

Safety rules OBOS Sverige Building Site

Together, we can create a safe and pleasant workplace

We can all help to create a safe workplace with no accidents or injuries by not taking risky short cuts, being aware of our actions, and thinking about the consequences of our actions before we take them.

Everyone working at this site must intervene in the event of high-risk behaviour, pointing out health and safety issues and contacting the Health & Safety Officer and/or management and Construction Work Environment Coordinator (BAS-U) if necessary.

On this site, we care about one another and therefore about how we treat each other. Consequently, bullying, discrimination and other forms of harassment will not be tolerated on the site.

Before starting work on the building site

When you arrive for your first day on the site, you must register with the BAS-U (Principal Contractor) who will show you around the building site and check and record your permissions. The building site introduction plan includes this document, the current risk assessment, information on areas of work that pose a high risk, what to do in case of an emergency, and a review of the building site map (APD-plan) and traffic management plan (TA-plan).

The relevant contractors will assist with the building site induction in order to ensure that every one of their employees understands this information. This may require translation of documents or an interpreter in a language which the workers understand.

For sites where registration of attendance is required, the requirements of ID06 also apply. After building site introduction has been completed, the ID06 card is registered in the site's ID06 system. The ID06 card must be worn where it can be easily seen, and the rules for ID06 must be observed. Attendance must be registered every day by logging in to the ID06 system using the ID06 card.

Driving licence and required qualifications

Where a driving licence or verified qualification is required to perform your work, you must demonstrate this to the BAS-U when registering for your first day of work. Driving licences are required for operators of loaders and cranes, for example. Verified qualifications are required for crane operators, crane riggers and signalmen, scaffolders, operators of lifting equipment and lifting machinery, supervisors and workers performing hot work, and asbestos removal workers.

Permission from the employer must also be presented before a worker may operate lifting equipment, such as cranes and mobile work platforms.

Equipment that requires inspection

Diggers, cranes, lifting equipment, lifts, and similar equipment must be inspected at certain intervals. Equipment or vehicles for which there is no information on whether or not they have passed inspection, or which have been the subject of adverse comment during an inspection must not be used on the site. Proof of inspection must be presented to the BAS-U before work begins.

Working hours and staff

Working hours are Monday to Friday, **07:00 - 16:00**.

The accruing of overtime and/or postponement of working hours is subject to a risk analysis and approval from the BAS-U. Work must not be carried out if supervisory management is not on site.

Working alone is subject to a risk analysis and approval from the BAS-U.

Under-age persons may not enter the building site, with the exception of apprentices accompanied by a supervisor, provided this complies with the relevant rules and has been agreed with the BAS-U.

Vehicles must generally be parked outside of the site. Vehicles may only be parked on the building site in the designated spaces.

Smoking is only permitted outdoors in the area indicated on the building site map (APD-plan).

Good order

Good order must be exercised on the building site. The site must be free of materials or obstacles that could restrict accessibility, or that could pose tripping hazards or other risks. This is extremely important when it comes to access and connecting routes,

stairs, scaffolding, shaft heads, work platforms, and transport and evacuation routes.

The contractor concerned is responsible for cleaning up the site at the end of each working day. When not in use, materials, tools and equipment must be stowed/stored in designated and marked places only.

Waste must be separated and left in the designated area. Hazardous waste must be sorted separately from ordinary waste, and disposed of and recorded in the prescribed manner.

The contractor concerned is responsible for maintaining good order and hygiene in the staff room.

If the contractor's cleaning or waste management is inadequate, the site management will be entitled to hire cleaners at the expense of the contractor.

Risk management and job planning

Before starting work, each contractor must assess the risks that apply to their area of work and prepare plans for high-risk jobs. Before starting work, each contractor must provide information on risks and job planning to the BAS-U for approval.

Note that general job plans must be adapted to the circumstances of the site where the work is being performed. Persons who will be performing the job must also be involved in drawing up site-specific job plans.

A separate plan must be prepared for particularly high-risk jobs. Examples of such jobs include demolition, blasting, heavy lifting, and excavation.

Ergonomics

Materials and equipment must be selected based on what will produce the best possible working conditions with respect to manageability, weight, transport, use of best possible tools etc. This is in order to avoid excessive lifting and working postures and motions that may lead to excessive strain. The contractor must ensure that their own staff possess knowledge of work techniques and resources, and that job rotation and recovery is facilitated.

Risk observations, incidents, injuries and accidents

All persons working on the site must report all risk observations, incidents, injuries and accidents to the BAS-U immediately. Reporting must be done in the simplest way possible. Risks that are observed must be removed immediately wherever possible.

Personal protective equipment (PPE)

The personal protective equipment (PPE) required on this site is helmets with chin straps and ear protectors, safety boots with toe cap and penetration resistance, high-visual clothing, protective goggles, and protective gloves.

Any deviations from these basic PPE requirements are subject to a risk assessment and approval by the BAS-U.

Current risk assessments, job plans and safety instructions indicate where additional safety equipment is required, such as fall protection equipment, respirators, life jackets, shoes with heat-resistant soles, and other specific work clothing.

It is the responsibility of the employer concerned to provide the correct PPE, and to ensure that staff have the necessary skills and expertise to use and maintain the equipment.

Attention

Audio equipment such as radios or headphones with radio may only be used with the approval of the BAS-U. Earbuds or headphones without ambient sound mode may not be used.

Mobile phones must be used in a safe manner by moving to a safe place to operate them. Machinery and crane operators must not use mobile phones while working. Private use of mobile phones must be restricted to break times.

Traffic, vehicles

Working areas for persons and walkways are separated from vehicle routes according to the building site map (APD-plan)/traffic management plan (TA-plan) and signage around the site.

Vehicles and machinery must be equipped with reflectors, light and auditory signals, and reversing cameras/sensors if the rear view is blocked. There must be procedures in place for checking and maintaining this equipment. If a vehicle does not have reversing equipment, a banksman or traffic marshal must assist with reversing.

Safety equipment

Before starting work, it must always be checked that the necessary safety equipment, such as safety barriers and hole covers, are correct and have been safely installed. Anyone operating machines, equipment or technical equipment must check that the necessary safety equipment is functional and has been installed correctly and safely before starting work.

Safety equipment may only be removed after risk assessment/work preparation and separate approval from the BAS-U. The risk assessment and work preparation must demonstrate the need for supplementary protective measures during such time as the protective equipment is removed. These protective measures must be taken before work may begin. The protective device must be put back immediately after work is finished. The person who removed the protective device is responsible for putting it back.

Areas at increased risk must be cordoned off within the working area. Examples of areas at increased risk are scaffolding that is being erected, lifting areas, shafts, blasting zones, and machinery working areas. All persons on the site must respect these restrictions.

Temporary structures

Where temporary structures are required in order to erect a permanent construction, there must be a plan for safe execution, loading, unloading, demolition, and removal. The person erecting a temporary structure must ensure that any necessary calculations/planning are carried out by a competent designer.

Temporary structures must be regularly inspected by the contractor responsible.

Examples of temporary structures are shoring, beam structures, volume scaffolding, form trucks, sheet piling, concrete mould systems, work platforms for heavy machinery, pontoons, and caissons.

Fall protection

Jobs which involve a risk of falling must always be subject to a risk assessment/work preparation. The risk of falling must be reduced in the first instance using fixed safety solutions such as safety barriers, scaffolding with barriers, hole covers, or other safety technology. Safety netting or other soft landing systems should also be used, in addition to personal fall protection equipment.

Only authorised staff may erect, significantly modify, or move scaffolding. Personal fall safety equipment must be used when assembling/disassembling scaffolding.

Scaffolding must be adapted by authorised staff as the installation progresses, such that it always protects against falls from heights. Supplementary personal fall protection equipment must be used for jobs where scaffolding cannot provide protection against a fall due to the nature of the operation. Separate work preparation must be done for these operations.

Jobs involving fall protection equipment must never be carried out by persons working alone. A rescue plan must be prepared and rescue equipment must be present on the site before work begins.

When using mobile work platforms, such as boom lifts or scissor lifts, personal fall protection equipment is mandatory. All persons in the lift must be anchored to the defined anchor point.

It is the responsibility of the contractor concerned that ladders and trestles are used as an exception only, and that these are used in accordance with the rules for such and in accordance with industry requirements for "Good work environment choices". It must always be considered whether scaffolding is an alternative.

Weather conditions must be considered when working at height, such as when carrying out roof work or working from a fixed/mobile work platform, such that this work can be performed with the same level of safety. Examples of inclement weather conditions include high wind speeds, heavy rainfall, or slippery surfaces.

Unloading and lifting

Before unloading, a safety zone must be cordoned off around the vehicle. Fall risks, trapping risks and risks arising when the load straps/slings etc. are slackened must be considered specifically in the risk assessment/work preparation.

Set lifting zones and lifting corridors must be used and cordoned off before lifting with a crane or similar. Lifting is not generally permitted above areas that are not secured against unauthorised access, and staff must never walk under raised/suspended loads.

It must be ensured that the slinger, signalman, crane operator, and load recipient are able to communicate before work begins, e.g. by setting up a separate

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channel on the radio, and clarifying what language and what signs will be used for directing.

Lifting equipment and lifting machinery must be inspected daily. A special lifting coordinator must be appointed for lifting operations that are particularly high-risk.

Weather conditions must be considered such that lifting can be performed with the same level of safety. Examples of inclement weather conditions are high wind speeds and/or reduced visibility because of fog or heavy rainfall.

Fire safety and hot work

The fire safety officer on the site is responsible for proper fire safety and regular internal inspections.

Hot work may only be performed by a person who has a valid training certificate and is subject to the contractor's supervisor conducting an inspection and giving permission to start hot work. Hot work means welding, cutting, and similar jobs that pose a fire hazard.

The contractor is responsible for providing suitable hand-held fire extinguishers and fire blankets etc. for their work in accordance with the regulations of the Swedish Fire Safety Association (Svenska Brandskyddsföreningen). The fire equipment provided by the client is for emergencies only.

When not in use, gas cylinders must be stored in the designated area with visible warning signs, must have a protective cover, and must be stored upright and securely anchored.

If flammable materials are to be used on the site, the BAS-U must be informed before such are brought onto the site.

Electrical safety

Only qualified electricians, or electricians working under a qualified electrician, may intervene in electrical installations on the site.

In order to prevent them from being damaged, electrical cables must be buried, covered or suspended as far as possible. Covers must not create tripping hazards.

Switchboards and generators set up outdoors must be enclosed within collision buffers. All electrical tools, equipment, and cords must be checked regularly. Defective equipment must be taken out of operation. If electrical cables are observed to be damaged, inform the management immediately.

Working with/near to existing buried or suspended cabling, such as earthworks, excavation works, and lifting operations, requires special work preparation. Permission, safe distances, and safety zones will be determined by the owner of the cabling and the project's BAS-U. The BAS-U must also be consulted before performing any other jobs which may entail contact with existing cabling, such as drilling and demolition.

All cabling must be regarded as live unless otherwise confirmed.

Noisy activities

Everyone working on the site must take steps to reduce any noise that poses a risk of damaging hearing. This includes using methods, machines and equipment that produce as little noise as possible and setting up acoustic barriers for particularly noisy work.

Dust

Steps must be taken to reduce work that creates dust, or dust barriers must be used, such that staff and other workers do not have to be exposed to any dust that is created. This must be achieved through the planning and selection of methods, machines and equipment. Appropriate respiratory protection must be used when performing jobs that create dust.

Dust must be reduced as close to the source as possible, e.g. by watering paths, integrating extraction into the machine/tool, vacuuming dust, using dust collectors or point extraction, and spraying water.

Machine cabs must be regularly dusted, and the cab ventilation must be adapted to the job at hand and monitored regularly.

Vibrations

Everyone working on the site must take steps to reduce any harmful vibrations. This includes using methods, machines and equipment that produce as few vibrations as possible and employing work rotation schemes for jobs that produce vibrations.

Chemical products, hazardous substances and soil contamination

The respective contractor must submit a safety data sheet to the BAS-U for those chemical products which will be used on the job and must ensure that their own staff have received the information/training/medical examinations and PPE required to handle these substances safely. Safety data sheets are collected in a folder in the site office and can be accessed by everyone on the site.

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Contractors who are hired to remove and/or handle hazardous substances, such as asbestos and PCBs, must present a permit and proof of training to the BAS-U before work begins.

A special risk inventory and work plan must be prepared when working with contaminated soil. This must consider the demarcation of safety zones, the safety level of the staff who will be working with the contaminated materials, spreading around the area and to public highways via transport, spreading to mobile cabins, and hygiene.

Alcohol and drugs

Alcohol and drugs do not belong in the workplace. A person who is drunk or under the influence of drugs whilst on the building site is a danger to themselves, their colleagues, and their surroundings. A person who is under the influence of alcohol or other drugs must be ejected from the site immediately by the supervisory staff. The person's employer is responsible for ensuring that they arrive home.

Visitors

Visits to the site must be notified to the site management or a person appointed by the site management. Upon arrival at the site, visitors must report to their contact person in the site office in order to review the relevant parts of the safety regulations, relevant risks/risk areas, and what to do in an emergency.

Visitors must always be accompanied by a member of the site management, or a person appointed by the site management. The rules on PPE also apply to visitors.

Before a planned visit, the site management must assess risks/risk areas relevant for the visit and must set out guidelines for a safe visit.

Third parties

All contractors must make efforts to ensure that third parties are not injured as a result of the building works. The building site must be enclosed and gates must be closed such that only authorised staff can enter the building site. The safety of third persons must be borne in mind when travelling to and from the building site. Demolition or building materials must not block adjacent streets and pavements. Unloading must not take place outside of the building area unless the risk area for the unloading zone and the lifting zone have been clearly cordoned off and banksmen are employed. The traffic management plan (TA-plan) must be complied with and the BAS-U must be consulted.

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Disciplinary measures

Everyone entering the site must follow these rules. Persons who breach these rules may be issued with a warning and/or ejected from the site. When a person is ejected, this means they must leave the site immediately.

Fines may also be imposed under agreements with the contractor concerned. Responsibility for any disciplinary measures lies with the site management. Any warnings (verbal or written) and any notification given to the employer concerned will be noted in the logbook.