

MGL building company

Environment and safety handbook

February 20015

Introduction:

The following chapter shows some examples on Health and safety-goals, and how they should be implemented and have a consequence in terms of politics and procedures. The examples are imagined, but are based on experience from elaboration of Health and safety-goals in similar companies.

The examples are made to demonstrate how a Health and safety-system can be designed and documented, but are not a complete Health and safety-Handbook.

The examples describe a system divided up into three levels.

Level 1: Description of the company, Health and safety-goals, politics and organization with description of responsibilities and rights...

Level 2: Procedures / company-habits.

level 3:Health and safety-Assurance Handbook for a specific project.

Part 1 Goal and politics

1.1 Description of the company

1.2 Health and safety-goals

1.3 Environmental goals

1.4 Organization

1.5 Job descriptions

Part 2 Procedures

2.2.1 Graphic overview

2.2.2 Management of documents

2.2.3 Elaboration of Health and safety- and environmental p

2.2.4 Management of drawings and changes of drawings

2.2.5 Selection of suppliers and purchase

2.2.6 Information to staff

2.2.7 Registration of close to accident

2.2.8 Inspection and maintenance of the system

2.2.9 Environmental goal, environmental objective and environmental-action-programme

Enclosure forms

Part 3 Health and safety Assurance Handbook

Work place assessment

Weekly controlplan

Part 1 The company

1.1 description of the company

Navn: MGL building company

Adress Slotsgade11, Horsens

The contractor A/S execute all type of constructions work based on main- or trade contracts. The company is established in 19xx by master carpenter Jens Peter as a private company including a small machine shop, which was producing windows and doors. The company was in 19yy reorganized to a family owned limited company simultaneously with participating first in individual

trade contracts and later also main contracts. The company participate in public and selected tenders and construct buildings by own means.

This PSH. Handbook is elaborated by Contractor Ltd. and published in a registered part 1 and an unregistered edition part 2. The registered edition is numbered, and revisions will be sent to the owners of the PSH. Handbook according to a distribution list. The registered edition is for internal use at Health and safety- trade Ltd. The unregistered edition is sent out to costumers, authorities etc. in connection with prequalification's and will not be part of the on going revision.

Date:

Managing Director Contractor Ltd.

1.2 Health and safety goal

It is the politic of Contractor Ltd. to deliver buildings and civil works of good workmanship Health and safety corresponding with the expectations of our customers. The requirements this politic put to the company and the employees, make it necessary to follow the guidelines, stated in the following Q.A. Handbook. The Handbook shall therefore be known and accepted by all employees in the company. The Q.A. Handbook accounts for our Health and safety politic, describe the organization of the company including the procedures and company habits, which are used to ensure the fulfilment of the Health and safety politics.

It is the declared goal of the company to appear as a Health and safety-concerned company, executing the trades at a workmanship level, which in all aspects, fulfilled the costumers expectations, and as a minimum fulfilled the demands set by law at any time including the departmental order regarding Health and safety assurance 2001. All trades are executed with due consideration regarding environmental impact, work environment (Safety and Health) and usage of resources including handling of waste.

The usage of substances, harmful for environment, shall be limited, just as noise- and dustpollution for other workers on the trade including neighbours to the building site. The company have implemented a Health and safety Management system which is documented in the following Q.A. Handbook that is known and used by all employees in the company.

The handbook is divided up in 3 independent parts.

- Part I contains goal and politics, handed out free and will not be maintained at the individual owner.
- Part 2 contains a documentation of the company's procedures. It is numbered and not for handing out. It will also contain certain forms and other aids for the execution of Health and safety Management.
- Part 3 which is elaborated for the individual trade, and is for the clients disposal. This part will be maintained according to need.

1.3 Politics

Services

A good and satisfactory Health and safety for the client is a crucial competition factor for the company and by that, the survival of the company. Therefore all trades have to go through a complete scrutiny and client's important Health and safety demands and eventually environmental demands have to be clearly and unambiguous agreed. The trade manager shall during the execution supervise fulfilment of all agreements. The responsible person shall ensure an acceptable solution for the company and that execution can be done in the agreed time, before agreements for tasks are made.

Following are pre conditions for the company to ensure delivery of the right Health and safety at any time,

- That the requested Health and safety demands to the services of the company are covered through a systematic Health and safety management in all levels from marketing to delivery,
- That feedback from clients are collected and elaborated,
- that the client always get what have been promised in the agreed time corresponding with specifications,

Based on the Health and safety goal, the list of common known Health and safety problems and a general wish for Health and safety improvements, the director elaborate specific Health and safety objectives which are measureable. The director elaborates a plan of action for the individual Health and safety objective, which as a minimum contains:

- the actual Health and safety objective divided in measurable intermediate aims
- who is responsible for the individual intermediate aim

- time schedule with intermediate aims
- planned moment for completion of the Health and safety objectives
- how the Health and safety objective are achieved (methods, equipment, new work instructions)
- criteria's for evaluation of achievement of the Health and safety objective (e.g. method for measurements).

Purchase.

Before ordering, an assessment of the suppliers ability and will to full fill our demands is needed, to ensure usage of the right materials in the required Health and safety level.

Staff education

All staff members of the company shall have a possibility to participate in courses or get job training within their field of work. Managing staff and key persons have an obligation to keep up dated with the technological development in their field of work.

Good Health and safety is produced by motivated and professional skilled staff, that the Contractor Ltd. wish's to attract and maintain.

Environmental impact

It is the politic of the company to limit the energy consumption of installations and transport.

Quantities of waste shall be reduced by a better usage of materials, and the waste shall be sorted out to ensure maximum recycling. The usage of substances harmful to the environment shall, if possible, be reduced by replacing with other less dangerous substances. The company aims to improve environmental efforts by updating the detailed environment objectives. The environment objectives and their implementation status are communicated to the staff simultaneous.

The director formulates a environmental goal based upon the environmental politic of the company, the possible environmental impact caused by the implementation process including economy and operation conditions of the company. The director elaborates a list with normal occurring environmental impacts. The director elaborates specific measurable environmental objectives, which are based on the environmental goal and the list of normal occurring environmental impacts. The director elaborates an environmental plan of action for each environmental objective, which as a minimum contain:

- the actual environmental objective
- who is responsible
- time schedule with intermediate aims
- planned moment for completion of the environmental objectives
- how the environmental objective are achieved (methods, equipment, new work instructions)
- criteria's for evaluation of achievement of the environmental objective .

Client contact.

It have to be ensured when entering into agreements, by a complete analyse that the client's need and expectations to the executed work will be fulfilled, that his requirements get fulfilled including needed corrections of his expectations.

Selection of sub-contractor.

Sub-contractors and suppliers shall serve the company the best they can, in business and Health and safety. This means:

- that we have to select confident sub-contractors and suppliers in which we believe can execute the project regarding Finance and Health and safety and can fulfilled the requirements in the project.
- That we shall consider and treat our sub-contractors and suppliers as equal collaborators.
- That disputes shall be settled by negotiations and not in court.

1.4 Organization

It is emphasized that the individual effort has an influence on both the Health and safety of the executed work and the impact on the environment, and therefore the employee should know her/his rights and duties, included the demands to the executed work. The management of the individual functions is responsible for information and education of the employees needed to fulfilled these demands. The director has the overall responsibility for an effective Health and safety- and Environmental Management, which fulfilled the demands in the Handbook and is liable to the authorities.

1.0 Examples on common security provisions/common welfare provisions

	Demands for Health and safety	Who	Period
A. Traffic areas on the site			
1. Access roads to the site			
2. Parking areas			
3. Access roads from parking areas to theshed area			
4. Temporary site roads			
5. Permanent access roads for vehicles			
6. Permanent access roads for pedestrians			
7. Gangways and stairs			
8. Access roads in buildings			
9. Clearing/cleaning			
10. Drainage			
11. Snow clearance and gravelling			
12. Winter precautions			
13. Light in traffic areas			
14...			
15...			
B. Shed area and storage area			
1. Setting up sheds for workers, foremen, site management and meetings			
2. Setting up sheds for changing and bathing			
3. Setting up toilet cabins			

	Demands for Health and safety	Who	Period
4. Containers for material			
5. Storage area for equipment/materials			
6. Tent workshops			
7. Containers for separated garbage			
8. Light			
9. Clearing up in shed area and at storage area			
10. First aid kit			
11...			
12...			
C. Working areas			
1. Fencing of site/signboards			
2. Storage area for equipment/materials			
3. Covering of holes			
4. Establishment of handrails			
5. Falling down security roof work			
6. Clearing up in common areas			
7. Winter covering of main structure and scaffolding			
8. Light in common working areas			
9. Precautions by work acc. To subs 3.4.1			
10. Soil work			
11...			
12...			
D Technical appliances			
1. Cranes and material hoists			
2. Lift for persons			
3. Scaffolding			
4. Ventilation			
5. Central extraction of dust and vapours			
6.			
7.			
E. Supplies for site and shed area			
1. Water and sewage			
2. Electricity with a plan showing main- and group switchboards			
3. Protection of cables/hanging of cables			
4. Telephone at site			
5...			
6...			

	Demands for Health and safety	Who	Period
F. Other			
1. Shielding/closing of to third party			
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

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.

1. This table of content for PSH is structured according to legal rules and good practise in the branch.
2. PSH is structured dependent on present situation or role.

3. A Main contractor or client (security coordinator)

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.

4. B Trade- or subcontractors

Trade- and subcontractors are obliged to deliver information to the security coordinator.

Guidance and good advices

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.

5. C Larger site = risk assessment and verbal coordination

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.

6. D Employer only regarding particular dangerous activity

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.

7. E Small site = Verbal coordination

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.

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		Name: Address: Telephone: Fax: Mobile: E-Mail:	
Project supervisor / consultant	Consultant		Name: Address: Telephone: Fax: Mobile: E-Mail:	
Main contractor (MC)			Name: Address: Telephone: Fax: Mobile: E-Mail:	
Trade contractor 1			Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 2			Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 3			Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 4			Name: Address: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 5			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

- Legislation is LI adm. Order no. 576 of 21. June 2001 regarding client's obligations §6 subs. 2.
- 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.

Guidance and good advices

- 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.

3.3. Time- and Manning plan of the site included Safety and Health

Trade	Working area / week no.																												
	Total number of workers on the site in this week																												

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. 1, 3 og 4.</p> <ol style="list-style-type: none"> The adm. Order is specifying the main components in the site's time- and manning plan included Safety and health. The time schedule shall specify where and in which period's dangerous activities are executed on the site. This plan is an essential part of PSH and the security coordination. The person responsible for the site's time- and manning plan, included Safety and Health, elaborate a draft Which is distributed for comments from the involved parties on the site. The time schedule is assessed critically where several trades are working simultaneously at the same place. Necessary information is collected by the responsible person from the involved parties (consultant, main contractor, trade- and subcontractors or other performers) and these are incorporated in the final time- and manning plan. 	<ol style="list-style-type: none"> Conditions which can not be stated on the time- and manning plan should be specified under 3.4.2 work in common areas and security provisions or 3.4.4 risk areas according to designers assessment and information. Particular dangerous activities are marked with a colour or other marking of the period. The marking are giving the executors on the site an opportunity to assess where and when Safety and Health problems can occur in their working area. The executors can plan own work according to this marking. The person responsible for the time- and manning plan shall assess whether this particular dangerous activity require fencing of the involved working area. This is marked clearly on the time-and manning plan. Possible changes to the time- and manning plan are discussed on the site's security meetings. The plan is up dated and hanged up e.g. in the sheds.

3.4.1 Description of existing conditions

[illegible]

Legislation, guidance and good advices

1. The tender material shall contain a description of existing conditions on the site, which is significant for Safety and Health.
2. The person responsible for elaboration of description of existing conditions shall elaborate a short description of the planned work. Existing conditions specified in the tender material is included in the description.

Guidance and good advices

3. A draft of the description of existing conditions is forwarded to the executor(s) for comments.
4. The executor(s) assess the draft and forward possible supplementary information or comments to the responsible.
5. A description of the existing conditions can be left out if these are clearly stated on the site plan.

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

Traffic areas on the site	
Responsible:	
Shed area	
Responsible:	
Storage areas	
Responsible:	
Technical appliances	
Responsible:	
Supply conditions	
Responsible:	
Demarcation and coordination in common areas and description of chosen security provisions	
Responsible:	
Demarcation in common areas with dangerous activities	
Responsible:	
Ongoing control of installations, security provisions and particular dangerous activities.	
Responsible:	
Contingency and exercises etc.	
Responsible:	
Other	
Responsible:	

Legislation, guidance and good advices

- The person responsible for PSH shall briefly describe relevant common provisions with responsibility and possibly period included:
 - 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.
 - How demarcation is executed in all working areas with particular dangerous activities.
 - How simultaneous control is executed.
 - Coordination of contingency- and exercise plans.

Guidance and good advices

- 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.
- The description of common provisions is forwarded to the executor(s) for comments.
- The executor(s) assess the draft and forward possible supplementing information or comments to the responsible person.
- 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.
- 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.

3.4.3 Common welfare provisions

Conditions in sheds	
Responsible:	
Conditions for changing clothes, toilet and bathing	
Responsible:	
Location of personal appliances for protection	
Responsible:	
Other	
Responsible:	
Other	
Responsible:	
Other	
Responsible:	
Other	
Responsible:	

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>

[illegible]

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:	Minutes:	Respons.	Deadline
Item.	Agenda			
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

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.

Guidance and good advices

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.

3.6 description of instruction for the workers on the site

Who is responsible for the instruction?	
How shall the instruction happen?	
When shall the instruction happen?	
What items and working activities shall be included in the instruction?	
Other	
Other	
Other	
Other	

1. The employer is obliged to instruct the employees regarding conditions for Safety and Health on the site. 2. A good and effective instruction ensures that the employees act safe and healthy in their execution of the work. 3. A good instruction is also preventing work accidents. 4. The employees are obliged to execute the work according to given instructions and current rules for work environment. 5. Instructing is particular important for: <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 	6. The instruction shall specify how, when and by whom the instruction of the site's employees will be carried out. 7. The security coordinator point out a person to carry out the instruction. 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. 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.
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3.6A Security instruction for	
Who is senior responsible for the particular dangerous activity (is)?	
Representatives of the security group	SR:
	AL:
Who is responsible for instruction of the particular dangerous activity?	
Who is responsible for control of particular dangerous activity?	
Description of the particular dangerous activity (is)	
Description of risks	
Description of needed security provisions	
Description of need for planning and coordination	
Description of extent and time for information and instruction to the employed	
Description of usage of personal appliances for protection and welfare-provisions	
Specification of particular important control spots	

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.

Activity Area	Green	Yellow	Red	Remarks
Bordering				
Sheds/Barracks				
Access Roads				
Lightning				
Electricity				
Ladders				
Storage Areas				
Materials				
Scaffolding				
Personal Safety Accesories				
Fencing				
Cleaning				
Dangerous liquids/materials				