

# Order and safety rules

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

## GENERAL

- Everyone at the worksite has a common responsibility and must contribute to creating a safe, pleasant and inclusive work environment.
- Everyone must comply with laws and regulations, established working methods and these order and safety rules.
- Everyone must report and register their presence at the worksite, wear clearly visible ID06 cards and be able to identify themselves with a valid ID document.
- Everyone must undergo an introduction. This also applies to visitors, or alternatively these are guided at the worksite.
- Special rules apply to minors.
- Show respect for others, ask before you photograph someone or share anything on social media.

## 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.
- 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.
- Order immediately outside the worksite is important so as not to expose outsiders to risks.
- Vehicles may only be parked in the designated locations.
- Smoking is only permitted in designated places outdoors.

## 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 extensive customer/project requirements may apply.
- Protective footwear with steel toecaps and nail penetration guard must always be worn.
- Other personal protective equipment must be used and provided by the respective employer. Everyone is responsible for using and looking after the equipment correctly.

## RISK OBSERVATIONS, INCIDENTS AND ACCIDENTS

- All risk observations, incidents and accidents must be reported in Peab's incident management system.
- The person with employer's responsibility is responsible for reporting serious incidents to the Swedish Work Environment Authority. A copy of the report and the investigation must be sent to site management.

## ATTENTION AND SAFETY

- All use of mobile phones/tablets must be done in a safe position and 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.

### PROTECTIVE DEVICES

- Protective devices must always be checked before starting work, so that they are correctly mounted and provide adequate protection. Deficiencies must be reported to site management immediately and rectified.
- Protective devices must not be changed or removed without risk management and consent from site management.
- Service, maintenance and cleaning work on work equipment must not be done during operation; “lock out and tag out” must be applied to avoid unexpected start-up. Measures must be taken to ensure that no risks arise involving stored energy.
- All openings in floors, decks and the ground must be blocked off or covered, secured and marked. The material covering the opening must be able to withstand the load to which it may be subjected

### INSPECTION, AUTHORISATION AND PERMITS

- An approved inspection certificate shall be present before using any device that is subject to mandatory inspection, such as pressurised devices, lifting devices, excavators and motorised gates.
- Pressurised devices and their associated safety equipment must be checked regularly with ongoing inspections.
- A written permit is required to use a machine-driven lifting device such as a scissor lift, cherry picker or manitou. The permit must indicate what types of lifting devices, lifting accessories and tasks are covered.
- Tasks that require qualifications and special skills must be substantiated with approved documentation.

### LIFTING OPERATION AND SAFE DISTANCES

- Lifting devices and lifting accessories must be properly maintained and regular inspections must be performed. Only approved and inspected lifting equipment may be used.
- Lifting areas must be blocked off if possible. Nobody must ever be under a hanging load.
- Safe distances must be kept around work vehicles and machines in motion. Pass safely after making eye contact with driver.

### ELECTRICAL SAFETY

- 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.

### FIRE AND HOT WORK

- There must be functional and easily accessible extinguishing equipment at the worksite.
- Site management must always be notified if flammable goods are to be handled/stored at the workplace.
- Gas cylinders must be stored in the designated place when not in use.
- Open containers of combustible material must not be placed less than 6 metres from buildings.
- No hot work may be started until the permit supervisor has checked authorisation and issued a permit.

### CHEMICAL PRODUCTS

- Chemicals must be stored safely, marked with the product name and hazard symbol and listed in a chemicals register. Measures must be taken to prevent harmful exposure and emissions. Information about chemical products and flammable products, as well as safety data sheets, must be provided to site management.

### PROTECTION AGAINST QUARTZ AND DUST

- Quartz and dust reduction measures must be taken as close to the source as possible, in order to eliminate or minimise exposure. Dust-limiting equipment and control cabins must be checked and cleaned. Risk management of quartz and dust must be documented.

### WORK THAT CAUSES NOISE AND VIBRATION

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

<p><b>LADDERS, TRESTLES AND SCAFFOLDING</b></p> <ul style="list-style-type: none"><li>• Only type-approved ladders, trestles and scaffolding may be used.</li><li>• Ladders may only be used for short-term work and after documented risk management and work preparation.</li></ul>	<p><b>WORKING ALONE</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Working alone in the evening or at night may only occur by special permission and with special rules and instructions.</li></ul>
<p><b>ALCOHOL AND DRUGS</b></p> <ul style="list-style-type: none"><li>• 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.</li></ul>	<p><b>ADAPTATION OF THE ORDER AND SAFETY RULES</b></p> <ul style="list-style-type: none"><li>• These rules represent a minimum requirement. Adaptation can only be done by a person who is responsible for the work environment at the worksite and after written risk management.</li></ul>
<p><b>ORGANISATIONAL AND SOCIAL WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"><li>• Working conditions at the worksite must be examined with regard to workload, working hours and equal treatment.</li></ul>	<p><b>DISCIPLINARY MEASURES</b></p> <ul style="list-style-type: none"><li>• 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.</li></ul>