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In case of issues regarding interpretation of this document, the Swedish original document prevails.

Content

Our work environment	2
Risks at work	2
Safe behaviour	3
Information and qualifications	3
Work site design	4
Personal Protective Equipment (PPE)	4
Protective devices	5
Fall prevention/protection	6
Dust	6
Noisy operations	6
Fire prevention	6
Electrical safety	7
Waste management	7
Chemical products/hazardous substances	7
Alcohol and drugs	8
Disciplinary measures	8

Our work environment

Skanska's aim is to become world leading in the areas of safety, health and the environment. We want **everyone on site, including temporary employees, subcontractors, side contractors, other partners and our employees** to feel comfortable, have respect for each other and return home safely after work. Many accidents are caused by people's decisions and actions, which means that they can be prevented. With this in mind, we are demanding that everyone on site follow these rules. This will create accident-free work sites throughout our operations – always.

These rules apply to Skanska's building and civil engineering sites as well as permanent production facilities and are complemented with specific regulations for each work site.

The General Site Rules are incorporated in Skanska Sweden's management system and are connected to Skanska AB's steering documents. They are complement to, but do not replace, applicable laws and ordinances from the authorities.

Risks at work

Risks of illnesses and accidents are prevented by conducting regular risk assessments of all risks on site. Risk inventories and Pre Task Plans are used to locate risks and opportunities in the daily work as well as in handling changes. The risks are evaluated and measures are proposed to prevent accidents and incidents. Measures may include: in-service training, introduction of new work procedures/work methods/techniques, new safety equipment, etc. Everyone on site must be aware of the risks in their work as well as the safety measures that apply.

- Skanska's production management is responsible for Pre Task Plans, ensuring that the safety representative and the employee concerned are given the opportunity to participate and that proposed safety measures are executed before the work starts.
- Our subcontractors shall always submit information about risks (and proposals for measures (risk assessment/Pre Task Plan) to Skanska's production management, before start of work, as well as participating in Pre Task Planning to the extent required by Skanska.
- If someone believes that his/her work involves an immediate and serious risk to life or health, he/she must immediately stop working, ensure that no one else can be affected and immediately inform Skanska's production management and the safety representative.
- Work outside the work sites ordinary hours needs a written permission from Skanska production manager.

Safe behaviour

To achieve injury-free and healthy work sites, it is vital for everyone on site to contribute to a safer site by:

- Not taking risky shortcuts due to convenience or lack of time.
- Recognizing that the work-environment effort is a natural part of work, for example by using prescribed safety equipment.
- Being aware of their actions and considering the consequences of their actions.
- Intervening in the event of risky behavior, pointing out safety deficiencies and when necessary, informing Skanska's production management and the safety representative.
- Immediately reporting all incidents, injuries or other risk observations to Skanska's production management.
- Not using mobile telephones while operating equipment on site, for example vehicles, machinery, dangerous equipment and other operations that require total focus.
- As an operator take responsibility to ensure that passengers only use permissible seats in the work vehicle.

Information and qualifications

We demand that everyone visiting our work sites must obtain sufficient information and have the qualification necessary for being there and working safely.

- Everyone working on site shall participate in Skanska's site specific safety introduction before start of work. It includes this document, site-specific regulations, identified risks and measures according to the risk assessments/Pre Task Plannings as well as emergency procedures. Following the completion of the safety introduction, participants acknowledge that they have been informed of and understood the content.
- Visitors to a work site must complete a shorter safety introduction, which contains relevant sections of the site regulations and emergency procedures.
- Everyone on site shall participate in meetings and inspections to the extent required by Skanska's production management.
- Brief information meetings or weekly meetings will be held continuously for everyone on site, with mandatory attendance.
- Those who require additional qualification to perform their work, for example, crane operators, loading-machine operators, scaffolders, overhead travelling crane operators, shall verify their qualification by showing written documentation of training for Skanska's production management. In cases where written permission is also required, for example for the use of power-operated lifting devices, (e.g. when rigging loads and using mobile work platforms), Skanska's production management will check that the subcontractor has written permission from his/her own employer. Skanska's production management also has the possibility to issue written permission for its own employees as well as temporary employees if documented training record is available.
- Excavators, cranes, lifting devices, hoists and similar equipment shall be inspected periodically. Equipment without approved inspection must not be used on site. Inspection certificates must be shown to Skanska's production management before the work starts.

- ID06 card must be worn on site, regulations for ID06 shall be followed.
- Subcontractors or suppliers are obligated to report in advance to Skanska's production management the names and civil registration numbers of the persons who will be working on site.
- Visitors are not allowed to move around freely on site without an escort.
- Work vehicle drivers must observe that unauthorized individuals are not allowed in the driver's cab.

Work site design

Skanska's work sites are designed to create safe conditions for everyone in and around it.

- A Site Plan must be posted on site. It shall show the utilization of the work site including e.g. logistics and temporary provisional services. The plan shall be updated when necessary. At the entrances to the site, there are notices that describe our safety regulations. If additional safety equipment is required, this shall be posted in the appropriate work area.
- A Traffic Arrangement Plan (TA plan) shall – if required – be posted and available for everyone. It shows how temporary traffic solutions are prepared to achieve a sound working environment and safety in traffic.
- Everyone on site shall continuously clear their work areas of all pickable rubbish during the day.
- Material and necessities shall only be stored in designated places. This shall be well-organized and continuous to prevent overturning, rolling or spreading.
- The work site shall – particularly access routes, stairways, scaffolds, work platforms – be free from material or obstacles that can create the risk of tripping or other dangers.
- Access routes, parking areas shall be cleared of snow and sanded to prevent the risk of skidding/slipping and falling.
- Connecting routes, transportation and evacuation routes must never be blocked.
- Vehicles are only allowed to park in designated areas.
- Everyone on site must observe and respect that an area with increased risks within the work area can be cordoned off and warning signs posted, for example, at blasting works, lifting areas, machine work areas and shafts.
- At Skanska's work sites, production management is responsible for ensuring that third parties are not harmed by ensuring that only authorized personnel are permitted.
- Everyone on site must be observant and report any deficiencies that can arise in the area surrounding the site. This can apply to the structure of the fence, signs, area restrictions, etc.

Personal Protective Equipment (PPE)

If the risks remain since no other alternatives area available, PPE must be used to provide adequate protection against injury and accidents.

- The employer is responsible for providing the correct PPE to be used, as well as ensuring that employees have the necessary qualifications.
- Mandatory PPE at all building and civil engineering sites as well as permanent production facilities includes: safety helmet, safety goggles, protective gloves, protective shoes (toe cap and penetration – resistant soles) as well as upper body high visibility clothing.
- Additional PPE must be used in accordance with current risk assessment/Pre Task Planning/safety instructions, for example the use of hearing protection, safety harnesses, specific working clothes, respiratory protection, etc.
- The user is responsible for maintaining and storing the equipment to retain its protective properties and hygienic standard.
- Life jackets are mandatory when working above or close to the water.

Protective devices

If the work involves the risk of someone else being injured, a temporary safety barrier shall be set up around the work area in question.

- A safety device, such as a guardrail, is only allowed to be removed when a risk assessment/Pre Task Plan is performed and after a specific approval from Skanska's production management. The person removing the safety device is responsible for restoring it.
- Before starting work which involves machinery, tools or technical equipment the user must check that the required safety devices are functioning, are correctly and safely installed.
- All floor openings must be covered. The covers shall be fixed and clearly marked. The cover material must be able to bear any expected load. The cover may not be removed without permission from Skanska's production management.

Fall prevention/protection

Falling is the most common cause of serious accidents at work sites and the risk must always be prevented. Wherever there are risks of fall accidents, the operational risks shall always be assessed and a Pre Task Plan prepared by Skanska's production management and the employees concerned.

- Where there is risk of fall injuries, the risk shall primarily be reduced by structures with guard rails, protective covering or other technical solutions. Secondly, measures, such as safety nets or other collective protection must be used and in the third instance personal fall prevention equipment.
- Working with fall protection must never be executed by one person alone. A rescue plan must be prepared before work starts.
- When using mobile elevated working platforms (MEWP), for example boom lifts or scissors lifts, personal fall-protection equipment is mandatory. Everyone in the MEWP must be attached to an anchor point defined by the manufacturer.
- Ladders should only be used as an exception and in accordance with the risk assessment/Pre Task Plan approved by Skanska's production management.

Dust

To avoid exposing other personnel to the dust occurring, measures shall be taken to reduce or shield work involving dust, by Pre Task Planning and choice of methods, machinery and equipment.

- The dust shall be collected or controlled as close to the source as possible, for example, by sprinkling the road, dust covers on the conveyor belt, integrated dust control on machinery/tools, vacuuming of floors, local suction and dust absorbing/cooling water.

Noisy operations

In order to avoid exposing other personnel of unsafe noise levels you shall reduce or close off noisy operations through Pre Task Planning, choice of methods, machines and equipment. The noise shall be reduced as close to the source as possible.

- Sound equipment (radio, hearing protection with radio, mp3 players or similar) may only be used following approval by Skanska's production management.

Fire prevention

Skanska's production management is responsible for the reduction of fire risks, through fire prevention procedures and auditing.

- Smoking is only allowed outside, in areas designated by Skanska's production management.
- Halogen lights are only allowed to be used outside.
- Hot work may only be executed by individuals with a current Hot Work Training certificate and permission from the permit issuer. Hot work pertains to welding, cutting

and similar inflammable work (Hot Work Training obtained in Denmark, Norway and Finland is also acceptable in Sweden).

- Everyone on site must be aware of emergency exits and reassembly points, as well as the location of fire extinguishers and first aid equipment.
- Gas cylinders shall, when not in use, be gathered in a designated area with posted warning signs, and have protective caps on. They shall always be stored standing and well secured.
- Work vehicles shall be refueled at designated locations and switched off during fueling.

Electrical safety

Only personnel with licensed electrical expertise, or electricians working with licensed electrical expertise, may execute work on electrical installations on site.

- Electrical cables shall, wherever possible, be covered or hung. The cover may not create a tripping hazard.
- All electrical tools, equipment and cords must be checked on a regular basis and if defective taken out of service immediately. All electrical installations must be equipped with Ground Fault Circuit Interrupters (GFCI;s).

Waste management

A waste management plan shall be published and followed by all on site. Measures must be taken to manage waste/garbage in a suitable manner at each site.

- Waste separation shall be done in a designated area on site.
- Hazardous waste must be separated and handled according to manufacturers instructions.

Chemical products/hazardous substances

Hazardous substances may only be used in accordance with the guidelines/instructions from executed risk assessments/Pre Task Plan and the corresponding safety data sheet (SDS).

- Subcontractors shall always submit information about the chemical products/hazardous substances (including SDS) they handle to Skanska's production management, and also ensure that those working with the products have received sufficient training/information about safe handling.
- There must be a list of current SDS's for hazardous and ecologically-harmful substances handled on site. It shall be accessible to everyone on site.

Alcohol and drugs

Anyone on site under the influence of alcohol/drugs or suffering from a hangover is a danger to him/herself, his fellow workers and other employees.

- Alcohol and drugs are not allowed on site. Persons under the influence of alcohol/drugs shall immediately be removed from the site. Each employer is responsible for ensuring that the individual arrives home safely.

Disciplinary measures

We demand that **everyone on site, including temporary employees, subcontractors, side contractors, other partners and own employees** follow these rules as above. Persons violating these regulations will be warned and/or dismissed from site. Dismissal means that the person must immediately leave the site. A monetary fine may also be claimed, according to agreement with the subcontractor. Repeated dismissals can lead to termination of employment.

Skanska's production management is responsible for any disciplinary measures. Each warning (verbal or written) and any information to contractors will be noted in the site journal. The same procedure described below applies to Skanska's own employees as well as external personnel.

No. of incidents	Measure	Consequence
• First incident	Personal dialog/ reprimand	If the person does not comply with and take action, he/she will be summoned to a personal dialog and his supervisor will be informed. This also applies to retained external personnel ; the immediate supervisor will be informed and will decide on further measures.
• Second incident	Personal dialog and written warning	Same procedure as above. Also the following applies to Skanska's own personnel ; Skanska's production management will inform the Union representative and HR. This also applies to external personnel ; inform the employer, request new personnel or pay fine/cancel contract.
• Third incident	Personal dialog and written warning	Same procedure as with the first incident. The following also applies to Skanska's own personnel ; Skanska's production management will inform HR, which will negotiate measures, transfer or termination of employment as well as inform the senior junior representative for the region. The following also applies to external personnel ; request new personnel or pay a fine/cancel the contract.

NB! If the incident is serious, it can result in immediate dismissal already after the first incident.