

Overview of selected KPN Security Policies

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Selected by: Ruud Leurs

Requirement	Health & safety laws & policies
Description	Managers and employees must comply with health & safety laws ('Arbowet') and the KPN 'Health & Safety catalogue' ('KPN Arbocatalogus').
Supplement	To ensure compliance with Health & Safety Laws and the 'Health & Safety catalogue' . In this catalogue work related risks, mitigating measures and health & safety policies within KPN NL are written down in line with Health & Safety Laws.
Related info	Health & Safety Laws
ID	KSP-RE-611
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	VCA ('Veiligheid Checklist Aannemers')
Description	Employees who perform high risk work, must be VCA-qualified. In case of outsourcing high risk work, managers must take risk mitigating measures in line with KPN's procedures and must inform contractors about residual risks and safety procedures.
Supplement	To ensure that employees are aware of safety risks and follow safety procedures. In case of outsourcing, line management is responsible for mitigating risks and for informing contractors about residual risks and safety procedures.
ID	KSP-RE-612
Version	1.1
Date	May 3, 2019
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	Risk Inventory and Evaluation (RI&E)
Description	A Risk Inventory and Evaluation must be executed for function groups and office buildings; the RI&E must include an action plan.
Supplement	Goal is to identify the safety risks for KPN-employees and hired staff. This RI&E must result in an action plan with control measures to reduce risks.
ID	KSP-RE-614
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation
Rationale	Incompany Emergency Response ('Incompany Emergency Response')

Requirement	Preparation of RI&E
Description	<p>The RI&E must be drawn up using a standard method laid down by KPN. This method has been checked by an expert in this field and has received the consent of the Central Works Council. The following sources must be used:</p> <ul style="list-style-type: none"> • sick leave records; • recorded unsafe situations; • recorded workplace accidents and safety incidents; • building quality tests; • employee surveys; • signals received from the codetermination body; • legislation and/or jurisprudence.
ID	KSP-RE-604
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	KPN Workplace Health & Safety Catalog
Description	The risks identified by means of the RI&E and the adopted standard measures must be stated in the KPN Workplace Health and Safety Catalog.
Related info	KPN Arbocatalogus on TEAMKPN
ID	KSP-RE-605
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	Plan of Action (PoA)
Description	<p>A Plan of Action must be drawn up for each department or workplace based on the RI&E. Using a standard workplace health and safety checklist, there must be an evaluation of whether the risks are being controlled. Any observed irregularities, measures and improvement proposals, including scheduling (prioritization) and responsibilities for their execution, must be stated in the Plan of Action. At the very least there must be compliance with the defined standard measures contained in the KPN Workplace Health and Safety Catalog.</p> <p>An aggregated Plan of Action must be drawn up within the different parts of the organization and submitted to the relevant Works Council for consent. The plan must contain an overview of all departmental plans of action and is formally part of the RI&E.</p>
ID	KSP-RE-606
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	Job-related RI&E
Description	An RI&E must be drawn up for each cluster of jobs. This RI&E must inventory the risks attached to the activities carried out within the cluster concerned. References must be included in these RI&Es to the standard measures for eliminating and/or mitigating the risks.
ID	KSP-RE-607
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	Workplace RI&E
Description	An RI&E must be drawn up for workplaces (buildings). This RI&E must inventory the risks attached to the building, the workplaces and the in company emergency services (IES). References must be included in these RI&Es to the standard measures for eliminating and/or mitigating the risks.
ID	KSP-RE-608
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	Updating of RI&E
Description	The Prevention Officer must review the RI&Es every year. The RI&E must be updated if the need to do so is evident from the review or from other signals.
ID	KSP-RE-609
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation

Requirement	Publication and communication
Description	The RI&Es, Plans of Action and the KPN Workplace Health and Safety Catalog must be accessible to all relevant employees and viewable on TeamKPN. Comments or questions may be addressed to the KPN Security, Compliance & Integrity Helpdesk.
ID	KSP-RE-610
Version	1.0
Date	December 11, 2017
Rationale	Health & safety risk assessment and evaluation
Rationale	Law and regulation