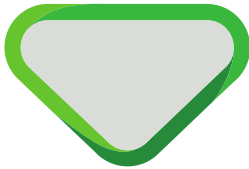
## Annex 4 TASK RISK ANALYSES-Periodical inspections

The TRA is part of the Risk Inventory & Evaluation in the context of the Health and Safety Legislation, in which the hazards and risks are determined and estimated for the inspections per type of installation (s). From here the technical and management measures have been taken to control these. These are laid down in the applicable work instructions (see Annex 4).

For additional risks regarding hazards on location, the applicable procedures / work instructions of the relevant location are integrated in the inspection.


Task / activities: periodical inspections of lifts, goodslifts, platformlifts and lifting tables		TASK RISK ANALYSES	Performed by and author: C. van den Einden (certified Health and Safety manager)
Business unit: BUI			Signature: 
Location: various			C. van den Einden
			Date: October 2018
No.	Activity	Risk <sup>1</sup> :	Management measures:
1	Inspection machine room	Electrocution hazard Pinching and impact hazard Cutting hazard Falling form heights	Work procedure lifts, Work procedure machinery and others Work procedure SMS Alert and KZM
2	Inspection hoist way	Electrocution hazard Pinching and impact hazard Cutting hazard Falling form heights Crushing hazard Confinement hazard	Work procedure lifts, Work procedure machinery and others Work procedure SMS Alert and KZM
3	Inspection pit	Electrocution hazard Pinching and impact hazard Cutting hazard Falling form heights Crushing hazard Confinement hazard	Work procedure lifts, Work procedure machinery and others Work procedure SMS Alert and KZM


<sup>1</sup> Main risks



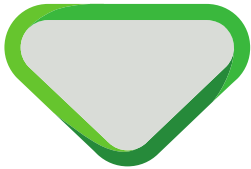
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<b>Task / activities: periodical inspections of escalators and moving walks</b>  <b>Business unit: BUI</b>  <b>Location: various</b>		<b>TASK RISK ANALYSES</b>		<b>Performed by and author: C. van den Einden (certified Health and Safety manager)</b>  <b>Signature:</b>   <b>C. van den Einden</b>  <b>Date: October 2018</b>	
<b>No.</b>	<b>Activity</b>	<b>Risk<sup>2</sup>:</b>		<b>Management measures:</b>	
1	Inspection machine space/room	Electrocution hazard Pinching and impact hazard Cutting hazard Falling form heights		Work procedure lifts, Work procedure escalators and moving walks	
2	Inspections in and outside stairs/walk way and surrounding	Electrocution hazard Pinching and impact hazard Cutting hazard Falling form heights Crushing hazard		Work procedure lifts, Work procedure escalators and moving walks	

<b>Task / activities: periodical inspections of suspended access equipment</b>  <b>Business unit: BUI</b>  <b>Location: various</b>		<b>TASK RISK ANALYSES</b>		<b>Performed by and author: C. van den Einden (certified Health and Safety manager)</b>  <b>Signature:</b>   <b>C. van den Einden</b>  <b>Date: October 2018</b>	
<b>No.</b>	<b>Activity</b>	<b>Risk<sup>2</sup>:</b>		<b>Management measures:</b>	
1	Inspection trolley/rig and surroundings	Electrocution hazard Pinching and impact hazard Cutting hazard Tripping hazard Falling from heights		Work procedure lifts, Work procedure suspended access equipment	
2	Inspection platform	Electrocution hazard Pinching and impact hazard Cutting hazard Tripping hazard Falling from heights Confinement hazard		Work procedure lifts, Work procedure suspended access equipment	

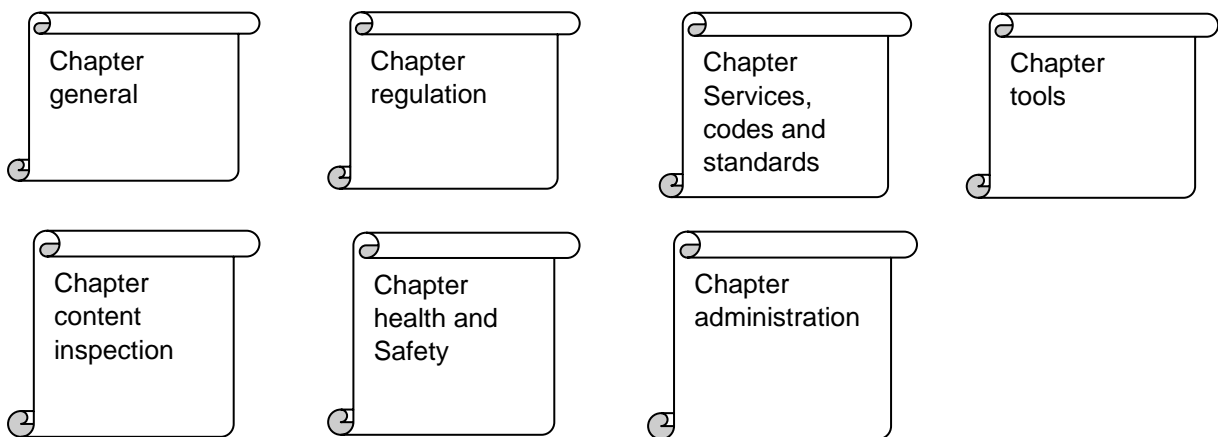
<sup>2</sup> Main risk

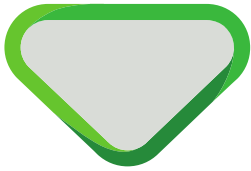


## Annex 5 Overview structure work procedures Liftinstituut

Specific work procedures are available for performing the inspection of various installations. Below you will find an overview of the various work procedures available. There is one master document, in which the most common activities (lifts) are included and there are additional procedures in which the additional specific information (structure in accordance with the beneath mentioned classification) is included for each other type of installation.

Schematic structure work procedure:





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Schematic overview of all work procedures:

