

Order and safety rules

Applies to all worksites in Peab with subsidiaries in Sweden. Can be supplemented with worksite-specific rules.

GENERAL

- Everyone must comply with laws, policies, rules, guidelines, procedures and these order and safety rules. Special rules apply to minors. Other customer and/or project requirements may apply, but never lower than these rules.
- Everyone must report and register their presence at the workplace, wear a clearly visible ID06 card and be able to identify themselves with a valid ID document: for a Swedish citizen, this is a passport, national ID or Swedish driving licence together with a personal certificate from the Swedish Tax Agency, for others passports or international IDs apply.
- Everyone must undergo an introduction. This also applies to visitors, who must also always be accompanied at the worksite.
- Always ask before photographing anyone or anything.
- Work environment and safety must be discussed in meetings according to each worksite.
- Clarification of these rules and more detailed answers can be found in a separate document Order and safety rules - questions and answers

GOOD ORDER AT THE WORKSITE

- Everyone at the worksite must keep their own workplace clean, both during and after work.
- All waste must be sorted out and handled in the prescribed manner at the designated place.
- Everyone at the worksite must know where decontamination equipment is located. Used decontamination equipment is sorted as hazardous waste.
- Materials and equipment must be put in the designated place. Work areas, evacuation routes and access and transport routes must not be blocked or used as storage sites.
- The immediate vicinity of the worksite must be kept in order so as not to put third parties at risk.
- Vehicles may only be parked in the designated locations.
- Smoking is only permitted in designated places outdoors.

ATTENTION AND SAFETY

- All use of mobile phones/tablets must be in a safe position. Private use is restricted to breaks.
- No kind of sound device - with earphones or loudspeakers - may be used at the workplace.
- Communication equipment may only be used for specific tasks and after risk management has been performed.
- Warning lights or sound signals must be used on mobile work machines and heavy vehicles when they are reversing.
- Safe distances must be kept around work vehicles and machines in motion. Pass safely after making eye contact with driver.
- First aid must be kept well stocked and clearly marked.

SOLITARY WORK

- When working alone, which could be risky and stressful, is being planned, documented risk management must be developed.
- Anyone who works alone on a task that might be risky must have the opportunity for two-way communication.
- Working alone in the evening or at night may only occur by special permission and with special rules and instructions.

PERSONAL PROTECTIVE EQUIPMENT

- An approved safety helmet with a buttoned chin strap must always be worn.
- Class 2 hi-vis clothing must always be worn on the upper body. When working on a road or in a track environment, class 3 must always be worn. Other, more extensive customer/project requirements may apply.
- Protective footwear with steel toecaps and nail penetration guard must always be worn.
- When risk assessment indicates that personal protective equipment is needed, only approved equipment may be used.
- The personal protective equipment and associated instructions for use must be provided by the respective employer. Everyone is responsible for using and looking after the equipment correctly.

FIRE SAFETY

- There must be approved and inspected extinguishing equipment in a marked place at the worksite.
- Bas-U/Site management must always be notified if flammable goods are to be handled/stored at the workplace.
- Gas cylinders that are not in use must be stored in the designated place marked with hazard pictograms.
- No combustible material may be placed less than 6 metres from site huts or buildings, for example.
- No hot work or work with a fire hazard may be started until the permit supervisor has checked authorisation and issued a permit.
- Handling and storage of lithium-ion batteries must comply with worksite-specific risk assessment.

CHEMICAL PRODUCTS

- Choose chemical products that pose the least risk to the environment and health.
- Chemical products must be stored safely, marked with the product name and hazard symbol and listed in a chemicals register.
- The worksite must have access to the chemicals register and current safety data sheets.
- Appropriate safety measures must be taken to prevent harmful exposure and emissions.

<p>PROTECTIVE DEVICES AND SCAFFOLDING</p> <ul style="list-style-type: none"> • Protective devices and/or scaffolding must always be checked before use. They should be properly assembled according to the assembly instructions by qualified personnel. • Protective devices and/or scaffolding must not be interfered with, changed or removed without risk management and consent from Bas-U/Coordination officer. • Deficiencies and unauthorised interference must be reported to Bas-U/Coordination officer immediately and rectified. • For service, maintenance and cleaning work, “disengage and lock” must be applied to ensure that machines and other equipment cannot be started accidentally while work is in progress. • All openings in floors, decks and the ground must be blocked off, covered, secured and marked. The material covering the opening must be able to withstand the load to which it may be subjected. 	<p>INSPECTION, PERMITS AND SUPERVISION</p> <ul style="list-style-type: none"> • It must be possible to present an approved inspection certificate before using any device that is subject to mandatory inspection, such as pressurised devices, lifting devices, building lifts, excavators, motorised gates, tailgate lifts, forklift trucks, mobile working platforms and loading machines. • A written permit from the employer is required to use a machine-driven lifting device such as a lift or manitou. The permit must indicate what types of lifting devices, lifting accessories and tasks are covered. At building and construction sites, the Bas-U must also grant a permit. • Work on or for own/other employer’s vehicles, machines or tasks may only be carried out after written work instruction and approval from own management. You must not help with the work of others without permission. • Ongoing or daily supervision shall be performed and documented according to the manufacturer’s instructions.
<p>LADDERS, TRESTLES AND ROLLER/MINI SCAFFOLDING</p> <ul style="list-style-type: none"> • Only type-approved ladders, trestles and roller/mini scaffolding may be used. • These must be maintained and checked on an ongoing basis. • Use of lean-to ladders may only be short-term and after documented risk management and work preparation. 	<p>LIFTING OPERATIONS AND LOADING, UNLOADING</p> <ul style="list-style-type: none"> • Lifting devices and lifting accessories must be properly maintained and regular inspections must be performed. Only approved and inspected lifting equipment may be used. • Nobody must ever be under a hanging load. • Lifting areas/zones must be marked on the site layout plan or equivalent and should, if possible, be blocked off when lifting is in progress. • Lifting operations and loading and unloading must follow the defined lifting plan.
<p>PROTECTION AGAINST QUARTZ AND DUST</p> <ul style="list-style-type: none"> • Quartz and dust reduction measures must be taken as close to the source as possible, so as to eliminate or minimise exposure. • Dust-limiting equipment and control cabins must be checked and cleaned. • A risk assessment for quartz and dust must be documented and communicated. 	<p>RISK OBSERVATIONS, INCIDENTS AND ACCIDENTS</p> <ul style="list-style-type: none"> • All risk observations, incidents and accidents must be reported in Peab’s incident management system. • Serious events must be reported immediately to the relevant authority, e.g. the Swedish Work Environment Authority and the municipality’s environmental office, by the employer involved and notified to the Bas-U/Coordination officer. • Everyone in the workplace must be aware of first aid facilities, evacuation routes and assembly point.
<p>ALCOHOL AND DRUGS</p> <ul style="list-style-type: none"> • It is prohibited to be under the influence of alcohol or drugs in the worksite. • There must be no alcohol or drugs in the worksite. • Random and planned alcohol and drug tests may be performed. 	<p>ELECTRICAL SAFETY</p> <ul style="list-style-type: none"> • Intervention in distribution boxes, cabling and connection devices with tools may only be performed by qualified persons. • Power tools, electrical equipment and cables must be checked regularly by the user. Damaged electrical cables must not be used. If damage to an electrical cable is discovered, site management must be notified immediately. • All power tools must always be connected via a residual current device.

ORGANISATIONAL AND SOCIAL WORK ENVIRONMENT

- Peab has zero tolerance for all forms of discrimination, victimisation and bullying.
- Working conditions at the worksite must be examined with regard to workload, working hours and equal treatment.

NOISE AND VIBRATION

- Exposure to noise and vibration must be minimised by reduction or shielding. This is done by means of risk assessment, planning and the selection of working methods, machines and other equipment.

ADAPTATION OF ORDER AND SAFETY RULES

- Additions and exceptions can only be made by the Bas-U/Coordination officer after written risk management in collaboration with the safety representative.

DISCIPLINARY MEASURES

- Peab's order and safety rules must be followed by everyone at the worksite. If anyone violates these order and safety rules, this will be handled through disciplinary measures. Peab has the right to exclude people who break the rules.