



Contact details

info@middlepoint.nl

Emergency number

+316 222 111 00

24/7 available

Always notify the relevant emergency service first!

We aim to create an environment in which our professionals can work as safely as possible. We regularly visit our clients. During these visits, health and safety are important topics of discussion.

Our Health and Safety policy

Health and safety are essential to Middle Point. Our health & safety standards are implemented across our management systems and recorded in our [H&S Policy Statement](#). We are regularly audited by independent monitoring bodies.

Our consultants are trained to recognise possible health & safety risks, and assess these together with you and the client to take appropriate measures, if necessary.

Confidential advisor

Do you feel unsafe, for example, as a result of (sexual) harassment, aggression or a (potentially) dangerous situation at the work place? Always contact your Middle Point consultant. If you prefer not to speak about this with your consultant, we can put you in touch with a confidential advisor.

Occupational disability

In case of occupational disability, for example as a result of sickness, you should always inform your line manager and Middle Point telephonically before 09:00. You can reach Middle Point via +31 (0)20 – 717 36 26. Make sure to also inform our administration via [MyMiddlePoint](#) by using the “call in sick” icon in the Absence section. When returning back to work, you should report the return to Middle Point via [MyMiddlePoint](#) by using the “return to work” icon in the Absence section. Failure to do so may result in delays / inconsistencies in the payment of salary.

Medical insurance

People living and/or working in The Netherlands are required to have basic health insurance (*ziekttekostenverzekering*) from a recognized Dutch provider. In order to obtain health insurance, you need to be registered in the municipal personal records database (*Basisregistratie Personen, BRP*), have a social security number (*burger service nummer, BSN*),

and a Dutch bank account. You will also need to create a DigiD account (www.digid.nl/en/) in order to access your health insurance information. You are required to obtain health insurance within 4 months of registering in the BRP. The insurance premium is due from the first day of registration so make sure to obtain coverage a.s.a.p. to avoid having to pay multiple months of insurance premiums in one lump sum.

Middle Point has an agreement in place with [Zilveren Kruis Achmea](#) with regards to health insurance. As a result Zilveren Kruis Achmea can offer you (and your family) a good package with an interesting discount. Middle Point also has [accident insurance](#) and [liability insurance](#) in place for all its employees. You can download a copy of the insurance policies from our website.

Amendments

Changes in, for example, your address, telephone number or bank account number should be communicated to Middle Point as soon as possible. You can change your address via [MyMiddlePoint](#).

Prior to your first day at work, we would like to point your attention to a number of health & safety issues

Your first day at work

Make sure to familiarize yourself with the health & safety measures applicable to your new workplace. Normally speaking you will be required to attend safety training before being granted access to the facilities. Always ask questions or raise concerns if you are unsure about certain topics.

Personal Protective Equipment

PPE (Personal Protective Equipment) is equipment worn by you to protect you against your health and safety risks. The most important PPE is gloves, safety goggles, working boots and hearing protection. Before you start working at Middle Point, the provision of PPE is clearly agreed upon. Please note: it is obligatory to wear PPE when your activities or working conditions require you to do so.

Security Risks

We work with our clients to ensure that work places are as safe as possible. However if you find yourself in an unsafe situation, stop your activity at once, abandon the unsafe situation and report the situation to the responsible person at the work the workplace. In addition, report the incident to your Middle Point consultant, so that the necessary measures can be taken to prevent it from happening again.

Accidents

Accidents can happen at any given time, so make sure you know how to act and who to contact. If you experience a (near) accident you must always warn the company first aid officer (*BHV-er bedrijfshulpverlener*). Make sure you know who this person is, and how to reach out to him/her. The first aid officer has been trained to act as first responder. Always act upon their instructions! Please remember to report (near)

accidents also to Middle Point by contacting your consultant. You can find the [reporting \(near\) accidents form](#) in the onboarding folder and on our website. It's crucial that we can offer our professionals safe workplaces.

Fire

In order to act adequately in case of a fire emergency, you should acquaint yourself with the location of the:

- Emergency exits
- Fire extinguishers
- Assembly area in case of a fire-emergency

Toolbox (H&S) meeting

Many of our clients hold regular safety meetings. During these 'toolbox meetings', safety matters, recent (near)accidents and situations at place are discussed in a clear and informal way, to increase awareness. You are obliged to participate actively and follow instructions.

Icons

At the work place you may encounter various icons designed to indicate, warn and/or inform you. Make sure you are familiar with their meaning! The icons are mainly aimed at emergency care and accidents. It's important to be familiar with the procedures in case of accidents within your organisation.

Risks

Be alert. Carry your PPE to limit risks and avoid dangerous situations. Below we briefly indicate your duties to prevent major risks from occurring at your work place:

- Seated work: make sure you assume the correct posture and ensure your desk, monitor and chair are adjusted to your required height
- Physical burden: make sure that you lift correctly.
- Welding: check the condition of your welding equipment and your surroundings before you begin, use PPE.
- Noise pollution: use hearing protection.
- Electricity: make sure the power is switched off, and use PPE.
- Dangerous (hand) tools: tools must be certified and in a good condition. Pay attention and check!
- Weather conditions: ensure you are wearing suitable clothing.
- Hazardous materials: know the effects of hazardous materials.
- Working in high places: use fall protection equipment and/or scaffolding and climbing equipment.
- Limit the amount of time spent working alone and in enclosed spaces.



Stretcher



First aid



Emergency exit



Emergency phone



Extinguisher



Fire hose