

1.0 Examples on common security provisions/common welfare provisions

	Demands for quality	Who	Period
A. Traffic areas on the site			
1. Access roads to the site	For heavy traffic from the machinery	Main contractor	Through the entire process
2. Parking areas	Area for approximate 10 vehicles	Main contractor	Through the entire process
3. Access roads from parking areas to theshed area	Should be high enough	Main contractor	Through the entire process
4. Temporary site roads	Establishing when work starts	Main contractor	Through the entire process
5. Permanent access roads for vehicles	The roads have to stand heavy machine traffic	Main contractor	Through the entire process
6. Permanent access roads for pedestrians	Will be made	Main contractor	At the end of the construction process
7. Gangways and stairs	Described quality	Main contractor	At the end of the process
8. Access roads in buildings	Described quality	Main contractor	At the end of the process
9. Clearing/cleaning	Shall be at all areas	Main contractor	During all the process
10. Drainage	Prescription of its size and quality	Main contractor	By the beginning of permanent roads
11. Snow clearance and gravelling	When work is executed the area has to be cleaned	Main contractor	Through the entire process
12. Winter precautions	Safety has to be for all personnel	Main contractor	At winter
13. Light in traffic areas	Temporary lights shall be erected	Main contractor	Through the entire process
B. Shed area and storage area			
1. Setting up sheds for workers, foremen, site management and meetings	Placed at building site as soon as possible	Main contractor	Through the entire process
2. Setting up sheds for changing and bathing	The subcontractors have their own sheds	Main contractor	In the need of subcontractors
3. Setting up toilet cabins	Shall be placed as soon as the work starts	Main contractor	Through the entire process
4. Containers for material	Shall be at place before work starts	Main contractor	In the need of contractor
5. Storage area for equipment/materials	Shall be at place before work starts	Main contractor	In the need of contractor
6. Tent workshops	Only if it is of need	Main contractor	In the need of contractor
7. Containers for separated garbage	As soon as the work starts	Main contractor	Through the entire process
8. Light	Enough for each activity	Main contractor	Through the entire process
9. Clearing up in shed area and at storage area	It is each contractors obligation	Subcontractor foreman	Through the entire process
10. First aid kit	It is each contractors obligation	Subcontractor foreman	Through the entire process
C. Working areas			
1. Fencing of site/signboards	Shall be around the area with Attention	Main contractor	Through the entire process
2. Storage area for equipment/materials	Only in sheds	Main contractor	Through the entire process
3. Covering of holes	If necessary	Main contractor	Through the entire process
4. Establishment of handrails	Only if needed	Main contractor	Through the entire process
5. Falling down security roof work			
6. Clearing up in common areas	Everybody that has obligation	Main contractor	Through the entire process
7. Winter covering of main structure and scaffolding	No structural covering	Main contractor	Through the entire process
8. Light in common working areas	Shall be as soon the work starts	Main contractor	Through the entire process
10. Soil work	See descriptions	Main contractor	Through the entire process

	Demands for quality	Who	Period
D Technical appliances			
1. Cranes and material hoists	Shall be near the site until it's needed	Main contractor	Through the entire process
2. Lift for persons	Install when needed	Subcontractor	When needed
3. Scaffolding	Install when needed	Subcontractor	When needed
4. Ventilation			
5. Central extraction of dust and vapours			
E. Supplies for site and shed area			
1. Water and sewage	Proper installation	Main contractor	Through the entire process
2. Electricity with a plan showing main- and group switchboards	Installation that is sufficient	Main contractor	Through the entire process
3. Protection of cables/hanging of cables	Cables shall be protected from accident	Main contractor	Through the entire process
4. Telephone at site	At least one and preferably mobile phones	Main contractor	Through the entire process
F. Other			
1. Shielding/closing of to third party	Non authorized traffic is allowed	Main contractor	Through the entire process
2...			
3...			

3.0 Minimum – table of contents and obligations acc. To rules for construction site’s plan for safety and health (PSH)

Table of content	Subject	Schedule	Minimum table of content of PSH and obligations according To situation or player				
			A. Main contractor or client	B. Trade- or subcontractor	C. Larger sites = risk assessment and verbal coordination	D. Executor only regarding particular dangerous activity	E. Small site = verbal coordination
3.0	Table of content of PSH And demands regarding PSH	3.0	Yes.	No.	No.	No.	No.
3.1	Security organisation of the site	3.1	Yes.	Send information to security coordinator concerning own security organisation.	Recommended	Recommended	Recommended.
3.2.1	Site plan	3.2.1	Yes.	Send information to security coordinator concerning own present wishes for arrangement of site and defects on site plan.	Recommended considering planning and coordination of safety and health.	Yes.	No.
3.2.2	Site plan (check list)	3.2.2	Only used as internal checklist.	Only used as internal checklist.	Only used as internal checklist.	Only used as internal checklist.	No.
3.3	Time- and manpower schedule including safety and health	3.3	Yes.	Send information to security coordinator concerning own time- and manpower schedule including safety and health.	Recommended.	Recommended.	No.
3.4.1	Description of existing conditions	3.4.1	Yes.	Send possible information to security coordinator concerning own specifications and missing specifications in PSH.	No	No.	No.
3.4.2	Description of common precautions, included work in common areas and common safety precautions	3.4.2	Yes.		No	Yes	
3.4.3	Description of common welfare precautions	3.4.3	Yes.		No	Yes, particularly concerning special welfare precautions at dangerous activities.	
3.4.4	Description of areas with risk according to assessment and information from the project supervisor	3.4.4	Yes.		No, apply possibly form for risk assessment.	Yes.	
3.4.5	Contingency plan etc.	3.4.5	Yes.		No	Yes.	
3.5	Agenda for start up meetings and safety meetings	3.5	Yes.	No.	Recommended at start up meeting and several contractors working simultaneously.	Yes.	Opstartsmøde anbefales.
3.6	Description of instruction of the employees at the site	3.6	Yes.	Send possibly information to security coordinator regarding instruction of own employees.	No, Verbal instruction is recommended.	Yes.	No, Verbal instruction is recommended.
3.6A	Safety instruction for particular dangerous activity	3.6A	Yes. Security coordinator is coordinating the safety instructions from the individual trade- or subcontractors in the PSH.	Send own security instructions to security coordinator.	No.	Yes. (Security instruction for particular dangerous activity is containing the majority of the above-mentioned information).	No

Regulations, guidance and good advices	Guidance and good advices
<p>Legislation is “Labour Inspectorate administrative order no. 589” concerning arrangement of construction sites and similar working places and ”Labour Inspectorate administrative order no. 576” concerning client’s obligations.</p> <p>1. This table of content for PSH is structured according to legal rules and good practise in the branch.</p> <p>2. PSH is structured dependent on present situation or role.</p> <p>3. A Main contractor or client (security coordinator)</p> <p>Security coordinator is responsible for elaboration and maintenance of the PSH for the site. Information is collected from the trade- or subcontractors. Form 3.1 to 3.6 A is used for collection of information. PSH is elaborated according to situation A. Client’s security coordinator elaborate and maintain PSH of the site and the main contractor will provide all information from form 3.1-3.6 according to situation A.</p> <p>4. B Trade- or subcontractors</p> <p>Trade- and subcontractors are obliged to deliver information to the security coordinator.</p>	<p>Trade- and subcontractors can use above-mentioned checklists and forms the other way round to control safety and health on the site. Information to the main contractor or the client is according to situation B.</p> <p>5. C Larger site = risk assessment and verbal coordination</p> <p>Larger sites is where the volume of the work is exceeding 30 working days and minimum 20 employed simultaneously or 500 man-days. A possible PSH can be elaborated according to situation C.</p> <p>6. D Employer only regarding particular dangerous activity</p> <p>Employer carrying out particular dangerous activities according to LI-adm. order. Nr. 589 enclosure 1, shall elaborate a PSH. See schedule 3.6 A regarding safety instruction for particular dangerous activity. PSH is elaborated according to situation D.</p> <p>7. E Small site = Verbal coordination</p> <p>A small site is with maximum 10 employed simultaneously from all employers in the whole building period. Only demand for verbal coordination between the employers. Coordination carried out according to situation E.</p>

3.1 Security organisation on the site

Players:	Profession:	Areas of responsibility	Name, address, telephone, mobile, fax, e-mail	Contact person(s) on the site
Client (C)	Client		Name: Address: Telephone: Fax: Mobile: E-Mail:	
Security coordinator (SC)	Security coordinator	Security meetings, PSH, daily coordination	Name: Address: Telephone: Fax: Mobile: E-Mail:	
Supervision and site management	Consultant	Daily site coordination and supervision	Name: Address: Telephone: Fax: Mobile: E-Mail:	
Project supervisor / consultant	Consultant	Project supervision	Name: Address: Telephone: Fax: Mobile: E-Mail:	
Main contractor (MC)	Project manager	Project supervision	Name: Address: Telephone: Fax: Mobile: E-Mail:	
Trade contractor 1	Soil	Soil works	Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 2	Sewer	Sewer works	Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 3	Concrete	Concrete works	Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 4	Concrete elements	Concrete elements works	Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 5	Subcontractors	(masonry works, painting works, Plumber works, electricity works,...)	Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Others			Name: Address: Telephone: Fax: Mobile: E-Mail:	
Others			Name: Address: Telephone: Fax: Mobile: E-Mail:	
Others			Name: Address: Telephone: Fax: Mobile: E-Mail:	

Legislation, guidance and good advices	Legislation, guidance and good advices
<p>LI-adm. order no. 589 concerning arrangement of sites and similar work places of 22. June 2001. LI-adm. order no. 576 concerning client's obligations of 21. June 2001. LI-adm. order nr. 574 concerning project supervisor- and consultant's obligations etc. of 21. June 2001. LI-adm. order nr. 575 concerning safety- and health work in the companies of 21. June 2001.</p> <p>From the security organisation of the site it shall appear who is responsible for: A. Elaborate and maintain plan for safety and health (PSH), site plan and time- and manning schedule. B. Coordinate the safety work in general and in common areas. C. Demarcate security provisions in common areas e.g. trade contractor responsible for scaffoldings. D. Report the site to LI.</p>	<ol style="list-style-type: none"> Specify the responsible in the space with areas of responsibility with letters A-D. Specify specific areas of responsibilities on site in the space, as e.g. scaffolding, maintenance of access roads etc. Specify trade contractor with activity on the site e.g. demolition, carpenter, sewage, masonry, services, el, roof etc. Specify for all contractors SV and SR. security organisation of the site shall also show subcontractors to trade contractors in space for "others" or "Trade contractors". Contractors on site with minimum 5 men more than 14 working days, shall establish a security group on site consisting of a supervisor (SV) and security representative (SR). Contractors with less than 5 men or duration less than 14 working days shall state contact persons from the company's security organisation. (Supervisor or master or security representative). The client shall appoint a security coordinator at sites with 2 contractors and more than 10 employed simultaneously.

3.2.1 Site plan, insert the site plan here





3.2.2 site plan (checklist)

Site areas:	Defects or comments	Respons.	OK	Site areas:	Defects or comments	Respons.	OK
Special risks on the site and existing installations				Necessary technical installations			
Power lines in air and in soil				Light in common areas and buildings, switchboards and hanging up cables.			
Water and sewage				Water supply and sewage, including drainage of the site			
District heating and natural gas				Fencing off the site			
Contaminated soil, toxic dump and explosives				Scaffolding, handrails and other protection against falling by work in heights			
Materials contaminated with asbestos				Covering of holes			
Particular dangerous activities, Including specification of closed off areas				Other			
Other				Access conditions and roads on the site			
Welfare provisions and contingency plan				Pedestrians (coming- to and walking in the site), Including temporary roads and walking areas.			
Shed area, including toilet, washing, Dining, changing etc.				Driving traffic (to- and on the site), including roads for transport of materials, transport and work with technical appliances as e.g. Cranes and hoists.			
Shed for site management and meeting room				Access roads in buildings and on the site for persons and materials included stairs, gangways and escape routes.			
Contingency plan, including emergency telephone, fire equipment, stretcher, eye rinse etc.				Parking places and traffic roads to and from the site.			
Location of personal means for protection				Other.			
Other				Technical appliances at the site			
Special working areas at the site				Cranes and mobile cranes			
Soil works				Lifts for persons and equipment			
Storage of material for the individual contract				Ventilation			
Areas for separating and waste included containers				Other			
Other				Other			
Other				Other			
Other				Other			

Legislation, guidance and good advices	Guidance and good advices
<p>Legislation is LI adm. Order no. 576 of 21. June 2001 regarding client's obligations §6 subs. 2.</p> <ol style="list-style-type: none"> The adm. Order is describing the content of the site plan in headlines. The above-mentioned list explains more detailed the content of the headlines. The person who design and maintain the site plan should consider the items of the list. The site plan is an essential part of the PSH. The person responsible for the site plan is elaborating a draft, which is distributed for comments from the involved parties on the building site. The checklist is used for control or inspiration by assessment of the site plan. Necessary information is collected by those responsible from the involved players (consultant, main contractor, trade- and subcontractors or other performers) and these are incorporated in the final site plan. 	<ol style="list-style-type: none"> The site plan should include the total building site, however it can be an advantage to split it up in to several plans. e.g. inside buildings etc. The plan can be with a scale of 1:200 and hanged up in shed area and sheds. Conditions, which can not be stated on the site plan, should be specified under 3.4.1 existing conditions, 3.4.2 work in common areas and security precautions, 3.4.3 common welfare precautions, 3.4.4 risk areas according to designers assessment and information or 3.4.5 contingency. Possible changes to the site plan are discussed at the security meetings. The checklist can also be used for control of specifications from the tender material and tender forms. The site plan is immediately revised in case of major changes on the site.

3.4.2 Description of common provisions, included work in common areas and common security provisions

Traffic areas on the site	Traffic is only for supplies and machines working in the field.
Responsible:	Site manager
Shed area	May stay by trained staff and visitors but only with site managers presence
Responsible:	Site manager
Storage areas	May only attend the related staff, the revaluation of all material taken to use
Responsible:	Site manager
Technical appliances	Used only by competent/qualified staff.
Responsible:	Site manager
Supply conditions	For receipt of goods takes place only by the site manager.
Responsible:	Site manager
Demarcation and coordination in common areas and description of chosen security provisions	At dangerous work there shall always be a trained supervisor
Responsible:	Site manager/subcontractor foreman
Demarcation in common areas with dangerous activities	Where dangerous activities may be exercised to the worker's present on the spot.
Responsible:	Site manager/subcontractor foreman
Ongoing control of installations, security provisions and particular dangerous activities.	Conducted by the site manager or subcontractor foreman
Responsible:	Site manager/subcontractor foreman
Contingency and exercises etc.	Consists of all the heads in place currently in the workplace.
Responsible:	Site manager

Legislation, guidance and good advices	Guidance and good advices
<p>1. The person responsible for PSH shall briefly describe relevant common provisions with responsibility and possibly period included:</p> <ul style="list-style-type: none"> - The site's traffic areas, shed area and storage areas, working areas, technical appliances and supply conditions. - How all work in common areas are coordinated and demarcated with specification of chosen security provisions. <ul style="list-style-type: none"> - How demarcation is executed in all working areas with particular dangerous activities. - How simultaneous control is executed. - Coordination of contingency- and exercise plans. 	<p>2. A description of the relevant common provisions on the site can be left out if these are clearly specified on the site plan and time- and manning plan.</p> <p>3. The description of common provisions is forwarded to the executor(s) for comments.</p> <p>4. The executor(s) assess the draft and forward possible supplementing information or comments to the responsible person.</p> <p>5. The description in the tender material can be used for better pricing of the bid, because it is clearly stated when and who shall establish, maintain and remove common provisions.</p> <p>6. Location, load capacity and weather resistance of traffic- and access roads together with construction of scaffolding, class weight, width, access conditions and location are essential topics for the security on the site.</p>

3.4.3 Common welfare provisions

[illegible]

Legislation, guidance and good advices	Guidance and good advices
<p>1. The responsible for PSH shall briefly describe the responsible for and possible period for welfare provisions On the site included:</p> <ul style="list-style-type: none"> - Sheds for workers, foremen, site management and meetings. - Sheds for changing and bathing. - Konditions at toilet. - Location of personal appliances for protection. 	<p>2. A description of the welfare provisions on the site can be left out if they are clearly stated on the site plan. The contractor(s) assess the draft and forward possible supplementing information or comments to the responsible.</p> <p>3. The description in the tender material is used to assess whether there is a need in the daily work for common provisions.</p>

3.4.4 description of risk areas or particular dangerous activities according to designers assessment and information

Fall from height	Maximum height/depth is approx. two meters.
	Install fences in the storeys when there are no facades built yet.
Accident with a vehicle	Vehicles must run with adequate velocity on site.
	If possible, divide pedestrian areas from traffic areas
	The workers must pay attention (no distractions)
Electric shock	Make sure each power cable does not have water around it when executing work.
	Cables in water can occur short circuit which can damage other machines that are running or even workers
	If possible, restrict access to areas with electric installations.
Hit by falling objects	Always use protective equipment.
	Always use a helmet on site.
	The workers must pay attention (no distractions)
Lifting heavy objects: avoid back problems in the worker	If possible use fences with skirting board. Install nets.
	Workers must not stand under a work area
	For heavy lifting, be several workmen, or contact the supervisor who may get a machine for help.
Be buried during the excavation	
	Make sure to provide the excavator space when executing work.
	Study the geotechnical report to know the kind of ground and make the adequate slopes to avoid collapses.
	Install emergency exits and fixe the stairs to the ground.
	Maximum height/depth is approx. two meters.
	There must be a worker outside the excavation controlling the worker inside the installation. In case of collapse, he must be able to know were the worker was in order to rescue him as fast as possible.

Legislation, guidance and good advices	Guidance and good advices
<p>LI-adm. Order no. 576 regarding client's obligations § 5 and enclosure 1 together with LI-adm. Order no. 574 regarding designers obligations etc. § 10 and enclosure 1.</p> <p>1. The responsible shall briefly list and describe, which particular dangerous activities or risk areas, is present on the site according to information in the tender material.</p> <p>2. Activities mentioned in enclosure 1. Need special attention.</p> <p>3. A list of particular dangerous activities can be left out if it is clearly stated on the site plan. And time- and manning plan.</p> <p>4. The list of particular dangerous activities is forwarded to the contractor(s) for comments.</p>	<p>5. The contractor(s) assess the draft and forward possible comments, supplementing information or a security instruction to the responsible.</p> <p>6. The final list is used by the responsible for PSH to assess the need for security instructions for the particular dangerous activities or risk areas. It is advisable that proposals for security instructions from the contractor(s) is included and coordinated in PSH 3.4.2.</p> <p>7. Work more than 5 m above the terrain, work in deep excavations, work with dangerous substances and materials, sewage work, work with contaminated soil, demolition work, work with: asbestos, insulation, epoxy, work with high voltage transmissions, work close to water, work in wells and tunnels together with work with mounting and demounting heavy concrete- or wood based elements is all particular dangerous activities.</p>

3.4.5 Contingency plan

Incident	What do you do?	Information
Work accident	Stop the accident and do not expose yourself for danger. Give life saving first aid Call 112 if necessary Contact the site's security coordinator. Wait for help.	Give precise information concerning address and location of the accident. Explain the condition of the injured person. First aid kit is available. Stretcher is available.
Fire	Try to extinguish the fire without danger to you or other. Help possible injured. Call 112 Contact the site's security coordinator. Wait for help.	Give precise information concerning address and location of the incident. Give precise information concerning extent of the fire and Possible injured. Fire fighting equipment is available.
Environmental accident	Stop the accident, if possible, without danger for you or other. Help possible injured. Call 112 if necessary Contact the site's security coordinator. Wait for help.	Give precise information concerning address and location of the incident. Give as precise as possible information regarding extent of the Environmental accident and possible injured. Equipment for fighting environmental accidents is available.

3.5 Agenda for starting up- and security meetings

Date / 200	Keeper of the minutes: Site manager	Minutes:	Respons.	Deadline
Item.	Agenda: security coordinator			
0.	Participants and absent record to minutes and sending out)			
1.	Follow up from last meeting Comments and approval of the minutes Assessment of and development in the building process Information from the security coordinator (client)			
2.	Development in the work environment Briefing regarding activities and initiatives since last meeting Briefing regarding coming activities Particular dangerous activities Coordination of work in common areas with an influence on Safety and Health Comments and up dating to PSH, time- and manning plan and site plan Reported work accidents and result of the analyse of the accident Attempt to accident and assessment of this			
3.	Preventive activities Preventive initiatives according to analyse of the accidents Preventive initiatives according to attempt to accidents New initiatives to prevention of accidents and worn down Assessment of need for instruction and information			
4.	Authorities etc. New rules for working environment Orders or bans from Labour Inspectorate New from BST (Local Labour Inspectorate)			
5.	Any Other Business			
6.	Next meeting and calling in new participants			

Legislation, guidance and good advices	Guidance and good advices
1. The agenda can be used by the security coordinator to ensure that all items will be dealt with. Trade- or subcontractor as a memo before the security meeting can use the agenda.	2. The agenda can be used in start-up meetings and security meetings at smaller or larger sites with no demand for elaboration of a PSH. 3. This agenda can be changed or constructed according to the demands from the site or the work.

<p>3.6 description of instruction for the workers on the site</p>
--

[illegible]

Legislation, guidance and good advices	Guidance and good advices
<p>1. The employer is obliged to instruct the employees regarding conditions for Safety and Health on the site.</p> <p>2. A good and effective instruction ensures that the employees act safe and healthy in their execution of the work.</p> <p>3. A good instruction is also preventing work accidents.</p> <p>4. The employees are obliged to execute the work according to given instructions and current rules for work environment.</p> <p>5. Instructing is particular important for:</p> <ul style="list-style-type: none"> - Young and apprentices - New colleagues - New or changed working tasks - New technology - Particular dangerous activities - Start up on a new building site - Strange subcontractors and suppliers 	<p>6. The instruction shall specify how, when and by whom the instruction of the site's employees will be carried out.</p> <p>7. The security coordinator point out a person to carry out the instruction.</p> <p>8. The instruction can be planned having execution of the work in important chapters together with particular dangerous activities focusing on key security and – health items.</p> <p>9. A written safety instruction has to be elaborated for particular dangerous activities. Form 3.6A can be used for elaboration of written security instructions and the oral instruction.</p>

3.6A Security instruction for

Who is senior responsible for the particular dangerous activity (is)?	Site manager, subcontractor's foreman. The manager for the specific activity.
Representatives of the security group	SR:
	AL:
Who is responsible for instruction of the particular dangerous activity?	Site manager, subcontractor's foreman.
Who is responsible for control of particular dangerous activity?	Site manager, manager for the specific activity.
Description of the particular dangerous activity (is)	Site manager
Description of risks	Site manager
Description of needed security provisions	Main contractor, site manager
Description of need for planning and coordination	Site manager
Description of extent and time for information and instruction to the employed	Site manager
Description of usage of personal appliances for protection and welfare provisions	Site manager

Specification of particular important control spots	Site manager
Other	
Other	

Guidance and good advices	Guidance and good advices
1. Security instruction can be sent to clients and main contractors as documentation for the demands to Safety- and Health work. Security instruction can be used as a PSH for the particular dangerous activity according to situation D.	2. The security instruction is used by the instruction of the employed working with the particular dangerous activity and is hanged up in the sheds or similar places visible for the workers.