

Note

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

Content

Our work environment	2
Site access and registration of attendance	2
Risks at work.....	3
Safe behaviour.....	3
Information and qualifications	4
Work site design.....	5
Personal Protective Equipment (PPE).....	6
Protective devices.....	6
Fall prevention/protection	7
Dust	7
Noisy operations.....	8
Fire prevention	8
Electrical safety.....	8
Waste management	8
Chemical products/hazardous substances	9
Alcohol and drugs	9
Measures when rules of order and safety regulations are not observed.....	9

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, to feel comfortable, have respect for each other and return home safely after work.

This includes:

- Our own and temporary employed employees
- Subcontractors
- Side contractors, and
- Other partners on site

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 and **works safely or not at all!** 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 a complement to, but do not replace, applicable laws and ordinances from the authorities.

Before you arrive at the workplace

With effect from 1 January 2020, Skanska is bringing in a new introduction to all building and construction sites and fixed installations. This means that, to perform work at any of Skanska Sweden's productive workplaces, before arriving at the workplace, everyone shall have completed:

1. The building industry's joint safety training, with a pass
2. Skanska's digital workplace introduction

The new introduction will begin to be used in summer 2019, which means that some workplaces will already have this requirement in 2019. Production management will inform what applies to the specific workplace.

The building industry's joint safety training is valid for three years and Skanska Sweden's workplace introduction is valid for one year.

More information about implementation and documentation of qualifications:

www.skanska.se/innanankomst

Site access and registration of attendance

- Everybody working on site must wear ID06 card visible, follow ID06 regulations and on request be able to provide proof of identity with a valid ID document.
- First access to the workplace requires the completion of the building

industry's joint safety training and Skanska Sweden's workplace introduction, including the workplace-specific part. If you cannot prove that you have completed and passed the safety training and taken the workplace introduction, you may be turned away from the workplace.

- Visitors and others temporarily present at the workplace shall have a visitors' introduction. Visits shall always be accompanied by an authorised escort.
- Everybody working on site is solely responsible to be registered on the actual work site where and when work is performed. Registration shall take place daily and in immediate connection to the start of the work shift as well as deregistration by the end of the work shift.
- If registration for some reason is not possible, the employee shall inform management immediately.
- Drivers who are to load or unload goods report their arrival to the workplace for any registration and to receive relevant information and permission to load or unload.

Risks at work

Risks of illnesses and accidents are prevented by conducting regular risk assessments of all risks on site. Risk assessments 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 shall ensure that Pre Task Plans are performed, that the safety representative/employees concerned have participated 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.
- The person who finds that his/her work involves an immediate and serious risk to life or health, must immediately stop working, ensure safety of others and immediately inform Skanska's production management and 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 issues and as necessary, informing Skanska's production management and safety representative.
- Immediately reporting all incidents, injuries or other risk observations to Skanska's production management.
- Pay good attention to the task and your surroundings and to using the mobile phone and mobile devices (calls/messages/surfing) responsibly.

Principles that applies:

- During usage, stand in a safe position.
- Drivers of vehicles, machines or cranes may use the device with a hands-free set for short, work-related conversations.
- Communication between drivers and co-workers under a specific work task may take place with a hands-free set if the risk assessment has shown that this increases the safety for the work tasks.
- Private use needs to be primarily taking place during breaks.
- 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.

- Before work begins, there is a review of relevant risks and safety measures together with site management. The work environment plan, risk inventories and relevant work preparations shall also be gone through. Also stated at this time are contact person/family contact and any authorisation for specific work.
- 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. All work with power saws requires documented training.

- 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.
- 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 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 in the workplace shall pay attention to and respect the assigned walkways as well as cordoned off risk areas with warning signs where there is an increased risk of personal injury. For example during blasting work, at lifting areas, machine work in the working area and pits.
- 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.
- In some cases the use of PPE can cause bigger risks than the protection it provides. Those cases are to be assessed according to a certain routine and Skanska's production management decides upon a possible permission of exception.
- 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

- **New requirement as of January 1st 2016.** Boomlifts used on Skanskas work sites shall have a functional anti crash device installed in order to be allowed.
- Plant/machinery used on Skanskas work sites, as excavators, wheel loaders etc, shall:
 - As a minimum have the safety equipment according to the matrix ”Obligatorisk säkerhetsutrustning arbetsmaskiner” installed. See www.skanska.se/leverantor.
 - Have specific vehicle/plant marking if client requirement, for example the Swedish Transport Administrations are applicable or if a risk assessment shows the need for additional protection.
- 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 platforms (MEWPs) personal fall prevention/protection equipment is mandatory:
 - When using a MEWP in group B, as for example a boom lift
 - When using a MEWP in Group 2, for example a scissors lift/pillar lift, if not all risks of the lift turning over, or falling out of the lift are totally eliminated. For example risk of collision with or hit by vehicle/plant/or other, i.e lifted objects.
 - When work with chainsaw is performed from the MEWP, regardless of type of MEWP.
- 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 controlled as close to the source as possible, for example, by sprinkling the road, dust covers on conveyor belts, integrated exhaust on machinery/tools, vacuuming, local suction and dust absorbing/cooling water.

In consideration of our colleagues, subcontractors and clients with allergies, we do not have pets in our office space and cabin establishments.

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 systems (radio, earmuffs with radio, mp3- players or equivalent) must only be used after risk assessment and 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 permitresponsible. 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.
- Plastic foam in the workplace puts great requirements on storage and handling, as well as extra attention when preparing hot work, etc.
- 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.

Measures when rules of order and safety regulations are not observed

We require that everyone in the workplace, which includes all subcontracted personnel, subcontractors hired (SC), ancillary contractors (AC), other cooperation partners and own employees follow Skanska Sweden's general rules of order and safety regulations. **First of all, we provide each other with conditions, help each other to understand the meaning of the rules and remind each other to follow them.**

When this does not help or someone does not conform following a reprimand, Skanska's production management is responsible for a reminder and dismissal to take place as below.

Important! In case of a serious offence, a reprimand or verbal reminder is not enough, this includes if the employee conforms.

For employees at Skanska, the following applies:

Offences	Action	Consequence
<ul style="list-style-type: none"> • First 	Verbal reminder	Personal reprimand is issued and the incidents are recorded in a confidential document. Skanska provides new safety information to the employee. The immediate superior is informed.
<ul style="list-style-type: none"> • Second 	Personal discussion and written reminder	Personal reprimand is issued and the incidence is recorded in a confidential document. The employee is given a written reminder which is signed for. Reminder is sent to HR-partner. The immediate superior and trade union organisation is informed.
<ul style="list-style-type: none"> • Third 	Dismissal from the workplace with salary deduction and written reminder	The employee is informed that he/she is not deemed fit to work if the rules of order and safety are not followed. The employee is then dismissed from the workplace and his/her salary for the rest of the day deducted. The following day a personal discussion is held with the employee and he/she is given a written reminder which is signed for and sent to HR-partner. The incident is recorded in a confidential document. The immediate superior and trade union organisation are informed.
<ul style="list-style-type: none"> • Fourth 	Dismissal from the workplace with salary deduction and written reminder.	The employee is informed that he/she is not deemed fit to work because the rules of order and safety are not followed and is dismissed from the workplace with salary deduction. The employee is given a written reminder which is signed for and sent to HR-partner. The immediate superior is informed. The incident is recorded in a confidential document. The immediate superior and HR-partner assess whether other labour law-related measures are possible. In the most extreme case, the employee risks being given notice of termination.

The following applies to our subcontractors:

Offences	Action	Consequence
<ul style="list-style-type: none"> • First 	Personal discussion/verbal reprimand	<p>A reprimand is issued and the SC's boss informed. Skanska provides new safety information to the SC who has deviated from the rules. The incident is recorded in a confidential document.</p> <p>SC's boss is responsible for taking any labour law-related measures against his/her personnel.</p>
<ul style="list-style-type: none"> • Second 	Replacing personnel/penalties	<p>A reprimand is issued and if the SC does not conform following the reprimand, he/she is dismissed from the workplace for the day. Write to SC's work management team and demand replacement of personnel. Consider demanding a penalty.</p>
<ul style="list-style-type: none"> • Third 	Penalties/termination of contract agreement	<p>A reprimand is issued and the SC dismissed from the workplace. The SC's management is contacted for discussion about further measures.</p> <p>Termination of contract agreement may be considered if the SC's management does not take necessary measures.</p>