

Coordination of simultaneous activities

RED = DO NOT WORK SIMULTANEOUSLY | ORANGE = ONLY WITH CONTROL MEASURES | IF IN DOUBT = STOP WORK

Work activities	Materials / equipment	How to recognise (see/smell/hear)	Main risks	DO NOT carry out simultaneously	Simultaneous work permitted provided that	Control measures	Subcontractor (always do)	Work clearance
Solvents and painting	- Paint - Adhesive - Sealant - Solvents	- Strong chemical smell - Vapours - Masks or respiratory protection	- Fire - Explosion - Inhalation of harmful vapours	- Hot work - Exposed electrical work - Gases	- The area is demonstrably well ventilated - There are no ignition sources - LEL and oxygen measurements have been carried out - Work zones are separated and coordinated	- Ventilation - LEL/oxygen measurement - Local exhaust ventilation - Separate work zones	- Coordinate activities - Supervise the work - Stop work if in doubt	Yes
Abrasive blasting and high-pressure cleaning	- Blasting media (grit/sand) - High-pressure cleaner - Compressor - Hoses	- Dust cloud - Noise - Pressurised hoses - Screened-off area	- Inhalation of dust/silica - Hearing damage - Kickback from blasting gun/lance - Flying debris	- Hot work - Exposed electrical work - Other work in the same zone without screening	- The area is cordoned off and screened - Respiratory and hearing protection are worn - No hot work or exposed electrical work in the same or adjacent zone	- Extraction/screening - PPE (respiratory, hearing and eye protection) - Cordon off the area	- Check PPE - Coordinate the work zone - Supervise the work	Yes
Hot work (welding and grinding)	- Welding equipment - Angle grinder - Torch	- Sparks - Smoke - Bright light - Welding fumes	- Fire - Explosion - Inhalation of fumes - Injury to bystanders	- Solvents - Insulation work - Dust-producing work - Flammable materials - Electrical work/exposed electrical equipment	- The surrounding area is free from flammable materials - Other activities are physically screened off or remain outside the work zone - Ventilation/extraction is provided - Suitable fire extinguishing equipment is immediately available - Supervision is provided for higher-risk work	- Supervision where required - Screening - Fire extinguishing equipment - Ventilation/local exhaust ventilation	- Obtain clearance from the supervisor - Carry out a pre-work check - Carry out a post-work (fire) check - Protect bystanders	Yes
Electrical work	- Cables - Panels - Switchboards - Measuring equipment	- Open electrical cabinets - Loose cables - Measuring equipment - Open switchboards	- Electric shock - Short circuit - Fire - Explosion/ATEX	- Gases - Solvents - Welding next to open panels - Work in ATEX areas without clearance - Pressure testing	- The installation is de-energised and made safe - Only authorised personnel carry out the work - LEL and oxygen measurements have been carried out where required - No fire-risk activities take place in the same zone	- Work de-energised and secure the installation - Measurements - Ventilation and extraction - Fire extinguisher	- Authorised personnel only - Supervise the work - Coordinate the work schedule - Screen off open panels	Yes
Confined space	- N/A - The space itself presents the risk	- Manhole - Enclosed space - Restricted access - Confined-space attendant present	- Oxygen deficiency - Vapours - Asphyxiation - Restricted escape route	- Solvent use without ventilation - Welding without appropriate control measures - Uncontrolled simultaneous activities	- The required procedure has been followed before work starts - Multigas measurement is carried out before entry and continuous monitoring is used during hot work - Ventilation and supervision are provided - Entry into the confined space is registered	- Gas measurements - Ventilation - Confined-space attendant/buddy - Access control	Follow the 'Working in Confined Spaces' procedure.	Yes
Lifting and hoisting	- Cranes - Lifting slings - Lifting equipment	- Suspended load - Crane movements - Designated lifting zone	- Falling load - Falling into the water - Collision - Crushing - Injury to bystanders	- Work underneath a suspended load - Presence within the lifting zone	- The lifting zone is clearly identified and controlled - Communication and guidance are arranged - People remain outside the lifting zone - Only inspected and approved lifting equipment is used	- Keep the danger zone clear - Communication - Guidance - Approved lifting equipment	- Supervise the work - Certified/authorised personnel - No persons under a suspended load	Yes, for special or non-routine lifting operations
								No, for routine lifting operations.
Mechanical work without spark generation	- Drill - Milling machine - Saw	- Noise - Sparks - Dust - Vibration	- Dust - Noise - Fire - Eye injuries - Injury to bystanders	- Solvents - Flammable vapours - Unprotected bystanders	- Dust and any sparks are extracted or screened off - Bystanders are protected with the appropriate PPE - No flammable vapours/materials are present - The work area is coordinated and cordoned off where necessary	- Extraction - Ventilation - PPE - Screening	- Supervise the work - Check PPE - Check the surrounding area	Yes, when used in a confined space.
								No, for stand-alone work within the contractor's own work zone.
Insulation work	- Insulation material - Fasteners	- Dust - Installation work - Shooting/fixing pins	- Dust exposure - Noise - Fire - Skin/respiratory irritation	- Hot work immediately adjacent to insulation - Open flames/sparks near flammable materials	- Insulation materials are kept outside the spark/heat zone - Dust generation is minimised - The work area is separated from hot work - PPE requirements for employees and bystanders are clear	- Separate activities - Fire prevention measures - Minimise dust - PPE	- Check PPE - Coordinate with hot work - Supervise the work	Yes. when working in a confined space.
								No, for stand-alone work within the contractor's own work zone.
HVAC / plumbing	- Pipes - Adhesive - Sealant - Ladders - Stepladders - Scaffolding	- Installation work - Smell of adhesive/sealant - Working at height	- Vapours - Fire - Risk of falling - Injury from tools	- Adhesive/sealant work and hot work without ventilation - Working at height without securing the area	- Adhesive/sealant vapours can dissipate adequately through ventilation - Hot work is separated or starts later - Work at height is properly secured - Work zones and access routes are kept clear	- Ventilation - PPE - Separate work zones - Safe ladders/scaffolding	- Supervise the work - Coordination - Check access and work at height	Yes, where activities overlap or hot work is involved
Pipework and engine room work	- Metal - Oil - Pipes - Pressure-testing equipment	- Welding/cutting - Pressure testing - Oil/residues - Work in the engine room	- High pressure - Fire - Vapours - Oil leakage - Confined-space risks	- Solvent use and hot work - Pressure testing with unauthorised persons nearby - Oil/residues in areas where sparks are generated	- Pressure-test areas are cordoned off and the test is announced - Oil/residues are removed or screened off - Ventilation and measurements are arranged - Hot work and other activities are planned/separated	- Ventilation - Measurements - Local exhaust ventilation - Remove residues - Cordon off pressure-test area	- Supervise the work - Obtain the required permit - Coordinate the work schedule - Check confined-space requirements	Yes
Working at height	- Scaffolding - Ladders - Mobile elevating work platform (MEWP)	- Work at height - Scaffolding/ladders - Fall protection	- Falling - Falling into the water - Falling objects - Injury to people below	- Unprotected work at height - Work underneath areas where objects may fall	- The workplace is protected against falls - The area below is cordoned off - Materials are secured against falling - Other people do not work underneath or immediately adjacent to the work	- Fall protection - Edge protection - Barriers - Secure materials	- Supervise the work - Check scaffolding/ladders for valid inspection tags - Never throw materials	Yes, when working above active access routes or water.
								No, when working within a cordoned-off work area.
Internal transport	- Forklifts - Vehicles - Transport equipment	- Vehicle movements - Reversing - Audible warnings/signals	- Collision - Crushing - Damage - Injury to pedestrians	- Work in a vehicle route without barriers - Carrying passengers on transport equipment	- Vehicle and pedestrian routes are separated - The work area is cordoned off or clearly marked - The driver/spotter has a clear view - Transport movements are coordinated in advance	- Separate routes - Warning signs/signals - Barriers - Guidance where required	- Supervise the work - Authorised drivers only - Keep vehicle routes clear	No
Fuel bunkering	- Fuel - Oil - Hoses - Couplings	- Connected hoses - Tank filling point - Smell or signs of leakage	- Fire - Leakage/spillage - Vapours - Environmental contamination	- Hot work/grinding - Open flames or other ignition sources - Other activities within bunkering zone	- Other activities take place outside the bunkering zone - Other activities cannot affect the bunkering operation	- Cordon off bunkering zone - Spill containment and clean-up equipment - Fire extinguishing equipment - Supervision	- Coordinate the work in advance - Cordon off and keep bunkering zone clear - Check hoses and couplings - Maintain supervision - Stop and report any leakage/spillage immediately	Yes

Clearance = verbal approval from the supervisor (contractor and/or Bodewes team leader) confirming that the situation is safe. No form is required; the situation is reassessed continuously throughout the day.

If an unsafe situation is suspected, every employee has the right and the duty to stop work. If there is a difference of opinion, work must remain stopped until agreement has been reached on a safe method of working. Safety takes priority over production.