

1.0 Examples on common security provisions/common welfare provisions

	Demands for quality	Who	Period
A. Traffic areas on the site			
1. Accessroads to the site			
2. Parkingareas			
3. Accessroads from parking areas to theshed area			
4. Temporary site roads			
5. Permanent accessroads for vehicles			
6. Permanent accessroads for pedestrians			
7. Gangways and stairs			
8. Accessroads in buildings			
9. Clearing/cleaning			
10. Drainage			
11. Snowclearance and gravelling			
12. Winterprecautions			
13. Light in trafficareas			
14.			
15.			
B. Shed area and storage area			
1. Setting up sheds for workers, foremen, sitemanagement and meetings			
2. Setting up sheds for changing and bathing			
3. Setting up toilet cabins			
4. Containers for material			
5. Storagearea for equipment/materials			
6. Tentworkshops			
7. Containers for separated garbage			
8. Light			
9. Clearing up in shed area and at storagearea			
10. First aid kit			
11.			
12.			
C. Working areas			
1. Fencing of site/signboards			
2. Storagearea for equipment/materials			
3. Covering of holes			
4. Establishment of handrails			
5. Falling down security roof work			
6. Clearing up in common areas			

	Demands for quality	Who	Period
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. Soilwork			
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.			
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	Contingencyplan 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.	Opstartsmode 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 are 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 mandays. 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, adress, telephone, mobile, fax, e-mail	Contactperson(s) on the site
Client (C)	Client	Composition and maintenance of PSH Demarcation and coordination in common areas	Name: Adress: Telephone: Fax: Mobile: E-Mail:	
Security coordinator (SC)	Security coordinator	Security meetings, PSH, daily coordination	Name: Adress: Telephone: Fax: Mobile: E-Mail:	
Supervision and site management	Consultant		Name: Adress: Telephone: Fax: Mobile: E-Mail:	
Project supervisor / consultant	Consultant		Name: Adress: Telephone: Fax: Mobile: E-Mail:	
Main contractor (MC)			Name: Adress: Telephone: Fax: Mobile: E-Mail:	
Trade contractor 1			Name: Adress: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 2			Name: Adress: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 3			Name: Adress: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 4			Name: Adress: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Trade contractor 5			Name: Adress: Telephone: Fax: Mobile: E-Mail:	SV: SR:
Supervisor (SV)		Inspection of 'Safety and health' works	Name: Adress: Telephone: Fax: Mobile: E-Mail:	
Others			Name: Adress: Telephone: Fax: Mobile: E-Mail:	
Others			Name: Adress: Telephone: Fax: Mobile: E-Mail:	

Legislation, guidance and good advices

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. jun 2001.
LI-adm. order nr. 575 concerning safety- and health work in the companies of 21. june 2001.

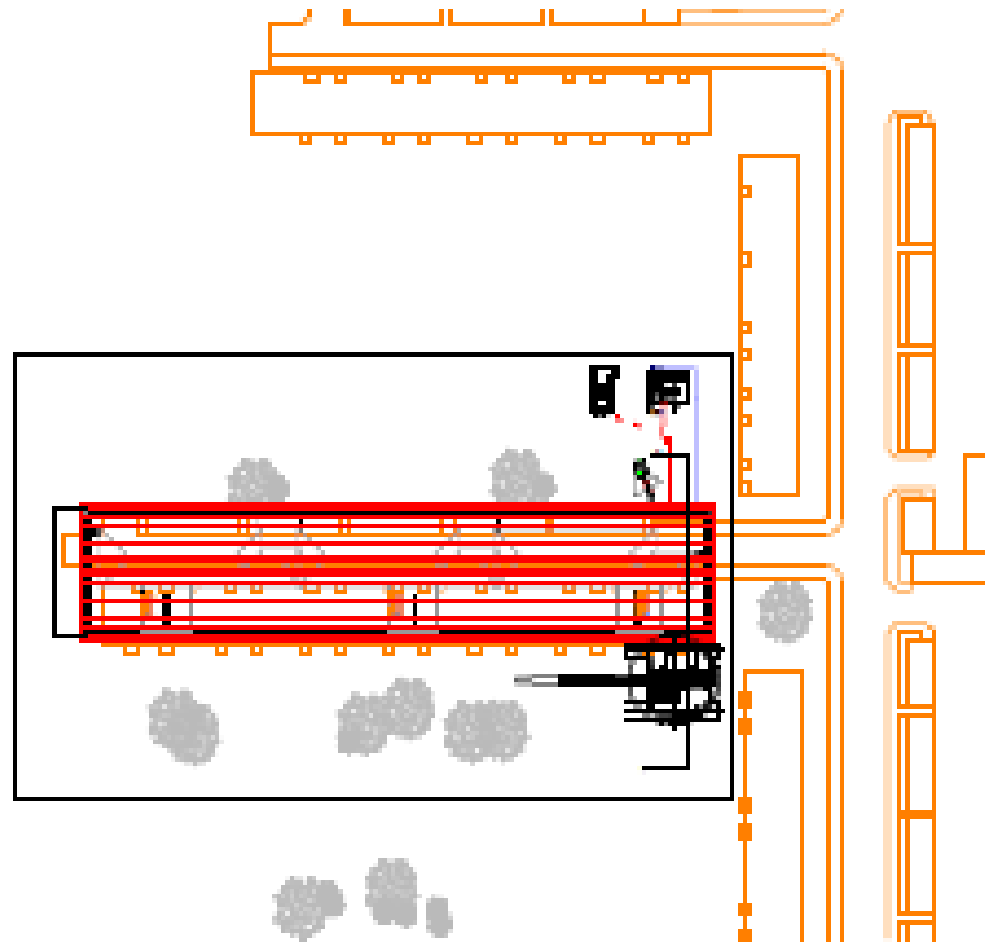
From the security organisation of the site it shall appear who is responsible for:

- 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.

Legislation, guidance and good advices

- 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) og security representative (SR). Contractors with less than 5 men or a duration less than 14 working days shall state contactpersons 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



Legislation, guidance and good advices	Guidance and good advices
Legislation is LI adm. Order no. 576 of 21. june 2001 regarding clint's obligations §6 subs. 2. 1. The adm. Order is describing the content of the site plan in headlines. The above-mentioned list explain more detailed the content of the headlines. The items of the list should be considered by the person who design and maintain the site plan.. The site plan is an essential part of the PSH. 2. 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. 3. 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.	4. 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. 5. 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. 6. Possible changes to the site plan are discussed at the security meetings. 7. The checklist can also be used for control of specifications from the tender material and tender forms. 8. 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

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Legislation, guidance and good advices	Guidance and good advices
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Legislation is LI-adm. Order no. 576 af 21. june 2001 regarding client's obligations §6 subs. 1, 3 og 4. 1. 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 periods dangerous activities are executed on the site. This plan is an essential part of PSH and the security coordination. 2. 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 timeschedule is assessed critically where several trades are working simultaneously at the same place. 3. 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.	4. 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. 5. 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. 6. 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. 7. 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.
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3.4.1 Description of existing conditions

The planned work	
Specifications from the tender material	

[illegible]

Legislation, guidance and good advices		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.		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		No impediments in the traffic areas, like material storage.	
Responsible: Security Coordinator (SC)			
Shed area		Existance of supplies (water, electricity, sewage) . First aid.	
responsible: Security Coordinator (SC)			
Storage areas		Enough place for storage area because the movements needed.	

Responsible: Security Coordinator (SC)	
Technical appliances	All the signs needed to be aware of each necessity or precaution in each place.
Responsible: Security Coordinator (SC)	
Supply conditions	
Responsible: Security Coordinator (SC)	
Demarcation and coordination in common areas and description of chosen security provisions	Way out routes well defined. Enough lightning. Necessary equipment for forcework
Responsible: Security Coordinator (SC)	
Demarcation in common areas with dangerous activities	Suitable special equipment. Special time planning for this kind of activities
Responsible: Security Coordinator (SC)	
Ongoing control of installations, security provisions and particular dangerous activities.	Special attention to electricity installation
Responsible: Security Coordinator (SC)	
Contingency and exercises etc.	Meetings showing accident prevention measures
Responsible: Security Coordinator (SC)	
Other	
Responsible:	

Legislation, guidance and good advices		Guidance and good advices
1. The person responsible for PSH shall briefly describe relevant common provisions with responsibility and possibly period og 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.		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. 3. The description of common provisions is forwarded to the executor(s) for comments. 4. The executor(s) assess the draft and forward possible supplementing information or comments to the responsible person. 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. 6. Location, load capacity and weather resistance of traffic- and accessroads 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	Safety rules. First aid boxes. Fire equipment. Schedule of dangerous activities.	
Responsible: Security Coordinator (SC)		
Conditions for changing clothes, toilet and bathing	Shed with wardrobes, shower, toilet and washbasin.	

[illegible]

Legislation, guidance and good advices	Guidance and good advices
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. 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. 2. Activities mentioned in enclosure 1. need special attention. 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. 4. The list of particular dangerous activities is forwarded to the contractor(s) for comments.	5. The contractor(s) assess the draft and forward possible comments,supplementing information or a security instruction to the responsible. 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. 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.

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 neccessary 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. Fist 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 figthing equipment is available.
Environmental accident	Stop the accident, if possible, without danger for you or other. Help possible injured. Call 112 if neccessary 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:	Ansvarlig	Tidsfrist
Item.	Agenda			
0.	Participants og 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 Nyt fra BST			
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.
The agenda can be used by trade- or subcontractor as a memo before the security meeting.

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 ?	Security Coordinator (SC)
How shall the instruction happen ?	All the workers have to be there and listen attentively. Instruction and measures should be clearly explained or showed by SC. Special minutes for the dangerous activities. Consequences could be explained to workers for realising of existing danger.
When shall the instruction happen ?	Once or twice per week, depending in the schedule and in the dangerous activities.
What items and working activities shall be included in the instruction ?	Dangerous activities. Equipment needed in each moment.
Other	
Other	
Other	
Other	

legislation, guidance and good advices	Guidance and good advices
- The employer is obliged to instruct the employees regarding conditions for Safety and Health on the site. - A good and effective instruction ensure that the employees act safe and healthy in their execution of the work. - A good instruction is also preventing work accidents. - The employees are obliged to execute the work according to given instructions and current rules for work environment. - Instructing is particular important for:: - 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	- The instruction shall specify how, when and by whom the instruction of the site's employees will be carried out. - The security coordinator point out a person to carry out the instruction. - 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. - A written safety instruction have to be elaborated for particular dangerous activities. Form 3.6A can be used for elaboration of written security instructions and the oral instruction.

3.6A Security instruction for

Who is senior responsible for the particular dangerous activity(ies) ?	
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(ies)	
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

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.

Guidance and good advices

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.