

CONDUCT AND SAFETY REGULATIONS

Applicable to Selbergs Entreprenad production sites and offices.
This document may be supplemented with site-specific regulations.

Selbergs Entreprenad management is referred to when reference is made to “management”.

Certain deviations may be approved by the management after completion of a risk analysis.

INFORMATION AND EXPERTISE

Before starting work, everyone working on Selbergs Entreprenad sites must complete a safety introduction which includes, as a minimum, conduct and safety regulations on site and relevant risks. Any teams requiring additional authorisation to do their jobs, such as crane operators and machine operators, must confirm their authorisation by showing written documentation to the management.

CONDUCT ON SITE

Good order must be maintained at the workplace. This makes it a pleasant, accessible place to work and can prevent a lot of accidents. Everyone on site must clear up removable rubbish in their work areas at regular intervals during the day.

SITE ACCESS AND RECORDING ATTENDANCE

Everyone working on site must be able to show an ID06 card or ID document. Everyone active on site is personally responsible for signing in to the site where work will be taking place. Staff must sign in every day immediately before starting a shift, and sign out at the end of the shift. The individual in question must contact the management immediately if it is not possible to sign in or out for any reason.

WORKING HOURS

Working hours are 7am to 4pm, Monday to Friday, unless stated otherwise. Please contact the management in advance if other working hours are required.

PERSONAL PROTECTIVE EQUIPMENT

The employer is obliged to provide the right personal protective equipment and ensure that personnel have the necessary expertise. A protective helmet, protective footwear with puncture-resistant soles and toecaps and high visibility clothing are mandatory protective equipment. Further personal protective equipment must be used in accordance with relevant risk assessments/risk inventories/safety instructions, such as ear defenders, fall arrest equipment, specific workwear, respiratory protection and so forth.

SAFETY GUARDS

Safety guards must always be checked before starting a job to ensure that they are used correctly and safely. Any defects must be remedied immediately and reported to the management. If the work involves a risk of potentially injuring someone else, a temporary safety guard must be set up around the work area in question. Staff are personally responsible for putting back rails and other safety guards when going on breaks or leaving the work area. All holes through floors must be covered, established and marked. The material used to cover the whole must be able to withstand the load to which it may be subjected.

FIRE SAFETY

A fire safety coordination officer must always be notified if flammable products are to be used. Everyone on site must be aware of where emergency exits and the assembly point are located, as well as where to find fire extinguishers and first aid equipment. When not in use, LPG cylinders must be gathered together in a designated location with a visible warning sign, have protective covers on, and be secured and stored upright. Cellular plastic on site makes stringent demands in terms of storage and handling, requires additional care when preparing hot work, etc.

HOT WORK

Hot work may only be carried out by individuals who hold a current training certificate and a permit from the permits officer. Hot work includes welding, cutting and similar flammable work.

WASTE DISPOSAL

Waste from our sites must be sorted in a designated location on site. Hazardous waste must be sorted separately and dealt with in the manner prescribed. All sites have a compiled waste plan that must be followed.

MACHINES AND DEVICES SUBJECT TO OBLIGATORY INSPECTION

Excavators, cranes, lifting devices, hoists and similar equipment must be inspected at regular intervals. Equipment which has no information on approved inspection must not be used in the workplace. A certificate of inspection must be shown to the management before any work may begin. If a written permit has to be issued by the worker's own employer when using a mobile work platform, for example, this has to be shown.

NOISY ACTIVITIES

Action must be taken as far as possible to reduce or screen off particularly noisy work by means of planning and selection of methods, machinery and equipment. The noise must be reduced as close to its source as possible. Sound systems (radios, headphones with radios, MP3 players or similar) must not be used on our sites as we care about the safety and attention of everyone.

MOBILE PHONES

Private mobile phones are only to be used during breaks. It is necessary to stand in a safe position if work-related calls are to be made. Operators of vehicles, machinery or cranes may use a phone with a hands-free kit for brief, work-related discussions. Communication between operators and staff during specific jobs is permitted using a hands-free kit if the risk assessment has shown that this will improve safety for the job in question.

ELECTRICAL SAFETY

Only authorised installers or electricians working under authorised installers are allowed to work on electrical installations on site. Power cables must be covered or suspended as far as possible. All power tools, equipment and cables must be inspected regularly. Defective equipment must be discarded. All electrical systems must be fitted with earth fault breakers.

HAZARDOUS SUBSTANCES/CHEMICAL PRODUCTS

Hazardous substances may only be used in accordance with guidelines/instructions from a completed risk assessment/risk inventory and associated safety data sheets (SDSs). Subcontractors must always submit information to the management (including SDSs) on what chemical products/hazardous substances they will be using, as well as ensuring that the people working with the products have received sufficient training/information on their safe use. There must be a list of current SDSs for substances which are hazardous to health and the environment which are handled on our work sites. These must be accessible to everyone on site.

DUST AND ALLERGENIC SUBSTANCES AND MATERIALS

Action must be taken to reduce or screen off dusty work by means of planning and selection of methods, machinery and equipment so that other teams do not need to be exposed to dust. The dust must be reduced as close to its source as possible.

ALCOHOL AND DRUGS

Alcohol and/or drugs are not permitted on Selbergs Entreprenad sites. Anyone under the influence must be removed from the site immediately, and the employer in question is responsible for ensuring that the employee returns home safely.

SMOKING

Smoking is only permitted outdoors in an area specified by the Selbergs Entreprenad management. Smoking is only permitted during breaktimes.

PARKING VEHICLES

Vehicles on site may only be parked in designated locations.

PETS

Pets are not allowed at our offices and site huts out of consideration for colleagues, subcontractors and customers who suffer from allergies.

ACCIDENTS/INCIDENTS

Accidents or incidents must be reported to the management without delay. Serious accidents and incidents must always be investigated and reported to the Swedish Work Environment Authority by the employer in question.

FIRST AID

Staff trained in first aid must be present on site. These individuals must be named as part of the safety organisation. First aid equipment must be readily available on site, and it must be checked and topped up regularly.

LIST OF NEXT OF KIN

The list of next of kin will be compiled, naming relationships and phone numbers, and filed according to the GDPR.

SUPPLEMENT FOR SUBCONTRACTORS AND PARALLEL CONTRACTORS

Subcontractors and parallel contractors must ensure that their own staff and any subcontractors understand and abide by these regulations.

Subcontractors and parallel contractors must submit a risk assessment and risk inventory to the management in plenty of time before starting work.

Each contractor is responsible for ensuring that their own equipment is regularly inspected and maintained.

Staggering and/or catching up on working hours is not permitted without the agreement of the management.

MEASURES WHEN THE CONDUCT AND SAFETY REGULATIONS ARE NOT OBSERVED

Selbergs Entreprenad employees will be subject to:

- Reprimand
- Verbal warning
- Written warning
- Risk of termination of employment

The following is applicable to subcontracts:

If a subcontractor breaches the Selbergs Entreprenad conduct and safety regulations or site-specific regulations, Selbergs Entreprenad will be entitled to eject the employee in question from the site immediately. For subcontractors, Selbergs Entreprenad also has the right to request new personnel or to cancel the contract in writing in respect of any work still outstanding.

Acknowledgement form for site conduct and safety regulations:

I WORK AT THE COMPANY:	SUBCONTRACTOR FOR Selbergs Entreprenad	SUBCONTRACTOR FOR THE COMPANY:
COMPANY ADDRESS:	POSTCODE:	TOWN/CITY:
FIRST NAME:	LAST NAME:	
PERSONAL ID NUMBER:	PROFESSION:	
RES. ADDRESS:	POSTCODE:	TOWN/CITY:
TEL., HOME:	TEL., WORK:	TEL., MOBILE:
NEXT OF KIN:	RELATIONSHIP:	
FIRST NAME:	LAST NAME:	
ADDRESS:	POSTCODE:	TOWN/CITY:
TEL., HOME:	TEL., WORK:	TEL., MOBILE:

I have completed the following training:

Courses	Year
"Hot work"	
"Safe lifting"	
"Work platforms" (skylift, scissor lift)	
"Scaffolding level 2" (up to 9 m)	
"First aid inc. CPR"	
"Working on roads, levels 1 and 2" or 3	
"Thermosetting plastics" (Medical examination + training)	
"Chainsaw operating licence" (e.g. class A or B)	
Other (state which):	

Safety data sheets: I will be using chemical products subject to mandatory labelling Yes No If Yes, please submit safety data sheets to the management.

Medical information/illnesses that I would like to notify the site management of:

I have read and understood the applicable work environment plan and the conduct and safety regulations for the site and have understood the consequences if I fail to follow these.

Signature:

Date and place
